

ROCHE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

HELD IN THE DENNISON BUILDING, ROCHE CP SCHOOL

ON WEDNESDAY, 10TH AUGUST 2016 AT 7.00PM

Present Cllr. P. Ames (Chairman)
Cllr. D. Inch
Cllr. J. Smith

Mrs. J. Burdon (Parish Clerk)
Cllr. P. Gale
Cllr. Mrs. I. Nothey

Cllr. M. Edyvean
Cllr. D. Laisley-Hayward

Minute	AGENDA ITEMS	Action
194/16	Apologies:- Councillors Mrs. S. Tippet, B. Higman, Ms. A. Carne, Cornwall Councillor J. Wood, PCSO S. Tibbles.	
195/16	Monthly Neighbourhood Beat Manager Report:- Apologies received from PCSO S. Tibbles. Report received as follows:- <ul style="list-style-type: none"> • Crime Figures for the period from 20th July to the 8th August 2016 – Criminal Damage = 2 (Damage caused to a car in St. Michaels Way); Theft = 2 ((a)Victoria Filling Station; (b) From a house when having guests around, items missing); Burglary = 1 (From a caravan in Minorca Lane); Assault = 1 (Domestic related assault in Minorca Lane, Bugle); TWOC = 1 (A car was taken from Minorca Lane without the owner's consent). • Councillor P. Gale wanted to know what is happening with the new Police Liaison Meetings as he has not received anything to date and the last meeting was cancelled Action: Clerk to follow up with PCSO S. Tibbles. Chairman thanked the Clerk for circulating PCSO S. Tibbles monthly report.	Clerk
196/16	Monthly Cornwall Councillor Report:- Apologies received from Cornwall Councillor J. Wood.	
197/16	Public Forum:- None.	
198/16	Members Declaration of Interest on items raised on the Agenda/Requests for Dispensation:- None.	
199/16	Confirmation of Parish Monthly Minutes/Meeting held on the 20th July 2016:- Resolved the Minutes of the Monthly Meeting held on the 20 th July 2016 as circulated be approved and signed by the Chairman (Proposed: Councillor D. Inch; Seconded: Councillor D. Laisley-Hayward)	
200/16	Matters Arising from the Monthly Minutes of the Meeting held on the 20th July 2016:- Page 1 Min.170/16 Support for Link Road:- Clerk advised a letter had been sent, no response received to date Action: Keep Pending. Page 1 Min.170/16 Funding towards Footpath at Higher Trezaise:- Clerk advised a letter had been sent, no response received to date Action: Keep Pending. Page 1 Min.170/16 Support for Planning Application for Cameras at new Pharmacy:- Clerk advised a letter had been passed to Councillor D. Inch tonight Action: Councillor D. Inch to action. Page 2 Min.148/16 Residential Caravan:- Clerk reported this still had be actioned Action: Clerk and Chairman to action when time permits.	Clerk Clerk Cllr. D. Inch Clerk/Chair

<p>Page 2 Min.58/16 Community Disaster Plan:- Clerk wanted to keep on the minutes for the time being, so as not to lose sight of the Plan to be put in place, a different version had been received that could be amended accordingly and would be circulated before approval at a future Parish Council Meeting Action: Clerk to action when time permits.</p>	Clerk
<p>Page 3 Min.204/15 Damaged Fingerpost Sign next to Memorial:- Clerk reported she had requested a second quotation and had followed up again today but no response had been received to date Action: Keep Pending. An email had been received from the Mike Jones of the Lions as follows - Roche Lions had their meeting last Sunday. The topic of the finger post came up, Mel and I gave a progress report. From this arose some queries. Is there a time frame for obtaining a new finger for Bugle? What are the cost implications, and can we make a donation towards the cost? Who will be undertaking the work of dismantling the fingers, to allow the new one to be fitted? Murphy's Law applies, in as much as the Bugle finger is the lowest one, so the other two have to be removed first. From our observations, it could be a tricky task, as the bolts have rusted in place. We have started removing the layers of paint, but it will take time. Also, for Mel and I, we have to choose our days when we are both available, and the weather is dry. But we hope to do some more work this Thursday.</p>	Clerk
<p>Page 3 Min.279/14(8) Caravan behind Trees with Bus on Old A30:- Clerk reported there had been no further update Action: Keep Pending. Councillor M. Edyvean reported a caravan had recently been removed at Enniscaven which had been reported after this one Action: Clerk to send another email to follow up, copying in all Parish Councillors and Cornwall Councillor J. Wood. This will then allow Parish Councillors to also follow and chase and to pass a contact telephone number to Councillor D. Inch who would also call them</p>	Clerk
<p>Page 3 Min.252/15 Payment from Development of Trezaise Chapel:- Clerk reported this still had to be discussed at a Sub-Committee Meeting to be arranged Action: Keep Pending for details of the draft open space map and include on the next Sub-Committee Meeting arranged.</p>	Clerk
<p>Page 4 Min.310/15 Emptying of Dog Waste Bins:- Clerk reported she had not heard any further from Fiona at the Vets Action: Keep Pending, send a letter requesting whether the waste bin could be emptied more than twice a week, as it always overflowing.</p>	Clerk
<p>Page 4 Min.104/16 Advertising for Grants & Donations:- Clerk advised she still had to produce a poster for this advertising and would do so as soon as able and would circulate to Councillors for approval, however, this had now been added to the Parish Website Action: Clerk to action when time permits.</p>	Clerk
<p>Page 4 Min.154/16 Weed Treatment in the Village:- Clerk produced a copy of the original map and paperwork from Cormac and had emailed a copy to Councillor D. Inch. Plan to be reviewed and reported back next mont Action: Clerk to include on the next Agenda for reviewing for next year. Clerk to circulate maps to all Councillors for them to review what areas they would like included and Clerk to obtain and update quote from the contractors.</p>	Clerk
<p>Page 6 Min.181/16 Wasp Nest in Roche Playing Fields:- Clerk reported she had heard back from Keith Perks as follows - I cannot find a nest but suspect that the wasps are feeding on the willow right beside the slide (common in schools). There were no wasps present this morning (28th July 2016).</p>	

	<p>If needs be I can put a wasp trap amongst the willow to control them, but you would need to fence it off so no one tempers with the trap. Councillor M. Edyvean reported he had not seen any wasps either on visting the Playing Fields.</p> <p>Page 7 Min.183/16 Waste Bins on Fore Street:- Clerk advised letters still had to be drafted and passed to Councillor D. Inch Action: Clerk and Councillor D. Inch to action.</p> <p>Page 10 Min.192/16 Roche Football Club Car Park:- Clerk reported Bob Thomas had been informed and he would also liaise with the Social, Football and Cricket Clubs, who had also been sent a letter. A start date was to be confirmed. Councillor D. Inch queried whether the Roche Social Club had wanted a contribution towards filling holes with stones as suggested last month. It was agreed the Parish Council would not be contributing towards these works.</p> <p>Previous Minutes – Application to GWR:- Response received as follows - I wanted to let you know that we are still assessing your application to our Customer and Communities Fund for 2017-2018. We hope to be in a position by the middle of August to let you know if your application has passed the first stage of assessment and will be in touch then.</p> <p>Page 2 Min.265/15 Air Quality Testing:- Councillor Mrs. I. Northey asked if they believe the air quality is up to standard does this mean we will not get the bypass? Chairman advised it is merely part of the process.</p>	<p>Clerk/ Cllr. D. Inch</p>
201/16	<p>Any letters received for or against any Planning Applications:- None.</p>	
202/16	<p>Planning Applications/Results/Correspondence:- Confirmation of Minutes from Planning Sub-Committee Meeting held on Wednesday the 20th July 2016:- Chairman of Planning presented a report on applications considered by the Planning Sub-Committee at a meeting held on the 20th July 2016 for confirmation of approval (Proposed: Councillor M. Edyvean; Seconded: Councillor D. Inch)</p> <p>Matters Arising Minutes from Planning Sub-Committee Meeting held on Wednesday the 20th July 2016:- None.</p> <p>Planning Applications Received: PA16/05934 - Mr. & Mrs. Alun Kitts – Extension and alterations, Sunny Corner, Rosemellyn, Roche – Support (Proposed: Councillor P. Ames; Seconded: Councillor D. Inch)</p> <p>PA16/06033 – RS Developments 2000 Ltd – Application for the modification or discharge of a planning obligation in respect of Decision Notice C2/08/00891 (the proposed residential development of 32 new dwellings) to allow payment of open spaces and education contributions in stages, Tregarrick Farm, Fore Street, Roche – We have not been able to open all documentation in time for our Parish Council Meerting this evening and would request an extension of time Action: Clerk to print off documemntation for Councillor M. Edyvean (Proposed: Councillor D. Inch; Seconded: Councillor P. Ames)</p> <p>PA16/06466 - Mr. & Mrs. A. Cooper – Affordable 3 bedroom semi-detached house, Wheal Rose, Roche Road, Bugle – This application had now been withdrawn, an email had been received as follows - I can confirm that the above application was returned to the applicant as it was not considered a valid application.</p>	<p>Clerk</p> <p>Clerk</p>

	<p>The applicant will resubmit a new application in due course and a further consultation will be sent giving the application details and response dates etc. We will therefore not require any comments from the parish council in respect of this application.</p> <p>Planning Results Received:- PA16/04860 – Mr. Darran Goldby – Conversion of redundant agricultural barn to dwelling, Barn at Belowda Farm, Belowda, Roche – Approved</p> <p>PA16/05590 – Mr. Richard Trevail – Erection of a steel frame, timber clad, agricultural building for general use, including storage, on the smallholding, Tregoss Mill, Tregoss, Roche – Withdrawn</p>																									
203/16	<p>Monthly Accounts for Approval:- Clerk circulated two options for being transparent in detailing our monthly finances in our minutes as discussed with our Internal Auditor, Ken Abraham. It was resolved to opt to include in the minutes as set out below (Proposed: Councillor Mrs. I. Northey; Seconded: Councillor D. Inch) Motion Carried</p> <p>Clerk reported the van windscreen got cracked by a stone and we are waiting for repairs and payment details as the Parish Council do not have a credit card to pay on site.</p> <p>Monthly Accounts for Approval:- It was proposed that the Council approve the accounts for payments as listed below as circulated on schedule (Proposed: Councillor Mrs. I. Northey, Seconded: Councillor J. Smith) Motion Carried</p> <table border="1"> <tr> <td>BP Fuelcards</td> <td>£6.74</td> <td>Direct Debit 42</td> </tr> <tr> <td>Cornwall Council</td> <td>£55.00</td> <td>Direct Debit 44</td> </tr> <tr> <td>M.A. Grigg Ltd</td> <td>£15.00</td> <td>Bank Transfer 46</td> </tr> <tr> <td>Microsoft Subscription</td> <td>£79.99</td> <td>Bank Transfer 45</td> </tr> <tr> <td>AJH Services - Toilet Cleaning</td> <td>£380.20</td> <td>Bank Transfer 38</td> </tr> <tr> <td>Salaries, Pensions, National Insurance, Income Tax and Expenses</td> <td>£3,105.02</td> <td>Bank Transfers 36,38,39,40,43</td> </tr> <tr> <td>Receipt:- Lloyds Bank</td> <td>£2.34</td> <td>Interest</td> </tr> <tr> <td>Receipt:- Cornwall Council Investment</td> <td>£143.79</td> <td>Interest</td> </tr> </table>	BP Fuelcards	£6.74	Direct Debit 42	Cornwall Council	£55.00	Direct Debit 44	M.A. Grigg Ltd	£15.00	Bank Transfer 46	Microsoft Subscription	£79.99	Bank Transfer 45	AJH Services - Toilet Cleaning	£380.20	Bank Transfer 38	Salaries, Pensions, National Insurance, Income Tax and Expenses	£3,105.02	Bank Transfers 36,38,39,40,43	Receipt:- Lloyds Bank	£2.34	Interest	Receipt:- Cornwall Council Investment	£143.79	Interest	<p>Clerk</p> <p>Clerk</p>
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204/16	<p>Review and Approve Risk Management Policy – as per last year; Review and Approve Standing Orders and Chairmanship – as per last year; Review and Approve the Model Code of Conduct for Parish and Town Councils – as per previously last year; Review and Approve Financial Regulations – as per last year; Review and Approve Statement of Internal Audit; Review of Investment Strategy (new policy); Review of Segregation of Duties (new policy):-</p> <p>Review and Approve Risk Management Policy – as per last year Review and Approve Standing Orders and Chairmanship – as per last year Review and Approve the Model Code of Conduct for Parish and Town Councils – as per previously last year Review and Approve Financial Regulations – as per last year Review and Approve Statement of Internal Audit – as per last year Review of Investment Strategy (new policy) Review of Segregation of Duties (new policy)</p> <p>Action: It was resolved to include on our next Finance Sub-Committee Meeting to review to allow Councillors further time to read through (Proposed: Councillor M. Edyvean; Seconded: Councillor Mrs. I. Northey) Motion Carried</p> <p>Action: Clerk to forward copies to Councillor Mrs. I. Northey as required, she would check her folder to establish what she requires.</p>	<p>Clerk</p> <p>Clerk</p>																								

205/16	<p>Cemetery Matters (Including (a) Any applications for memorials or inscriptions; (b) Extension to Roche Cemetery; (c) Electricity Connection to Mortuary Building:-</p> <p>Application for Slate Memorial Tablet:- Application from Kerrow Memorials for a Slate Memorial Tablet for Brian Trevor Coad Action: It was resolved to accept this application, as per our rules and regulations (Proposed: Councillor Mrs. I. Northey; Seconded: Councillor D. Laishley-Hayward) Motion Carried</p> <p>Email from Councillor J. Smith as follows - The ashes of the late husband of one of my existing clients are in a plot at Roche Cemetery. The lady has approached the London Embassy of her country about the rules/paperwork needed should she wish to remove the urn and take it to her home country. She has been told that she would need to have evidence that she is the 'owner' of the ashes and that they were legally removed from the cemetery. Will you please investigate the procedures to be followed for the ashes to be removed. This is not going to happen in the next few months and may not happen in the next few years but is going to happen sometime in the future Action: Clerk to follow up for the Burial Sub-Committee Meeting to be arranged, to liaise initially with Cornwall Council.</p> <p>Extension to Roche Cemetery:- Clerk reported that David Alcock had been informed of our agreement to accept the new proposals, nothing further had been heard back to date Action: Keep Pending.</p> <p>Electricity Connection to Mortuary Building:- Clerk advised that now that David Alcock is feeling better a meeting could be arranged between him, Mike Morcom, Parish Councillors and Nigel Trudgeon but she needed details of when Councillor M. Edyvean would be available.</p> <p>Councillor M. Edyvean to inform Clerk of availability Action: Clerk to arrange meeting.</p> <p>Letter from Mrs. Sylvia Kent in respect of the Cemetery expressing her concerns over the state of it, rubbish, weeds, etc Action: Agreed that we should send a letter saying we share their concerns and are working towards a solution. Councillor M. Edyvean reported he emptied the bins last week and it was this bin he accidentally missed and he did rectify the same day, it was noted this was reported yesterday and not last week. The flower beds have not been weeded. He noticed on his last visit the gates were open and there were tracks and there was a new slate slab put down and the gates were forced. It was agreed all monument masons to confirm with the Clerk when they will be visiting the Cemetery so arrangements could be made Action: Clerk to action.</p> <p>Also it was noted that a head stone is missing and he is concerned as to why it is not being put back in place, he would arrange to let the Clerk know who is either side, so she could follow up to establish whether it is an additional inscription.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
206/16	<p>Playing Fields:- Councillor M. Edyvean reported on email received from Fran Calver - This afternoon I took my grand-daughters to the childrens play area opposite the Church, in Roche. They had a great time riding their bikes around the paths, and playing on all the equipment but one thing concerned me. The willow maze has completely grown out of control. It is immediately in front of the picnic table at the top of the park and it is impossible to see what is going on, thus making supervision of the children quite difficult. I realise that it would be impractical to remove the maze, and rather expensive to re-site the picnic table, but would it be possible to cut the trees back to a more suitable height so that is possible to see over them .</p>	

	<p>It would still be suitable for children to play in – probably more so as it is very overgrown and poses a possible area of danger should anyone decide to lure a child in there for whatever reason. I know there would be some cost involved but surely the safety of the children is more important. Perhaps the Council could look at this area and give my suggestion some consideration. It was noted the Environment Warden needs to be trained on how to deal with the willows Action: Clerk to respond advising we will be looking at this in the Autumn months.</p>	Clerk
207/16	<p>Roche Public Conveniences/Bus Shelters/Roche Railway Station & Noticeboards in the Parish/Football Club Car Park:-</p> <p>Roche Public Conveniences:- Councillor D. Laishley-Hayward queried what time the toilets are being closed as people are concerning that they have been closed some nights at 6.00pm and people would like to use them in the summer months Action: Clerk to ask Alison what time she is closing as summer months we would like later closing and can go back to earlier in winter months.</p> <p>Bus Shelters:- Clerk reported she had received confirmation of Justin Oxenham that he would take a look at the Bus Shelter at Harmony Road but had not received a quotation for the works to date Action: Keep Pending and Clerk to follow up.</p> <p>Councillor Mrs. I. Northey reported the bus shelter in the village still has no glass Action: Clerk to let Cornwall Councillor J. Wood know to follow up.</p> <p>Roche Railway Station:- No Update</p> <p>Noticeboards in the Parish:- No update.</p>	Clerk Clerk Clerk
208/16	<p>Footpath Signs/Matters (Including Footpath for Victoria):- Email received from Clerk at Luxulyan in respect of Footpath 412/4/1 advising they would report after their meeting on the 11th August.</p> <p>Email from Matt Montano in respect of the footpath from Colvreath to Pentonville advising upon reviewing the footpath they would like to suggest whether the Parish Council would consider adding the footpath to the LMP Schedule for trimming this year and add the amount to the invoice/payments Action: Clerk to confirm that we do not have the time and man-power to carry out these works, especially with the water-logging as well and also chain saw courses would be required etc.</p> <p>Footpath 10 – Email from Julie Coad as follows - I have already reported this on the Council website and Sophie Hunkin from Countryside Access Team has replied and said that they will look into the fallen tree issue.</p> <p>She informs me that the Parish is responsible for surface vegetation so hopefully you will ensure that someone visits the path and cuts/trims the area between Rosemellyn Cottage and the granite boulders near the disused clay dry Action: Clerk to forward to Cornwall Council for them to clarify ownership and arrange necessary works and inform Julie Coad.</p> <p>Previous Minutes – Fallen Tree on footpath from Criggan to Savath. Clerk reported and email had been sent to James Clapp of Cormac to ask when and if it has been removed Action: Keep Pending.</p> <p>Previous Minutes – Ownership of land all the way along Footpath 10 to establish – email sent to James Clapp of Cormac for information Action: Keep Pending.</p>	Clerk Clerk Clerk Clerk

	Previous Minutes – Footpath 412/4/1 email from Luxulyan Parish Council – email sent to James Clapp of Cormac for information on the closure as we had not been officially informed Action: Keep Pending. Action: Clerk to send a letter as if the footpath reopened would be a danger to the public in its present condition and we would request a meeting to discuss, so that we would not be liable if there was an accident, as the safety of our parishioners is paramount.	Clerk
209/16	Renewal of Leases/Section 52/106 Agreements:- Renewal of Leases:- Clerk reported copies of the leases had now been received. She would be happy to copy for Councillors who wanted to read through Action: Clerk to copy to Councillor J. Smith. Section 52/106 Agreements:- No update.	Clerk
210/16	Feasibility of a Parish Office:- Councillor D. Inch asked whether Councillors had taken a look at the Roche Victory Hall and based on this Councillor B. Higman would be happy to arrange for some plans to drawn up. A couple of months ago there was an opportunity to apply for funding and they would arrange to apply for £2,000. Chairman advised this fund was to enhance Cornwall Councils assets and not Parish Councils. Councillor J. Smith queried whether Roche had any land-fill sites as there are funds available for this type of thing also. Chairman advised the Sita funding was originally for the Clay Villages but this has now changed. Councillor M. Edyvean suggested an apprentice at Cornwall Council may like to carry out this and this would benefit them and the Council and he would then have someone either side of this person to assist with drawing up plans of rough sketches, this is something that possibly Cornwall Councillor J. Wood could follow up on our behalf (Proposed: Councillor M. Edyvean; Seconded: Councillor P. Gale) Motion Carried	Clerk
211/16	Resignation and Vacancy of Parish Councillor:- Clerk reported no applicants had come forward to date.	
212/16	Articles for Parish Council Website:- Website is updated monthly and any items to be included to forward to the Parish Clerk.	
213/16	Correspondence – Clerk listed correspondence and actions required: <ol style="list-style-type: none"> 1. Cornwall Council – Take part in the on-line poll 2. Cornwall Council – Cornwall Council Learning & Development Newsletter 3. Simon Fann – Cornwall Wide Housing Equality Objective Sub-Group 4. CAG Consultants on behalf of Cornwall Development Company – Opportunities to take part in developing the CLLD Programme in your area 5. Cornwall Council – China Clay Community Network Meeting Notes 6. Cornwall Council – New Scheme to allow some Blue Badge Holders to park for free in Cornwall Council Car Parks 7. Cornwall Council – Communities & Devolution Newsletter – Message from Jeremy Rowe, The Planning Partnership, Who decides – online poll, Highway emergencies 8. Kier Services – A30 Summercourt to Bodmin Filter Drain Works – 8th to 27th August 2016 9. Cornwall Council – Communities & Devolution Newsletter – Electoral Review – Have your Say 10. CCPFA – Newsletter 11. Cornwall Council – Review of the Licensing Act 2003 12. CAG Consultants on behalf of Cornwall Development Company – Local Development Strategies now available for comment 13. Cornwall Council – Smart Warmth – Grants of up to £300 and Innovative Health Project 14. Post Office – Roche Post Office - Proposed move to new premises and branch modernisation Action: Clerk to respond advising we support a Post Office in 	Clerk

	<p>Roche but must express our concerns on this location regarding access and parking issues Action: Clerk to also write to Cormac explaining it already very dangerous and with the addition of the Post Office there will be more traffic, pedestrians, etc., and there is a need for a pedestrian crossing even more so if this goes ahead</p> <p>15. British Gas – We're lowering your business electricity prices 16. Atlantic Centre of Excellence – Invitation to Public Meeting 17. Hags Magazine 18. Ruth Murfitt – Over-flowing Waste Bins and Finger Post. Clerk to reported a response had been sent.</p>	Clerk
214/16	<p>To arrange any Sub-Committee Meetings required:- Clerk to arrange Sub-Committee Meetings as required for Burial and Finance, if required nearer the time to include Planning for Tuesday the 16th August 2016 in the Dennison Building commencing at 7.00pm.</p>	Clerk
215/16	<p>Any Other Urgent Business:- Grass Cutting at Roche Chapel requested for a wedding on the 20th August, asking whether it was possible for this work to be carried out by the Parish Council's Environment Warden, they would appreciate knowing as they would employ someone else, if not Action: It was resolved to arrange for the Environment Warden to cut back.</p> <p>Councillor M. Edyvean reported on emptying bins last week, someone had emptied two of them and the bags had Chesterfield City Council on them, so he is not sure who did this. He checked the bins regularly through the week for emptying as required. He proposed moving one of the waste bins to the front of the Cemetery, so there are two in the same place, this was agreed to by Councillors. Councillor M. Edyvean to report under the closed meeting.</p>	Clerk
216/16	<p>Date of next Meeting:- Wednesday the 14th September 2016 at 7.00pm in the Dennison Centre, Roche CP School.</p> <p>There being no further business to discuss the meeting closed at 8.46pm</p>	

Signature:

Chairman

Date: 14th September 2016