



# PETROCKSTOWE PARISH COUNCIL

Parish Clerk: 07989 638315 E-mail: [clerk@petrockstowe-pc.gov.uk](mailto:clerk@petrockstowe-pc.gov.uk)

Dear Councillors, you are duly summoned to attend the Annual Meeting of Petrockstowe Parish Council, to be held at 7.30pm on Tuesday 19<sup>th</sup> May 2026, in the Baxter Hall, Petrockstowe, to which Parishioners are invited and welcome to attend, to discuss the following business.

## 7.30pm Public Question Time

This section (at the Chairman's discretion may last up to 30 minutes) is not part of the formal meeting of the Council and minutes will not be produced. [Public Bodies \(admissions to meetings\) Act 1960 s 1](#) extended by the [LG Act 1972 s 100](#).

## Questions to County/District Councillor/s if required/available

### AGENDA

- 1) **Election of Chair and Vice-Chair** – for the year 2026 - 2027
- 2) **Apologies of Absence** To receive apologies and approve reasons for absence
- 3) **Declarations of Interest** To declare any personal interests and any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the room for the relevant item). All Councillors must complete the Annual Register of Interests to be uploaded to the TDC website.
- 4) **Minutes** To consider for approval the minutes of the Parish Council Meeting on 17<sup>th</sup> March 2026, and the Annual Parish Meeting of 21<sup>st</sup> April 2026, the minutes having been previously circulated.
- 5) **Co-option of Councillor** – to fill vacancy - tbc
- 6) **Annual Governance & Accountability Return 2026** – To resolve to approve and sign the annual accounts
  - a) **Section 1 – Annual Governance Statement 2025/26**
  - b) **Section 2 – Accounting Statements 2025/6**
  - c) **Certificate of Exemption**
  - d) **Receive the Annual Internal Auditors Report**
  - e) **Receive the Annual Accounts, Asset Register and Items of Expenditure over £100**
- 7) **Matters arising from previous minutes**
  - a) **Aish Hill drainage queries** – completed – item closed
  - b) **America Lane** – c/f to the PROW meeting in July 2026
  - c) **Banking** – Cllrs Brasier and Goaman are now registered as authorised signatories with NatWest
  - d) **Proposed H&S Policy** – updated draft to be ratified – Cllrs Busby, Goaman and Thompson
  - e) **Proposed IT Policy** – uploaded to website – item closed
  - f) **Assertion 10** – All Cllrs are now using specific cllr email addresses for council business – item closed
  - g) **Flag** – update – Cllr Busby

8) **Current Business**

- a) **Annual Membership of SLCC for Clerk** – cost £84.00 – **to be considered**
- b) **Annual Membership of DALC for Council** – cost £182.88 inc VAT – **to be considered**
- c) **The Square maintenance – Cllr Busby**

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”*
- c)

*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. WITHDRAWN

10) **Correspondence**

Please see below list of correspondence e-mailed to Councillors for consideration/information.

11) **Re-adoption of Council Documents** Councillors need to review, amend if necessary and readopt the Council documents as below. Current versions available on the website with new version emailed.

- a) The Code of Conduct – no changes
- b) Standing Orders – we are using the 2022 version. There is a March 2025 version but as we are not members of NALC, the Clerk does not have access to it - no changes available
- c) Document Retention Policy – no changes
- d) Freedom of Information Policy – new version
- e) Information & Data Protection Policy – obsolete – replaced with FOI Policy
- f) Agree Protocol on Audio Recording – new version
- g) Privacy Notice – new version
- h) Volunteers Policy – No longer on the SLCC website – unsure if DALC/NALC has a policy – recommend continued use of current version
- i) Model Publication Scheme – new policy to be adopted

12) **Councillors Reports** for information if required and available.

13) **Finance**

- a) **To confirm finance to year end – Cllr Thompson**
- 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**

**None**

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 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**

**Confirm date of next meeting**

The next Parish Council Meeting will be on Tuesday 21<sup>st</sup> July 2026 at 7.30pm (in the Baxter Hall).  
A Planning Meeting will be held on Tuesday 16<sup>th</sup> June 2026 if required.



Fiona Lowe, Parish Clerk  
13/05/2026

## Correspondence sent to Councillors from 14/01/2026 to 11/03/2026 inclusive

16/03/26 – TDC - Bideford Water Fountains Are Flowing Once Again!  
16/03/26 – TDC - Torridge District Council Announces New Recycling Changes from 1st April 2026  
16/03/26 – RDUT - Latest news from the Royal Devon - March 2026  
16/03/26 – Keep Britain Tidy - Today's the day! The Great British Spring Clean is back!  
16/03/26 – DCC - New partnership to tackle water quality issues; Additional millions to repair Devon roads; New community car club launches; and new woodland planted at Stover Country Park  
23/03/26 – DCC - ? The Government is asking some big questions about the future of local government in Devon  
31/03/26 – DCC - 'Chaotic' reorganisation threatens children's futures...  
01/04/26 – DALC - Membership to the Devon Association of Local Councils 2026/27  
02/04/26 – DCC - M5 sliproad and Bridge Road projects shortlisted by Government...  
04/04/26 – Sir G Cox - Letter from Sir Geoffrey Cox MP ref : LGR - Parish Councils  
12/04/26 – Keep Britain Tidy - Dog Fouling Solution - Spring Offer  
12/04/26 – DCC - Illegal tobacco crackdown, £390,000 for communities, plan to restore nature greenlit...  
20/04/26 – DCC - Primary school places allocated and our latest news  
23/04/26 – TDC - Housing Options and Housing Renewals Event - 10 June 2026  
28/04/26 – DCC - Funding for adult education, illegal tobacco swoop, swift boxes  
01/05/26 – Healthwatch - HWDPT E-bulletin 30 April 2026  
05/05/26 – DCC - Latest news straight to your inbox  
05/05/26 – Keep Britain Tidy - Dog Fouling Solution - Last call for orders!  
11/05/26 - Fw: TDC Collaborative Group Meeting With MP (from Cllr Busby)  
12/05/26 – DCC - Latest news delivered to your inbox...