

PETROCKSTOWE PARISH COUNCIL

Parish Clerk: Fiona Lowe, Fourwinds, Fore Street, Witheridge EX16 8AH
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Dear Councillors, you are duly summoned to attend the Petrockstowe Parish Council Annual Meeting to be held at 7.30pm on Tuesday 17th May 2022, 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) **Election of Officers** Election of Chair and Vice Chair
- 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).
- 4) **Re-adoption of Council Documents** Councillors need to review, amend if necessary and readopt The Code of Conduct, Model Financial Regulations, Agreed Protocol on Audio, Freedom of Information, Model Standing Orders, Data Privacy Notice, Data Protection Policy, Volunteer Policy, Scheme of Delegation (available on the website) and Chairman's Allowance of £200/annum.
- 5) **Minutes** To consider for approval the minutes of the Parish Council Meeting of 15th March 2022, and the Annual Parish Meeting of 26th April 2022, the minutes having been previously circulated.
- 6) **Approval and signing of Annual Accounts**
- 7) **Planning** (for info only)
 - a) **Application: Ref: 1/0285/2022/FUL** Date: 12th April 2022 Proposal: Timber outbuilding/garden studio - Resubmission of permission 1/0946/2021/FUL - amended position of studio (Amended Plans) Location: 7 Oaklands, Petrockstowe, Okehampton, Devon. *Comments sent : Petrockstowe Parish Council have no objections.*
- 8) **Correspondence** Please see below list of correspondence e-mailed to Councillors for consideration/information.
- 9) **Matters arising from previous minutes**
 - a) **Virtual attendance** – update Clerk/Cllr Busby
 - b) **The Queen's Platinum Jubilee Bowls** – update Clerk
 - c) **Recreation Ground** – update on signs
 - d) **Millennium Bench/Notice Board** – update on installation
- 10) **Current Business**
 - a) **Rec Grd** – Cllr Busby
 - b) **Meeting Dates** – provisional dates supplied
 - c) **No 4 The Square** – information from Clerk


- d) **Precept Payments** – for discussion
- e) **Land rental** – for approval
 - i) Baxter Hall for Play Park - £1 per annum
 - ii) Lord Burnett for Rec Grd - £1 per annum
- 11) **Councillors Reports** for information if required and available.
 - a) **Play Park annual RosPa report** – supplied
 - b) **Other reports as available**
- 12) **Finance**
 - a) **Finance summary** - supplied
 - b) **Receipts: to note receipt of income**
 - Purchase of Jubilee Bowls** - £56.00
 - CCLlr Grant towards purchase of Microphone/Speaker** - £119.00
 - VAT Refund** - £103.46
 - DCLlr Grant for Jubilee** - £300.00
 - TDC Precept** - £2,250.00
 - Receipts: £2,828.46**
 - c) **Expenditure: Previously approved expenditure** (VAT to be reclaimed where possible)
 - TDC – Salary Recharge** - £1,155.48
 - TDC – Payroll Services** – £40.00
 - Signs for Rec Grd** - £109.74
 - Purchase of Microphone/Speaker** - £122.00
 - Transfer of VAT refund to Play Park a/c** - £20.00 (no approval required)
 - Purchase of Notice Board & Millennium Bench/Plaque** – £724.20
 - Payments approved: £2,171.42**

Expenditure: to be approved

 - SLCC membership** - £80
 - Jubilee Bowls** - £150
 - Transfer to Baxter Hall** - £300 from TDC
 - BHIB Insurance, due 18th July 2022** - £284.54
 - Payments: to be approved** - £814.54

Previous Account Balance: £1,992.68

 - Receipts: £2,828.46**
 - Payments: £2,171.42**
 - Account Balance: £2,649.72**
- 13) **Confirm date of next meeting**
The next PCM will be on Tuesday 19th July 2022 at 7.30pm in Baxter Hall.



Fiona Lowe
Parish Clerk
11/05/2022

Correspondence sent to Councillors from 9/03/2022 – 11/05/2022 inc.

10/03/22 – TDC - Are you embracing the relaxation of COVID-19 rules or continuing to be cautious?
10/03/22 – DCC - Food waste feeds climate change: can you reduce your carbon footprint? And go green for less this Spring with reduced price compost bins
10/03/22 – Healthwatch Devon - Healthwatch Devon E-bulletin, 10 March 2022
10/03/22 – ICO - Latest news from ICO
14/03/22 – DCC - Most people in Devon say they will continue to act cautiously even without COVID-19 restrictions; COVID-19 Cases in Devon begin to rise and Trading Standards urges safe giving to support Ukraine
14/03/22 – DCC - Devon LNP April newsletter submissions (and free upcoming webinars!)
16/03/22 – DCC - Have your say on our exciting plans, a warning about scams and a chance to Dedicate a Devon primrose to a social care worker
16/03/22 – Highways - Roadmap - Highways Parish & Town Council Newsletter - Spring 2022
17/03/22 – Cllr Saywell - FW: Ladies and Gents, with fuel costs continuing to rise, please consider circulating this message across your respective communities.
17/03/22 – Devon Communities - Please forward to Community Groups/ Community Mutual Aid Groups
17/03/22 – Healthwatch Devon - Healthwatch Devon E-bulletin, 17 March 2022
18/03/22 – TDC - Launch of the Northern Devon People and Place Project
18/03/22 – DCC - Rising cases of coronavirus in care homes and hospitals; Devon celebrates Social Workers and straw poll results show support for following public health guidance
21/03/22 – Cllr Saywell - FW: NHS Devon CCG Vaccination Briefing - 18 March 2022
14/04/22 – Cllr Saywell - Support for Ukraine
22/03/22 – TDC - Northern Devon People and Place Project – telephone number correction
23/03/22 – TDC - Changes to Vaccination and Testing Programme
23/03/22 – Devon Communities - Community grants of up to £500 available!
24/03/22 – TDC - North Devon and Torridge Housing and Economic Land Availability Assessment
24/03/22 – Healthwatch Devon - Healthwatch Devon E-bulletin, 24 March 2022
24/03/22 – TDC - People and Place - your chance to shape and influence the future of northern Devon
28/03/22 – TDC - Grant Funding Opportunities - 24th March 2022 Update
28/03/22 – TDC - Countdown is on to a new era for Leisure in Torridge - Active Torridge Launch!
28/03/22 – NDHT - Stakeholder update from Northern Devon Healthcare NHS Trust, March 2022
28/03/22 – DCC - Free COVID-19 testing for most people ends next week; a message of thanks to all Devon residents and everything you need to know about Spring booster jabs in Devon
28/03/22 – Devon Communities - Community grants of up to £500 available!
29/03/22 – DCC - Parish and Town Council Knowledge Share Event
29/03/22 – ODCTG - Newsletter 75
30/03/22 – TDC - FW: New website to help support Ukrainian refugees launched
30/03/22 – NDHT - Stakeholder update from NDHT: Northern Devon Healthcare NHS Trust (NDHT) and the Royal Devon and Exeter NHS Foundation Trust (RD&E) to merge on 1 April 2022
31/03/22 – Cllr Saywell - FW: Find out who can get free COVID-19 tests after Friday 1 April
31/03/22 – Healthwatch Devon - Healthwatch Devon E-bulletin, 31 March 2022
31/03/22 – TDC - Have your say on the draft Affordable Housing SPD and new Planning Validation Checklist
01/04/22 – TDC - Northam Burrows Easter and Summer Events 2022
01/04/22 – TDC - New Website to Help Support Ukrainian Refugees Launched
01/04/22 – NDHT - Welcome to the Royal Devon University Healthcare NHS Foundation Trust
01/04/22 – TDC - Prizes awarded to Bideford College Students in "Net-Zero Visions" Climate Change Competition
01/04/22 – DCC - Holiday food vouchers continue for Easter; Support for Devon residents helping Ukrainian refugees; Vaccinations open to 5 - 11 year olds; Devon residents star in NHS film; Ramadan starts tomorrow
03/04/22 – Cllr Saywell - FW: Stakeholder vaccination briefing and walk in clinics
05/04/22 – TDC - TDC Climate Change Bulletin - Together We Can Make a Difference!
05/04/22 – DCC - New guidance sets out how to live safely with COVID-19
05/04/22 – Cllr Saywell - Update on A386 Landslip works south of Gt Torrington
11/04/22 – Devon Climate - April Newsletter
11/04/22 – TDC - Offshore Wind Generation - Supply Chain Opportunities Event for Local Businesses - 13th May
11/04/22 – Healthwatch Devon - Healthwatch Devon E-bulletin, 7 April 2022
11/04/22 – PCSO Baker - Rural Affairs Team - farm machinery, plant and vehicle theft
11/04/22 – ICO - Latest news from ICO
11/04/22 – TDC - Councillors vote further funding for residents in crisis and relaunch Household Support Fund
11/04/22 – DCC - Welcoming Ukrainian refugees to Devon; free wellbeing support to help with Devon's COVID-19 recovery and more on who is eligible for Spring boosters
19/04/22 – Cllr Saywell - FW: NHS Devon CCG Vaccination Briefing - 14 April 2022

19/04/22 – DCC - Free holiday time activities and meals this Easter; Devon backs Freeport proposals and fewer people now concerned about COVID-19

19/04/22 – Healthwatch Devon - Healthwatch Devon E-bulletin, 14 April 2022

19/04/22 – TDC - FW: Work to transform Bideford Arts Centre building to house modern library begins in June

19/04/22 – Charities Buying Group - Government Ignores Immediate Price Crisis

25/04/22 – Healthwatch Devon - Healthwatch Devon E-bulletin, 21 April 2022

25/04/22 – DCC - What's happening with coronavirus in Devon?; We appeal for more foster carers for sibling groups; Two years on since the first lockdown, Headteacher for Devon's Virtual School looks back; The BIG FIX returns!

25/04/22 – TDC - Torridge Councillors pledge their support to UK Armed Forces in signing new Covenant

25/04/22 – Devon Communities - Free Community Resilience Day - book your space today

26/04/22 – TDC - Dog Restrictions Come into force on Westward Ho! Beach & Promenade 1st May to 30th September

28/04/22 – TDC - People & Place Project - Last chance to get involved in style & location of housing development in our area – closes 29th April!

03/05/22 – TDC - Torridge Officers join with MP in London Visit to Minister to ask for Grant Settlement Review

03/05/22 – TDC - £150 Energy Rebate Payments to Bands A-D Council Tax customers to commence from 16th May

03/05/22 – TDC - May Bank Holiday Refuse Collection Changes & Time to Renew your Garden Waste Collection Service

03/05/22 – Healthwatch Devon - Healthwatch Devon E-bulletin, 29 April 2022

03/05/22 – DCC - Public Health Devon warns of Lyme disease this tick season; Trading Standards rogue builder complaints hit two a day and Naturally Healthy May starts this weekend!

03/05/22 – DCC - Local Flood Risk Management Strategy Newsletter - April 2022

03/05/22 – TDC - FW: Parents Childcare Survey Summer 2022

03/05/22 – TTVS - Velocity - free digital training and support for your organisation

04/05/22 – Devon Climate - May Newsletter

08/05/22 – Healthwatch Devon - Healthwatch Devon E-bulletin, 5 May 2022

08/05/22 – ICO - Latest news from ICO

08/05/22 – DCC - Help for households with the rising cost of living; multi-million pound plans for ambitious improvements and do you know a community hero worthy of an award?

08/05/22 – TDC - Join Torridge and North Devon Council, Plastic Free ND for the Big Plastic Count 16 - 22 May

11/05/22 – DCC - Are you lonely?