

PETROCKSTOWE PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held in the Baxter Hall
on Tuesday 21st November 2023 at 7.30pm.

Present: Cllr M Busby (Chair), M Thompson, M Goaman, A Hunkin, J Richards,
In attendance: Parish Clerk - F Lowe, DCllr Wheatley, 9 members of the public

Public Question Time Public Bodies (admissions to meetings) Act 1960 s1 extended by the LG Act 1972 s100. The Chair suspended the Standing Orders to discuss item 38a). Members of the Public and Cllrs discussed the application and the Clerk was instructed to supply the comments as listed under the item below.

Report from Unitary Councillor/s

DCllr Wheatley – Gave a report which is attached as an appendix. Cllr Richards asked if it was possible to reinstate the role of Parish Lengthsman to complete the tasks of clearing drains etc which is now completed by Highways too infrequently. DCllr Wheatly replied that this now comes under Highways.

Cllr Saywell – provided a report in his absence, which was emailed to Councillors prior to the meeting, and is attached as an appendix.

34. 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 Brasier is on holiday, Cllr Fisher has a prior engagement, Cllr Saywell is unavailable and DCllr Cottle-Hunkin is at another PCM.

35. **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.**

36. **Approval of Minutes.** To receive and sign the minutes of the Parish Council Meeting of 19th September 2023. LGA 1972 Sch 12 para 41(1). **Resolved:** that they were a true record of the meetings decisions and signed as such.

37. 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. *Comments sent to Planning: Petrockstowe Parish Council object to this application and wish to reiterate previous comments made and in addition: On this site, when a previous application was submitted and granted, some conditions were stipulated. - The hedge was to be re-instated. This application would remove part of that hedge for the entrance/car parking. - There was landscaping in the front gardens on the previous application. Any that was completed to meet this condition has now been removed. Is this to be re-instated or lost with the new application? - If an additional 2 cars are parked (albeit in an extended parking area) there will be no turning area. It is*

Initials of Chair

Continuation of minutes 21st November 2023

probable that cars will either park on the road or reverse into or off of the property at this difficult junction. Further, there is no mention of a retaining wall which will be required to support the existing boundary wall/hedge when the parking area is completed on the new application. What are the proposals? DCllr Cottle-Hunkin has called in this application and DCllr Wheatley was requested by the PC to take photos of the site to share with the Planning Committee.

- 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. *This application was withdrawn prior to the PCM*
- 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. *Comments sent to Planning: Petrockstowe Parish Council has no objection to this application.*
- 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. *Comments sent to Planning: Petrockstowe Parish Council has no objection to this application.*
- 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. *Comments sent to Planning: Petrockstowe Parish Council has no objection to this application.*

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

- a) None

38. **Correspondence.** Cllrs agreed that they had received the correspondence as listed in the agenda from 14th September to 15th November 2023 inclusive, and had no comments.

39. **Matters arising from previous minutes.**

- a. **Civility & Respect Pledge** – This has now been registered and the Certificate Number for Petrockstowe PC is 1394. Cllr Busby signed to confirm the pledge has been taken.
- b. **Internal Auditors** recommendations –
 - i) **Statement of Control** - to be sourced and considered for adoption – the Clerk has been unable to source a suitable model - **c/f**
- c. **Planning – Syncocks/bungalow queries** - Clerk emailed 20/09, 25/10 and 10/11 with no response yet. **Clerk to email again**
- d. **Patchill Footpath** – Cllr Richards was able to advise that there is a new stile at the Ashill end although it still remains that it is not obviously a footpath, with lots of nettles and overgrowth.

40. **Current Business.**

- a. **New Residents Pack** – Following an enquiry by a parishioner, Cllr Busby established that the Church provide an informative pack. **Councillors are asked to review this on the Church website and provide comments/additions/amendments as required.**
- b. **North Devon Records Office** - Following on from the email request (22/10/23) and a discussion by Council, it was agreed to continue donating £50 per annum in May/July.
- c. **MP Sir Geoffrey Cox – feedback from letter and drop in surgery.** Sir Geoffrey has asked if a petition regarding the Road Network in Torridge and North Devon can be made available for signatures – it will be available in the Baxter hall. He has further requested feedback on the

Initials of chair

Torrige Levelling Up priorities. The only suggestion was a new road from the quarry to remove the vehicles on the village roads. **Cllr Busby asked for Councillors to email him with suggestions** and will collate further responses from Councillors and send to Sir Geoffrey. There is also to be a meeting in February to which TDC, Petrockstowe PC, MP, Diocese, Community Church and a local businessman will be invited to discuss the future of the church. It has been established that there is no possibility of it reopening as a place of worship, and a new use needs to be found for it. A structural survey is happening soon and will advise on the position relating to bell ringing. The building is a Grade II* listed building.

- d. **Gardening Club** – Cllr Richards advised that this is folding soon and wants to confirm that no grants have been given in the past by the PC that would need to be returned on closure. The Clerk was able to advise that she is unaware of any grants to the Gardening Club, and that conditions are not usually imposed.
- e. **Additional Signatory on Bank Account** – It was resolved to add Cllr Richards as an additional signatory. **Clerk to apply to NatWest.**
- f. **Torrige District Council Draft Strategic Plan 2023-2028 Consultation** – Cllr Wheatley advised that the closing date for comments was today so no comments can now be submitted.
- g. **Possible work on The Square** – a resident wishes to have power supplied to their workshop/shed (previously an alms-house) which will mean digging up part of The Square. In the past, the Council have been contacted by the Electricity Company with regards to this. It was resolved to wait until a formal request is received.

41. Clerk/Parish Councillors Reports.

- a. Play Park report was provided for information. Richard Lowson wishes to step down as the person responsible for the Play Park. **Cllr Goaman** suggested a local resident who may be happy to take over and will contact them and advise the Clerk.

Finance

- a. **Financial Statement** – provided to Councillors prior to the meeting. A question was asked concerning the insurance contribution made by the Recreation Ground and it was clarified that the Rec Grd have agreed to contribute £400 towards the combined insurance annually for a minimum of 3 years, when it will be reviewed. This will be shown in future. It was asked what contribution Hatherleigh Cricket Club make to the Rec Grd, and Cllr Busby advised that they had agreed to contribute to the upkeep of the grounds, but have only maintained the cricket square so far. The agreement has been re-written to request more support, including financial support, and there will be a meeting soon to discuss this. The Rec Grd does not currently have an income, but events are being planned for the next calendar year.
- 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

Continuation of minutes 21st November 2023

Previous Account Balance: £9,685.49 (of which £8,250.00 is restricted)

Receipts: £3,500

Previously approved Payments: £9,749.85

Account Balance: £3,435.64 (agrees with bank statement on 15/11/23)

e. Payments approved at this meeting:

RBL – Memorial Wreath - £25.00 (to pay by cheque)

Clerks expenses - £62.05

Hire of Hall – May 2021–March 2022 - £125.00

Hire of Hall – April 2022-March 2023 - £120.00

42. Items for consideration at the next Meeting

A parishioner has further established ownership – with Land Registry – of land on American Lane and New Road with a view to a Public Right of Way being legalised. This will be on the agenda at the next meeting.

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.

With no further business, the Chair thanked all for attending and declared the meeting closed at 8.50pm

Chairman Date

Initials of chair