

PETROCKSTOWE PARISH COUNCIL

Minutes of the Parish Council Annual Meeting held in the Baxter Hall on
Tuesday 15th May 2018 at 7.30pm.

Cllrs present: I Fisher (Chair), J Jeffs, M Busby, D Kelsey,
A Hunkin, F Lowe (Clerk), 4 members of the public

1. Election of Officers

Cllr Fisher read out a letter of resignation from Cllr B Cameron. It was reluctantly received, and all Councillors expressed their disappointment at his leaving, and thanks for his work on the Council for the past 6 years. The Chair agreed to produce a vacancy advert for the notice boards and Petrockstowe News. The Clerk will advise TDC. All Councillors resigned, and Mr Kelsey proposed Mrs Fisher as Chair. This was seconded unanimously by all members. It was proposed that Mr Busby be Vice Chair and seconded by Mr Hunkin. All other members agreed to continue as Councillors.

2. Apologies of Absence. Apologies were received from Cllr A Saywell, DCllr R Wiseman and PCSO M Baker. Cllr J Harris did not attend.

3. Council Documents. It was unanimously agreed to readopt all the current Council Documents without amendment.

4. End of Year Financial Items

- 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 2017/18 was signed by Cllr Fisher 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 new system of deducting the Clerk's salary from the precept payment by TDC was explained. All Councillors agreed that they were happy for Cllr Fisher and the Clerk to sign the Accounting Statements 2017/18.

5. Declarations of Interest. None

6. Public Session.

- a. A parishioner asked what the function of the pole newly positioned on Brandise Hill was. Cllr Busby was able to explain that it provides better internet connectivity. The owner of the land receives a minimal financial reward and agreed to the installation for the benefit of the local community.
- b. A concern was raised that there are no signs warning motorists that there are pedestrians/cyclists crossing the road on the Tarka Trail at Petrockstowe Station. The Clerk is to contact DCC/Highways or Cllr Saywell for advice on getting a sign.
- c. The empty house called Tanyard on the outskirts of the village has a hedge that has become very overgrown and is now causing a hazard to the road. The Clerk is to contact TDC/Highways for advice.

7. Approval of Minutes. The minutes of the Parish Council Meeting of 20th March and the Annual Parish Meeting of 17th April 2018, having been previously circulated were approved and signed as a correct record.

8. Correspondence. Cllrs agreed that they had received the correspondence as listed from 14/03/2018 to 03/05/2018 inclusive and no queries were raised.

9. Matters arising from previous minutes.

- a. HGV/Sibelco lorries. Steve Lark sent an update explaining that they are in contact with Traffic Management System, but it is a slow process.

Initials of Chair

Continuation of PCAM minutes on 15th May 2018

- b. No 4 The Square. Additional photos were provided by a neighbour showing the growth of mould inside the property and spreading into No 5. The Clerk is to forward these to the Conservation Officer and the TDC contact. A temporary cover has been put over the thatch and it is believed that the roof will be rethatched in August. It is also believed that the electricity has been disconnected as a safety precaution.
- c. Phone box refurbishment. A quote for £250 (plus cost of paint) has been received from Michael Harris to repaint the box and repair the door. It was unanimously agreed by cllrs to proceed with the work. Cllr Kelsey will contact Mr Harris.
- d. Streetlight at North Town Cross. The Clerk reported this, and it has now been repaired.

10. Current Business. Letter of Support for the Church Parochial Council. A draft letter was read out and agreed by cllrs. Cllr Fisher signed it to be sent to the Secretary.

11. Councillors Reports.

- a. **Baxter Hall.** The roof has been repaired with a generous grant from Cllr Saywell. The Beer Festival is on Saturday from 2-8pm and the Grand Ball in September has already sold 69 tickets. With only 100 tickets available, it is believed it will be a sell-out. Cllr Busby gave his apologies and left for another appointment.
- b. **Recreation Ground.** At the AGM, the Chair resigned. The Treasurer wants to resign but will stay until a replacement is found. Ken Heaman was elected as Chair. The first Home League match is on 27th May. Geoff Fox is thanked for his maintenance work. The Grand Opening was cancelled due to the poor weather. Summer Fete is on 21st July with the Dog Show and help will be needed preparing for this. No decision has been made about the Fireworks. The dog poo bins are being used to dispose of plastic bottles and rubbish from elsewhere, so notices will be displayed asking people to not do this.
- c. **Play Area.** The Annual Inspection found no major concerns, and the minor ones are in hand. A pressure wash is needed for some equipment. Ian Fisher has made a repair to the wall. It was noted that the area is being used a lot; after school as well as weekends.
- d. **Chairman's Report.** There has been a retrospective planning application, ref: 1/0431/2018/FUL for the retention of extension to livestock building at Bank's Land, Petrockstowe, Okehampton, but as no objections were raised during the building works; the PC has no comment to make. Cllr Fisher proposed a 50p/hour increase to the Clerk's pay which was seconded by Cllr Hunkin. Cllr Fisher also asked for payment of £6.49 for paper as she prints the agendas and minutes to put on the notice board. Proposed by Cllr Hunkin, seconded by Cllr Kelsey. Cheque no. 368 signed by Cllr Hunkin and Clerk.
- e. **Clerk's Report.** There is still uncertainty whether a DPO will need to be appointed as varying reports are being supplied.
- f. **County/District Report.** None
- g. **Police Report.** None

12. Financial Items. Cheques signed by Cllrs Fisher and Hunkin.

- a. DALC Membership - £99.59 cheque no 364
- b. Torridge District Council – Payroll Services - £48.00 cheque no. 365
- c. Steve Raine – Internal Audit – £100.00 cheque no 366
- d. Fiona Lowe - Clerks Expenses - £51.48 cheque no 367

A Planning Meeting if required will be held on 19th June 2018 and the next Parish Council Meeting to be held on 17th July 2018. Cllr Kelsey gave his apologies as he will be on holiday.

With no further business, the Chairman declared the meeting closed at 8.20pm.

Initials of Chair

Continuation of PCAM minutes on 15th May 2018

Chairman Date

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