

# PETROCKSTOWE PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Baxter Hall

on Tuesday 16<sup>th</sup> July 2024 at 7.30pm.

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

**In attendance:** Parish Clerk - F Lowe, DCllr C Cottle-Hunkin (left early) PCSO Baker (left early)

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

## Report from County/District Councillors

**Cllr Saywell** – provided a written report in his absence, which is attached as an appendix.

**DCllr Cottle-Hunkin** – read out a summary of a written report which is attached as an appendix.

13. **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. Cllr A Saywell and DCllr C Wheatley. Apologies accepted

14. **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.**

15. **Approval of Minutes.** To receive and sign the minutes of the Annual Meeting of the Parish Council of 21<sup>st</sup> May 2024. LGA 1972 Sch 12 para 41(1). **Resolved:** that they were a true record of the meetings decisions and signed as such.

## 16. Current Business

a. **Meeting Dates** – these were acknowledge by Council

b. **Website Statistics** – for information.

c. **Recreation Ground** – Cllr Busby advised that the Chair of the Rec Grd Committee has resigned. The Fayre was a success with around £1,000 raised and everyone had a good time. Hatherleigh Cricket Club could get grants to replace the buildings, but would need to have a 15 year lease to secure the funding. The agreement with the owner prevents the PC from agreeing to a sub-lease so this is not possible. Following a discussion, it was agreed to hold a public meeting in October with parishioners to plan the way forward with regard to replacing the buildings.

An email of complaint has been received by the Clerk regarding the use of the Rec Grd by a non-local family. Following a discussion, the Clerk was instructed to respond. Further it was agreed to purchase a sign stating that the Rec Grd is maintained by the Parish Council for the use of parishioners of Petrockstowe and their guests. **Cllr Busby to obtain costs**

d. **Play Park financial arrangements** – The Clerk was recently asked to create a payment (Kelly is not yet set upon the account) and realised that the bank account is set up for single authorisation. Under Local Authority regulations and the PC Financial Regulations this is not permissible. The Clerk made initial enquires and it would appear that the only option is to take the Play park account under the PC profile. **Clerk to investigate further**

e. **Gov.uk email address** – it is good practice and may become mandatory for all PCs to use .gov.uk for email and website in the future. There is currently a £100 + VAT grant from the government

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towards the cost of doing this. The Clerk has made initial enquires and was instructed to continue enquiries/get quotes.

- f. **River Pollution Meeting with Clinton Estates** - Cllrs Fisher and Goaman attended the meeting and have sent a report. The Mere and Little Mere rivers are not as badly polluted as other local rivers, but are polluted by the clay works, run of from fields and sewage. There are rare fresh water pearl mussels and fishermen are also involved in this project. There will be equipment placed in both rivers to monitor the flow and content. While the PC support this project, work needs to be done to better educate. It is also thought that the clay works possibly need to look at the way that they treat water prior to discharge.
- g. **Precept grant requests**
  - i. **Churchyard** - there were some concerns over the fact that although the 2 churches have merged, and there is a larger congregation, the income does not appear to have increased. The PC felt that the request to cover almost all the costs of the churchyard was not possible, as that would equate to the entire amount of grant money available to all. Awarded £500 grant - [Local Government Act 1972 s.214\(6\)](#)
  - ii. **Baxter Hall** – it was explained that the BH has been asked to “host” the village library – the phone box is not watertight and the books are getting damp and mouldy in the winter months. They want to either utilise a part of the current building or erect an outside area with a separate entrance for the library. It was agreed to award £500 on the condition that the area used is damp-proof - [Local Government Act 1972 s.133](#)
  - i. **NDRO** – awarded a £50 donation - [Local Government Act 1972 2.226](#)
  - ii. **ODCTG** – awarded a £50 grant - [Local Government and Rating Act 1997 s.26-29](#)
  - iii. **Citizens Advice** - awarded a £50 grant - [Local Government Act 1972 S.145](#)
  - iv.

17. **Matters arising from previous minutes.**

- a. **Additional Signatory on Bank Account** – Cllr Richards has not needed to log in. Payments are due to be made this week. He will retry.
- b. **Internal Auditors report** – This has been reissued and it was noted that it is still incorrect in that it states we do not have a training policy which we do have listed on the website. No further action.

18. **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: 1/0590/2024/FUL** Date: 9th July 2024 Proposal: Conversion of 2no. barns to 2no. dwellings Location: Barns At Grid Reference 251845 108236, Petrockstowe, Devon. Comments to be sent to Planning: *Petrockstowe Parish Council have no objections to this application.*
- b. **APPEAL:** Application Ref: 1/0997/2023/FUL Appeal Reference: APP/W1145/W/24/3343464 Appeal Start Date: 17th June 2024 Date: 17th June 2024 Proposal: Construction of 1no. local occupancy dwelling with associated works Location: Land South Of 1 North Town, Petrockstowe, Devon. **The Clerk was instructed to send the following comments:** *Having looked again at this application, Petrockstowe Parish Council wish to add the following concerns:  
There has been an accident involving the school bus in the last 6 months at this site. By changing the road layout, the potential for further accidents is increased.  
Looking at the application, if 2 additional car parking spaces were added, there would be insufficient space to open the car doors.  
The owner of the land has listed it for sale (with the adjacent property) and we believe that there is a misrepresentation in the sales particulars. It states that this application is agreed in principle with*

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*Torrige District Council, and that there is a requirement to get Highways on side for it to be granted.*

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

- a. **Application Ref: 1/0157/2024/FUL** Date: 17th April 2024 Proposal: Change of use and conversion to one dwelling with annex accommodation (Buildings D, E and F) (Variation of condition 2 of planning approval 1/0892/2022/FUL) (Plans schedule) Location: Barns At Grid Reference 251845 108236, Petrockstowe, Devon. **This application was withdrawn.**
- b. **Application Ref: 1/0320/2024/FUL** Date: 31st May 2024 Proposal: Erection of a side and rear extension Location: The Heights, Petrockstowe, Okehampton, Devon. **Decision: GRANTED**

19. **Correspondence.** Cllrs agreed that they had received the correspondence as listed in the agenda from 16<sup>th</sup> May to 9<sup>th</sup> July 2024 inclusive, and Cllr Thompson proposed that the PC support the request from Ron Bailey to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal. This was agreed and **the Clerk was instructed to write offering the PCs support.**

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

- a. **Model Financial Regulations** – new version – May 2024 – adopted
- b. **Risk management** – no changes – readopted
- c. **Scheme of Delegation** – no changes - readopted

21. **Clerk/Parish Councillors Reports.**

- a. **Play Park** – Annual Inspection report has been provided – no comments.
- b. **Footpaths** – The Patchill path has been ploughed again and planed with swede. The footpath is no longer accessible. PROW and CC have been informed. The Hallwood footpath (top field by Higher Hallwood) has been planted with maize to the edge of the field which means there is no accessible footpath there.

22. **Finance**

- a. **Reserve Account balance as at 09/07/2024 - £4,597.42**
- b. **To note receipt of income since 21/05/24: none**
- c. **Previously approved expenditure made since 21/05/24: £103.98**
  - 29/05/24 – HugoFox – website - £11.99 - Local Government Act 1972 s. 142
  - 04/06/24 - SLCC membership - £80.00 – Local Government Act 1972 s. 143
  - 29/06/24 – HugoFox – website - £11.99 - Local Government Act 1972 s. 142
- d. **Previously approved payments to be made: £878.35**
  - 17/07/24 - Annual Insurance - £817.37 (Rec Grd restricted - £400 contribution) - Local Government Act 1972 s. 111
  - 17/07/2024 – Baxter Hall for Play Park - £1.00 - Open Spaces Act 1906 s.9 and 10
  - 17/07/2024 - Lord Burnett for Rec Ground - £1.00 – Open Spaces Act 1906 s.9 and 10
  - 29/07/24 – HugoFox – website - £11.99 - Local Government Act 1972 s. 142
  - 18/08/24 - ICO - £35.00 – Local Government Act 1972 s. 111
  - 29/08/24 – HugoFox – website - £11.99 – Local Government Act 1972 s. 142
- e. **Payments to approve: none**

**Previous Account Balance: £5,314.24 (of which £1,000 is restricted – RecGrd)**

Receipts: £0.00

Payments: £103.98

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**Account Balance: £ 5,210.26 (of which £600 is restricted – RecGrd) (agrees with Bank statement as at 09/07/24)**

**Date of next meeting**

The Annual Parish Council Meeting will be on Tuesday 17<sup>th</sup> September 2024 at 7.30pm in Baxter Hall. A Planning meeting will be held on Tuesday 20<sup>th</sup> August 2024 if required.

With no further business, the Chair thanked all for attending and declared the meeting closed at 9.10pm

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

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