

PETROCKSTOWE PARISH COUNCIL

Minutes of the Parish Council Annual Meeting held in the Baxter Hall
on Tuesday 17th May 2022 at 7.30pm.

Present: M Busby (Chair), J Richards, J Brasier, A Hunkin, J Harris

In attendance: Cllr A Saywell (attended virtually), DCllr R Wiseman, DCllr D Hurley, Parish Clerk - F
Lowe

Public Question Time Public Bodies (admissions to meetings) Act 1960 s1 extended by the LG Act 1972 s100. No members of the public present.

Cllr Andrew Saywell and DCllr Richard Wiseman and David Hurley provided reports.

Cllr Saywell – There are Ukrainian refugees arriving and have been some teething problems but it is now going well. There is a new Highways officer, Mark James, who was previously a PCSO in Holsworthy. His previous employment is proving useful in the current one as he is knowledgeable on road safety. There is a large “help fund” that has been made available due to the rising cost of living. DCC will continue to provide free school meals to pupils during holidays who are eligible. The cost of living is also having an impact on highways – cost of materials including for planned resurfacing has risen by 10-15%. Cllr Saywell gave his apologies and left the meeting.

Cllr Wiseman – The TDC AM was last night with most councillors staying in the same roles. The Council Tax rebate of £150 is being rolled out, the software needed reprogramming to be able to pay out. There are in the region of 19K households in the A-D bands who will receive a refund. 7,300 households who do not pay by direct debit will get a letter telling them how to claim; TDC is expected a lot of demand. Discretionary funds will be available after refunds have been given. The leisure centres have been revamped and have Facebook pages showing details of classes etc. Ukrainian refugees have started arriving and have received funding. Westward Ho! Beach has received the Blue Flag award for the quality of the water for the 19th year and has also been awarded a Seaside Award. There is a proposed floating offshore wind turbine scheme by Local Enterprise Partnership which will be 60 miles into the Bristol Channel. It is hoped that employment in the form of distribution to the wind farm will be created.

Cllr Hurley – Black Torrington PC sent comments to TDC Planning about their voice not being heard and has encouraged other PCs to do the same. Cllr Hurley has been in discussion with Planning to hold a meeting to explain how and when to comment to local PCs. It is hoped that the Clerk, Chairman and one other councillor from each PC could attend, with a maximum of around 20 people from local PCs in July/August. Councillors felt this was a good idea as they need to be able to comment well and feel they are being listened to. A question was asked about wind turbines being allowed and the answer was that they are almost impossible to get approval as there are so many objections. A huge amount of solar panels have been installed but more green energy is needed. People are beginning to get used to wind turbines but it will still take time. TDC is looking at the possibility of sites for “council houses” to be built. More details to follow when available.

1. **Election of Officers** – Cllr Harris proposed that Cllr Busby retain the office of Chairman which was seconded by Cllr Brasier with all in agreement. Cllr Braiser proposed that Cllr Fisher retain the office of Vice-Chair which was seconded by Cllr Busby with all in agreement. Cllr Busby signed the Declaration of Acceptance of Office. **Cllr Fisher** to sign at the next meeting.

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

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present must decide whether the reason(s) for a member's absence are accepted. **Resolved:** Cllrs Thompson and Fisher. PCSO Baker also sent her apologies.

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)

Resolved: none given

4. **Re-adoption of Council Documents.** It was agreed by all councillors present to re-adopt The Code of Conduct, Model Financial Regulations, Agreed Protocol on Audio, Freedom of Information, Model Standing Orders, Data Privacy Notice, Data Protection Policy, Volunteer Policy, Scheme of Delegation (available on the website) and Chairman's Allowance of £200/annum. **Cllrs Thompson & Fisher** to sign that they have read, understand and agree to abide by the Code of Conduct at the next meeting.

5. **Approval of Minutes.** To receive and sign the minutes of the Parish Council Meeting held on 15th March and the Annual Parish Meeting held on the 26th April 2022 (previously circulated). **LGA 1972 Sch 12 para 41(1).** **Resolved:** that they were a true record of the meetings decisions and signed as such.

6. **Approval and signing of Annual Accounts**

- a. The Annual Governance Statement 2021/22 was read out and all councillors present agreed and approved the signing of this statement.
- b. The Accounting Statements 2021/22 were agreed and approved by all present.
- c. The Certificate of Exemption was agreed and approved by all present.

7. **Planning (for information only)**

- a. **Application:** Ref: 1/0285/2022/FUL Date: 12th April 2022 Proposal: Timber outbuilding/garden studio - Resubmission of permission 1/0946/2021/FUL - amended position of studio (Amended Plans) Location: 7 Oaklands, Petrockstowe, Okehampton, Devon. *Comments sent: Petrockstowe Parish Council have no objections.*

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

- b. **Decision:** Ref: 1/0285/2022/FUL Date: 16th May 2022 Proposal: Timber outbuilding/garden studio Location: 7 Oaklands, Petrockstowe, Okehampton. **DECISION:** Granted

8. **Correspondence.** Cllrs agreed that they had received the correspondence as listed in the agenda from 9th March to 11th May 2022 inclusive. Cllr Richards requested that emails from "Velocity" were no longer forwarded to all councillors as they are irrelevant because they refer to charitable organisations and grants for paid staff. All present agreed.

9. **Matters arising from previous minutes.**

- a. **Virtual attendance** - The microphone/speaker has been purchased and used today for Cllr Saywell to join virtually. There were internet dropout issues. At the next meeting it is proposed to connect via the Clerk's mobile hotspot data to see if this works better.
- b. **The Queen's Jubilee bowls** – 22 bowls have been requested for children of the parish and 16 have been purchased. Cllr Harris volunteered to be responsible for distributing the bowls. The remaining 12 can then be distributed to children who have not pre-ordered, or sold to parishioners.

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- c. **Recreation Ground** – The recently installed signs have had the desired effect and resulted in more dog poo being picked up by the owners. One resident was unhappy with the wording and felt it was too heavy handed.
 - d. **Platinum Jubilee Bench/Notice Board** – These have been installed. With thanks to Cllr and Ian Fisher and Matt for undertaking the installation.
10. **Current Business.**
- a. **Recreation Ground** – Cllr Busby has provided wording for a Memorandum of Understanding for Hatherleigh Cricket Club who are going to play cricket at the recreation ground. All councillors agreed that this needed to be in place. Cllr Busby also proposed the purchase of an additional dog poo bin. The volunteer who is currently emptying the bins agreed that this would be a good idea and has agreed to empty it. **It was agreed that that the Clerk could purchase of up to £150.** Cllr Busby also advised that the gang movers need replacing at an approximate cost of £3,500 and proposes that the Clerk apply to the Community Fund, while he applies to the Balsden Trust (applications for this are not considered until September). The Rec Grd is not currently raising any money and it is not known how much is in the bank account. For these grants, it is probable that the rec grd will need to demonstrate that there are funds available towards the gang mowers. Cllr Harris also advised that the tractor is not working and the mechanic is unsure if it can be repaired again. Currently, much of the work is being done by volunteers and Hatherleigh Cricket Club is mowing the cricket pitch only. The use of red diesel is no longer lawful which is adding to the cost. This is an issue that will continue going forward and initially Cllr Busby will seek to obtain the accounts to ascertain how much money the PSSC have. Cllrs are asked to put forward workable ideas for consideration.
 - b. **Meeting Dates** – Cllrs have received the proposed dates for the next year and had no comments.
 - c. **No 4 The Square** – The Clerk has been in touch with the owner, who is looking to get some of the roof rethatched. The owner intends to sell the property and 2 local residents have asked for their details to be passed to the owner.
 - d. **Precept Payments** – following a discussion it was agreed by all to make the following precept grants as discussed at the November meeting.
 - i) North Devon Records Office - £50 (this is year 4 of a 5 year agreement) – [Local Government Act 1972 2.226](#)
 - ii) Churchyard - £500 – [Local Government Act 1972 s.214\(6\)](#)
 - iii) Citizens Advice - £50 – [Local Government Act 1972 S.145](#)
 - iv) ODCTG - £50 – [Local Government and Rating Act 1997 s.26-29](#)
 - v) Baxter Hall – no request made.
 - e. **Land Rental** - it was agreed to pay
 - i) Lord Burnett for Recreation Ground - £1 – [Open Spaces Act 1906 s.9 and 10](#)
 - ii) Baxter Hall for Play Park - £1 - [Open Spaces Act 1906 s.9 and 10](#)
11. **Clerk/Parish Councillors Reports.**
- a. **Play Park** – the annual RosPa report has been forwarded to all councillors for information. There are a few minor/low level risk areas which will be attended to.
 - b. **Baxter Hall** – Cllr Busby advised that the roof is being repaired on a leak by leak basis which is working well. There is a concern about the anticipated increase in electricity charges going forward.
12. **Finance**
- a. **Receipts: to note receipt of income**
 - Purchase of Jubilee Bowls - £56.00**
 - Cllr Grant towards purchase of Microphone/Speaker - £119.00**

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VAT Refund - £103.46
DCllr Grant for Jubilee - £300.00
TDC Precept - £2,250.00
Receipts: £2,828.46

b. Expenditure: Previously approved expenditure (VAT to be reclaimed where possible)

TDC – Salary Recharge - £1,155.48
TDC – Payroll Services – £40.00
Signs for Rec Grd - £109.74
Purchase of Microphone/Speaker - £122.00
Transfer of VAT refund to Play Park a/c - £20.00 (no approval required)
Purchase of Notice Board & Platinum Jubilee Bench/Plaque – £724.20
Payments approved: £2,171.42

Expenditure: approved at this meeting

SLCC membership - £80
Jubilee Bowls - £150
Queen’s Platinum Jubilee Celebrations - £300 has been received from TDC and the Clerk will need to be able to provide evidence that this was spent on this event. It was agreed that receipts will be presented to the Clerk for reimbursement.
BHIB Insurance, due 18th July 2022 - £284.54
Payments approved - £814.54

Previous Account Balance: £1,992.68

Receipts: £2,828.46
Payments: £2,171.42
Account Balance: £2,649.72

13. **Date of next meeting** The next Parish Council Meeting was confirmed as Tuesday 19th July 2022 in Baxter Hall at 7.30pm

With no further business, the Chairman thanked all for attending and declared the meeting closed at 8.57pm

Chairman Date

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