

# PETROCKSTOWE PARISH COUNCIL

Minutes of the Meeting of the Parish Council held in the Baxter Hall  
on Tuesday 20<sup>th</sup> January 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

**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.

**Cllr Cottle-Hunkin** - sent her apologies and a previously circulated report.

41. **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
42. **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.
43. **Approval of Minutes.** To receive and sign the minutes of the Parish Council Meeting of 18<sup>th</sup> November 2025. LGA 1972 Sch 12 para 41(1). **Resolved:** that they were a true record of the meetings decisions and signed as such.
44. **Matters arising from previous minutes**
- Aish Hill drainage queries** – Aish Hill is clear but the other issues remain unresolved - water is still not disappearing; it is running down the road to block further drains. There is also flooding near to the reserve.
  - America Lane** – c/f to the PROW meeting of March 2026. The Clerk was instructed to contact PROW and ask for confirmation that this item will be included in the March agenda.
  - Parish Flag** – Cllr Busby has put details in the newsletter about the competition to design same. Winner will be announced at the APM in April
45. **Current Business**
- Annual Parish Meeting** – date confirmed as the 21<sup>st</sup> April with a 6.30pm start. The Clerk was instructed to invite Richard Haste – Head of Recycling and Waste at TDC to be a guest speaker, and answer questions.
  - No 4 The Square** – Neighbours are experiencing mould and dampness as No 4 is vacant and not maintained correctly. TDC have been asked to contact the owner and inspect the property to agree urgent repairs.

Initials of Chair .....

46. **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. **Application Ref: 1/0011/2026/FUL** Date: 14th January 2026 Proposal: Conversion of existing barns into two dwellings (Variation of conditions 2 of planning approval 1/0856/2019/FUL) Location: Hallwood Farm, Petrockstowe, Okehampton, Devon. Following a brief discussion, the Clerk was instructed to respond to Planning with the comments: *Petrockstowe Parish Council has no objections to this application.*

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

- a. **Application Ref: 1/0730/2025/FUL** Date: 7th October 2025 Proposal: Part retrospective application for the retention of agricultural storage building with office and proposed erection of deer larder Location: Building At Grid Reference 252063 110639, Petrockstowe, Devon. **Decision: GRANTED**

47. **Correspondence.** Cllrs agreed that they had received the correspondence as listed in the agenda from 13<sup>th</sup> November 2025 to 14<sup>th</sup> January 2026 inclusive, and had no comments. **Cllr Busby** has received an invite from Sir Geoffrey Cox to a Connectivity meeting on 30<sup>th</sup> January which he will attend on behalf of the PC, and **report back at the next meeting.**

48. **Clerk/Parish Councillors Reports**

- a. **Clerks Report** – Assertion 10. This is a new updated regulation from the Government which applies to website accessibility, email addresses and IT policy. The Clerk explained the requirements for the PC and that she is working on the new/updated documents which will need to be approved at the March PCM to meet the deadlines imposed.

49. **Finance**

- a. **To consider precept amount for 2026-2027** – there was an in-depth discussion which included building a reserve to re tarmac The Square and replace the battery on the defibrillator, and the potentially increased payroll costs from TDC. The vote for the precept to be increased to £6,750 was proposed by Cllr Fisher, seconded by Cllr Braiser with 1 abstention. The motion was passed. **Clerk to advise TDC.**
- b. **To confirm finance - Cllr Thompson email on 20/11/25** - I have gone through the bank statements you provided me with covering the period from 6th June to 5th November and checked them through to the finance spreadsheet and the figures you showed us in the budget workings spreadsheet. I can confirm that you have correctly accounted for all of the entries in the bank statements and that the finance spreadsheet as presented accurately represents the current state of the PPC finances.
- c. **Reserve Account balance as at 14/01/26 – £7,730.12**
- d. **To note receipt of income since 10/11/25: £0.00**
- e. **Previously approved expenditure since 10/11/25 - £115.96**
  - 19/11/25 – Fiona Lowe – expenses - £48.00
  - 20/11/25 – RBL – wreath - £20.00
  - 27/11/25 – HugoFox – website - £11.99
  - 08/12/25 - HugoFox - .gov - £11.99
  - 29/12/25 – HugoFox – website - £11.99
  - 08/01/26 – HugoFox - .gov - £11.99
- f. **Payments to approve: £0.00**
- g. **Previously approved payments to be made**
  - 27/01/26 – HugoFox – website costs - £11.99

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08/02/26 – HugoFox - .gov - £11.99

27/02/26 – HugoFox – website costs - £11.99

08/03/26 – HugoFox - .gov - £11.99

Receipts between 12/11/25 and 14/01/26 – **£0.00**

Payments between 12/11/25 and 14/01/26 - **£115.96**

**Current Account Balance as at 14/01/26 - £3,201.07**

**Within both the bank accounts, £2,182.02 is earmarked for the Rec Grd and £1,176.26 is earmarked for the Play Park**

**Date of next meeting**

The next Parish Council Meeting was confirmed as Tuesday 17<sup>th</sup> March 2026 at 7.30pm in Baxter Hall. A Planning meeting will be held on Tuesday 17<sup>th</sup> February 2026 if required.

With no further business, the Chairman thanked all for attending and closed the meeting at 8.30pm

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

Initials of chair .....