

# PETROCKSTOWE PARISH COUNCIL

Minutes of the Parish Council Annual Meeting held in the Baxter Hall on  
Tuesday 21<sup>st</sup> May 2019 at 7.30pm.

Cllrs present: M Busby (Vice Chair), A Hunkin,  
D Kelsey, J Harris, DCllrs R Wiseman & D Hurley, F Lowe (Clerk),  
2 members of the public

Uncontested Councillors completed their Register of Interest and Declaration of Acceptance forms before the meeting. Cllr Busby congratulated DCllrs Wiseman and Hurley on their re-election to the District Council and welcomed them to our meeting.

1. **Election of Officers.** Cllr Busby nominated Cllr Fisher as Chair and Cllr Kelsey seconded. Cllr Kelsey nominated Cllr Busby as Vice Chair and Cllr Hunkin seconded.
2. **Apologies of Absence.** Cllr I Fisher, CCllr A Saywell and PCSO M Baker.
3. **Declarations of Interest.** None declared.
4. **Co-option of Councillors.** The District Councillors and members of public left the room. Following a discussion, Josie Jeffs was co-opted back onto the Council and Jonathan Richards was co-opted onto the Council. Everyone re-entered and the 2 new Councillors were welcomed to join the Council and complete their forms.
5. **Re-adoption of Council Documents.** Cllr Busby proposed that the documents were readopted and all Cllrs agreed.
6. **Public Session.** None
7. **Approval of Minutes.** Cllrs unanimously agreed to approve the minutes of the Parish Council Meeting of 16<sup>th</sup> March 2019 and of the Annual Parish Meeting of 19<sup>th</sup> April 2019.
8. **Approval and signing of Annual Accounts.**
  - a. To consider, approve and sign the Annual Governance Statement. The Clerk read this out and all Councillors agreed that there is a sound system of internal control including arrangements for the preparation of the Accounting Statements. The Annual Governance Statement 2018/19 was signed by Cllr Busby and the Clerk.
  - b. To consider, approve and sign the Accounting Statement. The Clerk gave copies of the Financial Statements out and answered queries. The Clerk has realised that the land belonging to the PC has been omitted from the asset register. After consulting with the Internal Auditor, a value for the land will need to be determined and it will be added to the register asap. All Councillors agreed that they were happy for Cllr Busby and the Clerk to sign the Accounting Statements 2018/19.
9. **Correspondence.** Cllrs agreed that they had received the correspondence as listed from 14<sup>th</sup> March to 15<sup>th</sup> May 2019 inclusive, and had no comments.
10. **Matters arising from previous minutes.**
  - a. The Siebelco signs have been erected, and the Clerk has thanked Steve Lark and Siebelco for organising and completing this.
  - b. Phone Box. Carried forward to next meeting. **Cllrs Fisher and Kelsey will contact the Heritage group.**

Initials of chair .....

- c. Signs at Petrockstowe Station. Work has not yet started. Signage for cars from Merton direction has still not been installed. **Clerk to contact Highways for an update.**
- d. No 4 The Square. A plasterer has been working there and advised that it is the owner's intention to move in once their current house is sold.
- e. Track from Easter Hall to Tarka Trail. Nick Palmer has contacted the Clerk and explained his reasons for the signs. Parishioners are given permission to use this footpath. Following comments, it was agreed that the **Clerk will put a piece in the newsletter** regards rubbish (dog poo) removal and respect for privately owned land.

#### 11. Current Business.

- a. Bus Shelter repairs. M Harris to **be asked to quote by Cllr Kelsey.**
- b. DALC versus SLCC. The Clerk has experienced difficulty contacting DALC due to lack of staff. The Society of Local Council Clerks is an alternative organisation which she would like to use as an alternative. The Clerk will be the member and the cost will be shared with the other PC she works for. The cost approved by Cllrs of £60. (DALC cost would have been £101.61).
- c. Confirm meeting dates for the year. These were supplied and agreed.

#### 12. Planning

- a. **Decision.** Reference 1/1121/2018/FUL dated 25th March 2019 for a proposal for the conversion of barn to dwelling (Amended description) at Little Marland Barn, Petrockstowe, Okehampton, Devon. **GRANTED**
- b. **Decision.** Reference 1/1122/2018/LBC dated 25th March 2019 for a proposal for the conversion of barn to dwelling (Amended description) at Little Marland Barn, Petrockstowe, Okehampton, Devon. **GRANTED**
- c. **Application and Decision.** Reference 1/0218/2019/AGR dated 2nd April 2019 for the proposal of polytunnel for horticultural use at Land at Grid Reference 251961 109212, Petrockstowe, Devon, O.S. Map Reference: (E) 251962 (N) 109212. **GRANTED**
- d. **Decision.** Reference 1/0049/2019/LBC dated 1st May 2019 for the proposal for subdivision of farmhouse into two residential dwellings at Berry Farm, Petrockstowe, Okehampton, Devon. **GRANTED**
- e. **Decision.** Ref: 1/0137/2019/AGMB dated 19th February 2019 for a proposal for prior notification for the change of use of agricultural building to 1no. dwelling under Class Q and associated operational development at Hallwood Farm, Petrockstowe, Okehampton, Devon. **REFUSED**
- f. The Clerk had received an apology from the Planning Officer who had granted an extension for comments, then issued a decision without receiving them. The comments from the PC would not have affected the outcome.

#### 13. Councillors Reports.

- a. **PSSC.** There will on be friendly Cricket games played this season as there are not enough player and problems with the electronic scoring system. Mowing and bench painting has been completed. The Fete and Dog Show will now be on 10<sup>th</sup> August.
- b. **Play Area.** Barrie Jeffs has repaired the gate post. The area has been weeded. Some paint is flaking off the mural. **Cllr Jeffs will repaint as necessary.**
- c. **Baxter Hall.** There has been a hold up with Lottery funding and hoping to hear soon. The Beer Festival is on 25<sup>th</sup> May and the Flower Show is in August.
- d. **District Report.** Election results for TDC are 18 Independent, 11 Conservative, 3 Labour, 2 Green and 2 Lib Dem. The Leader and Deputy Leaders of TDC are both from rural wards. Chair of Full Council is Labour and the Vice Chair is Green Party. There

was some confusion from voters about the new ward name: Shebbear & Langtree; but both the existing Cllrs have retained their positions.

- e. **County Report.** (Cllr Saywell sent this report which was received after the meeting and forwarded to cllrs). Congratulations to David Hurley and Richard Wiseman on their election onto the District Council. Main update since the last meeting, Torrington Rural and Hatherleigh and Chagford have been selected to be part of a pilot to trail different ways of working in Highways. The pilot will be looking at how DCC currently spends money on highways work and how and why certain roads get selected for repairs, while others that could be in a worse state or repair, don't. Darryl Jagger has been seconded for this work for approx. 3-6 months and a replacement NHO will be recruited to cover, as soon as possible. If there are any immediate highways enquiries it might take a little bit longer to get an answer during the handover period but I will continue to follow up on any issues. I am pleased that our area of Devon has been chosen for this pilot. Lastly, DCC have launched three new grant funding initiatives that have largely replaced the old Town and Parish Funds. Please note these funds are separate to my Locality Budget fund which remains the same. As ever, if there are any issues you'd like me to look into please don't hesitate to get in touch.
- f. **Police Report.** Logs (January to 14 April) – 1 Highway disruption, nuisance anti-social behaviour and 1 personal anti-social behaviour. Crimes – 1 criminal damage. An additional annual report was supplied but had little meaning without explanation.  
**Clerk to ask PCSO Baker for explanations.**

**14. Financial Items.**

- a. Internet banking – There has been misinformation supplied to the Clerk about this, with £100 compensation being paid by Nat West. Enquires need to be made to see if it will be acceptable for the Clerk to be able to use internet banking as a single authorised person. **Clerk to enquire**
- b. All payments agreed and cheques signed by Cllrs Busby and Hunkin
  - i. Payment to TDC for clerks pay from 1/10/18-31/03/19 of £975.00 and payroll service of £33.32 (plus VAT) = £1015.00. Cheque no.383
  - ii. Clerks expenses from 11/01-20/05/19 = £63.83. Cheque no. 384
  - iii. Hall rental for May 2018 – April 2019 inclusive = £145.00. Cheque no. 385
  - iv. TSO Host (website hosting) £17.99 payable to Dee French. Cheque no. 386
  - v. Stephen Raine - Internal Audit fee - £100.00. Cheque no. 388
  - vi. Barrie Jeffs – repair to bench (materials) £12.45. Cheque no. 387. Cllr Busby would like to publicly thank Barrie Jeffs for repairing the bench which now looks fabulous, and for all the work he does in the village.

Cllr Busby thanked and praised the Clerk for “a job well done”; all Cllrs agreed.

The next meeting will be a Planning meeting on 18th June 2019 (if required) and PCM on 16th July 2019.

With no further business, the Chairman declared the meeting closed at 8.45pm.

Chairman ..... Date .....

Initials of Chair .....