

PETROCKSTOWE PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held in the Baxter Hall
on Tuesday 21st May 2024 at 7.30pm.

Present: Cllrs M Busby (Chair), A Hunkin, J Richards, J Brasier, I Fisher (Vice-Chair, M Goaman

In attendance: Parish Clerk - F Lowe, Cllr A Saywell (left early), DCllr C Wheatley, 3 Members of the Public

Public Question Time [Public Bodies \(admissions to meetings\) Act 1960 s1](#) extended by the [LG Act 1972 s100](#). A MOP asked if the PC will be remaining neutral on the issue of New Road/American Lane becoming a byway open to all traffic along New Road and a bridleway along American Lane. Cllrs Goaman, Brasier and Busby declared an interest as they have or live on adjoining properties. Standing Orders were suspended to discuss this agenda item early and following a discussion involving all present, it was agreed that the PC would support a bridleway and/or restricted byway along both routes, but not a byway open to all traffic. **Clerk to send comments to C Gatrell**

Report from County/District Councillors

Cllr Saywell – gave a precise of the written report which is attached as an appendix.

Cllr Richards asked some questions regarding road repairs and maintenance and was advised that it is down to engineers to maintain all adopted roads, and prioritise as they deem correct.

Cllr Busby raised an issue with TDC Planning/Enforcement and was advised that Cllr Wheatley would be able to take this forward. **Clerk to send reference number to Cllr Wheatley.** *Cllr Saywell gave his apologies and left.*

Cllr Richards complained that after the recycle rubbish collections on a Friday, recycled rubbish is being found on the roadside, possibly because it is not secured as the lorry drives away. **Cllr Wheatley will follow up.**

DCllr Wheatley – read out a written report which is attached as an appendix.

1. **Election of Chair and Vice-Chair.** Cllr Hunkin proposed Cllr Busby and Cllr Fisher and Cllr Richards seconded with all in favour.
2. **Acceptance of apologies for absence.** [Schedule 12 of the Local Government Act 1972](#) requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the [Local Government Act 1972](#), members present must decide whether the reason(s) for a member's absence are accepted. Cllr Thompson is on holiday. Apologies accepted
3. **Declarations of interest.** Members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities ([Disclosable Pecuniary Interests](#)) [Regulation 2012 \(SI 2012/1464\)](#) (NB this does not preclude any later declarations). **None.**
4. **Approval of Minutes.** To receive and sign the minutes and Part 2 minutes of the Parish Council Meeting of 19th March 2024, and the Planning Meeting and Annual Parish Meeting of 16th April 2024. [LGA 1972 Sch 12 para 41\(1\)](#). **Resolved:** that they were a true record of the meetings decisions and signed as such.
5. **Annual Governance & Accountability Return 2024.**
 - a. **Section 1 – Annual Governance Statement 2022/23** – this was read out and approved by all.

Initials of Chair

- b. **Section 2 – Accounting Statements 2022/23** – these were approved by all.
- c. **Certificate of Exemption** – this was approved by all.
- d. **Receive the Annual Internal Auditors Report** – this was shared with all councillors along with the more detailed IA report. The Clerk was instructed to advise the IA of the inaccuracies in their report for correct and resubmission to the PC.

6. **Current Business**

- a. **SLCC Membership** – it was approved to pay the annual membership of £80.00
- b. **Petrockstowe Parish Council and Water Restoration Grant** – The feeling is this is all a bit rushed and there are many items that need raising. **Cllrs Fisher and Goaman will attend a meeting on 24th May and feedback to PC.**
- c. **Definitive Map Review** – covered in Public Session.

7. **Matters arising from previous minutes.**

- a. **Additional Signatory on Bank Account** – Cllr Richards has not been able to log in prior to the meeting. **Clerk to assist.**

8. **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. **None**

Council is asked to receive planning application decisions made by Torridge District Council. Council is asked to note the below decisions:

- a. **Application Ref: 1/0157/2024/FUL** Date: 17th April 2024 Proposal: Change of use and conversion to one dwelling with annex accommodation (Buildings D, E and F) (Variation of condition 2 of planning approval 1/0892/2022/FUL) (Plans schedule) Location: Barns At Grid Reference 251845 108236, Petrockstowe, Devon. **This application was withdrawn.**
- b. **Application Ref: 1/0177/2024/LBC** Date: 17th April 2024 Proposal: Change of use and conversion to one dwelling with annex accommodation (Buildings D, E and F) (Variation of condition 2 of planning approval 1/0893/2022/LBC) (Plans schedule) Location: Barns At Grid Reference 251845 108236, Petrockstowe, Devon. **This application was withdrawn.**

- 9. **Correspondence.** Cllrs agreed that they had received the correspondence as listed in the agenda from 16th March to 15th May 2024 inclusive, and had no comments.

10. **Re-adoption of Council Documents.**

- a. **The Code of Conduct** – no changes – readopted
- b. **Model Financial Regulations** – new version – May 2024 – c/f to allow further review
- c. **Model Standing Orders** – no changes – readopted

11. **Clerk/Parish Councillors Reports.**

- a. **Play Park** – Richard Lawson provided his final report as he resigns from this position. He was thanked for all his work over the past years as he hands over the baton to Kelly Mann.
- b. **Recreation Ground** – The committee are holding a Country Fayre on 29th June and an abundance of posters have been put up locally and there would seem to be a good response in stall holders etc.

12. **Finance**

Minutes 19th March 2024

- a. **Year End Summary 2023-2024** – Councillors acknowledge receipt and request that the current account is kept at £1,500 with additional money going into the Reserve Account to earn interest.
Current Account Expenditure:
- c. **To note receipt of income since 09/03/24: £4,282.94**
13/03/24 – VAT reclaim – £1,532.94
29/04/24 – TDC Precept - £2,750.00
- d. **Previously approved expenditure since 09/03/24: £1,649.38**
21/03/24 – Hall Hire (2023-2024) - £120.00
27/03/24 – HugoFox – website - £11.99
28/03/24 – Clerks Salary & Payroll expenses – £1,483.40
28/03/24 – VAT reclaim to Play Park - £22.00
29/04/24 – HugoFox – website - £11.99
- e. **Payments to approve: £80.00**
SLCC Membership - £80.00 – approved

Previous Account Balance: £ 2,680.68 (of which £1,000 is restricted – RecGrd)

Receipts: £4,282.94

Payments: £1,649.38

Account Balance: £5,314.24 (of which £1,000 is restricted – RecGrd) (agrees with Bank statement as at 15/05/24)

Date of next meeting

The Annual Parish Council Meeting will be on Tuesday 16th July 2024 at 7.30pm in Baxter Hall. A Planning meeting will be held on Tuesday 18th June 2024 if required.

With no further business, the Chair thanked all for attending and declared the meeting closed at 8.44pm

Chairman Date

Initials of chair