

PETROCKSTOWE PARISH COUNCIL

Parish Clerk: 07989 638315 E-mail: petroc.clerk@hotmail.com

Dear Councillors, you are duly summoned to attend the Petrockstowe Parish Council Annual Meeting to be held at 7.30pm on Tuesday 16th January 2024, 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.](#)

Report from Unitary Councillor/s if required

AGENDA

- 1) **Apologies of Absence** To receive apologies and approve reasons for absence
- 2) **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).
- 3) **Minutes** To consider for approval the minutes of the Annual Parish Council Meeting of 21st November 2023, the minutes having been previously circulated.
- 4) **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) Ref: 1/0997/2023/FUL Date: 6th December 2023 Proposal: Construction of 1no. local occupancy dwelling with associated works Location: Land South Of 1 North Town, Petrockstowe, Devon. **DECISION: Refused**
 - b) Ref: 1/1015/2023/LBC Date: 15th December 2023 Proposal: Conversion of an existing building into 1 dwelling with associated access and parking including part demolition of adjoining building (Building 4), Location: Barn At Berry Farm, Petrockstowe, Devon. **DECISION: Granted**
 - c) Ref: 1/1012/2023/LBC Date: 15th December 2023 Proposal: Conversion of the Old Stables into no.1 dwelling (Building 3) Location: Stables At Berry Farm, Petrockstowe, Devon. **DECISION: Granted**
- 5) **Correspondence** Please see below list of correspondence e-mailed to Councillors for consideration/information.
- 6) **Matters arising from previous minutes**
 - a) **Internal Auditors** recommendations – outstanding items
 - i) **Statement of Internal Control** – for discussion as to whether to adopt – emailed to Cllrs prior to meeting

- b) **Planning – Syncocks/bungalow queries** – Clerk emailed 20/09, 25/10, 10/11 and 10/01 with no response yet.
- c) **New residents pack** – Reviews received and forwarded to Dee French – item closed
- d) **Petition re Road Network in Torridge** – update – **Cllr Busby**
- e) **Additional Signatory on Bank Account – update Clerk/Cllr Richards**
- f) **Play Park** – Kelly Mann has agreed to take this over from Richard Lowson from May 2024
- g) **American Lane and New Road** – Public Right of Way

7) **Current Business**

- a) **Free Landmark Tree** – emailed to cllrs on 14/12/23 - **To discuss possible site/species of tree**
- b) **Grit bins – cllrs to provide update on level of contents**
- c) **Rec Grd buildings** – update on condition – **Cllr Busby**

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

9) **Finance**

- a) **Budget proposal for 2024-2025** including grant requests – provided to Councillors prior to the meeting
- b) **Current Account Receipts: to note receipt of income**
Receipts: none
- c) **Current Account Expenditure: Previously approved expenditure**
27/11/23 – HugoFox – website - £11.99
27/12/23 – HugoFox – website - £11.99
Payment made under Clerks delegated authority
27/11/23 – Cardiac Science – new defib battery - £374.95
Payments made: £398.93

Previous Account Balance: £3,103.59 (of which £1,000 is restricted – RecGrd)

Receipts: none

Payments: £398.93

Account Balance: £ 2,704.66 (of which £1,000 is restricted – RecGrd)

- d) **Payments to approve:**
Total payments to approve: none

10) **Confirm date of next meeting**

The next PCM will be on Tuesday 19th March 2024 at 7.30pm in Baxter Hall. A Planning meeting will be held on Tuesday 20th February 2024 if required.



Fiona Lowe
Parish Clerk
11/01/2024

Correspondence sent to Councillors from 16/11/2023 to 10/01/2024 inclusive

14/09/23 – ODCTG - Social Kindness and Community Car Schemes in Devon - A review of activity 2021-22
17/11/23 – Keep Britain Tidy - Join us for our Buy Nothing New Month 2024 Webinar
17/11/23 – Healthwatch Devon - Healthwatch Devon E-bulletin 16 November 2023
17/11/23 – PCSO Baker - Rural Virtual Parish Meeting reminder
17/11/23 – TC - Bideford Seasonal Christmas Campaign 2023
17/11/23 – TDC - Members Bulletin - DCC Priorities and Budget Meetings
21/11/23 – DCC - Government gives green light to finalising a Devon and Torbay Devolution Deal; New roads funding will help tackle repair backlog and Royal recognition for Devon's top volunteer groups
21/11/23 – TDC - Vacancy - Standards Committee Town / Parish Representatives
21/11/23 – TDC - Torridge Christmas Event Guide/ Webpages 2023
21/11/23 – TDC - Winter Birds need your protection on Northam Burrows
21/11/23 – DCC - Flood Action Week special bulletin
23/11/23 – TDC - Torridge Polling District Review
23/11/23 – TDC - Step into the Festive Magic of Bideford!
23/11/23 – TDC - New assessment published to help manage northern Devon's landscapes
23/11/23 – TDC - New Landscape Character Assessment for North Devon and Torridge
28/11/23 – Keep Britain Tidy - Help Your Residents to Save Their Pennies and Protect the Planet this Black Friday
28/11/23 – DCC - Black Friday warning from Trading Standards; Sand art conveys serious message; Have you considered a career in childcare?; FREE tree packs available; and quality mark recognises best practice by Adopt South West
05/12/23 – Healthwatch Devon - Healthwatch Devon E-bulletin 30 November 2023
05/12/23 – TDC - Councils continue to show enough land for housing with new report
05/12/23 – Peninsula Transport - Peninsula Transport Rail Strategy: supporting economic growth and protecting the environment
05/12/23 – TDC - Five Year Housing Land Supply Update
05/12/23 – DCC - Widespread cold and frost...and a little snow!; Plans announced for Family Hubs; Christmas hampers for our care experienced young people; Learn Devon's 'good' say Ofsted; and vaccination take-up ahead of Christmas celebrations
05/12/23 – Devon Climate Emergency - Welcome To Our December Newsletter!
07/12/23 – TDC - Torridge Business Bulletin - December 2023
11/12/23 – DCC - Keeping 'Positivitytree'; Help for hotel owners to realise their vision; New temporary home found for library; and what to do if your child is unwell this winter
14/12/23 – Peninsula Transport - Peninsula Transport seeks your views – consultation on regional transport strategy launched
14/12/23 – Devon Wildlife Trust - Free Landmark Tree from Devon Wildlife Trust for your Parish or Town
14/12/23 – Keep Britain Tidy - Celebrate Waste Reduction Efforts in your Area this #BuyNothingNewMonth
16/12/23 - Healthwatch Devon - Healthwatch Devon E-bulletin 14 December 2023
16/12/23 – DCC - Don't let Christmas go to waste; road repair schemes to benefit from extra funding and number of Devon children receiving school holiday food support continues to rise
16/12/23 – TDC - 🎵 Dreaming of a Green Christmas 🎵 Recycling tips and Christmas collections in Torridge
16/12/23 – TDC - New Strat Plan and Place Board ahead of discussions with Government for Levelling Up funding
03/01/24 – 20's Plenty - 20mph matters for Vision Zero zoom w Speakers: Thur 4th Jan 7pm - preregister Jeremy Leach & a City of York Council Officer
03/01/24 – Church Commissioners - FW: Closed Church of Petrockstowe St Petroc