

# PETROCKSTOWE PARISH COUNCIL

Parish Clerk: 07989 638315 E-mail: [clerk@petrockstowe-pc.gov.uk](mailto:clerk@petrockstowe-pc.gov.uk)

Dear Councillors, you are duly summoned to attend the Annual Meeting of Petrockstowe Parish Council, to be held at 7.30pm on Tuesday 15<sup>th</sup> July 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.](#)

## Report from 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 20<sup>th</sup> May 2025, the minutes having been previously circulated.
- 4) **Matters arising from previous minutes**
  - a) **Bus Shelter painting** – Ian Fisher has agreed to complete this for the cost of materials
- 5) **Current Business**
  - a) **Remembrance Day – Cllr Busby**
- 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) **None.**

*Council is asked to receive planning application decisions made by Torridge District Council.*

*Council is asked to note the below decisions:*

    - a) Ref: 1/0327/2025/FUL; Date: 5th June 2025; Proposal: Erection of grain store; Location: Land At Grid Reference 251396 110549, Petrockstowe, Devon. **GRANTED**
- 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) Complaints & Grievances – no changes
  - b) Financial Regulations – no changes
  - c) Risk Management Policy – no changes
  - d) Standing orders – no changes
- 9) **Councillors Reports** for information if required and available.

**Play Park** - Annual Inspection Report for info (send separately) – for discussion on maintenance  
**Rec Grd** – Summer Fayre – report from Cllr Goaman in her absence

10) **Finance**

- a) **To confirm bank accounts/finance records checked and agree – Cllr Thompson**
- b) **To consider and approve Parish Council grants, donations and rents:**
  - Baxter Hall – rent for PlayPark - £1
  - Lord Burnett – rent for RecGrd - £1
  - Petrockstowe Community Church – grant tbc
  - Baxter Hall – grant tbc
  - ODCTG – grant tbc
  - Citizens Advice – grant tbc
  - NDRO – donation tbc
- c) **To consider 3 Yr LTA Insurance Agreement** - Insurance premium (£400 from Rec Grd) - £865.92 Yr 1 of a 3 yr LTA
- d) **Reserve Account balance as at 10/07/25 – £7,690.69**
- e) **To note receipt of income since 14/05/25: none**
- f) **Previously approved expenditure since 14/05/25: £127.96**
  - 27/05/25 – HugoFox – website costs - £11.99
  - 02/06/25 – SLCC Membership - £80.00
  - 09/06/25 – HugoFox - .gov - £11.99
  - 27/06/25 – HugoFox – website costs - £11.99
  - 08/07/25 – HugoFox - .gov - £11.99
- g) **Payments to approve: £982.40**
  - Internal Auditor – £105.00
  - Materials for painting bus shelter - £11.48
  - Play Park inspection – the Play Inspection company - £150.00
- h) **Previously approved payments to be made – £47.96**
  - 27/07/25 – HugoFox – website - £11.99
  - 08/08/25 - HugoFox - .gov - £11.99
  - 18/08/25 – ICO - £47.00 (incl £5 reduction for dd)
  - 27/08/25 – HugoFox – website - £11.99
  - 09/09/25 – HugoFox - .gov - £11.99

Receipts between 14/05/25 and 10/07/25 – **£0.00**

Payments between 14/05/25 and 10/07/25 - **£127.96**

**Current Account Balance as at 10/07/2025 - £5015.08**

**Within both the bank accounts, £2,379.84 is earmarked for the Rec Grd and £2,222.70 is earmarked for the Play Park**

11) **Confirm date of next meeting**

The next Parish Council Meeting will be on Tuesday 16<sup>th</sup> September 2025 at 7.30pm in Baxter Hall. A Planning meeting will be held on Tuesday 19<sup>th</sup> August 2025 if required.



Fiona Lowe, Parish Clerk  
10/07/2025

## **Correspondence sent to Councillors from 13/05/2025 to inclusive**

15/05/25 – TDC - Westward Ho! proud to fly the prestigious Blue Flag for 22 years in a row!

15/05/25 – TDC - Torridge supercharges fleet with new electric vehicles

15/05/25 – TDC - Free fun activities for all the family at Northam Burrows this May half term holiday!

16/05/25 – DCC - All the latest news from Devon County Council

19/05/25 – TDC - The Refurbishment of Great Torrington's Pannier Market Hall is Complete!

20/05/25 – TDC - Torridge District Council votes to extend the existing Public Spaces Protection Order in relation to control for dogs

20/05/25 – TDC - Torridge District Council secures £944,925 from the Ministry of Housing, Communities and Local Government to help with local housing needs

20/05/25 – TDC - Torridge District Council re-elects Councillor Ken James as Leader for sixth year running

27/05/25 – DCC - All the latest news from Devon County Council

27/05/25 – TDC - Call Out to Great Torrington Shops, Businesses and Clubs, Your Town Needs You!

30/05/25 – TDC - Join us at the Torridge District Council Careers Fair this June!

02/06/25 – DCC - All the latest news and information from Devon County Council

13/06/25 – Devon Climate Emergency - DCE June Newsletter

13/06/25 – DCC - Meet your new Cabinet Members

13/06/25 – NDRO - North Devon Record Office Funders and Supporters Event

13/06/25 – Torrington 100 - T100 Brings Torrington Together Event

13/06/25 – TDC - Get your pet's microchip checked at the Torridge 'Check a Chip' session

16/06/25 - All the latest news from Devon County Council

16/06/25 – TDC - Senseless vandalism putting lives in danger!

22/06/25 – TDC - Torridge District Council introduces new recycling campaign to boost recycling rates

22/06/25 – DCC - Beat the heat and look out for most vulnerable in our communities

22/06/25 – TDC - Torridge Grounds Maintenance Team donates greenhouse harvest to Northern Devon food bank

22/06/25 – TDC - Torridge District Council reminds property owners claiming small business rate relief to arrange trade waste collections

22/06/25 – DCC - All the latest news and information from Devon County Council

25/06/25 – TDC - Housing Monitoring Dashboard - your portal to live and detailed housing information for the area

25/06/25 – TDC - Torridge District Council marks the start of Armed Forces Week

27/06/25 – TDC - Torridge District Council appoints main contractor for Appledore Clean Maritime Innovation Centre

27/06/25 – DCC - All the latest news from Devon County Council

27/06/25 – TDC - Reminder - Register of Interest Forms - Parish Councillors

10/07/25 – Royal Devon University - Latest news for our members and stakeholders - June 2025

10/07/25 – TDC - Residents invited to have their say on the future of local government in Devon

10/07/25 – DCC - All the latest news from Devon County Council

10/07/25 – TDC - Torridge District Council launches seventh round of local Household Support Fund to help residents struggling with the cost-of-living crisis

10/07/25 – Royal Devon University - We need three members to join our Council of Governors

10/07/25 – TDC - Free family fun events with the Northam Burrows Rangers!