

PETROCKSTOWE PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held in the Baxter Hall
on Thursday 13th July 2023 at 7.30pm.

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

In attendance: Parish Clerk - F Lowe, Cllr A Saywell (arrived late and left early),
DCllr C Cottle-Hunkin, 3 members of the public

Public Question Time Public Bodies (admissions to meetings) Act 1960 s1 extended by the LG Act 1972 s100. None

Report from Unitary Councillor/s

DCllr Cottle-Hunkin – The Plough funding has been agreed at £3,000 per year for 3 years. A working group has been set up to look at water quality within TDC. The Executive Scrutiny group have written regarding concerns with the delay in building a new hospital in North Devon and Mental Health provision. The consultation period for MH has been extended. There is to be £15million investment in the Appledore Maritime Centre. Petrockstowe Station is to receive a plaque naming the first & last passenger and station master. This is privately funded. Cllr Wheatley has been instrumental in tracking down the owner of No 4 The Square with regard to non-payment of thatching bills and the general state of the property. It is hoped that the application at North Town Cross will be withdrawn as the access sight line is not acceptable. DCllrs have written to DCC regarding the closure of the mobile library and it has been called in for scrutiny.

Cllr Saywell – DCC are reviewing many policies and procedures to provide greater accountability. Devolution is back on the agenda with the aim to devolve more power and funding. There would be minimal change within DCC if this happens. Month 2 budget shows an overspend with Adult Social Care numbers near their projected figures. DCC has taken the decision to end the Mobile Library service, while offering a Home Library service and digital subscriptions to schools. They are piloting Community Libraries following a survey in 2022 where during the 9 visits an average of 3-8 people used the mobile library. Cllr Richards asked if any further information was available on the footpath at Patchill being ploughed over. **Cllr Saywell to enquire and respond.**

14. 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. **DCllr Wheatley is at another PCM and PSCO Baker is unavailable.**

15. **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.** Cllr Thompson completed his Declaration of Acceptance and Register of Interest prior to the meeting.

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16. **Co-option of Councillor** Cllr Busby welcomed the candidates before a question and answer session prior to a secret ballot. Maggie Goaman was declared the successful candidate. Cllr Goaman signed her Declaration of Acceptance of Office and joined the other Councillors.

17. **Approval of Minutes.** To receive and sign the minutes of the Parish Council Meeting of 16th May 2023. LGA 1972 Sch 12 para 41(1). **Resolved:** that they were a true record of the meetings decisions and signed as such.

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

- a) Model Standing Orders – no changes - **readopted**
- b) Data Retention & Disposal Policy – minor changes - **readopted**
- c) Complaints & Grievance Policy – no changes - **readopted**
- d) Data Protection Policy – new version - **adopted**

19. **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 the 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. Following a discussion, it was agreed to send the following comments to Planning: *Petrockstowe Parish Council have no objections to this application.*
- 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:

- f) **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**
- g) **Decision** - Ref: 1/0375/2023/FUL Date: 13th July 2023 Proposal: Replacement of existing fence panels and gate Location: 3 The Square, Petrockstowe, Okehampton, Devon **DECISION: GRANTED**

20. **Correspondence.** Cllrs agreed that they had received the correspondence as listed in the agenda from 7th May to 8th July 2023 inclusive, and had no comments

21. **Matters arising from previous minutes.**

- a. **Extension of 30mph speed limit** – Cllr Saywell has advised that DCC would be happy with this but would ask the PC to cover the cost of approx. £3,000. When Cllr Saywell arrived, he was able to advise that he will be arranging a meeting between NHO, The Road Safety officer and Cllrs. **Cllr Saywell to arrange**

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- b. **Flagpole** – following a discussion, it was agreed that **Cllr Richards** would fund the purchase via fundraising. It was further agreed that **Cllr Busby** would take a proposition to the BH trustees to site it within the BH carpark and be responsible for future maintenance.
- c. **20's Plenty** – After he arrived, Cllr Saywell was able to advise that the NHO positioned himself in the BH carpark on 08/06/23 from 11.40-12.40 and recorded the speeds of 27 cars with an average speed of 21 mph. In light of this, it was decided to not continue with this item.
- d. **Civility & Respect Pledge** – This requires for the PC to adopt a Dignity at Work Policy. This was approved by all. There were some queries raised on the Pledge and the Clerk was instructed to check if the wording could be changed. **Clerk to check**
- e. **Internal Auditors** recommendations –
 - i) **Website compliant to WCAG2.1** – HugoFox has confirmed this.
 - ii) **Grant Policy – PC agreed to adopt this policy**
 - iii) **Training Policy** – following a discussion it was agreed to change some of the wording – **c/f**
 - iv) **Statement of Control** - to be sourced and considered for adoption – the Clerk has been unable to source a suitable model - **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.

22. Current Business.

- a. **Recreation Ground** – A new committee, consisting of 5 parishioners and Cllr Busby, is now in place. They are in the process of setting up a bank account and programme of events. The purchase of a new ride-on grass cutter at the cost of £7,000 has been made. The Clerk has been notified that £718.39 has been transferred to the PC bank account from the previous committee, and was able to advise that the Electricity account is in credit to the sum of £309.16. The meter was last read in June 2022 and charges have been estimated since then. The transfer of the water account is still underway. It was decided that the PC will retain control of the utilities. The PC has included all buildings and contents etc at the Recreation Ground on the insurance renewal for the PC. The premium is £767.84, fixed for a 3 year period. 3 quotes were received and shared with Cllrs Busby and Thompson, who have considered the quotes to ensure that the PC and RecGrd is adequately insured at reasonable cost. The increase to the PC is approx. £400 and it was agreed that Petrockstowe Recreation Ground Committee will need to compensate the PC annually for £400. The Clerk advised that the War Memorial is underinsured at a value of £20K and that a value of £50K would add an additional £29.81 per annum. Councillors agreed to underinsure the WM against the Clerks advice, being that funds would be likely to be available either from a car insurance company in the event of car damage, or from a war memorials grant in any other case. **It was approved to pay the insurance premium of £767.84 (Cllr Saywell arrived during this item and was invited to give his report which is included at the top of the minutes)**
- b. **Planning** – Cllr Busby raised the points that Planning never seem to take account of PC objections; they never seem to follow up on if an application is being carried out to plan and properly; they never enforce corrections of infringements; and never take into account the Parish's needs. Following a discussion, Cllr Cottle-Hunkin agreed to ask Planning to attend a meeting of local PC's to address these points. **C/f (Cllr Saywell left)**
- c. **Insurance Renewal** – covered in item 22a.

23. Clerk/Parish Councillors Reports.

- a. The Play Park inspection report has been circulated and has some minor issues, some of which have already been addressed. Cllr Fisher is now registered with the online bank account.
- b. The Clerk advised that thanks have been received for grants and payments from: ODCTG, CA, Baxter Hall, Churchyard, John & Billie Burnett and the NDRO.

Initials of chair

24. Finance

The Clerk advised that a financial summary since the start of the financial year would be provided.

Finance summary

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

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)

Date of next meeting

The next Parish Council Meeting will be held on Tuesday 19th September 2023 at 7.30pm in Baxter Hall. A Planning meeting will be held on Tuesday 15th August 2023 if required.

With no further business, the Chairman thanked Cllr Thompson and the Clerk for their work on the insurance renewals and policies. With no further business, he thanked all for attending and declared the meeting closed at 9.30pm

Chairman Date

Initials of chair