

PETROCKSTOWE PARISH COUNCIL

Parish Clerk: 07989 638315 E-mail: clerk@petrockstowe-pc.gov.uk

Dear Councillors, you are duly summoned to attend the Petrockstowe Parish Council Meeting, to be held at 7.30pm on Tuesday 16th September 2025, 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.](#)

Questions to County/District Councillor/s if required/available

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 Meeting of the Parish Council on 15th July 2025, the minutes having been previously circulated.
- 4) **Matters arising from previous minutes**
 - a) **Remembrance Service** – Confirmation of who is leading the service – **Cllr Busby**
 - b) **The Square weeding** – completed
 - c) **Play Park maintenance** – update – **Clerk**
 - d) **Sycamore Rise/drainage queries** – update – **Cllr Richards**
 - e) **America Lane** – To be discussed at the PROW meeting on 18/11/25 – **c/f**
- 5) **Current Business**
 - a) **none**
- 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) **Application Ref: 1/0599/2025/FUL** Date: 14th August 2025 Proposal: Erection of a 4x10m Polycrub Location: Little Butstone, Petrockstowe, Okehampton, Devon. Having received no request for a discussion on this application, the Clerk has responded to Planning with the comments: *Petrockstowe Parish Council has no objections 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**
- 7) **Correspondence** Please see below list of correspondence e-mailed to Councillors for consideration/information.
- 8) **Re-adoption of Council Documents** Councillors need to review, amend if necessary and readopt the Council documents as below. Amended versions will be emailed prior to the meeting, with current versions available on the website.

a) **Scheme of Delegation** – no changes

9) **Councillors Reports** for information if required and available.

10) **Finance**

a) **To consider and approve Parish Council grants, donations and rents:**

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**

b) **To advise that the Play Park has no funds in the current account. Discussion/decision as to whether to use PC funds or transfer funds from the Reserve Account.**

c) **Reserve Account balance as at 08/09/25 – £7,704.14**

d) **To note receipt of income since 11/07/25: none**

e) **Previously approved expenditure since 11/07/25: £401.94**

28/07/25 – HugoFox – website - £11.99

29/07/25 – Defib shop - £70.74

29/07/25 – K Rooke – Painting supplies – £135.45

08/08/25 – Bus Shelter Sign - £28.80

08/08/25 - HugoFox - .gov - £11.99

15/08/25 – The Square weeding – £71.99

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

27/08/25 – HugoFox – website - £11.99

08/09/25 – HugoFox - .gov - £11.99

f) **Payments to approve: £0.00**

None

g) **Previously approved payments to be made**

27/09/25 – HugoFox – website costs - £11.99

08/10/25 – HugoFox - .gov - £11.99

27/10/25 – HugoFox – website costs - £11.99

08/11/25 – HugoFox - .gov - £11.99

Receipts between 11/07/25 and 08/09/25 – **£0.00**

Payments between 11/07/25 and 08/09/25 - **£401.94**

Current Account Balance as at 08/09/2025 - £3,299.75

Within both the bank accounts, £1,979.84 is earmarked for the Rec Grd and £1,908.26 is earmarked for the Play Park

11) **Confirm date of next meeting**

The next Parish Council Meeting will be on Tuesday 18th November 2025 at 7.30pm in Baxter Hall. A Planning meeting will be held on Tuesday 21st October 2025 if required.



Fiona Lowe, Parish Clerk
08/09/2025

Correspondence sent to Councillors from 11/07/2025 to 08/09/2025 inclusive

11/07/25 – DCC - All the latest news from Devon County Council
15/07/25 – TDC - Face to Face Engagement Event with Torridge District Council to Discuss Local Government Reorganisation
15/07/25 – TDC - Local Government Reorganisation Engagement Event - Town & Parish Councils
16/07/25 – TDC - Torridge District Council launches Wind, Wave and Water accreditation scheme to endorse activity schools that follow good practice!
16/07/25 – TDC - Members Bulletin - HM Government Commissions Census in 2031
13/07/25 – DCC - All the latest news from Devon County Council
23/07/25 – TDC - Calling all northern Devon businesses. We need your voice!
29/07/25 – TDC - Local Business Bulletin Thursday 24 July 2025
29/07/25 – TDC - Port of Bideford Successfully Passes Oil Spill Response Assessment!
29/07/25 - TDC - Businesses invited to have their say on the future of local government in Devon
29/07/25 – DCC - All the latest news from Devon County Council
29/07/25 – TDC - Devon councils unite behind devolution push
29/07/25 – TDC - Holsworthy Leisure Centre back to full operational use after major renovation works completed
06/08/25 – TDC - Torridge District Council's Longest-Serving Officer Retires After 46 Years of Service
06/08/25 – Royal Devon - Latest news from the Royal Devon: August 2025
06/08/25 – DevonBus - Changes to Devon's Bus Services from 31st August 2025
06/08/25 – DCC - All the latest news from Devon County Council
06/08/25 – TDC - Businesses invited to have their say on the future of local government in Devon
06/08/25 – DCC - Have your say on the future of Devon
07/08/25 – Royal Devon - Latest news from the Royal Devon: August 2025
08/08/25 – D&C Police - Free Cyber Security Support from UK Policing
08/08/25 – TDC – Don't lose your vote. Residents in Torridge District Council urged to check voter registration details
08/08/25 – TDC - Local Business Bulletin Friday 08 August 2025
08/08/25 – DCC - All the latest news from Devon County Council
14/08/25 – TDC - Torridge District Council - LGR Presentation Slides
14/08/25 – TDC - Free expert support to help businesses and farms thrive
14/08/25 – TDC - Councils publish evidence to help future planning along the coastline of northern Devon
19/08/25 – TDC - Torridge Commemorates VJ Day 80th Anniversary
26/08/25 – TDC - Postal Vote Renewals Now Required Every Three Years Torridge Voters Urged to Reapply Early
26/08/25 – DCC - All the latest news from Devon County Council
03/09/25 – DCC - Back to school guide - helping you prepare for the new academic year
03/09/25 – DCC - All the latest news from Devon County Council
03/09/25 – Ron Bailey - Lityhium-ion batteries campaign
03/09/25 – Royal Devon - How is the NHS using AI in healthcare? Find out at our Annual Members' Meeting
05/09/25 – Royal Devon - Latest news from the Royal Devon: September 2025
05/09/25 – TDC - Torridge District Council welcomes Minister Alex Norris MP to Torridge
08/09/25 – DCC - All the latest news from Devon County Council