

PETROCKSTOWE PARISH COUNCIL

Parish Clerk: 07989 638315 E-mail: petroc.clerk@hotmail.com

Dear Councillors, you are duly summoned to attend the Petrockstowe Parish Council Annual Meeting to be held at 7.30pm on Tuesday 21st November 2023, in the Baxter Hall, Petrockstowe, to which Parishioners are invited and welcome to attend, to discuss the following business.

7.30pm Public Question Time

This section (at the Chairman's discretion may last up to 30 minutes) is not part of the formal meeting of the Council and minutes will not be produced. [Public Bodies \(admissions to meetings\) Act 1960 s 1 extended by the LG Act 1972 s 100.](#)

Report from Unitary Councillor/s if required

AGENDA

- 1) **Apologies of Absence** To receive apologies and approve reasons for absence
- 2) **Declarations of Interest** To declare any personal interests and any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the room for the relevant item).
- 3) **Minutes** To consider for approval the minutes of the Annual Parish Council Meeting of 19th September 2023, the minutes having been previously circulated.
- 4) **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) **Application** – Ref: 1/0997/2023/FUL Date: 17th October 2023 Proposal: Construction of 1no. local occupancy dwelling with associated works Location: Land South Of 1 North Town, Petrockstowe, Devon,
 - b) **Application** – Ref: 1/1001/2023/FUL Date: 18th October 2023 Proposal: Change of use and conversion of agricultural building to one dwelling (Barn B) (Variation of condition 2 of planning approval 1/0982/2022/FUL) Location: Aish Barton, Petrockstowe, Okehampton, Devon
 - c) **Application** - Ref: 1/1011/2023/FUL Date: 24th October 2023 Proposal: Conversion of the Old Stables into no.1 dwelling (Building 3) Location: Stables At Berry Farm, Petrockstowe, Devon,
 - d) **Application** - Ref: 1/1012/2023/LBC Date: 24th October 2023 Proposal: Conversion of the Old Stables into residential accommodation (Building 3) Location: Stables At Berry Farm, Petrockstowe, Devon,
 - e) **Application** - Ref: 1/1013/2023/FUL Date: 24th October 2023 Proposal: Conversion of a former agricultural building into no.1 dwelling with associated works and parking (Building 5) Location: Agricultural Buildings At Berry Farm , Petrockstowe, Devon,
 - f) **Application** - Ref: 1/1015/2023/LBC Date: 24th October 2023 Proposal: Conversion of an existing building into no.1 with associated access and parking including part demolition of adjoining building (Building 4) Location: Barn At Berry Farm , Petrockstowe, Devon,

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

- a) **None**
- 5) **Correspondence** Please see below list of correspondence e-mailed to Councillors for consideration/information.
- 6) **Matters arising from previous minutes**
- a) **Civility & Respect Pledge** – all completed – signature required
 - b) **Internal Auditors** recommendations – outstanding items
 - i) **Statement of Control** - to be sourced and considered for adoption – c/f
 - c) **Planning – Syncocks/bungalow queries** – Clerk emailed 20/09, 25/10 and 10/11 with no response yet.
 - d) **Patchill Footpath** – update if available – **Cllr Richards**
- 7) **Current Business**
- a) **New residents pack** – **Cllr Busby**
 - b) **North Devon Records Office** – request for donation (email 22/10/23) – **for consideration**
 - c) **MP Sir Geoffrey Cox** – feedback from letter and drop in surgery - **Cllr Busby**
 - d) **Gardening Club** – **Cllr Richards**
 - e) **Additional Signatory on Bank Accounts** – for consideration – **Clerk**
 - f) **Torrige District Council Draft Strategic Plan 2023-2028 Consultation** – to consider response/comments
 - g) **Possible work on The Square** – to supply electricity to shed - **Cllr Busby**
- 8) **Councillors Reports** for information if required and available.
Play Park – report provided
- 9) **Finance**
- a) **Financial Statement** – provided to Councillors prior to the meeting
 - b) **Budget for 2024-2025** including grant requests – provided to Councillors prior to the meeting
 - c) **Current Account Receipts: to note receipt of income**
21/09/23 – TDC precept - £2,500
03/11/23 – Petrockstowe Recreation Ground - £1,000 (for future insurance payments – will be restricted use)
Receipts: £3,500
 - d) **Current Account Expenditure: Previously approved expenditure**
27/09/23 – HugoFox – website - £11.99
29/09/23 - Tractor mower – Matthew Reed – £8,400.00 (£8,250.00 from restricted budget)
09/10/23 – Defibshop - £67.14
10/10/23 – TDC Clerks salary - £1,234.74
12/10/23 – Poppies - Cllr Busby – £23.99
27/10/23 – HugoFox – website - £11.99
Payments approved: £9749.85

Previous Account Balance: £9,685.49 (of which £8,250.00 is restricted)
Receipts: £3,500
Payments approve: £9,749.85
Account Balance: £3,435.64 (agrees with bank statement on 15/11/23)
 - e) **Payments to approve:**
RBL – Memorial Wreath - £25.00 (to pay by cheque)
Clerks expenses - £62.05

Total payments to approve: £87.05

10) **Confirm date of next meeting**

The next PCM will be on Tuesday 16th January 2024 at 7.30pm in Baxter Hall. A Planning meeting will be held on Tuesday 19th December 2023 if required.



Fiona Lowe
Parish Clerk
15/11/2023

Correspondence sent to Councillors from 14/09/2023 to 15/11/2023 inclusive

14/09/23 – ODCTG - Social Kindness and Community Car Schemes in Devon - A review of activity 2021-22
14/09/23 – Peninsula Transport - Technology and Zero-Emission Vehicle study for the South West
14/09/23 – RBLI – Introducing RBLI’s 2023 Remembrance Range - Honouring Our Heroes Together
14/09/23 – Church Commissioners - Pastoral Church Buildings Scheme affecting the church of St Petroc in the parish of Petrockstowe
17/09/23 Healthwatch Devon - Healthwatch Devon E-bulletin 14 September 2023
17/09/23 – DCC - Where's your nearest community fridge? New pilot will bring accommodation for care leavers; Improving services for children with SEND; Apply now for secondary school places
19/09/23 – DCC - Devon Flooding 17th September 2023
19/09/23 – Slow ways - Councils - Connect your community to the Slow Ways national walking network
25/09/23 – TDC - Active Torridge providing funded Health Interventions for Torridge residents
25/09/23 – DCC - Impact of flash floods being examined; support for children and young people with SEND to undergo a 'system-wide transformation' and a new chapter for St Thomas Library
28/09/23 – DCC - Supporting and celebrating the children and young people in our care
28/09/23 – TDC - Grant & Funding Opportunities - September 2023 Update
28/09/23 – ODCTG – Office
28/09/23 – Healthwatch Devon - Healthwatch Devon E-bulletin 28 September 2023
05/10/23 – DCC - We're investing in specialist educational provision in local communities; local children send anti-smoking message to grown-ups and engagement events to be held for communities hit by flash floods
05/10/23 – ODCTG - Newsletter 83 - Welcome to Paula, our New Manager
05/10/23 – TDC - Council launch new draft Strategic Plan for Public Consultation
05/10/23 – Devon Climate - Welcome To Our October Newsletter!
10/10/23 – 20's Plenty - 20's Plenty E-News October 2023 - Keep Calm. Scottish conference and more
10/10/23 – DCC - 'Find your little big thing'; let's talk about the children of foster carers and could you help provide some Christmas cheer for our care experienced young people?
10/10/23 – TDC - Have you seen the plans to build a new Clean Maritime Innovation Centre in Appledore?
10/10/23 – NHS - Latest news from the Royal Devon: October 2023
13/10/23 – TDC - Monthly Events eBulletin
13/10/23 – TDC - Fun for all the Family on Northam Burrows this Autumn
13/10/23 – Healthwatch Devon - Healthwatch Devon E-bulletin 12 October 2023
13/10/23 – TDC - Area Advisory Groups - Bideford, Holsworthy & Torrington
22/10/23 – DCC - Are you struggling to have enough money to live on?
22/10/23 – TDC - Area Advisory Group Agenda - Bideford
22/10/23 – Libraries Unlimited - Libraries Unlimited Impact Report 2022-23
22/10/23 – TDC - Appledore Clean Maritime Centre consultation running until 10th November
22/10/23 – DCC - "I couldn't see life without her." Debbie's adoption story; we can help you support your community this winter and join the BIG Recycling Hunt
25/10/23 – TDC - Area Advisory Group Agenda - Torrington
30/10/23 – TDC - Slipway at New Road Bideford ready to be used again following craned boat removal
30/10/23 – TDC - Throw away your litter responsibly in Torridge or face a £100 fine
30/10/23 – DCC - Halloween horrors to avoid and the scary truth about pumpkins!
30/10/23 – TDC - Strategic plan
02/11/23 – DCC - Introduction to Community Sponsorship, Autumn 2023
02/11/23 – NHS - Sam Higginson announced as new CEO of the Royal Devon
02/11/23 – DCC - Stay safe during Storm Ciarán
02/11/23 – Cllr Saywell - FW: Resources for Recovering from Storm Ciarán
02/11/23 – Healthwatch Devon - Healthwatch Devon E-bulletin 02 November 2023
06/11/23 – Devon Climate - Welcome To Our November Newsletter!
06/11/23 – TDC - Long awaited demolition of Great Torrington creamery site to commence
06/11/23 – DCC - Storm Ciarán sweeps through Devon; FREE blood pressure checks at Exeter
06/11/23 – Citizens Advice - Citizens Advice fuel voucher scheme
09/11/23 – Devon Communities Together - Join our FREE November energy saving advice drop-in sessions and presentations!
09/11/23 – Peninsula Transport - Alternative fuels for road freight: helping the freight and logistics sector move away from fossil fuels
12/11/23 – TDC - Grants under Town Centre Beautification Scheme hailed a success
12/11/23 – DCC - Beware of rogue traders if your house was damaged by Storm Ciarán; New drive to create bespoke community libraries and a Poppy Appeal message from our Chair
14/11/23 – TDC - Torridge District Council Draft Strategic Plan 2023-28 Consultation