

SILVERDALE PARISH COUNCIL

Councillors you are duly summoned and members of the public are invited to attend a Meeting of Silverdale Parish Council on Tuesday 7th October 2025 at 7:00 pm at The Institute, Springbank, Silverdale, LA5 0TE, for the purposes detailed in the following agenda.

Agenda - October 2025

	Agenda Items	Documents
1	Apologies 1.	
2	Declarations of interest To receive from members in respect of items on this agenda <i>(Members are reminded that it is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting)</i>	
3	Minutes of last meeting Chair to sign the minutes of the meeting held on 2 nd September 2025 as a true record.	Minutes of the last meeting
4	Matters arising from previous Minutes To receive information about matters arising from the minutes of previous meeting and not covered elsewhere in the Agenda, and to update on council previous actions	
5	Police report To receive a report from the police if available	
6	Public Participation Members of the public will be given the opportunity to speak, ask questions or raise matters of interest with regard to this agenda. <i>(Time is limited to 30 minutes in total and not more than 3 minutes per person. Note: Members of the Council are not permitted to respond, except to ask questions for the purposes of clarification only)</i>	
7	Reports a) To receive verbal reports from any meeting attended by Members, or the Clerk (verbal reports are only acceptable where no decision, or action, is required) b) To receive a report of any relevant matters by City Councillor Alan Greenwell c) To receive a report of any relevant matters by County Councillor Graham Dalton	
8	Planning Applications To note that the following planning application(s) has been submitted to Lancaster City Council and circulated to members of the Council since the last meeting: a) 25/00919/FUL Glenarra, Park Road, Silverdale LA5 0UJ – Erection of a replacement dwelling – Grid reference 346989, 475809 b) 25/00971/FUL 1 Townsfield, Silverdale, LA5 0RS – Construction of a hip to gable extension, construction of dormer extension to the front and rear elevations, installation of rooflights and solar panels to the front elevation – Grid Reference 346164, 475677 c) 25/01000/CU 28 Lindeth Road, Silverdale, LA5 0TX – Change of use of property to short term holiday let – Grid reference 346161,474530	Date sent to Councillors 27/08/25 04/09/25 29/09/25
9	Planning Applications – TPO To note that the following planning application(s) has been submitted to Lancaster City Council and circulated to members of the Council since the last meeting a) 25/0198/TPO 6B Lindeth Road, Silverdale, LA5 0TT – T1, T3 and T7 (Oak) – Crown thinning and crown lifting to 3.5m. T2, T4, T5 and T6 (Tew) – Crown thinning and Crown lifting to 3.5m	30/09/25
10	To receive the Clerk's report of any action (other than consideration of Planning Applications) taken under the provisions of Standing Order 25 a) Section 3 and Notice of conclusion of audit from external auditors has been uploaded to the SPC website.	
11	Correspondence received Correspondence received since last meeting: a) Rural Services Network weekly news (03.09, 10.09, 18.09, 25.09)	Date sent to councillors

	b) Public Sector Executive Newsletter (28.08, 01.09, 04.09, 05.09, 09/09, 11.09, 16.09, 18.09, 25.09, 27.09, 30.09) c) Public Sector Executive Podcast email (07.09, 09/09, 12.09, 18.09, 27.09) d) Clear Council Insurance email (29.08, 02.09) e) Email from CPD Public Sector Event (03.09, 07.09, 12.09, 16.09, 22.09) f) Email received from Growth Company g) LALC August Newsletter h) Email received from Silverdale resident asking for information on properties owned by SPC following the BBC programme on housing (Cllr Bond responded 29.08) i) Email from Silverdale resident regarding subsidence between kerb and drain grid. (County Cllr Rev Graham Dalton responded 30.08) j) Lune Valley Annual Tenant Report received via email k) Correspondance from PKF Littlejohn l) Email from Pots of Possibility m) Draft Arnsdale & Silverdale National Landscape Management Plan 2025-31 n) Email from SaferPlay o) Email from Lancashire County Council re The King's Award for Voluntary Service p) Email from Local Government Procurement Expo q) Email from Morecambe Bay Partnership – Visitor Surveys r) Email from Lancashire County Council – Future of local council services in Lancashire s) Email from Morecambe Bay Partnership t) Email from Earth Anchors u) Email received from Openreach v) Email from Lancashire County Council – Consumer Alerts w) Email from Easy Funding x) Email From PFK Littlejohn – AGAR Section 3 External Auditor Report y) Email from Gaskell Hall re Defibrillator z) Email from SP Electricity North West re:- planning exemption letter and plan regarding SP Electricity North West's proposals to install an additional pole in our existing overhead line on land near Hollins Lane - aa) Email from Morrison Data Services re Electricity Meter readings - bb) Email from Lancaster City Council - Local Government Reorganisation in Lancashire – Stakeholder Engagement - cc) Morecambe Bay Partnership email – dates and times of Visitor Surveys - dd) Email from LALC – Invitation to the Lancaster Area Meeting of LALC - ee) Email from LALC – Devolution discussion - ff) Email from LALC – Lancaster City Council – Survey - gg) Email from, B4RN – Details of the 2025 B4RN AGM (16.09, 22.09) - hh) Email seeking advice re developing a Community Emergency Plan ii) Email from Lancashire County Council – Information requested of Activities and Projects held over the summer - jj) Email from ATM marketing - kk) Email re LALC Annual Meeting, Saturday 1st November 2025 at 2.30pm - ll) Parish Online - mm) FOSCPO September News - nn) Email from Finding Fitness - oo) Email from The Funded Team - pp) Email from Cllr Lizzie Collinge regarding update of Governments Alert signal - qq) Email from Gallagher – Your practical guide to autumn resilience - rr) Email from Parish online - ss) Inspection reports for Silverdale play park - tt) Email from B4RN regarding its upcoming AGM - uu) Email from Grantscape – Autumn 2025 Newsletter vv) The Circuit Newsletter – Autumn edition	28/08/25 28/08/25 29/08/25 29/08/25 29/08/25 01/09/25 01/09/25 01/09/25 01/09/25 02/09/25 02/09/25 03/09/25 03/09/25 03/09/25 04/09/25 04/09/25 04/09/25 07/09/25 09/09/25 22/09/25 09/09/25 09/09/25 09/09/25 09/09/25 11/09/25 12/09/25 12/09/25 13/09/25 16/09/25 16/09/25 16/09/25 16/09/25 18/09/25 18/09/25 18/09/25 18/09/25 22/09/25 27/09/25 27/09/25 27/09/25 29/09/25 29/09/25 30/09/25
12	Working Groups	
	1 - Affordable Housing	

	a) To update our schedule of second homes/ short term lets and to push further to achieve what has happened in Wales. 2 - Children's Playground b) To receive a report on any urgent actions that have been taken and to consider any other issues raised in the Lancaster CC quarterly report, or Parish weekly inspections. 3 - Footpaths etc. c) Expression of interest submitted to National Landscape for accessible interpretation boards at Silverdale wells. Agree format and quotes from Designworks for a formal application 4 - Highways Maintenance d) None received for Silverdale this month 5 - Net Zero Carbon e) Cllr Reed distributed notes from meeting held on 22nd September 6 – Public Toilets f) Maintenance remittance from Lancaster City Council. g) Clarksons Electrical invoice – to go to Lancaster City Council. 7 – Transport/Access & Village Parking h) Cllr Unsworth contacted Sgt Brown regarding speeding tractors throughout the village i) Bleasdale traffic and report on onsite meeting on 3rd September. Wednesday 24th September – site visit and letter to Sefton Booth regarding school traffic and parking j) Withdrawal of bus service to Morecambe k) Love Clean Streets – posters ready to put up on noticeboards and advertised on Facebook and Neighbourhood Watch What's App thread. l) To discuss the GB Energy Community Fund Stage 2 application and agree the way forward following a meeting by the Working group on the 26th September. 8 - Silverdale Emergency Resilience Group (SERG) m) To agree to outsource the printing of the revised Silverdale Emergency Plan that need to be distributed to Councillors. Clerks, and locations within the village. n) Agree to apply for funding for Emergency Equipment o) United Utilities – an area supply map p) Generator training for co-ordinators – 18th October q) More street wardens needed to register r) Lancaster City Council Community Emergency Meeting – 25th October s) Next meeting: Tuesday 11 November 2025 at 7pm at the Village Institute with other parish council leaders attending for shared learning. t) Cllr Webster distributed a list of Emergency Equipment including existing equipment and that deemed essential 9 – Mobile Phone signal u) Update from Lizzi Collinge MP 10 - Streetscape 11 - Woodland Management v) Cllr Bond sent email to Cumbria Tree Survey regarding annual survey on Parish Woodlands	29/09/25 18/09/25 30/09/25
13	Projects/Issues a) Remembrance Sunday – arrangements for civil service at the War Memorial b) Silverdale Post Office – any news? c) Parish Council still has one Casual Vacancy d) Noticeboard Material e) Corner House	

	f) Potential monument to the Matchless Disaster g) Response to consultation on the draft National Landscape Management Plan. h) Formally adopt Staff Appraisal Policy and appoint two councillors who will lead the appraisal of the Clerk and Deputy Clerks Probation period. i) LALC - does Silverdale Parish Council have any motion for the annual conference (needs to be forwarded by Friday 24th October).																																													
14	Parish Contractor a) To review and update the Parish Contractors Worklist b) To agree if the Probationary period for both the Clerk and the Duty Clerk has been satisfactory and to confirm their appointments.																																													
15	Finance Audit Matters a) To approve payment for Bugler for Remembrance b) To approve the following payments: <table><tr><th colspan="2">Regular Payments</th><th colspan="2">Direct Debits/Standing Orders</th></tr><tr><td>Clerk Salary & Expenses</td><td>£495.59</td><td>Waterplus (Toilets)</td><td>£47.23</td></tr><tr><td>Deputy Clerk Salary & Expenses</td><td>£181.48</td><td>iTek Computer Solutions Ltd</td><td>£112.80</td></tr><tr><td>HM Revenue & Customs (paye & EC for Clerk & Deputy Clerk)</td><td>£131.41</td><td>EDF Energy (Clock)</td><td>£26.77</td></tr><tr><td></td><td></td><td>EDF Energy (toilets)</td><td>£37.80</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><th colspan="2">Other payments this month</th><td></td><td></td></tr><tr><td>PKF Littlejohn LLP – Invoice number SB20251507</td><td>£504.00</td><td>EDF Energy – Invoice KI-454EC643-0014 (covered under Direct Debit)</td><td>£30.59</td></tr><tr><td>Malcolm R Richardson – Invoice 1766</td><td>£99.00</td><td>First Cut Grounds Maintenance Ltd – invoice 1155</td><td>£980.50</td></tr><tr><td>Gallagher (AJGIBL GBP Client NST Account) - Invoice number 548576639</td><td>£3009.41</td><td>iTek Computer Solutions Ltd – Invoice INV-31348 £125.76 (£112.80 covered by SO)</td><td>£12.96</td></tr><tr><td>David Wain – September 2025 invoice</td><td>£800.00</td><td></td><td></td></tr></table> c) To approve any payments due since publishing the agenda d) To approve retrospective payments included in list above (add to minutes) e) Parish Council Insurance – renewal: alteration of schedule and confirmation to Gaskell Hall of cover for generator and defibrillator. Agree and sign statement of Parish Council responsibility for the defibrillator at Gaskell Hall: Keith Reed to sign on behalf of Gaskell Hall committee f) HMRC – letter asking them to confirm that SPC does not have an outstanding account and ask them to formally acknowledge their mistake in pursuing to reclaim. g) To decide on whether to change the Parish Council banking arrangements and, if so, to which bank. h) To receive, approve and sign month end balances i) Note: Has the Internal Audit form been received?	Regular Payments		Direct Debits/Standing Orders		Clerk Salary & Expenses	£495.59	Waterplus (Toilets)	£47.23	Deputy Clerk Salary & Expenses	£181.48	iTek Computer Solutions Ltd	£112.80	HM Revenue & Customs (paye & EC for Clerk & Deputy Clerk)	£131.41	EDF Energy (Clock)	£26.77			EDF Energy (toilets)	£37.80					Other payments this month				PKF Littlejohn LLP – Invoice number SB20251507	£504.00	EDF Energy – Invoice KI-454EC643-0014 (covered under Direct Debit)	£30.59	Malcolm R Richardson – Invoice 1766	£99.00	First Cut Grounds Maintenance Ltd – invoice 1155	£980.50	Gallagher (AJGIBL GBP Client NST Account) - Invoice number 548576639	£3009.41	iTek Computer Solutions Ltd – Invoice INV-31348 £125.76 (£112.80 covered by SO)	£12.96	David Wain – September 2025 invoice	£800.00			
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16	New items to Consider for October 2025 a) Formally adopt Staff Appraisal Policy and appoint two councillors who will lead the appraisal of the Clerk and Deputy Clerks Probation period. b) To agree of the Probationary period for both the clerk and the Deputy Clerk has been satisfactory and to confirm their appointments.																																													
17	To receive any items for a future agenda																																													
18	Date and time of the next meeting Tuesday 4 th November 2025, 7pm at The Institute, Springbank, Silverdale																																													

Clerk to the Council

clerk@silverdale-pc-lancs.gov.uk

Joan McDaid