

PETROCKSTOWE PARISH COUNCIL

Parish Clerk: 07989 638315 E-mail: petroc.clerk@hotmail.com

Dear Councillors, you are duly summoned to attend the Petrockstowe Parish Council Annual Meeting to be held at 7.30pm on Tuesday 21st May 2024, 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 County/District Councillor/s if required/available

AGENDA

- 1) **Election of Chair and Vice Chair**
- 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).
- 4) **Minutes** To consider for approval the minutes and Part 2 minutes of the Parish Council Meeting of 19th March 2024, and the Planning Meeting and Annual Parish Meeting of 16th April 2024, the minutes having been previously circulated.
- 5) **Annual Governance & Accountability Return 2024** – To resolve to approve and sign the 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**
- 6) **Current Business**
 - a) **SLCC Membership** – to consider paying the annual membership of £80.00
 - b) **Petrockstowe Parish Council and Water Restoration Grant** - email sent 13/05/24 – for consideration.
 - c) **Definitive Map Review** – email sent 25/04/24 – for consideration and response
- 7) **Matters arising from previous minutes**
 - a) **Additional Signatory on Bank Account** – update - Clerk/Cllr Richards
- 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) **Application Ref: 1/0157/2024/FUL** Date: 17th April 2024 Proposal: Change of use and conversion to one dwelling with annex accommodation (Buildings D, E and F) (Variation of condition 2 of planning approval 1/0892/2022/FUL) (Plans schedule) Location: Barns At Grid Reference 251845 108236, Petrockstowe, Devon. **This application was withdrawn.**
- b) **Application Ref: 1/0177/2024/LBC** Date: 17th April 2024 Proposal: Change of use and conversion to one dwelling with annex accommodation (Buildings D, E and F) (Variation of condition 2 of planning approval 1/0893/2022/LBC) (Plans schedule) Location: Barns At Grid Reference 251845 108236, Petrockstowe, Devon. **This application was withdrawn.**
- 9) **Correspondence** Please see below list of correspondence e-mailed to Councillors for consideration/information.
- 10) **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 – no changes
- b) Model Financial Regulations – new version – May 2024 – if available
- c) Model Standing Orders – no changes
- 11) **Councillors Reports** for information if required and available.
- a) **Play Park** – report provided by email 14/05/24
- b) **Recreation Ground** – Cllr Busby
- 12) **Finance**
- a) **Year End summary 2023-2024** – for information
- b) **To note receipt of income since 09/03/24: £4,282.94**
 13/03/24 – VAT reclaim – £1,532.94
 29/04/24 – TDC Precept - £2,750.00
- c) **Previously approved expenditure since 09/03/24: £1,649.38**
 21/03/24 – Hall Hire (2023-2024) - £120.00
 27/03/24 – HugoFox – website - £11.99
 28/03/24 – Clerks Salary & Payroll expenses – £1,483.40
 28/03/24 – VAT reclaim to Play Park - £22.00
 29/04/24 – HugoFox – website - £11.99
- d) **Payments to approve: £80.00**
 SLCC Membership - £80.00
- Previous Account Balance: £ 2,680.68 (of which £1,000 is restricted – RecGrd)**
 Receipts: £4,282.94
 Payments: £1,649.38
Account Balance: £5,314.24 (of which £1,000 is restricted – RecGrd) (agrees with Bank statement as at 15/05/24)
- 13) **Confirm date of next meeting**
 The next Parish Council Meeting will be on Tuesday 16th July 2024 at 7.30pm in Baxter Hall. A Planning meeting will be held on Tuesday 18th June 2024 if required.



Fiona Lowe, Parish Clerk
 15/05/2024

Correspondence sent to Councillors from 16/03/2024 to 15/05/2024 inclusive

16/03/24 – DCC - Free energy efficiency guide; Last chance to have your say on devolution proposals; Bringing lilies back to Stover Country Park; and Pay and display plans axed

19/03/24 – 7 concerned citizens - A MAJOR THREAT TO OUR REGION ... NOTIFICATION

20/03/24 – TDC - Easter Waste and Recycling Collections in Torridge 2024

20/03/24 – NDDH - Latest news for our members and stakeholders, March 2024

21/03/24 – Healthwatch Devon - Healthwatch Devon E-bulletin 21 March 2024

25/03/24 – DCC - Electric buses set to take to Devon's roads, Easter holiday food support for low-income families and Government cash to support special needs education

25/03/24 – TDC - Bideford Public Space Protection Order (PSPO) consultation - closes 3rd April

28/03/24 – TDC - Torridge District Council Celebrates 50 Years of Service

05/04/24 – TDC - TDC launch public consultation meeting on plans for new Operational Services Centre in Bideford

05/04/24 – Healthwatch Devon - Healthwatch Devon E-bulletin 04 April 2024

05/04/24 – Devon Climate Emergency - Welcome To Our April Newsletter!

08/04/24 – TDC - Torridge District Council Staff support the Big Plastic Count 2024

08/04/24 – DCC - First tree and woodland strategy for Devon; Exciting new library programme for under-4s; #BeTickAware; and make sure you're registered to vote

11/04/24 – TDC - Police and Crime Commissioner nominees announced – Time to register to vote!

11/04/24 – Cllr Saywell - FW: Great Torrington Community and Volunteering Fayre - 15th April 4-7pm - please share with your networks!

15/04/24 – TDC - Council agree extension to Public Spaces Protection Order in Bideford Town Centre

15/04/24 – DCC - Support for households with higher energy and food costs; Ofsted inspectors find improving services that safeguard children; Increase in fees and allowances for foster carers; Key infrastructure to Plymouth and South Devon Freeport.

19/04/24 – Healthwatch Devon - Healthwatch Devon E-bulletin 18 April 2024

22/04/24 – DCC - New grants available for community groups; Proposal to invest an extra £10 million in Devon's roads; Work to improve timeliness of EHCNAs; Long-serving Leader steps down; and Let's Talks Teenagers

29/04/24 – DCC - Join us at the Devon County Show this year; Family Hubs are being developed across Devon; Youth Voice Awards 2024; Naturally Healthy May; Amazing social workers; and fancy becoming a Space Trustee?

02/05/24 – Healthwatch Devon - Healthwatch Devon E-bulletin 02 May 2024

03/05/24 – NDDH - Latest news from the Royal Devon: May 2024

07/05/24 – DCC - Whoops!

07/05/24 – HugoFox Team - HugoFox - Exciting Update .gov.uk Domains

07/05/24 – Devon Community Resilience - FREE Community Planning Event in East Devon

13/05/24 – Peninsula Transport - Western Gateway and Peninsula Transport STBs publish Electric Vehicle Charging Study

13/05/24 – Gill Douglas-Mann - Section 14 application- New Road and American Lane

13/05/24 – Devon Climate Emergency - Welcome To Our May Newsletter!

13/05/24 – DCC - Multi-million pound investment in pothole repairs; plans to use our former Children's Centre buildings in a new network of Family Hubs and whooping cough cases continue to rise

13/05/24 – DCC - RoadMap - Devon highways updates - Highway trees and vegetation edition