

PETROCKSTOWE PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held in the Baxter Hall
on Tuesday 19th May 2026 at 7.30pm.

Present: Cllrs M Busby (Chair), A Hunkin, J Richards, J Brasier, M Goaman

In attendance: Parish Clerk - F Lowe, DCllr C Wheatley, CCllr C Cottle-Hunkin

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 questions on her previously circulated report.

1. **Election of Chair and Vice Chair.** Cllr Brasier proposed Cllr Busby as Chair seconded by Cllr Hunkin. Cllr Busby signed the Declaration of Acceptance of Office. No cllr has nominated themselves to be Vice-Chair.
2. **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. Cllr Thompson is on holiday – apologies accepted.
3. **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). All cllrs have provided updated "Notification of Interests for Inclusion in the Register of Members' Interests and Co-opted Members' Interest" which **the Clerk will forward** to TDC. Cllr Busby advised that he is also a Church Warden in addition to being Chair of the PC and Chair of the Baxter Hall committee. He has contacted NALC who have provided him with clear guidelines on managing any conflict.
4. **Approval of Minutes.** To receive and sign the minutes of the Parish Council Meeting of 17th March 2026, and the Annual Parish Meeting of 21st April 2026. [LGA 1972 Sch 12 para 41\(1\)](#). **Resolved:** that they were a true record of the meetings decisions and signed as such.
5. **Co-option of Councillor.** Following a brief discussion, Cllr Goaman proposed that Bev Purdie was Co-opted with Cllr Richards seconding and all cllrs were in agreement.
6. **Annual Governance & Accountability Return 2026.** This had been sent to all councillors prior to the meeting and there were no comments. The Clerk advised that Cllr Thompson has been proactive in producing the YE reports as "Income & Expenditure" rather than "Payments & Receipts". This gives a different perspective and fuller and more accurate picture and is the reason for the restated 2024-25 accounts. The Clerk also advised that the Rec Grd accounts were not included in the PC accounts except for the reclaim of VAT. Councillors agreed that they would prefer to include these in future accounting for transparency.
 - a. **Receive the Annual Internal Auditors Report – received and noted – comments discussed - agreed to pay invoice of £202.50**
 - b. **Section 1 – Annual Governance Statement 2025/26 – approved and signed as such**

Initials of Chair

- c. **Section 2 – Accounting Statements 2025/6 – approved and signed as such**
- d. **Certificate of Exemption – approved and signed as such**
- e. **Receive the Annual Accounts, Asset Register and Items of Expenditure over £100 – received and noted**

7. **Matters arising from previous minutes**

- a. **Aish Hill drainage queries** – Cllr Richards clarified that there are still drainage issues, which cannot be resolved unless the owner of the adjoining property responds to correspondence. **Cllr Richards will contact Highways** to check on progress. During the bridge repairs, SWW were able to source and fix a leak which has been ongoing for 10 years.
- b. **America Lane** – c/f to the PROW meeting of July 2026.
- c. **Banking** – to confirm Cllrs Brasier and Goaman are now authorised signatories. It was agreed to remove Irene Fisher. **Action: Clerk**
- d. **Proposed H&S Policy** – Cllrs Busby, Goaman and Thompson have met and amended the draft version. It was unanimously adopted.
- e. **Proposed IT Policy** – confirmation that this is now on the website.
- f. **Assertion 10** – Confirmation that all cllr emails are now in use – item closed
- g. **Flag** – Flags have been purchased and Cllr Busby requested reimbursement for same at a cost of £116.92 (inc VAT). Some of the flags will be sold on behalf of the PC. **Approved**

8. **Current Business**

- a. **Annual Membership of SLCC for Clerk** – cost £84.00 – **it was resolved not to take up this membership**
- b. **Annual Membership of DALC for Council** – cost £182.88 inc VAT – **it was resolved to take up this membership**
- c. **The Square maintenance** – the weeds along the Church yard wall need to be treated – **Cllr Busby** agreed to treat the weeds. The Ornamental Cherry tree in the War Memorial garden needs lopping, removing about a third. **Cllr Richards** agreed to do this.

9. **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:** 1/0223/2026/LBC **Date:** 20th March 2026 **Proposal:** Part retrospective conversion of existing building into ancillary accommodation **Location:** Little Marland, Petrockstowe, Okehampton, Devon. Clerk replied with *“Petrockstowe Parish Council have no objections to this application”*
- b. **Application Ref:** 1/0236/2026/FULM **Date:** 1st April 2026 **Proposal:** Erection of agricultural livestock building **Location:** Land At Grid Heanton Barton, Petrockstowe, Devon. Clerk replied with *“Petrockstowe Parish Council have 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:** 1/0011/2026/FUL **Date:** 13th April 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. **Decision:** GRANTED
- b. **Application Ref:** 1/0223/2026/LBC **Date:** 5th May 2026 **Proposal:** Part retrospective conversion of existing building into ancillary accommodation **Location:** Little Marland, Petrockstowe, Okehampton, Devon. **Decision:** WITHDRAWN

10. **Correspondence.** Cllrs agreed that they had received the correspondence as listed in the agenda from 12th March to 13th May 2026 inclusive, and discussed the item: Appeal 1/0338/2025/FUL. It was agreed that Cllr Busby would circulate draft comments for all cllrs to comment and amend prior to the Clerk sending the appeal before the closing date of 19th June.

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

- a. The Code of Conduct – no changes - **adopted**
- b. Standing Orders – we are using the 2022 version. There is a March 2025 version and once membership of DALC/NALC is confirmed, **the Clerk** will access and review the latest changes.
- c. Data Retention Policy – no changes - **adopted**
- d. Freedom of Information Policy – new version - **adopted**
- e. Information & Data Protection Policy – obsolete – **replaced with FOI Policy**
- f. Agree Protocol on Audio Recording – new version - **adopted**
- g. Privacy Notice – new version - **adopted**
- h. Volunteers Policy – No longer on the SLCC website – once membership of DALC/NALC is confirmed, **the Clerk** will access and if available, will review. If not available, continued use of current version will be adopted.
- i. Model Publication Scheme – new policy - **adopted**

12. **Clerk/Parish Councillors Reports**

Play Park - Cllr Richards has contacted Kelly and advised that he is the new contact for the Play Park.

Footpaths – Cllr Richards has been in contact with PROW to advise that when gateposts have been replaced on 2 paths, the signage has not been transferred over.

Rec Grd – the new car park surface is looking very smart.

Defibrillator – Cllr Brasier has complete transfer to her name with The Circuit.

13. **Finance**

- a. **To confirm finance** – Cllr Thompson has been involved in the Financial Year End and is happy that the accounts are up to date until the end of March 2026.
- b. **Reserve Account balance as at 13/05/26 - £7,753.19**
- c. **To note receipt of income since 10/03/26 - £4,832.00**
 - 16/04/26 – Sale of Tractor Mower - £1,092.00
 - 28/04/26 – Compensation National Grid - £365.00 (RG)
 - 30/04/26 – Precept from TDC - £3,375.00
 - Previously approved expenditure since 10/03/26 - £506.91**
 - 18/03/26 – Clerk – general expenses - £11.45
 - 18/03/26 – Chairman’s allowance - £72.50
 - 19/03/26 – Transfer to RG - £300.00
 - 19/03/26 – Hire of hall 2025/26 - £75.00
 - 27/03/26 – HugoFox – website - £11.99
 - 08/04/26 - HugoFox - .gov - £11.99
 - 27/04/26 – HugoFox – website - £11.99
 - 08/05/26 – HugoFox - .gov - £11.99
- d. **Payments to approve: £0.00**

During the meeting it was agreed to pay Cllr Busby for the Flags (£116.92 (inc VAT)) and the Internal Auditor (£202.50)

None

Previously approved payments to be made

 - 27/05/26 – HugoFox – website costs - £11.99
 - 08/06/26 – HugoFox - .gov - £11.99

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27/06/26 – HugoFox – website costs - £11.99

08/07/26 – HugoFox - .gov - £11.99

Receipts between 10/03/26 and 13/05/26 – **£4,832.00**

Payments between 10/03/26 and 13/05/26 - **£506.91**

Current Account Balance as at 13/05/26 - £3,913.62

Within both the bank accounts, £2,293.51 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 21st July 2026 at 7.30pm. A Planning Meeting will be convened on Tuesday 16th June 2026 if required.

With no further business, the Chairman thanked all for attending and closed the meeting at 8.47pm

Chairman Date

Initials of chair