

# PETROCKSTOWE PARISH COUNCIL

Parish Clerk: Fiona Lowe, Fourwinds, Fore Street, Witheridge EX16 8AH  
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Dear Councillors, you are duly summoned to attend the Petrockstowe Parish Council Annual Meeting to be held at 7.30pm on **Thursday** 13<sup>th</sup> July 2023, in the Baxter Hall, Petrockstowe, to which Parishioners are invited and welcome to attend, to discuss the following business.

## 7.30pm Public Question Time

This section (at the Chairman's discretion may last up to 30 minutes) is not part of the formal meeting of the Council and minutes will not be produced. [Public Bodies \(admissions to meetings\) Act 1960 s 1 extended by the LG Act 1972 s 100.](#)

## Report from Unitary Councillor/s if required

## AGENDA

- 1) **Apologies of Absence** To receive apologies and approve reasons for absence
- 2) **Declarations of Interest** To declare any personal interests and any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the room for the relevant item).
- 3) **Co-option of Councillor** To consider candidates (ask for further information as per application forms), then take a vote (secret ballot) as per Co-option Policy. Once decision made, new Councillor to sign Declaration of Acceptance of Office and sit with Parish Councillors.
- 4) **Minutes** To consider for approval the minutes of the Annual Parish Council Meeting of 16<sup>th</sup> May 2023, the minutes having been previously circulated.
- 5) **Re-adoption of Council Documents** Councillors need to review, amend if necessary and readopt the Council documents as below. Amended versions emailed prior to the meeting, with current versions available on the [website](#).
  - a) **Model Standing Orders** – no changes since 2022 (to the April 2018 version). To consider re-adoption
  - b) **Data Retention & Disposal Policy** – minor changes (period till review changed to bi-annually) – to consider adoption
  - c) **Complaints & Grievance Policy** – no changes – to consider re-adoption
  - d) **Information & Data Protection Policy** – new version – to consider adoption
- 6) **Planning**

*Council is asked to discuss the below planning application/s and inform the Clerk of its comments to forward to Torridge District Council. Any planning applications received after the distribution of this agenda will also be considered.*

  - a) **Application.** Ref: 1/0437/2023/FUL Date: 20th June 2023 Proposal: Erection of single storey extension to existing bungalow Location: Kilima, 1 Chapel Close, Petrockstowe, Okehampton. **For discussion.**
  - b) **Application – for info only.** Ref: 1/0429/2023/FUL Date: 31st May 2023 Proposal: Construction of an agricultural workers dwelling Location: Land At Heanton Barton, Petrockstowe, Devon. *Comments sent to Planning: Petrockstowe Parish Council has no objection to this application.*

- c) **Application – for info only.** Ref: 1/0376/2023/LBC Date: 6th June 2023 Proposal: Replacement of existing fence panels and gate Location: 3 The Square, Petrockstowe, Okehampton, Devon.  
*Comments sent to Planning: Petrockstowe Parish Council has no objection to this application*
- d) **Application – for info only.** Ref: 1/0375/2023/FUL Date: 6th June 2023 Proposal: Replacement of existing fence panels and gate Location: 3 The Square, Petrockstowe, Okehampton, Devon.  
*Comments sent to Planning: Petrockstowe Parish Council has no objection to this application*
- e) **Application – for info only.** Ref: 1/0438/2023/FUL Date: 22nd May 2023 Proposal: Installation of 24 no. ground mounted solar panels Location: Land At Thorne View, Petrockstowe, Devon. *Comments sent to Planning: Petrockstowe Parish Council has no objection to this application*  
*Council is asked to receive planning application decisions made by Torridge District Council. Council is asked to note the below decisions:*
  - a) **Decision** - Ref: 1/0438/2023/FUL Date: 4th July 2023 Proposal: Installation of 24 no. ground mounted solar panels Location: Land At Thorne View, Petrockstowe, Devon, **DECISION: GRANTED**

7) **Correspondence** Please see below list of correspondence e-mailed to Councillors for consideration/information.

8) **Matters arising from previous minutes**

- a) **Extension of 30mph speed limit** – update if available – **Clerk**
- b) **Flagpole** - c/f – **Cllr Richards**
- c) **20's Plenty** – email sent 10/06 for discussion – **Clerk**
- d) **Civility & Respect Pledge.**
  - i) A requirement is a **Dignity at Work Policy** – to consider adoption
  - ii) **C&R Pledge** – to pass a resolution to sign up
- e) **Internal Auditors** recommendations –
  - i) **Website compliant to WCAG2.1** – HugoFox has confirmed this.
  - ii) **Grant Policy** – to consider adoption
  - iii) **Training Policy** – to consider adoption
  - iv) **Statement of Control** - to be sourced and considered for adoption – c/f September
  - v) **IT/Website backup** - The Clerk only uses OneDrive. The website provider is Hugo Fox. HugoFox has confirmed that it is backed up weekly.

9) **Current Business**

- a) **Rec Grd** – update - **Cllr Busby**
- b) **Planning/Building Waste behind Rectory Rise**– **Cllr Busby**
- c) **Insurance renewal** – to consider the quotes received – **Clerk/Cllr Thompson**

10) **Councillors Reports** for information if required and available.

- a) Play Park inspection report circulated – email 02/07/23

11) **Finance**

- a) **Finance summary** - supplied
- b) **Receipts: to note receipt of income**
  - 31/05/23 – Sale of medals - £40.00
  - 22/06/23 – Refund of P&P - £8.70
  - 05/07/23 – Balance from PSSC - £718.39
  - Receipts: £767.09**
- c) **Expenditure: Previously approved expenditure**
  - 30/05/23 – Precept grants - £1,100.00
  - 30/05/23 – Ground rent - £2.00

30/05/23 – Chair’s Allowance – £24.46

30/05/23 - NDRO – £50.00

30/05/23 – Membership Fees - £80.00

27/06/23 – Internal Audit – £120.00

**Payments approved:** £1,376.46

**Previous Account Balance: £11,416.09** (of which £8,250.00 is restricted)

**Receipts:** £767.09

**Payments:** £1376.46

**Account Balance: £10,806.72** (of which £8,250.00 is restricted) (agrees with bank statement on 06/07/23)

12) **Confirm date of next meeting**

The next PCM will be on Tuesday 19<sup>th</sup> September 2023 at 7.30pm in Baxter Hall. A Planning meeting will be held on Tuesday 15<sup>th</sup> August 2023 if required.



Fiona Lowe  
Parish Clerk  
07/07/2023

## Correspondence sent to Councillors from 07/05/2023 to 08/07/2023 inclusive

07/05/23 – Julie Harris – Thank you  
09/05/23 – Devon Climate Emergency - Welcome To Our May Newsletter!  
15/05/23 – The Burton Museum - Celebrating 40 Years of War Horse at the Burton  
11/05/23 – Healthwatch Devon - Healthwatch Devon E-bulletin 11 May 2023  
12/05/23 – TDC - Refurbishment of Westward Ho! Rockpool and Pebbleridge Road underway  
15/05/23 – DCC - Have Your Say about how the region adapts to climate change; Training shows what it's like to live with dementia; Torrential Tuesday - the clean up continues; Devon County Show next week; Ketamine warning, and Pride flag flies over County Hall  
16/05/23 – TDC - Westward Ho! beach awarded prestigious Blue Flag!  
16/05/23 – DCC - We need to talk about anxiety  
18/05/23 – Healthwatch Devon - Healthwatch Devon E-bulletin 18 May 2023  
19/05/23 – TDC - Spring Bank Holiday Waste & Recycling Collection Changes  
23/05/23 – TDC - Four owners fined for failure to keep dogs on lead in Victoria Park - Bideford  
23/05/23 – TDC - Extended disabled access track unveiled at Northam Burrows Visitor Centre  
24/05/23 – Cllr Saywell - 🚍\*\*\* NEW IMPROVED TIMETABLE FOR THE 5B BUS \*\*\* 🚍📧  
26/05/23 – Healthwatch Devon - Healthwatch Devon E-bulletin 25 May 2023  
26/05/23 – TDC - Get ready for BioBlitz Day 2023 - Free Entry to Northam Burrows 15th June  
30/05/23 – TDC - New Council meet at Torridge AGM and re-elect Councillor Ken James as Leader for fourth year  
30/05/23 – TDC - Torridge District Council Planning Team Shortlisted for Top Team Award!  
30/05/23 – Amberon (Roadworks) – SX91730510, Church Road - 30.08.2023  
30/05/23 – Amberon (Roadworks) – SX86709504, Keyberry Road - 30.08.2023  
30/05/23 – Amberon (Roadworks) – SX96884204, Follett Road - 31.08.2023  
30/05/23 – Amberon (Roadworks) – SX92976703, SX92976802, SX92976804, SX92976801, Burridge Road & Road from Lake Bridge to North End - 31.08.2023  
30/05/23 – TDC - Spring Bank Holiday Waste & Recycling Collection Changes  
30/05/23 – DCC - Find out about our new appointments; Energy efficiency upgrades available for low-income households and Bikeability in Devon hits 100,000 and counting!  
30/05/23 – DCC - Get set for summer!  
08/06/23 – Devon Climate Emergency - Welcome To Our June Newsletter!  
08/06/23 – Royal Devon University Healthcare - Latest news from the Royal Devon: June 2023  
08/06/23 – West Devon CVS - Community Wellbeing event in Merton on Monday 10 July  
08/06/23 – DCC - Local Flood Risk Management Strategy Newsletter - Summer 2023  
08/06/23 – TDC - Nature flourishes in Torridge as Council pledges to boost biodiversity!  
10/06/23 – Healthwatch Devon - Healthwatch Devon E-bulletin 08 June 2023  
10/06/23 – DCC - Digital leadership training for SMEs; Transforming battery waste into critical minerals; Coworking collaboration for women in business; Multiply maths skills training  
10/06/23 – TDC - Council seek views on expanding markets across the district  
10/06/23 – TDC - Torridge Business Bulletin - June 2023  
10/06/23 – DCC - Amber alert issued for this weekend; We're back in black; love to ride your recycled cycle and more funding available to help with the cost of living  
12/06/23 – West Devon CVS - Community Wellbeing event in Merton 3.30 pm - 6.30 pm on Monday 10 July 2023  
19/06/23 – TDC - Pickwell Foundation 'Afternoon of Compassion' event for Refugee Week  
16/06/23 – DCC - Free activities and meals available to eligible children over the school summer holiday; How does Devon adapt to a warming world and Let's talk about loneliness  
20/06/23 – Devon Local Nature Partnership - Devon LNP Wild About Devon Awards  
21/06/23 – TDC - Active Torridge host their first School's Swimming Gala  
27/06/23 – TDC - Council reconfirm Support for Plough Arts Centre with Three Year £30k funding pledge  
27/06/23 – DCC - Devon celebrates Windrush anniversary; Marsh Barton train station opening; more skills bootcamps launched; library Work Clubs helping refugees, and Government plans to scrap DIY waste charges  
27/06/23 – Healthwatch Devon - Healthwatch Devon E-bulletin 23 June 2023  
27/06/23 – ODCTG - FW: Coming up - more donations!  
27/06/23 – South West Water - Help us encourage to Save Every Drop  
28/06/23 – ODCTG – AGM  
29/06/23 – ODCTG – Newsletter 82  
29/06/23 – Devon Climate Emergency - Welcome To Our July Newsletter!  
02/07/23 – PCSO Baker - Torridge Newsletter Summer Edition  
02/07/23 – Healthwatch Devon - Annual Report 2022-23 - Healthwatch in Devon, Plymouth and Torbay  
02/07/23 – Cllr Cottle-Hunkin - Concerns over unusual farm visitors in Petrockstowe  
02/07/23 – TDC - Kenwith Dam Flood Defence work to commence in July  
02/07/23 – DCC - Beware of cheap toys that could contain harmful chemicals; we're celebrating young people helped into education, employment or training and could you be better off drinking less?