

PETROCKSTOWE PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held in the Baxter Hall
on Tuesday 16th May 2023 at 7.30pm.

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

In attendance: Parish Clerk - F Lowe, Cllr A Saywell (arrived late and left early),
DCllr C Wheatley, 2 members of the public

Public Question Time Public Bodies (admissions to meetings) Act 1960 s1 extended by the LG Act 1972 s100. A parishioner requested support from the PC relating to the ownership of America Lane, and that it is possible that an illegal agreement has been entered into by DCC and a parishioner. **The Clerk was instructed** to enquire about the support that could be offered – and if this would be PC business, and to put the item on the agenda for discussion at the July meeting.

Cllr Saywell arrived – Cllr Saywell welcomed DCllr Wheatley and expressed his thanks to David Hurley and Richard Wiseman for their support over the previous years. **DCC** – budgets are being finalised and DCC is on track to break even. There is a consultation on mobile libraries running until the end of the month, and also the home library service and digital service is being reviewed. **Roads** – (Cllr Richards declared an interest in the following item) with regard to extending the 30mph speed limit area, Cllr Saywell needs clarification. There was a discussion and it was agreed to propose the Petrockstowe side of the bridge of Brandise Hill. Cllr Saywell recommended setting up a Community SpeedWatch group. It is too late to express an interest to be included in the 20 mph limits, although there is likely to be a further round in the next financial year. The Community SpeedWatch group will form a good indication of current speeding issues. New material is being trialled to fill potholes which is recycled, environmentally friendly, cheaper, longer-lasting using smaller vehicles and less manpower to provide. There is also “dragon patching” taking place which is most suitable for rural lanes. The A386 at Smytham/Gribble is due for patching in June.

Cllr Richards advised Cllr Saywell that the public footpath at Patchill has been ploughed and seeded, with no visible footpath remaining. He has contacted the PROW officer but has not yet received a reply.

Cllr Saywell agreed to follow this up and advise. Cllr Richards also raised the issue that the Meldon Reservoir is overflowing while the Roadford Lake Reservoir is still very low and a hosepipe ban is in place, and asked Cllr Saywell if anything could be done in conjunction with SWW to resolve these issues.

Cllr Saywell will enquire. Cllr Busby thanked Cllr Saywell for his input. Cllr Saywell left.

Cllr Wheatley advised that both he and Cllr Cottle-Hunkin have objected to the change of use at The Laurels pub.

Cllr Busby welcomed Cllr Wheatley and expressed thanks to David Hurley and Richard Wiseman for their support and guidance while District Councillors.

1. **Election of Officers** – The Clerk requested that the PC consider allowing Cllr Thompson to sign his Declaration of Acceptance of Office on his return, and this was unanimously agreed by all. Cllr Fisher proposed Cllr Busby as the Chair and this was seconded by Cllr Richards, with all in agreement. Cllr Busby signed the Acceptance of Office as Chairman. Cllr Brasier proposed that Cllr Fisher was Vice-Chair and this was seconded by Cllr Busby. Cllr Fisher signed the Acceptance of Officer as Vice-Chairman.

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

Initials of Chair

Continuation of minutes 16th May 2023

present must decide whether the reason(s) for a member's absence are accepted. **Resolved:** Cllr Thompson is on holiday.

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). All cllrs were reminded that they must complete their Register of Members Interests forms and return to TDC within 28 days.
4. **Re-adoption of Council Documents.**
 - a) The Code of Conduct – minor changes – **adopted and all signed** to agree to abide by this.
 - b) Model Financial Regulations – no changes - **adopted**
 - c) Agreed Protocol on Audio Recording – no changes - **adopted**
 - d) Freedom of Information – no changes - **adopted**
 - e) Data Privacy Notice – no changes - **adopted**
 - f) Volunteer Policy – no changes - **adopted**
 - g) Scheme of Delegation – no changes - **adopted**
 - h) Risk Management Policy – no changes - **adopted**
 - i) Chairman’s Allowance of £200/annum – new protocol - **adopted**
 - j) Model Standing Orders – **c/f to July**
 - k) Data Retention & Disposal Policy – **c/f to July**
 - l) Complaints & Grievance Policy – **c/f to July**
 - m) Data Protection Policy – **c/f to July**
5. **Adoption of Co-Option Policy** The draft policy and application form were discussed and approved unanimously.
6. **Approval of Minutes.** To receive and sign the minutes of the Parish Council Meeting of 21st March 2023, and the Planning and Annual Parish Meetings of 18th April 2023. LGA 1972 Sch 12 para 41(1). **Resolved:** that they were a true record of the meetings decisions and signed as such.
7. **Approval and Signing of Annual Accounts**
 - a) Section 1 – Annual Governance Statement 2022/23 – **approved and signed**
 - b) Section 2 – Accounting Statements 2022/23 – **approved and signed**
 - c) Certificate of Exemption – **approved and signed**
 - d) Receive the Annual Internal Auditors Report – **receipt acknowledged – recommendations considered:**
 - i) Website compliant to WCAG2.1 – **the Clerk is unsure and will check.**
 - ii) Grant Policy – **to be sourced and considered for adoption - Clerk**
 - iii) Training Policy – **to be sourced and considered for adoption – Clerk**
 - iv) S137 payments – **to be shown in accounting – Clerk**
 - v) Statement of Control - **to be sourced and considered for adoption – Clerk**
 - vi) IT/Website backup - The Clerk only uses OneDrive. The website provider is Hugo Fox. **To be checked and confirmed – Clerk**
 - vii) Part II Minutes – these are not permissible. Discussions can be confidential and the decisions recorded within Part I minutes.
 - viii) Publication Scheme – **to be considered in the future**
 - ix) Anti-Fraud and Corruption Policy – **to be considered in the future**
 - x) Review authorised signatories annually. The Clerk advised that for the online banking there is the Clerk, and Cllrs Busby and Fisher authorised to approve payments. Cllr Hunkin is also authorised to sign cheques.

Initials of chair

- xi) Council agreed to the payment of £120 when invoice received from the IA.

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 the agenda will also be considered.

- a. **Appeal Application Ref:** 1/1042/2022/PIP Appeal Reference: APP/W1145/W/23/3316163 Appeal Start Date: 11th May 2023 Date: 11th May 2023 Proposal: Erection of 5 bungalows Location: Land At Synocks Farm, Petrockstowe, Devon. Following a discussion, the Clerk was instructed to write: *Petrockstowe Parish Council reiterate their previous comments, and add that as there is no longer a requirement within Torridge District Council to find a 5 year supply of housing, then this development is no longer required.*

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

- b. **Decision.** Application: Ref: 1/0138/2023/FUL Date: 5th April 2023 Proposal: Demolition of existing garage and erection of extension to existing dwelling Location: Upton, Petrockstowe, Okehampton, Devon. **DECISION: GRANTED**
 - c. **Decision.** Application Ref: 1/1161/2022/REM Date: 13th April 2023 Proposal: Reserved matters application for appearance, landscaping, layout & scale pursuant to outline planning permission 1/0946/2020/OUT - erection of 1 no. dwelling Location: Land Adjacent Upton, Petrockstowe, Devon. **DECISION: GRANTED**
9. **Correspondence.** Cllrs agreed that they had received the correspondence as listed in the agenda from 14th March to 9th May 2023 inclusive, and had no comments

10. **Matters arising from previous minutes.**

- a. **Extension of 30mph speed limit** – discussed in Public Session. **Clerk to confirm to Cllr Saywell**
- b. **Flagpole** – c/f – Cllr Richards
- c. **Ownership of America Lane** – discussed in Public Session
- d. **Asset Maintenance** – Cllr Busby advised that all assets are in good repair except for the pavilions on the Rec Grd. Cllr Fisher advised that the War Memorial bench is very worn. Minor repairs have been undertaken but it will need replacing in the near future.
- e. **20's Plenty** – It was agreed to look into forming a Community SpeedWatch Group. **Clerk to research.**
- f. **Civility & Respect Pledge** – c/f to July

11. **Current Business.**

- a. **Recreation Ground** – Kenny wishes to step down at the end of June and a draft letter to send to Kenny and the Treasurer revoking the licence was approved. A proposed Terms of Reference for a new Sub-Committee of the PC was approved and Cllr Busby volunteered to be the Cllr on this committee. It was further agreed that an ad will be placed in the Petrockstowe News for volunteers. Hatherleigh Cricket Club (who use the cricket pitch) will be approached by the new committee to form a more formal agreement and/or reciprocal arrangement. They currently maintain the cricket pitch only which is not used by parishioners or the parish. It currently costs between £1,000 to £1,500 to run the Rec Grd.

b. Land rental and precept payments to be made in May (as agreed – for information only)

- i. Baxter Hall for Play Park - £1.00 - Open Spaces Act 1906 s.9 and 10
- ii. Lord Burnett for Rec Ground - £1.00 – Open Spaces Act 1906 s.9 and 10
- iii. Churchyard – £500.00 – Local Government Act 1972 s.214(6)
- iv. Baxter Hall - £500.00 – Local Government Act 1972 s.133
- v. Citizens Advice - £50.00 – Local Government Act 1972 S.145
- vi. ODTCCG – £50.00 – Local Government and Rating Act 1997 s.26-29
- vii. NDRO - £50.00 (last payment of 5) - Local Government Act 1972 2.226

12. Clerk/Parish Councillors Reports.

- a. None

13. Finance

An end of year summary was provided and agreed by all.

Receipts: To note receipt of income

11/04/23 - Refund of defib pads - £61.74

28/04/23 - TDC Precept - £2,500.00

Total Receipts: £2,561.74

Expenditure: Previously approved expenditure

31/03/23 – Coronation medals - £74.75

31/03/23 – Defib pads - £52.81

14/04/23 - TDC – Salary Recharge - £1,339.02

14/04/23 - TDC – Payroll Services – £40.00

Payments approved: £1,506.58

Expenditure: to be approved

SLCC membership (due 01/06/2023) - £80 – approved

Plaque for Julie Harris – from Chairman’s Allowance - £24.46 - approved

Payments: approved - £104.46

Date of next meeting

The next Parish Council Meeting will be held on **Thursday 13th July 2023** at 7.30pm and a Planning Meeting will be held on Tuesday 20th June if required, both at 7.30pm in Baxter Hall.

With no further business, the Chairman thanked the Clerk for all her hard work preparing for this meeting and her work and professionalism throughout the year. He then thanked all for attending and declared the meeting closed at 9.10pm

Chairman Date

Initials of chair