

PETROCKSTOWE PARISH COUNCIL

Parish Clerk: Fiona Lowe, Fourwinds, Fore Street, Witheridge EX16 8AH
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Dear Councillors, you are duly summoned to attend the Petrockstowe Parish Council Annual Meeting to be held at 7.30pm on Tuesday 16th May 2023, 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.](#)

Report from Unitary Councillor/s if required

Prior to the meeting, all Parish Councillors are required to sign declaration of acceptance.

AGENDA

- 1) **Election of Officers** Election of Chair and Vice Chair. Acceptance of Office to be signed by both.
- 2) **Apologies of Absence** To receive apologies and approve reasons for absence
- 3) **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). New Register of Interest form to be completed by all.
- 4) **Re-adoption of Council Documents** Councillors need to review, amend if necessary and readopt the Council documents as below. Amended versions emailed prior to the meeting, with current versions available on the website.
 - a) The Code of Conduct – minor changes
 - b) Model Financial Regulations – no changes (currently under review by SLCC/NALC)
 - c) Agreed Protocol on Audio Recording – no changes
 - d) Freedom of Information – no changes
 - e) Data Privacy Notice – no changes
 - f) Volunteer Policy – no changes
 - g) Scheme of Delegation – no changes
 - h) Risk Management Policy – no changes
 - i) Chairman's Allowance of £200/annum – new protocol to be adopted
 - j) Model Standing Orders – to be c/f to July
 - k) Data Retention & Disposal Policy – c/f to July
 - l) Complaints & Grievance Policy – c/f to July
 - m) Data Protection Policy – to be c/f to July
- 5) **Adoption of Co-Option Policy** To consider the adoption of the Co-Option Policy as previously sent out.
- 6) **Minutes** To consider for approval the minutes of the Parish Council Meeting of 21st March 2023, and the Planning and Annual Parish Meetings of 18th April 2022, the minutes having been previously circulated.
- 7) **Approval and signing of Annual Accounts**

- a) **Section 1 – Annual Governance Statement 2022/23**
- b) **Section 2 – Accounting Statements 2022/23**
- c) **Certificate of Exemption**
- d) **Receive the Annual Internal Auditors Report**

8) **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:

- a) **Decision.** Ref: 1/0138/2023/FUL Date: 5th April 2023 Proposal: Demolition of existing garage and erection of extension to existing dwelling Location: Upton, Petrockstowe, Okehampton, Devon. **DECISION: GRANTED**
- b) **Decision.** Ref: 1/1161/2022/REM Date: 13th April 2023 Proposal: Reserved matters application for appearance, landscaping, layout & scale pursuant to outline planning permission 1/0946/2020/OUT - erection of 1 no. dwelling Location: Land Adjacent Upton, Petrockstowe, Devon. **DECISION: GRANTED**

- 9) **Correspondence** Please see below list of correspondence e-mailed to Councillors for consideration/information.

10) **Matters arising from previous minutes**

- a) **Extension of 30mph speed limit** – update if available – **Clerk**
- b) **Flagpole** - c/f – **Cllr Richards**
- c) **Ownership of America Lane** – update – **Clerk**
- d) **Asset Maintenance** – update – **Cllrs Busby & Richards**
- e) **20's Plenty** – update – **Clerk**
- f) **Civility & Respect Pledge** – to be discussed in July – **Clerk**

11) **Current Business**

- a) **Rec Grd** – Termination of PSSC and formation of new committee - **Cllr Busby**
- b) **Land rental and precept payments to be made in May (as agreed – for information only)**
 - i. Baxter Hall for Play Park - £1.00
 - ii. Lord Burnett for Rec Ground - £1.00
 - iii. Churchyard – £500.00
 - iv. Baxter Hall - £500.00
 - v. Citizens Advice - £50.00
 - vi. ODTCC – £50.00
 - vii. NDRO - £50.00 (last payment of 5)

- 12) **Councillors Reports** for information if required and available.

13) **Finance**

- a) **Finance summary** - supplied
- b) **Receipts: to note receipt of income**
 - 11/04/23 - Refund of defib pads - £61.74
 - 28/04/23 - TDC Precept - £2,500.00**Receipts: £2,561.74**
- c) **Expenditure: Previously approved expenditure**

31/03/23 – Coronation medals - £74.75
31/03/23 – Defib pads - £52.81
14/04/23 - TDC – Salary Recharge - £1,339.02
14/04/23 - TDC – Payroll Services – £40.00
Payments approved: £1,506.58

Expenditure: to be approved
SLCC membership (due 01/06/2023) - £80
Payments: to be approved - £80

Previous Account Balance: £10,360.93 (of which £8,250.00 is restricted)
Receipts: £2,561.74
Payments: £1,506.58
Account Balance: £11,416.09 (of which £8,250.00 is restricted) (agrees with bank statement on 05/05/2023)

14) **Confirm date of next meeting**

The next PCM will be on **Thursday 13th** July 2023 at 7.30pm in Baxter Hall.



Fiona Lowe
Parish Clerk
09/052023

Correspondence sent to Councillors from 14/03/2023 – 09/05/2023 inclusive

14/03/23 – TDC - Councillors aim to Drive Down Speeds in the Village of Bridgerule
14/03/23 – TDC - Help Nature - Wilder Communities Drop in Event at Northam Burrows 21st March
20/03/23 – SWHeritage - Invitation to NDRO event
20/03/23 – DCC - Devolution deal for Devon, Plymouth and Torbay gets closer; Support to help with rising costs of living; Rein in your speed for horses; More money announced for roads; and help keep Devon clean this Spring
20/03/23 – TDC - Work experience students take over Torridge!
21/03/23 – ODCTG - Coffee Morning
25/03/23 – TDC - Explore Northam Burrows with a season ticket! Now available to purchase online or by phone!
25/03/23 – ODTCG – Award
25/03/23 – Healthwatch Devon - Healthwatch Devon E-bulletin 24 March 2023
25/03/23 – DCC - Reaffirming our commitment to the armed forces; £9.4 million to improve Devon roads; UK Government's Emergency Alert system; and nominate your wildlife hero
30/03/23 – Exeter Anglian Churches - Proposed closure of Saint Petroc's church
30/03/23 – TDC - Clampdown on nuisance dogs in Victoria Park Bideford
30/03/23 – TDC - Check you're election-ready for May 4th
03/04/23 – TDC - Devon Community Action Group Survey - Please Help - £50 Prize Draw!
03/04/23 – Healthwatch Devon - Healthwatch Devon E-bulletin 31 March 2023
03/04/23 – Devon Climate Emergency - Welcome To Our April Newsletter!
04/04/23 – TDC - Get outdoors this Easter and join in the fun on Northam Burrows!
05/04/23 – TDC - Council launch round 4 of Household Support Fund to help residents struggling with the cost of living crisis
06/04/23 – TDC - Elections 2023 - Nominations for Torridge Wards, Parishes and Towns
06/04/23 – RDUH - Latest news from the Royal Devon: April 2023
06/04/23 – TDC - Easter Bank Holiday Refuse and Recycling Collections
06/04/23 – Healthwatch Devon - Healthwatch Devon E-bulletin 06 March 2023
06/04/23 – DCC - People unaware of the need for photo ID to vote next month; Spring COVID-19 booster programme begins; Horse and carriage at Stover Country Park and getting out over the Easter holidays
13/04/23 – ODCTG - Coffee Morning
14/04/23 – TDC - Jobs and Careers Bulletin
14/04/23 – TDC - £996k Rural England Prosperity Fund Plan approved for Torridge
17/04/23 – Church of England - Proposed Pastoral Church Buildings Scheme affecting the church of St Petroc in the parish of Petrockstowe
17/04/23 – TDC - Competition opens to name Torridge's new waste and sweeper lorries!
17/04/23 – DCC - National Emergency Alert; Permanent changes to Queen Street, Exeter; Strike days; Vapes; and deadline approaching for first COVID-19 vaccination
17/04/23 – Healthwatch Devon - Healthwatch Devon E-bulletin 14 April 2023
18/04/23 – ODCTG - Newsletter 81
24/04/23 – Healthwatch Devon - Healthwatch Devon E-bulletin 20 April 2023
24/04/23 – TDC - Torridge rangers looking to recruit volunteer task force!
24/04/23 – DCC - Voter ID deadline approaches; Primary school applications; Devon County Show; Help for businesses post-COVID-19; and Emergency Alert this Sunday
26/04/23 – TDC - Early May/Coronation Bank Holiday Collection Dates 2023
26/04/23 – TDC - Torridge Business Bulletin - April / May 2023
26/04/23 – TDC - Temporary beach access closure at Bucks Mills to repair slipway
30/04/23 – Healthwatch Devon - Healthwatch Devon E-bulletin 27 April 2023
30/04/23 – TDC - 1st May Dog Restrictions Westward Ho! Beach
30/04/23 – TDC - Coronation Waste & Recycling Collection Changes and Green Event Tips in Torridge
30/04/23 – TDC - Publication of five-year land supply statement for North Devon and Torridge
30/04/23 – DCC - Is your child up-to-date with their vaccinations? Repair cafes go BIG next month; Let's get out for Naturally Healthy May; Improved mental health support; and insulation warning from Trading Standards
30/04/23 – TDC - Councils re-establish five-year housing supply for northern Devon
05/05/23 – TDC - Council offer trio of prime summer retail pitches for rent on Bideford Quay
05/05/23 – RDUH - Latest news from the Royal Devon: May 2023
05/05/23 – DCC - Celebrating The Coronation in Devon; Coronation street parties near you; Lend a hand, make a change; and other bank holiday weekend information