

# PETROCKSTOWE PARISH COUNCIL

Minutes of the Parish Council Meeting held virtually on  
Tuesday 21<sup>st</sup> April 2020 at 7.30pm.

Cllrs present: I Fisher (Chair), M Busby (Vice), A Hunkin, J Jeffs,  
J Richards, J Harris, Cllr A Saywell, DCllrs Hurley and Wiseman,  
F Lowe (Clerk), 1 member of the public

65. **Expression of Condolence** on the loss of Cllr David Kelsey, who had been a councillor from 15th May 2007, an outstanding 13 years, enthusiastically representing the Recreation Ground, Cricket Club, representing Petrockstowe at the Torrington Advisory Group and heavily involved in the Play Area. His contributions to the PC and the village as a whole were enormous and he will leave a huge gap.
66. **Apologies of Absence.** PCSO Baker did not attend.
67. **Declarations of Interest.** None declared.
68. **Public Session.** A parishioner commented that he had found it difficult to find the website address. The Clerk explained that the website is new and it has not been easy to get the address out to the parishioners. The updated address/contact details will be put on both notice boards.
69. **Approval of Minutes.** The minutes of the virtual Parish Council Meeting of 21<sup>st</sup> April 2020, having been previously circulated were approved as a correct record. To be signed at a later date.
70. **End of Year Documents.** These have been forwarded to all for consideration, and there were no queries. The Clerk reminded cllrs that it is the responsibility of the Parish Council to ensure that the records are true and correct.
- a) Section 1 – Annual Governance Statement 2019/20 approved and signed
  - b) Section 2 – Accounting Statement 2019/20 approved and signed
  - c) Certificate of Exemption – approved and signed
71. **Planning.**
- Application:** ref: 1/0359/2020/FUL dated 2nd June 2020 for the proposal of Erection of covered feed building with cubicles and straw bedding area at Hele Barton, Sheepwash, Okehampton, Devon. Councillors had no objections.
- Application:** ref: 1/0343/2020/LBC dated 20th May 2020 for the proposal of Replacement of existing cattle barn with new dwelling at Butstone Farm, Petrockstowe, Okehampton, Devon. Following a discussion, and questions to the applicant, the Councillors had no objections.
- Application:** ref: 1/0342/2020/FUL dated 20th May 2020 for the proposal of Replacement of existing cattle barn with new dwelling at Butstone Farm, Petrockstowe, Okehampton, Devon. As above.
72. **Correspondence.** Cllrs agreed that they had received the correspondence as listed from 16<sup>th</sup> April to 9<sup>th</sup> June 2020 inclusive and had no comments.
73. **Matters arising from previous minutes.**
- a. **Bus Shelter Repairs.** Andy did not want to provide a quote and it was agreed to ask Dorian to proceed with the repairs.

Initials of chair .....

- b. **Website.** A new website has been created by the Clerk (and her husband). The address is [www.petrockstowepc.uk](http://www.petrockstowepc.uk).
- c. **Drains on Aish Hill.** Cllr Saywell was able to advise that jetting has restarted but does not know the schedule. It was agreed to review this in a month.
- d. **Families in Grief.** A request for a grant/donation has been made, and accounts received. It was agreed to c/f to Budget meeting in November.
- e. **The Plough.** A request for a grant/donation has been made, but no accounts yet received. Cllr Saywell was able to advise that some Cllrs have donated a total of £3,850, 10% of the £30k fund raising target. The Plough have been encouraged to apply for a "Doing What Matters" grant of £20k but thought these have been suspended during the pandemic. It is also thought that Torrington and/or the Arts Council will provide some funding. It was agreed to c/f to Budget meeting in November when further info may be available.
- f. **Telephone Box as a bug hotel.** This is currently being used as a book swap so c/f.

#### 74. Current Business.

- a. **Donation to Rec Grd.** It is generally felt that Kenny and volunteers are doing a great job with ongoing tidying/maintenance with little or no income. It is well used by parishioners and is partially the PC responsibility. It was agreed to make a one-off donation of £200 towards running costs. (Under Local Government Miscellaneous Provisions Act 1976 s.19).
- b. **Plaque and/or bench in the Play Area in honour of Cllr Kelsey.** Cllr Jeffs has been approached and asked if something can be done to acknowledge that Cllr Kelsey painted the mural. During a discussion, it was established that the Rec Grd intend to erect a bench and it was agreed that **Cllr Fisher will investigate plaques** and **Cllr Jeffs will speak to Mrs Kelsey for her views.**
- c. **Donation to Marie Curie.** A request for a grant/donation has been made, and accounts received. It was agreed to c/f to Budget meeting in November.
- d. **Insurance.** The Clerk has received 3 quotes (BHIB, Came & Zurich) and recommends the quote from BHIB at £284.54 (3-year agreement). Cllrs approved in principle and documents will be circulated.
- e. **Volunteer Policy.** Dee French is continuing to volunteer her services to send out road closure/traffic notices etc so this is required. The policy was adopted unanimously.

#### 75. Councillors Reports.

- a. **Play Area** currently closed.
- b. **County Report.** Cllr Saywell has sent a report and is sending regular updates for cllrs. Covid-19 cases are low, with no new cases in some areas for 3 plus weeks. The anticipated 2<sup>nd</sup> wave has not materialised and recent Black Lives Matter demonstrations were orderly so no spike is anticipated. Tarka Trail junction update now fully completed. With shops opening in Torrington, some minor restrictions are in place. There has been a proposal to close the Long Bridge in Barnstaple to most vehicles which is under review. There will be a one-day (9.30-3.30) road closure on 25/06/20, from Peters Marland to the clay works and it is hoped that lorries will not use the village instead.
- c. **District Reports.** Cllr Wiseman advised that TDC is focusing on economic recovery and further outbreak plans, in conjunction with DCC and LA. While other councils are running short of money, TDC is secure due to hard work and good planning, some capital projects deferred and £3m grant from Government. Discretionary business

Continuation of PCM minutes on 15<sup>th</sup> June 2020

grants are available for businesses that don't pay business rates (B&B, market traders etc), with 100+ applications already received. First full council meeting via Zoom is next week with 36 cllrs and officers hoped to attend. Cllr Hurley explained that nationally 15000 people had been taken off the streets at the start of the pandemic but with the anticipated opening of hotels etc, it is unknown what will happen next. Only 10% of the cost of giving shelter to the homeless has been covered by the Government and in tandem with other councils, a request for more funding has been made to the Government. Councils have done risk assessments to decide who will be returning to offices.

d. **Police Report.** None

76. **Financial Items.** It was agreed that the Clerk can pay the following online:

- a. **Clerk:** £60 SLCC contribution, £20 flowers, £74.34 website domain (10 years), £14.39 Monthly Zoom subscription (to come out of Covid-19 grant), £6.61 expenses. Total £175.34
- b. **Precept/grants/payments**
  - i. Steve Raine – Internal Audit - £75
  - ii. Baxter Hall - £750 (Under Local Government Act 1972 s. 133)
  - iii. Churchyard - £275 (Under Local Government Act 1972 s. 214(6))
  - iv. Citizens Advice - £50 (Under Local Government Act 1972 s.145)
  - v. ODCGTG - £50 (Under Local Government and Rating Act 1997 s.26-29)
  - vi. SW Heritage (ND Records) - £50 (Under Local Governments Act 1972 2.226)
  - vii. Play Park rental - £1 (Under Open Spaces Act 1906 s.9 and 10)
  - viii. Rec Grd rental - £1 (Under Open Spaces Act 1906 s.9 and 10)
  - ix. Funeral Directors (Cllr Kelsey donation) - £50
- c. **ICO Membership.** - ICO payment due July – approval given for up to £45

It was agreed to hold a virtual meeting on Tuesday 21<sup>st</sup> July 2020 at 7.30pm

The meeting went into Part 2 at 8.50pm for 8 minutes.

77. **Councillor Vacancy.** The Chair asked all councillors to canvas locally for a parishioner to fill the vacancy. The Clerk explained that no vacancies could be advertised or filled until elections were able to be held. It was further agreed that **Cllr Jeffs would speak to Mrs Kelsey** regarding the parish column in the North Devon Journal newspaper.

78. **Clerks Salary.** Cllr Fisher proposed increasing this to £10.16 per hour, to bring it further in line with current pay scales. This was agreed unanimously.

Cllr Fisher thanked all for attending and closed the meeting at 9.02pm

Chairman ..... Date .....

Initials of chair .....