PETROCKSTOWE PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held in the Baxter Hall
on Tuesday 21st July 2026 at 7.30pm.

Present: Cllrs M Busby (Chair), A Hunkin, J Richards, J Brasier, M Goaman, B Purdie, M Thompson
In attendance: Parish Clerk - F Lowe, DCllr C Wheatley, 1 member of the public

Public Question Time Public Bodies (admissions to meetings) Act 1960 s1 extended by the LG Act 1972 s100. The member of the public raised the matter of the Data Centre and Battery Storage Centre and asked if all local PC's were going to pull together in a concerted/co-ordinated way to object. They were advised that there is a local forum and Cllr Busby will raise this matter with them. A general discussion on the XLinks anticipated application followed.

Report from DCllr Wheatley – received questions on his previously circulated report.

1. **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. CCllr Cottle-Hunkin did not attend.

2. **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 to those already declared.

3. **Approval of Minutes**. To receive and sign the minutes of the Annual Meeting of the Parish Council of 19th May 2026. LGA 1972 Sch 12 para 41(1). **Resolved**: that they were a true record of the meetings decisions and signed as such.

4. **Matters arising from previous minutes**
   a. **America Lane** – Cllr Braiser attended the meeting as a member of the public and gave a brief summary of the resolutions. It was resolved that a modification order be made to amend the definitive map and a footpath and restricted byway be added. Formal notification should be provided in the near future.
   b. **Banking –** It was resolved to remove Cllr Richards as an authorised signatory. **Action: Clerk**
   c. **The Square maintenance –** Cllr Busby confirmed that the weeds had been treated organically, but a further application is needed. Cllr Richards confirmed that the tree has been lopped. He expressed thanks to Chris Goaman for chopping and removing the logs.
   d. **Appeal 1/0338/2025/FUL –** Comments as agreed were sent by the deadline of 19th June.
   e. **Volunteers Policy –** as no new version has been found, it was resolved to re-adopt the current version.

5. **Current Business**
   a. **Finance and the Recreation Ground** – it was resolved in May to include all the finances of the RG within the PC accounts which has not previously been the case. The PC hold some earmarked reserves for insurance and as a buffer. Cllr Thompson (who had not been present at the May meeting), had raised his concerns over the decision which had been taken and hence the reason for the agenda item. Speaking to the item Cllr Thompson explained that there had been 2 reasons for the Rec Grd accounts being managed separately from the PC accounts. The first was that in the past the RG accounts would not

Initials of Chair …………………………………..

have been up to Audit standard, although from his periodic reviews he was happy that the accounts recorded all receipts and payments and showed that the Rec Grd was generating sufficient income to cover its current and foreseeable costs over the next 2-3 years. The second reason was that if the Rec Grd accounts were fully incorporated in the PC accounts, any reserves built up as a result of Rec Grd activity to maintain the ground could not be retained purely for the Rec Grd. He felt that this was not what the PC, nor the Rec Ctte wanted as the result for their considerable efforts to raise funds specifically for the Rec Grd. Cllr Goaman stated that the number of transactions going through the Rec Ctte bank account were far in excess of the PC accounts and this would place a very considerable additional burden on approvals process and would be likely to cause operational issues in terms of delays in approval. The Clerk advised that this resolution could not be reversed for 6 months under adopted Standing orders. Cllr Busby said that on reflection he thought that it was correct that the Rec Grd accounts should be closely monitored by the PC to ensure that no liability was building up for the PC to address. The item should therefore **be raised on the agenda** for the November meeting in order for it formally to be reversed. The Clerk reminded the PC that as a body they are responsible for the PC finances (including the RG). It was **resolved** that the PC would use £400 of the reserve earmarked for the Rec Grd to contribute towards the insurance cost

b. **"Meet your Councillor" evening** – Cllr Busby wants to engage with parishioners more, for them to understand what the PC does. Following a discussion, it was agreed that the Annual parish meeting is the forum for this.

c. **Email 01/07/26 -** Have your say on the future of North Devon and Torridge - local plan Scoping Consultation now open – It was agreed to share with all to add comments. The Clerk will summarise and respond. **Action: all**

d. **Local Government Reorganisation –** it was resolved to hold an Extraordinary meeting to discuss 3 important issues – this will be on Tuesday 28th July at 6pm. Cllr Purdie and Clerk gave their apologies

   i. **Resolve to write to TDC to recommend a judicial review**
   ii. **Resolve to write to TDC to recommend that they amend standing orders to ensure that any planning application of a considerable size is referred to Full Council for decision**
   iii. **Resolve to contact the local Parish Council forum to prepare a statement on behalf of all local Parish Council regarding the Local Government Reorganisation**

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.

None

Council is asked to receive planning application decisions made by Torridge District Council. Council is asked to note the below decisions:

None

7. **Correspondence.** Cllrs agreed that they had received the correspondence as listed in the agenda from 14th May to 14th July 2026 inclusive, and had no comments

8. **Re-adoption of Council documents**

   a. Standing Orders – updated version – it was **resolved to adopt** the updated amendments previously circulated.
   b. Financial Regulations – non changes – it was **resolved to re-adopt**
   c. Risk Management – no changes – it was **resolved to re-adopt**

9. **Clerk/Parish Councillors Reports**

Rec Grd – the treasurer has resigned and 2 new committee members appointed (now a total of 4). The Fayre profit was approx. £750 and the bank balance is approx. £4,000. £800 of this is from pre-sold festival tickets. It is anticipated that the festival will cost £1,500. Some buildings have been repaired and the steps have been made safe. Thanks are sent to Chris Goaman for this.

10. **Finance**

a. **To confirm finance –** Cllr Thompson has reviewed the finances since the year end and is happy that all is correct.

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

Baxter Hall – rent for PlayPark - £1 – **approved** Open Spaces Act 1906 s.9 and 10
Lord Burnett – rent for RecGrd - £1 – **approved** Open Spaces Act 1906 s.9 and 10
ODCTG – grant of £50 **approved** Transport Act 1985 s 22, 23, 106A
NDRO – donation of £50 **approved** Local Government (Records) Act 1962 s4
The following grant applications were was not available prior to the PCM and will be c/f
Petrockstowe Community Church – grant tbc Local Government Act 1972 s 214(6)
Baxter Hall – grant tbc Local Government Act 1972 s. 133
Citizens Advice – grant tbc Local Government Act 1972 s. 142

The Clerk apologised that some figures shown on the agenda were not correct and confirmed the current correct figures as below.

c. **To note receipt of income since 13/05/26**

None
Previously approved expenditure since 13/05/26 - £1,429.82
22/05/26 – Per Pro Services – £202.50 Local Government Act 1972 s. 111
22/05/26 – Flag purchase reimbursement – £116.92 Local Government Act 1972, s. 137
27/05/26 – HugoFox – website - £11.99 Local Government Act 1972 s. 142
28/05/26 – DALC membership - £182.89 Local Government Act 1972 s. 143
08/06/26 - HugoFox - .gov - £11.99 Local Government Act 1972 s. 142
29/06/26 – HugoFox – website - £11.99 Local Government Act 1972 s. 142
08/07/26 – HugoFox - .gov - £11.99 Local Government Act 1972 s. 142
13/07/26 – Clear Insurance – £879.55 (£400 from RG confirmed) Local Government Act 1972 s. 111

d. **Payments to approve: £0.00**

None

e. **Previously approved payments to be made**

27/07/26 – HugoFox – website costs - £11.99 Local Government Act 1972 s. 142
08/08/26 – HugoFox - .gov - £11.99 Local Government Act 1972 s. 142
18/08/26 – ICO - £47.00 Local Government Act 1972 s. 111
27/08/26 – HugoFox – website costs - £11.99 Local Government Act 1972 s. 142
08/09/26 – HugoFox - .gov - £11.99 Local Government Act 1972 s. 142

Receipts between 13/05/26 and 13/07/26 – **£00.00**
Payments between 13/05/26 and 13/07/26 - **£1,429.82**

Reserve Account balance as at 14/07/26 - £7,764.21
Current Account Balance as at 14/07/26 - £4,777.31
Within both the bank accounts, £1,893.51 is earmarked for the Rec Grd and £1,328.09 is earmarked for the Play Park

Date of next meeting

The next Parish Council Meeting will be on Tuesday 15th September 2026 at 7.30pm. A Planning Meeting will be convened on Tuesday 18th August 2026 if required. An Extraordinary Meeting will be held on Tuesday 28th July at 6.00pm

With no further business, the Chairman thanked all for attending and closed the meeting at 8.55pm

Chairman …………………………………… Date ……………………………………….....