

# PETROCKSTOWE PARISH COUNCIL

Minutes of the Parish Council Annual Meeting held in the Baxter Hall  
on Tuesday 18<sup>th</sup> May 2021 at 7.30pm.

Present: M Busby (Chair), I Fisher (Vice), J Richards, J Harris, J Brasier, A Hunkin  
2 members of the public, F Lowe

1. **Housekeeping** All present were asked to ensure they abided by Covid restrictions which were explained.
2. **Election of Officers** Cllr Busby was proposed as Chair by Cllr Brasier, Cllr Fisher seconded. Cllr Fisher was proposed as Vice Chair by Cllr Brasier and Cllrs Busby & Hunkin seconded. Both signed acceptance forms.
3. **Apologies of Absence.** CCllr Saywell, DCllrs Wiseman & Hurley and Cllr M Thompson. PCSO Baker did not attend.
4. **Declarations of Interest.** The Clerk clarified the guidance. None declared.
5. **Readoption of Council Documents** Cllrs agreed to readopt the Code of Conduct, Model Financial Regulations, Agreed Protocol on Audio, Freedom of Information, Model Standing Orders, Data Privacy Notice, Data Protection Policy and Volunteer Policy without amendment and signed as such (Cllr Thompson previously emailed agreement). They agreed to abide by the Code of Conduct. There was a query as to why a Protocol on Audio was required and the Clerk explained that this is a required document which relates mainly to the Press.
6. **Public Session.** A member of the public queried the minutes of March 2021 with regard to the involvement of the PC relating to looking into lost footpaths. It was clarified that this is a Parish but not a Parish Council issue. Cllr Brasier has been pursuing this as a parishioner not as a Councillor. The Clerk confirmed that no letters or communication have been sent from the Parish Council. Cllr Brasier was able to advise that she had initially received communication from the Ramblers Association (RA) and alerted the PC to possible lost footpaths. Cllr Brasier has since passed information to the RA and another parishioner to continue investigation. To clarify, the PC are supporting but not pursuing Public Rights of Way (PROW) within the village.  
A 2nd Parishioner queried the term “to reinstate” PROW on land that had never had a PROW. The Clerk apologised for using the wrong word in previous minutes. The parishioner has researched the history of New Road and “The Avenue” and contacted the RA who advised that they have no interest in investigating/creating footpaths over public land. The bridge to the Tarka Trail is on private land and this is known and acknowledged.
7. **Approval of Minutes.** The minutes of the virtual Parish Council Meeting of 16<sup>th</sup> March 2021, having been previously circulated were approved as a correct record. Minutes from 2020 and 2021 which have been previously approved, were also signed by the Chairman.
8. **Approval and signing of Annual Accounts**
  - a. The Annual Internal Audit Report was received and noted

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Continuation of AM minutes on 18<sup>th</sup> May 2021

- b. The Annual Governance Statement was read out, approved and signed
- c. The Accounting Statements (having been previously circulated to all Councillors) were approved and signed
- d. The Certificate of Exemption was approved
9. **Planning** This list is for information only – Councillors have been advised of applications, and have given comments to the Clerk to send to Planning as below:
  - a. **Application:** Application: Ref: 1/0217/2021/FUH dated: 17th March 2021 for the proposal of Single storey rear extension at 1 New Berry Cottages, Petrockstowe, Okehampton, Devon. *Comments sent: Petrockstowe Parish Council has no objections.*
  - b. **Decision:** Ref: 1/1187/2020/LBC date: 19th March 2021 for the proposal: Demolition of barn within the curtilage of a listed building and replaced with a new dwelling together with detached garage for both new and existing dwellings at Syncocks Farm, Petrockstowe, EX20 3HE. **GRANTED**
  - c. **Comments given. Appeal:** Ref: 1/0699/2020/PIP, Appeal Reference: APP/W1145/W/21/3269210, Appeal Start Date: 13th April 2021, dated 14th April 2021 for the proposal of Construction of a single dwelling and associated works at Land South Of 1 North Town, Petrockstowe, Okehampton, Devon. *Comments sent: We would like to reiterate that the 4 way junction relating to this appeal is already difficult to negotiate, not just because of the sight line, but also as there are no pedestrian footpaths and that it is on a hill.*
  - d. **Decision:** Ref: 1/0217/2021/FUH dated: 7th May 2021 for the proposal: Single storey rear extension at 1 New Berry Cottages, Petrockstowe, Okehampton, Devon. **GRANTED**
  - e. **Decision:** Ref: 1/0219/2021/FUL & 1/0207/2021/LBH dated: 10th May 2021 for the proposal: Proposed workshop and garage Location: Magpie Cottage, Sheepwash, Okehampton, Devon. **GRANTED**
  - f. **Decision:** Ref: 1/0107/2021/FUL dated: 11th May 2021 for the proposal: Installation of an air source heat pump to replace existing LPG heating system at Harmony Cottage, 1 The Square, Petrockstowe, Okehampton. **GRANTED**
10. **Correspondence.** Cllrs agreed that they had received the correspondence as listed in the agenda from 12<sup>th</sup> March to 12<sup>th</sup> May 2021 inclusive, and had no comments.
11. **Matters arising from previous minutes.**
  - a. **Dog Poo Bins at Petrockstowe Station.** TDC have replaced the small, broken bin with a new larger one.
  - b. **The Laurels.** Cllr Fisher has no update at this time. The Laurels is reopening on 27<sup>th</sup> May 2021.
12. **Current Business.**
  - a. **Proposed Diversion of Footpath No. 1** – Cllrs were advised of this and have sent comments to the Clerk to collate and respond by the closing date of 13<sup>th</sup> May - *Comments sent to PROW: There is a planning application in the system, so it is probable that the current busy farmyard will soon not be a busy farmyard as the farm buildings are moving (recent planning application plus conversion of the veg shed shortly) and the area will be converted into houses. However, it could be said that the path will temporarily run through a construction site which could*

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*form a valid reason for a temporary diversion. There are comments for and against this proposal. For some Councillors the new line would be more appealing as it will go through a field, rather than through a group of houses (once complete), but there is concern that as this will possibly be a ploughed field (ie not a shingle or other surface path) which can be impossible to use in the winter or inclement weather, unless maintained. This can result in people stopping to use it and it drops of the footpath map. Currently the bulk of the path is over tarmac or shingle, and the remainder of the path from the main road is over a field that runs adjacent to a hedge so is easy to follow.*

- b. **Clerks Salary Annual Review.** All agreed to award the Clerk in line with the National Clerks Pay Scale for this year.
- c. **Maintenance of Assets.** The Defibrillator is currently registered with SWAST and Cllr Fisher checks and updates/advises monthly. This is transferring to a new site which is proving problematic. **Cllr Fisher will retry.** For information, the defibrillator is now out of guarantee and will need new pads in August. The outside of Baxter Hall is being redecorated and the box for the defibrillator looks "tired". **Cllr Busby will obtain quote to replace the box. C/f**
13. **Joining a meeting virtually.** Cllr Saywell would like to attend virtually in future and the Clerk advised the PC of the legal requirements for physical/virtual attendance. The internet is currently not working (engineer to attend) so it was not possible to test this. **Cllr Busby will try to arrange a test once the internet is working**
14. **Councillors Reports.**
  - a. **County & District Reports.** Provided in a separate document.
  - b. **Play Park.** The annual inspection was completed in March with some low risk findings which are being addressed.
  - c. **Cllr Thompson.** A report on the Climate Emergency meeting provided separately.
  - d. **Footpaths.** Cllr Richards advised that all footpaths have been checked and one has a post out of the ground. Cllrs Fisher & Brasier thought it might have been repaired today. **Cllr Richards to check.**
15. **Finance**
  - a. **Purchase of laptop.** The Clerk has purchased a new laptop for the sum of £429.95 including VAT. Software and Anti-virus have been installed.
  - b. **SLCC Membership.** The Clerk would like to continue this membership and gave a summary of SLCC and DALC. £80.00 **Approved**
16. **Date of next meeting** This was confirmed as Tuesday 20<sup>th</sup> July 2021 in Baxter Hall at 7.30pm

Cllr Busby thanked Cllr Fisher for her years of service as Chair. He thanked all for attending and declared the meeting closed at 8.21pm. There followed a Part 2 meeting once parishioners had left.

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

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