

PETROCKSTOWE PARISH COUNCIL

Minutes of the Meeting of the Parish Council held in the Baxter Hall
on Tuesday 16th September 2025 at 7.30pm.

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

In attendance: Parish Clerk - F Lowe, DCllr C Wheatley

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.

CCllr Cottle-Hunkin - sent her apologies and a report.

23. **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. None

24. **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.**

25. **Approval of Minutes.** To receive and sign the minutes of the Parish Council Meeting of 15th July 2025. [LGA 1972 Sch 12 para 41\(1\)](#). **Resolved:** that they were a true record of the meetings decisions and signed as such.

1) **Matters arising from previous minutes**

- a. **Remembrance Service** – Cllr Busby advised that the minister has offered to lead a non-religious service at the War Memorial, aided by people within the village. All agreed that this would be acceptable to all.
- b. **The Square weeding** – completed
- c. **Play Park maintenance** – Cllr Fisher will contact Kelly Mann to see if she can arrange for the treatment of rust and repaint of the springer. The PC approved the quote and the Clerk to advise TK Play to proceed with the other items at a cost of £732 (inc VAT)
- d. **Aish Hill drainage queries** – Following on from the meeting with Cllr Cottle-Hunkin and the Highways Officer, Cllr Richards advised that the drains on Aish Hill were cleared 3-4 weeks ago. The HO was not able to give a timescale for clearing the drains to Aish Barn as the owner of that property will need to be involved. This drain is still blocked. **Cllr Richards will ask for an update** on how to move forward and get the drain cleared.
Sycamore Rise road markings - Initially the HO advised that the lines at Sycamore Rise would be relocated, but Cllr Cottle-Hunkin has since advised that they will not be changed. **Cllr Richards will ask for the reasons** behind this.
- e. **America Lane** – To be discussed at the PROW meeting on 18/11/25 – c/f

26. **Current Business**

- a. **None.**

Initials of Chair

27. **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.**

28. **Correspondence.** Cllrs agreed that they had received the correspondence as listed in the agenda from 11th July to 8th September 2025 inclusive, and had no comments.

29. **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. **Scheme of Delegation** – no changes - **readopted**

30. **Clerk/Parish Councillors Reports**

a. **Chairs Report** – Cllrs Busby and Thompson attended the Devolution meeting in August. Cllr Busby shared the following points:

Useful meeting, informative about process and where Torridge sit within this process.

What it did do is confirmed what a muddle it all is. County Council do not seem to have a plan.

Certainly not clear that savings will be made, which is a Government objective. Was suggested savings could be 20 years in the future.

Concentrating on Unitary objective MSA may come later.

This will stretch out until 2028.

Parish Councils will remain, however suggestion of grouping PC's into clusters.

Torridge going for 1-4-5 plan.

- Plymouth
- South Hams, West Devon, Teignbridge & Torbay
- Torridge, North Devon, West Devon, East Devon & Exeter in name only.

Looks as if there will be plans from Plymouth, Exeter, and the Torridge plan.

Central Government will ultimately decide.

b. **Recreation Ground** – The Fayre profit for Petrockstowe was £2,800. There is some damage to the marquee and a quote for new poles expected soon. The committee is currently 4, with others willing to help at events. Both the grass cutting and hedge cutting have been resolved for this year. There will be a skittles fundraiser in November and it has been decided that the next fayre will be held separately from the evening music event. It was felt that combining the events was more tiring for both organisers and attendees. The marquee will need to be erected for both events but this is the only duplication of work.

31. **Finance**

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

Petrockstowe Community Church – The Church requested £750 towards the anticipated cost of £2,500 for the upkeep of the churchyard. £700 was spent in the previous year. Q. Why are volunteers not asked? A. Volunteers within the village are asked to help with the Baxter Hall, the Recreation Ground and other events. It is also a large area to cut and maintain. It was proposed and agreed to give £500 as in previous years to help maintain this community facility.

Initials of chair

Minutes 16th September 2025

Baxter Hall – BH requested £706 to pay for the alcohol licence and council tax. It was felt that the licence was part of the operational expenses. It was agreed to give £500.

- b) **To advise that the Play Park has no funds in the current account.** It was agreed that the PC current account would be used, but that this would reduce the amount that the Play Park held within 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 – acknowledged

Cllr Richards gave a cheque to the PC for £202.18, to be allocated to the Rec Ground. This is funds from the Gardening Club which has folded. The PC expressed their thanks for this donation.

The Clerk was requested to send a letter of thanks to the Art Group for their work on repainting the mural in the Play Park.

Date of next meeting

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

With no further business, the Chairman thanked all for attending and closed the meeting at 8.14pm

Chairman Date

Initials of chair