

# ROCHE PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING

HELD IN THE ICT SUITE, TREGAEGLE BUILDING, ROCHE CP SCHOOL

ON WEDNESDAY, 8<sup>TH</sup> JUNE 2016 AT 7.15PM

Present	Cllr. P. Ames (Chairman)	Mrs. J. Burdon (Parish Clerk)	Cllr. M. Edyvean
	Cllr. Mrs. I. Northey	Cllr. P. Gale	Cllr. D. Laishley-Hayward
	Cllr. D. Inch	Cllr. B. Higman	Cllr. Mrs. S. Tippett
	Cwll. Cllr. J. Wood	PCSO S. Tibbles	

Minute	AGENDA ITEMS	Action
146/16	<b>Apologies:-</b> Councillors Ms. A. Carne, J. Smith	
147/16	<p><b>Monthly Neighbourhood Beat Manager Report:-</b> PCSO S. Tibbles reported as follows:-</p> <ul style="list-style-type: none"> <li>• Crime Figures for the period from the 20<sup>th</sup> April to the 8<sup>th</sup> June 2016 – Criminal Damage = 3; Theft = 6; Burglary= 1; Assaults = 2; Drug Related Crimes = 2; Making Off Without Payment = 1; Total Crimes = 15.</li> <li>• No reports received for road traffic accidents or for Roche Church.</li> <li>• Lorries stopping and spilling loads, he is still following up.</li> <li>• Rosemellyn – off road motor bikes coming back again now the weather is improving, he has visited local parishioners who expressed concerns on the footpath, ownership is a “mine field” in this area.</li> <li>• There has been chaos on Victoria Road, there was concerns expressed by Cormac that cars were still going through at some speed and almost knocked over the workers on the road.</li> <li>• Councillor D. Laishley-Hayward reported a local man that walks village regularly had spoken to him and he advised he has given details of who has been shedding stones on the roundabout and wanted to know what had been done about it? PCSO S. Tibbles advised this is what he mentioned earlier and he is following it up.</li> <li>• St. Michaels Way concerns under correspondence later – unfortunately none of this is a police matter. It is an issue we are probably not going to be able to resolve.</li> <li>• Cornwall Councillor J. Wood felt it would prudent for PCSO S. Tibbles to keep going in around Fern Cottage and keep up appearances in the area. PCSO S. Tibbles advised he does regularly visit this area.</li> </ul> <p>Chairman thanked Cornwall PCSO S. Tibbles for attending the meeting and reporting to the Parish Council.</p>	
148/16	<p><b>Monthly Cornwall Councillor Report:-</b> Cornwall Councillor J. Wood reported as follows:-</p> <ul style="list-style-type: none"> <li>• Mr. Warren – his barn at Harmony Road is going to have an enforcement order put on, the action is to stop him keeping animals on site. He can keep feed stuff and machinery, he feels it is so wrong.</li> <li>• Electoral Review and Governance Review will run parallel together. They want accurate figures through to 2021. Each Member has to represent the same number of people. Concerns were expressed one person will have represent approximately 10,000 people.</li> </ul>	

	<ul style="list-style-type: none"> <li>• There has been so many complaints about the traffic lights in the village and about the road works on Victoria Road. People do seem to prefer road closures during the day as it gives them more day light hours to find another route.</li> <li>• Cornwall Council are at Royal Cornwall this year and will probably have a lot of complaints, etc.</li> <li>• There will be an element of funding going into libraries. Everything is getting more and more complicated and more things are to be taken over. Business Rates will stop in a few years.</li> <li>• Chairman questioned the Gilley Dam and he stated the community benefit on the planning just passed stated there was no S106 funding and about three years ago we had correspondence with when they were going to give us some funding. It was a voluntary basis as a Unilateral Undertaking <b>Action:</b> Clerk to forward all correspondence and minutes involved as evidence to Cornwall Councillor J. Wood to follow up.</li> <li>• Chairman reported he had received concerns that a residential caravan, shipping container, animal shelter built at PL26 8LJ <b>Action:</b> Clerk and Chairman to complete enforcement application for Cornwall Council.</li> </ul> <p>Chairman thanked Cornwall Councillor J. Wood for attending the meeting and reporting to the Parish Council. PCSO S. Tibbles left the meeting at 7.47pm.</p>	<p><b>Clerk</b></p> <p><b>Clerk/Chair</b></p>
149/16	<p><b>Members Declaration of Interest on items raised on the Agenda/Requests for Dispensation:-</b> Councillor M. Edyvean declared a registerable interest in respect of the Planning Meeting held on the 11<sup>th</sup> May 2016 in respect of Planning Application No. PA16/02429.</p>	
150/16	<p><b>Confirmation of Parish Monthly &amp; AGM Minutes/Meeting held on the 11<sup>th</sup> May 2016:-</b> Resolved the Minutes of the Monthly Meeting and the AGM held on the 11<sup>th</sup> May 2016 as circulated be approved and signed by the Chairman (Proposed: Councillor D. Laishley-Hayward Seconded: Councillor Mrs. I. Northey)</p>	
151/16	<p><b>Matters Arising from the Monthly and AGM Minutes of the Meeting held on the 11<sup>th</sup> May 2016:-</b></p> <p><b>Page 1 Min.122/16 Election of Chairman and Vice-Chairman:-</b> Clerk reported details had been forwarded to Cornwall Council.</p> <p><b>Page 2 Min.124/16 Representatives for Roche Sports Complex:-</b> Clerk reported details had been forwarded to Roche Sports Complex.</p> <p><b>Page 2 Min.124/16 Representatives for Roche Victory Hall Management Committee:-</b> Clerk reported details had been forwarded to Roche Victory Hall Management Committee.</p> <p><b>Page 2 Min.58/16 Community Disaster Plan:-</b> 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 <b>Action:</b> Clerk to action when time permits.</p> <p><b>Page 2 Min.265/15 Air Quality Testing:-</b> Clerk reported nothing further had been heard, although an email had been received from Mr. Clive Thomas as follows – Once again thanks for updates. Sorry to have to miss tonight's meeting (it's not every day that you are 70). Just like to mention that I am not a Councillor as stated in the minutes.</p>	<p><b>Clerk</b></p>

<p>As I have mentioned before the Cornwall Councillor are obliged to carry out air quality testing, it is a part of their remit they have to do it. We like many others no longer shop in Roche due to the pollution from exhaust and brake dust. This has been proven to shorten life by as much as 10 years. All we need to know is the air we breath in the village on a hot still day within acceptable limits. I doubt it but we need to know. Likewise the Cornwall Council are obliged to clean our village but are not doing it. Please could you pass on to the right departments, I have tried with no luck <b>Action:</b> Clerk to forward on to Cornwall Council and Corey.</p>	<b>Clerk</b>
<p><b>Page 3 Min.204/15 Damaged Fingerpost Sign next to Memorial:-</b> Clerk reported she had heard back from The Lions as follows - Mel Tapping and I can do the preparatory work as and when convenient to both of us, but it would commence after the Royal Cornwall Show. We would wire brush it down, and put a special under coat of paint on it. It would then be coated with the finishing coats as and when the new finger is put in place. This would then allow us to complete the painting, and the paint would seal the joints, preventing any ingress of water, and possibly rusting it from the inside. Finally; on behalf of The Lions Club of Roche, thank you all for permitting us to put a small plaque at the base of the finger post, indicating the involvement of the Lions in this project. Clerk advised costings had been circulated to Councillors in respect of the repair to the broken finger <b>Action:</b> Clerk to ask the Milestone Society if the cost will still be £400 delegated power be given to Chairman and Vice-Chairman to action. Clerk to also ask Lions the amount of funding they would be willing to contribute once the cost has been confirmed.</p>	<b>Clerk</b>
<p><b>Page 3 Min.279/14(8) Caravan behind Trees with Bus on Old A30:-</b> Clerk reported there had been no further update <b>Action:</b> Keep Pending.</p>	<b>Clerk</b>
<p><b>Page 3 Min.252/15 Payment from Development of Trezaise Chapel:-</b> Clerk reported a response had now been received as follows - Thank you for your recent application for section 106 funds. I am pleased to confirm that the project type appears to match what could be funded with the Section 106 contribution from PA13/04842 (Ty Capel, Trezaise Rd), which has £25,525.76 available until 31/07/18. The terms of the contribution stipulate:-  <i>Provision and/or improvements of open space facilities within the locality of the Site, such provision to be entirely at the discretion of the Council</i>  As such we could certainly support improvements to playing fields in the area such as Roche Recreation Ground, or the adjoining sports pitches. Whether the improvement of footpaths could be supported on the other hand, would depend on whether they were on public owned land, such as a public playing field or natural open space, or on private land. It is unlikely that we could invest in a PROW on private land. Unfortunately the application does not provide sufficient information to approve, but I am happy to make a note on our monitoring database. We would need to know where precisely you want to spend the money and a list of works and their estimated costs. I am happy to discuss your project details and I can share our considerable experience in project development. One bit of good news is that we have been undertaking open space assessments of smaller towns, following on from the <u>adopted strategies for the larger towns</u>. We are due to commence work on Roche over the next 2 weeks. I appreciate that you have done some work on POS as part of the NDP. Our assessment will add value to this and will involve full consultation with the Parish Council.</p>	<b>Clerk</b>

<p>Not only will this help establish open space standards for planning obligations, it will provide an additional steer for priorities for the NDP and for investment in future projects. Hopefully this will help the Parish Council to focus how best to spend this S106 and future contributions and grant funding. I will contact you and Cornwall Councillor J. Wood separately, once we have a prepared a draft open space map. You may treat this as an in principle support for your application subject to the further details required complying with the <u>Council's S106 Allocation Protocol</u>. <b>Action:</b> Keep Pending for details of the draft open space map.</p> <p><b>Action:</b> Councillor M. Edyvean to follow up details for Playing Fields and Tennis Courts and Clerk to include on an agenda for a Meeting of the Planning Sub-Committee to discuss how we want to go forward to include in the Section 106 funding. Discussion was held regarding removing the existing dangerous lights and possibly replacing with more energy savings lights and tidy the area up to make it useable. Councillor D. Inch felt a a study ought to be carried out to see if people want this. The possibility of lights for the Playing Field was discussed.</p> <p>Cornwall Councillor J. Wood left the meeting at 8.05pm.</p> <p><b>Page 3 Min.310/15 Emptying of Dog Waste Bins:-</b> Clerk reported she had not heard any further from Fiona at the Vets <b>Action:</b> Keep Pending.</p> <p><b>Page 3 Min.365/15 Nigel Frost – Tools and Equipment:-</b> Councillor M. Edyvean reported he went to see Nigel Frost and he was not at home but the cement mixer he saw outside did not look in particularly good condition. He has not been back since.</p> <p><b>Page 4 Min.92/16 Quotes for Roche Football Club Car Park:-</b> Clerk advised this would be dealt with under Min.157/16 later this evening.</p> <p><b>Page 4 Min.104/16 Advertising for Grants &amp; Donations:-</b> Clerk advised she had not heard back from St. Stephen Parish Council and had followed up again, but nothing had been heard. She would make arrangements to produce our own form of poster and circulate to Councillors for approval <b>Action:</b> Clerk to action.</p> <p><b>Page 4 Min.107/16 Sign-Writing for the Parish Council Van:-</b> Clerk reported she had heard back with new drawings, which had been circulated, advising it would take them 2-3 days to turn the van around <b>Action:</b> Clerk to confirm acceptance of new design sent and to arrange Councillor M. Edvean dropping the vehicle off.</p> <p><b>Page 4 Min.128/16 Alleged Building at 40 Rock View Parc:-</b> Letter received from Cornwall Council – Alleged building work being put up in front garden, 40 Rock View Parc, Roche – The matter has been formally registered and allocated to a Development Officer for investigation. In most cases the Officer will not need to make contact with you throughout the investigation, however, if you wish to provide any further pertinent information please contact me quoting the reference number. On completion of the investigation you will be informed of the Council's decision. This is normally within 13 weeks but may be longer in some cases.</p>	<p>Clerk</p> <p>Cllr. M. Edyvean /Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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**Page 4 Min.128/16 Alleged Stationing of caravans, etc:-** Letter received from Cornwall Council – Alleged stationing of two caravans, three touring caravans, two wooden stable blocks and various other structures, The Old Barn, Coldvreath Road, Coldvreath, Roche – The matter has been formally registered and allocated to a Development Officer for investigation. In most cases the Officer will not need to make contact with you throughout the investigation, however, if you wish to provide any further pertinent information please contact me quoting the reference number. On completion of the investigation you will be informed of the Council's decision. This is normally within 13 weeks but may be longer in some cases.

**Page 5 Min.130/16 Grants & Donations Applications from Roche Pantomime:-** Clerk advised an email had been received from Councillor Ms. A. Carne as follows – The Treasurer feels we cannot apply, on paper for 5 months we look good but our Carnival makes a loss and eats into our funds. We have just enough to do a panto this year but every year it costs more and more. The funding we were going to ask for was £2,000, our panto costs £6,000 so that for once we could put on a decent panto, without worry, with new costumes, not old 10 year ones re-sewn. We only have two sets of childrens village costumes and alternate it every other year. I would also like to add if we did not have funds that were donated, our books would look very different. I am disappointed that we did not apply because we have never asked for much from anyone, its hard to break the habit, really wanted to apply. Councillor B. Higman reported the Roche Victory Hall will be submitting their application in September. It was resolved to inform the Roche Pantomime to apply and await the outcome in September (Proposed: Councillor D. Inch; Seconded: Councillor Mrs. I. Northey)  
**Action:** Clerk to inform the Pantomime Committee to put forward an application for the September applications.

Clerk

**Page 6 Min.132/16 Approval of Annual Accounts for year ending 31<sup>st</sup> March 2016:-** Clerk reported this had fell behind due to a serious illness of our Internal Auditor and dates, etc., having to be changed. She had made a request to the Audit Commission for an extension of time under the circumstances and would include on the next Finance Sub-Committee Meeting to be arranged following confirmation with Ken Abraham, Internal Auditor.

**Page 7 Min.134/16 Repairs to Carasel:-** Clerk reported this had been carried out by Keveths.

**First Aid Kits:-** Clerk reported two kits had been ordered for the Mortuary and Parish Council Van, one was to be replaced as the wrong item had been sent.

**Legalties for Footpath Cutting and Strimming:-** A response had been received from our Insurers as follows - With regard to your question concerning work beside roads, such as the maintenance of local footpaths etc. I can confirm that as long as this work is undertaken by volunteers, Councillors or employees on behalf of the Parish Council it is covered automatically by the policy we arrange under the Employers' and Public Liability sections where a £10 million limit of indemnity applies under both sections. If aged over 16 and under 85 they are also covered by the Personal Accident section where there is a sum payable of £50,000 in the event of an accident causing death, loss or limbs or sight or permanent total disablement.

	<p>A £200 weekly benefit is payable for a maximum period of 2 years should the accident prevent the individual from pursuing their usual occupation. In order to reduce the likelihood of injury or damage arising we recommend that a risk assessment of the proposed tasks is completed in writing and kept on your records. The Parish Council should ensure the participants are competent to carry out the work they are offering to undertake and, for the more manual duties, have access to the correct tools as well as suitable clothing/protective equipment. With regard to the risk assessment this should address matters such as no lone working, no use of potentially dangerous equipment e.g. chainsaws, protective equipment/clothing, hazardous substances, no working on uneven surfaces, volunteers having mobiles phones with a working signal etc. I enclose for your reference a specimen risk assessment together with some Health &amp; Safety guidance notes. With regard to work by a rivers or busy roads whilst the policy will cover this there is an even greater need for a risk assessment and to ensure the safety of the participants. Only adults should be allowed to undertake work at high risk areas such as rivers or busy roads. If the leaf blower is being used by a volunteer or employee carrying out work on behalf of the Parish Council then the Public Liability cover under the Aviva Policy arranged for the Parish Council will respond to a valid claim in respect of loss or damage to third parties or their property directly due to this activity. Any loss or damage to the leaf blower itself will not be covered and the appropriate insurance in this regard should be arranged by the owner. I trust this clarifies the insurance position on this matter but please contact me again if I can be of further assistance.</p> <p><b>Page 3 Min.45/16 Rubbish/Fly Tipping in Village:-</b> Councillor P. Gale reported he contacted Jim Cleare of Focal and the rubbish is still there <b>Action:</b> Councillor P. Gale to follow up.</p> <p><b>Page 4 Min105/16(2) Hedge Opposite 59-79 Tremodrett Road:-</b> Councillor D. Laishley-Hayward reported that Bill Johnson had cleared this area.</p> <p><b>Page 7 Min136/16 Footpath at Victoria:-</b> Councillor B. Higman reported he had recently spoken to Jerry Edwards and he advised they will go back to discuss the footpath when the road has been decided.</p> <p><b>From AGM Page 2 Min.114/16 Chairman's Report:-</b> Clerk reported the Minutes will be put on the Parish Council Website now approved.</p>	<p><b>Cllr. P. Gale</b></p> <p><b>Clerk</b></p>
152/16	<b>Any letters received for or against any Planning Applications:-</b> None.	
	Councillor M. Edyvean declared a registerable interest in the Planning Minutes of the Meeting held on the 11 <sup>th</sup> May 2016 in respect of Planning Application No. PA16/02429.	
153/16	<b>Planning Applications/Correspondence:- To Confirm Minutes from Planning Sub-Committee Meeting held on Wednesday the 11<sup>th</sup> May 2016:-</b> Chairman of Planning presented a report on applications considered by the Planning Sub-Committee at a meeting held on the 11 <sup>th</sup> May 2016 for confirmation of approval (Proposed: Councillor P. Gale; Seconded: Councillor D. Laishley-Hayward)	

	<p><b>Planning Applications Received:-</b>  <b>PA16/03984 – Mr. Peter Mayhew</b> – Former Workshop currently being used for storage, to be converted into a 3 bedroom dwelling with gable extension on the south gable. Groundworks to improve visibility of the adjacent road and to give residents amenity space, Former Workshop West of Trendale Farm, Trezaise Road, Roche – <b>Support</b> (Proposed: Councillor B. Higman; Seconded: Councillor D. Inch)</p> <p><b>PA16/04860 – Mr. Darran Goldby, Tregothnan Estate</b> – Conversion of redundant agricultural barn to dwelling, Barn at Belowda Farm, Belowda, Roche – <b>Next Agenda and Clerk to request an extension of time</b></p> <p><b>Planning Results Received:-</b>  <b>PA16/00603 – Mr. Adrian Fitzgerald</b> – Change of use of a farm building currently used as a domestic kennels to holding kennels, Tregarrick Fields Farm, Edgcumbe Road, Roche – <b>Approved</b></p> <p><b>PA16/02966 – Mr. &amp; Mrs. Roderick Wedlake</b> – Conversion of garage to annexe accommodation, 25 Parkwoon Close, Roche – <b>Approved</b></p> <p><b>Planning Correspondence:-</b> Email from Cornwall Council Planning – EN16/00868 – The Old Barn, Coldvreath Road, Coldvreath – I can confirm that this case is a duplicate to which Chris Cooper-Young is already dealing with under Reference EN15/02121. I have added your name to complainant list for our records.</p> <p>Councillor B. Higman reported he is keeping an eye on the property called Shalamar on the other side of the old A30, there has been no planning application put in and ready-mix lorries have been to the site. He is concerned that someone is carrying this work out and not putting in planning applications.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p>154/16</p>	<p><b>Monthly Accounts for Approval:-</b> It was proposed that the Council approve the accounts for payment as listed on the attached schedule (Proposed: Councillor Mrs. S. Tippett, Seconded: Councillor B. Higman) Motion Carried</p> <p>Councillor M. Edyvean queried the purchase of the Harness from Griggs, it was agreed this would be discussed in Staffing Closed Meeting.</p> <p>Complete Weed Control – areas not done, courtyard on Firsleigh Park and passed Davids house.</p> <p>Tregarrick Road also was not done. <b>Action:</b> Clerk to follow up with Complete Weed Control.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p>155/16</p>	<p><b>Cemetery Matters (Including (a) Any Memorial/Inscription Applications; (b) Extension to Roche Cemetery; (c) Electricity Connection to Mortuary Building):-</b></p> <p><b>Application for Memorial Slate Tablet:-</b> Application from Lindsay West for a Memorial Slate Tablet for Mr. &amp; Mrs. Jasper, size would be width 43cm x depth 39cm x height 20cm as per design shown. Lindsay West and Paul Jasper confirmed this is for the Ashes Garden and not a gravespace, they apologised for the mix up <b>Action:</b> It was resolved to accept this application pending payment being received (Proposed: Councillor Mrs. S. Tippett; Seconded: Councillor M. Edyvean)</p>	<p><b>Clerk</b></p>

	<p><b>Extension to Roche Cemetery:-</b> Clerk reported that David Alcock had been informed of our agreement to accept the new proposals, nothing further had been heard back to date <b>Action:</b> Keep Pending.</p> <p><b>Electricity Connection to Mortuary Building:-</b> 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. Councillor M. Edyvean to inform Clerk tomorrow of availability <b>Action:</b> Clerk to arrange meeting.</p> <p><b>Waste Bins for Cemetery:-</b> Clerk reported a waste bin had now been ordered for the Cemetery to take General Waste as they did not provide a Compost Waste Bin as everything all goes into one. A 600 litre bin had been ordered to be emptied initially fortnightly with the grass growing so much at the present time and then down to monthly as required.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
156/16	<p><b>Playing Fields:-</b> Councillor M. Edyvean reported they need to arrange a meeting as they have just had a letter from the Bank to ask what they are doing with their funding as there has been no activity on the account.</p>	
157/16	<p><b>Roche Public Conveniences/Bus Shelters/Roche Railway Station &amp; Noticeboards in the Parish/Football Club Car Park:-</b></p> <p><b>Roche Public Conveniences:-</b> No Update.</p> <p><b>Bus Shelters:-</b> Clerk reported the Bus Shelter at Harmony Road had been vandalised and the Environment Warden had been asked to clean up, it was noted that some of the seating had been burnt. Councillor M. Edyvean reported it needs one new board to be replaced after the grass cutting season. It was resolved to ask Justin Oxenham to quote to carry out repairs, Chairman and Clerk to have delegated powers to agree, it should be no more than about £150.00 (Proposed: Councillor B. Higman; Seconded: Councillor D. Inch) <b>Action:</b> Clerk to make arrangements.</p> <p><b>Roche Railway Station:-</b> No Update.</p> <p><b>Noticeboards in the Parish:-</b> No update.</p> <p><b>Football Club Car Park:-</b> Clerk reported quotations had now been received and would be discussed under Closed Matters later this evening.</p> <p><b>Goss Moor Iron Bridge:-</b> Councillor D. Inch wanted to make arrangements for the Iron Bridge to be cleared of the offensive graffiti <b>Action:</b> Councillor P. Gale to follow up with the Focal Group.</p>	<p><b>Clerk</b></p> <p><b>Cllr. P. Gale</b></p>
158/16	<p><b>Footpath Signs/Matters (Including Footpath for Victoria):-</b> Email received from Luxulyan Parish Council - At our Parish Meeting we were advised that it is not possible for Cornwall Council to renew the closure notice on our Footpath 408/10/1 and your 412/4/1. They will have to decide a permanent solution to the problem of impassibility and in Luxulyan Parish there is opposition to permanent closure. Closure Notice from 2/12/12 to 14/11/16. I am afraid I have not investigated this footpath. Could you please advise Luxulyan Parish Council of the state of the footpath and your Parish Council's plans, if any? <b>Action:</b> Clerk to respond advising we have no knowledge of the closure in writing, we are waiting for information from James Clapp of Cornwall Council and to ask who she had the information from.</p>	<p><b>Clerk</b></p>



	If it is Cornwall Council's problem we believe they must make the footpath safe and be responsible for it and any resulting insurance claims. Our Environment Warden visited a few weeks back and got stuck after about 30 feet.	
159/16	<p><b>Renewal of Leases/Section 52/106 Agreements:-</b></p> <p><b>Renewal of Leases:-</b> Clerk reported she was still waiting to hear from Darran Goldby of Tregothnan Estates regarding the 20 or 25 year lease <b>Action:</b> Keep Pending and Clerk to follow up as necessary.</p> <p><b>Section 52/106 Agreements:-</b> Gilley's application was discussed earlier.</p>	Clerk
160/16	<b>Feasibility of a Parish Office:-</b> Councillor B. Higman reported he would speak to David Alcock to draw up some designs.	
161/16	<b>Resignation and Vacancy of Parish Councillor:-</b> Clerk reported no applicants had come forward to date.	
162/16	<b>Police Liaison Group Meetings &amp; Representatives:-</b> It was resolved that Councillor P. Gale represents the Parish Council (Proposed: Councillor B. Higman; Seconded: Councillor D. Inch) Motion Carried	Clerk
163/16	<b>Articles for Parish Council Website:-</b> Website is updated monthly and any items to be included to forward to the Parish Clerk.	
164/16	<p><b>Correspondence – Clerk listed correspondence and actions required:</b></p> <ol style="list-style-type: none"> <li>1. Mrs. A. Kerr – Parking in St. Michaels Way <b>Action:</b> Clerk to respond advising we unfortunately are responsible for this area, our local PCSO has looked at and they are not responsible and inform them to write to Tregothnan Estates who may in turn pass them to English Nature. Your local Cornwall Councillor J. Wood has confirmed it is an adopted road (Proposed: Councillor D. Inch; Seconded: Councillor Mrs. S. Tippett)</li> <li>2. Steve Double – Operators of Toilets</li> <li>3. Hags Play Equipment (Councillor M. Edyvean)</li> <li>4. Cornwall Council – Planned Road Closures for surfacing, patching and surface dressing starting on the 16<sup>th</sup> May for the County.</li> <li>5. Cornwall Council – Cornwall Devolution Newsletter</li> <li>6. Cornwall Council – One Public Transport System for Cornwall</li> <li>7. The Copyright Licensing Agency Ltd - CLA Public Administration Licence - Copyright Compliance for Town &amp; Parish Councils</li> <li>8. Cornwall Council – A30 to St. Austell Link Road Exhibitions – Questionnaire – Have your Say</li> <li>9. Rachel Crozier, CAG Consultants – Drop in Event in Lanivet Church Hall on 8<sup>th</sup> June from 2.00 to 5.00pm.</li> <li>10. Cornwall Council – Communities &amp; Devolution Bulletin – Special Bulletin with a briefing about Cornwall Electoral Review</li> <li>11. Cornwall Council – Communities &amp; Devolution Bulletin – Bank Holiday Choose Well Bulletin</li> <li>12. Lisa Grigg, Cornwall Council – Community Led Local Development – Community Engagement</li> <li>13. Lisa Grigg, Cornwall Council – Sexual Health Commissioning Consultation</li> <li>14. David Cubitt – Draft Withiel Neighbourhood Plan</li> <li>15. Great Western Railway - GWR's Community Fund Now Live for Funding Applications</li> <li>16. Cornwall Council – Community Led Local Development – Community Engagement</li> <li>17. Cornwall Council – Sexual Health Commissioning Consultation</li> </ol>	Clerk

	<p>18. Cornwall Council – Communities &amp; Devolution Bulletin – Special Bulletin on Shaping the future of health and care in Cornwall and the Isles of Scilly</p> <p>19. Cornwall Sports – Rounders and Netball in Poltair School</p> <p>20. Paul Lai – Petition to Help Reduce Suicides</p> <p>21. Range of letters complaining held on file, Parish Council to discuss under Staffing Matters – Closed Items.</p>	
<b>165/16</b>	<b>To arrange any Sub-Committee Meetings required:-</b> Finance Sub-Committee Meeting to be arranged, along with any other Sub-Committee Meetings required.	<b>Clerk</b>
<b>166/16</b>	<b>Any Other Urgent Business:-</b> Councillor D. Inch reported on bins being used on Fore Street, there appears to be a trail of litter from the shops <b>Action:</b> Next Agenda.	<b>Clerk</b>
<b>167/16</b>	<p><b>Date of next Meeting:-</b> Wednesday the 13<sup>th</sup> July 2016 at 7.00pm in the ICT Suite, Tregeagle Building, Roche CP School.</p> <p>There being no further business to discuss the meeting closed at 9.17pm</p>	

Signature: .....

Chairman

Date: 20<sup>th</sup> July 2016