

# PETROCKSTOWE PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held in the Baxter Hall  
on Tuesday 15<sup>th</sup> July 2025 at 7.30pm.

**Present:** Cllrs M Busby (Chair), A Hunkin, J Richards, M Thompson, J Brasier

**In attendance:** Parish Clerk - F Lowe, DCllr C Wheatley (part), CCllr C Cottle-Hunkin (part)

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

## Report from County/District Councillors

**DCllr Wheatley** – received questions on his previously circulated report. He will contact TDC Recycling Dept to report that recycling “rubbish” is strewn from the lorries after collection on a regular basis. There was a discussion on Devolution plans. A late email from TDC advised of Parish meetings and it was agreed that Cllrs Busby and Thompson will attend on 7<sup>th</sup> August. *Cllr Wheatley left*

**DCllr Cottle-Hunkin** - sent a report, and answered questions later in the meeting

1. **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 M Goaman and I Fisher. Apologies accepted
2. **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 further declared at this meeting.** Councillors delivered their annual Register of Interest forms to the Clerk to be forwarded to TDC.
3. **Approval of Minutes.** To receive and sign the minutes of the Annual Meeting of the Parish Council of 20<sup>th</sup> May 2025. [LGA 1972 Sch 12 para 41\(1\)](#). **Resolved:** that they were a true record of the meetings decisions and signed as such.
4. **Matters arising from previous minutes.**
  - a. **Bus Shelter Painting** – Ian Fisher has completed this. The PC send their thanks for an excellent job done.
5. **Current Business**
  - a. **Remembrance Day** – Councillor Busby confirmed that a service will be held at the Community Church for those that wish to attend, and then there will be a walk to the War Memorial for the Service of Remembrance. **Cllr Busby** will confirm who is leading the service at the WM and the Reading of Roll will be by an ex-serviceman.
6. **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. **None.**

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

Initials of Chair .....

Minutes 15<sup>th</sup> July 2025

- a. Ref: 1/0327/2025/FUL; Date: 5th June 2025; Proposal: Erection of grain store; Location: Land At Grid Reference 251396 110549, Petrockstowe, Devon. **GRANTED**
7. **Correspondence.** Cllrs agreed that they had received the correspondence as listed in the agenda from 14<sup>th</sup> May to 10<sup>th</sup> July 2025 inclusive, and had no comments.
8. **Re-adoption of Council Documents** Councillors need to review, amend if necessary and readopt the Council documents as below. Current versions available on the website.
  - a. Complaints & Grievances – no changes - **readopted**
  - b. Financial Regulations – no changes - **readopted**
  - c. Risk Management Policy – no changes - **readopted**
  - d. Standing orders – no changes - **readopted**
9. **Clerk/Parish Councillors Reports**
  - a. **Chairs Report** – The Square needs weeding. **Cllr Busby** will arrange for organic weed killer to be applied at a maximum cost of £75.00 and report back at the next meeting.
  - b. **Play Park** – following on from the Annual Inspection, there are some minor maintenance items that need to be completed. Kelly Mann is arranging for the wall and gate to be repaired and the art group are repainting the mural. They have requested funds to purchase paint, brushes and varnish to seal the paintwork of up to £180.00 – **approved**. **The Clerk** was instructed to contact TK Play for a quote on the other maintenance items.
  - c. **Recreation Ground** – Kevin has resigned as Chair. The PC wish to send thanks and acknowledgement for all his hard work for the RG. Also thanks go to Chris Goaman and Richard Kelsey who manned the bar at the fayre after they were let down. The grass cutting has been resolved until the end of the year. The old machinery needs to be sold off ASAP. Additional committee members need to be found and a new Chairman of the committee elected.
10. **Finance**
  - a. **To confirm bank accounts/finance records checked and agree** – **Cllr Thompson confirmed this.**
  - b. **To consider and approve Parish Council grants, donations and rents:**
    - Baxter Hall – rent for PlayPark - £1 - **approved**
    - Lord Burnett – rent for RecGrd - £1 - **approved**
    - Petrockstowe Community Church – **c/f as cllrs had not had time to review the documentation**
    - Baxter Hall – **c/f as cllrs had not had time to review the documentation**
    - ODCTG – £50.00 - **approved**
    - Citizens Advice – £50.00 - **approved**
    - NDRO – £50.00 - **approved**
  - c. **To consider 3 Yr LTA Insurance Agreement** - Insurance premium (£400 from Rec Grd) - £865.92 Yr 1 of a 3 yr LTA - **approved**
  - d. **Reserve Account balance as at 10/07/25 – £7,690.69 - acknowledged**
  - e. **To note receipt of income since 14/05/25 - none - acknowledged**
  - f. **Previously approved expenditure since 14/05/25 - £127.96**
    - 27/05/25 – HugoFox – website costs - £11.99
    - 02/06/25 – SLCC Membership - £80.00
    - 09/06/25 – HugoFox - .gov - £11.99
    - 27/06/25 – HugoFox – website costs - £11.99
    - 08/07/25 – HugoFox - .gov - £11.99
  - g. **Payments approved - £982.40**
    - Internal Auditor – £105.00 - **approved**
    - Materials for painting bus shelter - £11.48 - **approved**
    - Play Park inspection – the Play Inspection company - £150.00 - **approved**

Initials of chair .....

h. **Previously approved payments to be made – £94.96**

27/07/25 – HugoFox – website - £11.99

08/08/25 - HugoFox - .gov - £11.99

18/08/25 – ICO - £47.00 (incl £5 reduction for dd)

27/08/25 – HugoFox – website - £11.99

09/09/25 – HugoFox - .gov - £11.99

Receipts between 14/05/25 and 10/07/25 – **£0.00**

Payments between 14/05/25 and 10/07/25 - **£127.96**

**Current Account Balance as at 10/07/2025 - £5015.08 - acknowledged**

**Within both the bank accounts, £2,379.84 is earmarked for the Rec Grd and £2,222.70 is earmarked for the Play Park - acknowledged**

Cllr Cottle-Hunkin arrived during the finance items and advised that she is meeting with NHO tomorrow. It was agreed that Cllr Richards will join her as there are still outstanding drain issues on Aish Hill and to clarify the situation with the road markings near Sycamore Rise. *(Cllr Cottle-Hunkin left)*

**Date of next meeting**

The next Parish Council Meeting was confirmed as Tuesday 16<sup>th</sup> September 2025 at 7.30pm in Baxter Hall. A Planning meeting will be held on Tuesday 19<sup>th</sup> August 2025 if required.

With no further business, the Chairman thanked all for attending and closed the meeting at 8.42pm

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

Initials of chair .....