

PETROCKSTOWE PARISH COUNCIL

Minutes of the Meeting of the Parish Council held in the Baxter Hall
on Tuesday 17th March 2026 at 7.30pm.

Present: Cllrs M Busby (Chair), A Hunkin, J Richards, M Thompson, J Brasier,
M Goaman and I Fisher (Vice-Chair)

In attendance: Parish Clerk - F Lowe, DCllr C Wheatley, CCllr C Cottle-Hunkin (arrived slightly late)

Public Question Time [Public Bodies \(admissions to meetings\) Act 1960 s1 extended by the LG Act 1972 s100.](#)
No members of the public present.

Report from County/District Councillors

DCllr Wheatley – received questions on his previously circulated report.

CCllr Cottle-Hunkin – received question on her previously circulated report.

Summary of questions and answers – Cllr Wheatley - regarding water quality and TTRC – Q. Is testing carried out at Kenwith? A. Yes – we don't test for everything but there are high levels of phosphates, also high number of "events" on "dry days" locally. Q. There is increase pressure on SWW resources from additional housing with no more treatment works being built, how do we put pressure on SWW to upgrade etc? A. Groups like TTRC and Surfers against Sewage.

Cllr Cottle-Hunkin – A. Can Parish Lengthsmen be bought back? Drains are not attended to correctly despite reporting. A. Some are funded alongside Road Wardens. DCC provide grants/funding for training and materials, and the work is completed by volunteers. Cllr Cottle-Hunkin was asked to provide information.

50. **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

51. **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.

52. **Approval of Minutes.** To receive and sign the minutes of the Parish Council Meeting of 20th January 2026. [LGA 1972 Sch 12 para 41\(1\)](#). **Resolved:** that they were a true record of the meetings decisions and signed as such.

53. **Matters arising from previous minutes**

- a. **Aish Hill drainage queries** – Cllr Richards spoke to the contractor and engineer while they were on a site survey and the work is due to start on 23/02/26 for 2-3 weeks. No daytime access will be possible while works are undertaken. They will also undertake ditch cleaning, putting in further drainage, and while there is no danger of the bridge collapsing; there is a risk of the road subsiding. They will also look at where the water comes from that runs past Thatch Cottage – this runs all year round.
- b. **America Lane** – c/f to the PROW meeting of July 2026.
- c. **No 4 The Square** – Cllr Wheatley's report covers this.
- d. **Annual Parish Meeting** – Richard Haste from TDC will give a presentation on Bins and Recycling

Initials of Chair

54. **Current Business**

- a. **Election of new Vice-Chair** – No councillors put themselves forward for this role – c/f
- b. **Councillor to sit on Play Park committee** – It was clarified that there is no longer a committee, more a point of contact for Kelly Mann (volunteer). Cllr Richards agreed to be the point of contact.
- c. **Councillor to be responsible for the defibrillator** – Cllr Brasier will take over this responsibility.
- d. **Banking** – It was proposed to add Cllrs Brasier and Goaman to be able to authorise payments, and to remove Cllrs Fisher and Richards. **Approved**
- e. **Proposed H&S Policy** – Following a discussion, it was agreed that Cllrs Busby, Goaman and Thompson will meet to discuss and bring forward an updated draft to be ratified.
- f. **Proposed IT Policy** – the proposed changes by Cllr Thompson were agreed, and the policy was adopted. The Clerk will upload to the website.
- g. **Assertion 10** – The Clerk has made some minor adjustments to the website to comply with the WCAG 2.2 AA, and completed the accessibility statement on the website. All Councillors agreed to create specific emails to use for PC business.
- h. **Have your say on the future of council service** – following a discussion it was agreed that the PC is not in a position to respond as too many options have been provided with little detail on how each would work.

55. **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. **None**

56. **Correspondence.** Cllrs agreed that they had received the correspondence as listed in the agenda from 14th January 2026 to 11th March 2026 inclusive, and had no comments.

57. **Clerk/Parish Councillors Reports**

None

58. **Finance**

- a. **To confirm finance** – Cllr Thompson agreed that he has recently seen the statements unto the beginning of February, and finances and is happy that all is in order.
- b. **Reserve Account balance as at 09/03/2026 - £7,741.80**
- c. **To note receipt of income since 14/01/206 - £472.95**
06/03/26 – VAT reclaim - £472.95 (PC £74.63, RG £246.49, PP £151.83)
Previously approved expenditure since 14/01/26 - £47.96
28/01/26 – HugoFox – website - £11.99
10/02/26 - HugoFox - .gov - £11.99
27/02/26 – HugoFox – website - £11.99
09/03/26 – HugoFox - .gov - £11.99
- d. **Payments approved: £511.45**
Recreation Ground – transfer and reclaim of VAT – £500.00
Clerks expenses - November 2025 – March 2026 - £11.45

Initials of chair

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e. Previously approved payments to be made

27/03/26 – HugoFox – website costs - £11.99

08/04/26 – HugoFox - .gov - £11.99

27/04/26 – HugoFox – website costs - £11.99

08/05/26 – HugoFox - .gov - £11.99

Receipts between 14/01/26 and 09/03/26 – **£472.95**

Payments between 14/01/26 and 09/03/26 - **£47.96**

Current Account Balance as at 09/03/26 - £3,626.26

Within both the bank accounts, £1,928.51 is the revised figure earmarked for the Rec Grd and £671.91 is earmarked for the Play Park

Date of next meeting

The Annual Parish Meeting will be on Tuesday 21st April 2026 at 6.30pm (a Planning Meeting will be convened prior to this if required). The Annual Meeting of the Parish Council will be on Tuesday 19th May 2026 at 7.30pm in Baxter Hall.

With no further business, the Chairman thanked all for attending and closed the meeting at 8.57pm

Chairman Date

Initials of chair