

ROCHE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD

IN THE MAIN HALL OF THE ROCHE VICTORY HALL

ON MONDAY, 1ST JUNE 2026 AT 6.30PM

Present

Cllr. D. Inch (Chairman)	Mrs. J. Burdon (Parish Clerk)	Cllr. B. Kretowicz (Vice-Chairman)
Cllr. Mrs. S. Tippet	Cllr. P. Dunn	Cllr. P. Kent
Cllr. G. Rowe	Cllr. D. Brown	Cllr. M. Edyvean
Cllr. M. Taylor	Cllr. Mrs. A. King	4 Members of Public

111/26	Apologies for non-attendance:- Councillor D. Yelland.	
112/26	Public Forum (Including any report from Cornwall Councillor if received):- Four members of the public in attendance. Steph Good, Project Coordinator for Neighbourhood Watch in Devon and Cornwall, reported on the slides that had been circulated by the Clerk. Neighbourhood watch is about community connection; we all feel stronger when we are part of a unit. Broken Windows Theory – if, for example, on your street, a building or house that has been shut down, broken windows, cars in the garden, there is the likelihood that criminal behaviour can occur, meaning people cause damage as they do not believe they will be challenged. She discussed crime prevention areas also. It was agreed to include on the next agenda to take forward and discuss further with Steph Good Action: Clerk. A member of the public raised planning for Criggan House (previously Sunnyview) and circulated photos and information. There is none of the original cottage remaining, as it fell down when renovating. The roof is only standard height. Councillor M. Taylor advised that it was the domination over the extension in comparison with the building, and he suggested they talk to their architect to come up with a solution, as the Parish Council are not against extending. Member of the public left the meeting at 6.46pm. Member of the public from Kingsley Developments talked regarding PA25/01049 and explained that time has gone by since they purchased the site, and the original consent is now not viable, and Cornwall Council had agreed to consider reserved matter variances. They still believe it is not viable with any affordable housing and have compromised, and it will produce three discounted units, the remainder being open market dwellings. Steph Good left the meeting at 7.56pm.	Clerk
113/26	Members' Declaration of Interest on items raised on the Agenda/Requests for Dispensation:- None.	
114/26	Confirmation of the Minutes of the Monthly Meeting held on the 11th May 2026:- Resolved the Minutes of the Monthly Meeting held on the 11 th May 2026 as circulated, were confirmed as a true and accurate record and duly signed by the Chairman (Proposed: Councillor B. Kretowicz; Seconded: Councillor P. Dunn) All in Favour.	

115/26	Matters Arising from the Monthly Minutes from Meeting held on the 11th May 2026:- Page 2 Min.222/25 Footpaths and Wooden Stiles:- Update received from Neil Sandland advising the contractor is providing details of the self-closing gates that will replace the stiles, and the works will be progressed shortly. He will update once he has a more definitive programme Action: Keep Pending for an update and Clerk to keep Cornwall Councillor S. Trevelyan informed to also follow up as necessary. Page 2 Min.84/26 Bollards on the verge at Edgcumbe Road:- Cornwall Council Highways responded, advising that the site visit did not reveal a significant issue of vehicle parking along the verge. There is evidence of overrunning on the corner, as shown, but this is likely because road users are parking inside the junction of the parking area. To place a bollard here would cause obstruction unless vehicles are restricted from parking inside the junction area. Page 5 Min.102/26 Damaged Rocking Horse:- Clerk reported quotes were pending, although Chair advised that our Contractor was going to establish whether the equipment could be repaired in the meantime Action: Keep Pending.	Clerk Clerk
116/26	To RECEIVE consultation response requests and to RESOLVE a response. Formal requests from the planning authority received before the start of the meeting will be considered, including Results/Correspondence/Any Letters received for or against any Planning Applications:- <u>Planning Application Received:-</u> PA26/03403 – Jess Dowrick National Grid – Overhead Electricity Lines for upgrading the existing pole-mounted transformer 432372 located adjacent to Trerank Cottage, Roche, from 25kVA to 50kVA, including the replacement of the existing pole 43XFE18, Trerank Cottages, Roche – Support (Proposed: Councillor D. Inch; Seconded: Councillor G. Rowe) All in Favour. <u>Planning Results Received:-</u> PA25/06413 – Carbis Wharf West LLP – Change of use of 6 no. existing holiday let cottages to unrestricted residential dwellings (Units 1-5 and 7), the erection of a bin and cycle store and retrospective permission for the regulation of conversion works, The West Dry, Carbis, Roche – Approved PA26/00925 – A.E. Stuart & Sons – Extension to the existing MOT centre at Victoria Business Park, including an additional TACO bay, a northern wing with storage, and revised vehicle access and parking arrangements for HGV's and staff/visitors, Stuarts Truck and Bus, Victoria Business Park, Roche – Approved PA25/02420 – Mr. Tim Martin – Submission of details to discharge Condition 8 in respect of Decision Notice PA23/00807 dated 22/1/26, Bre Tregarrek, Land off Edgcumbe Road, Roche – S52/S106 and discharge of condition apps PA26/02509 – Mr. Ian Armstrong – Application for Permission in Principle for residential development of up to 4 dwellings (minimum of 3, maximum of 4), Land North East of Hewg Rosva, Roche – Withdrawn <u>Planning Correspondence:-</u>	Clerk

	PA25/01049 – Kingsley Developments – ‘Reserved Matters application for access, appearance, landscaping, layout and scale, following outline consent PA18/11742 dated 16/7/20’ without compliance of Conditions 1, 2, 3 and 4 of Decision Notice PA23/01083 dated 24/8/23, Land at Thornton Close, Roche – Parish Council to go with the Affordable Housing Team recommendations (Proposed: Councillor B. Kretowicz; Seconded: Councillor M. Taylor) All in Favour. Councillor M. Edyvean reported on stair-casing and where the funds go when these are bought out. For instance, the development on the Withiel junction paid off the Section 106, and no funds came into the village at all. He would like to find out where the Section 106 funds go to and the process Action: Clerk to ask the question first to Adam Birchall, and then we can ask about the Withiel road site. Member of the public left the meeting at 7.05pm. Cornwall Council – Neighbourhood Policy Statement (to be discussed under closed session this evening).	Clerk Clerk																																																
117/26	Monthly Accounts for Approval for June 2026, including monthly bank reconciliation and budget monitoring:- It was proposed that the Council approve and accept the accounts for payments as circulated on schedule for June 2026, including agreement with the bank reconciliation and budget monitoring as reported (Proposed: Councillor Mrs. A. King; Seconded: Councillor B. Kretowicz) All in Favour. <table border="1"> <tr> <td>Salaries, Pensions, National Insurance, Income Tax and Expenses</td><td>£2,646.37</td><td>June 2026</td></tr> <tr> <td>Lloyds Bank – Monthly Bank Charges</td><td>£8.50</td><td>May 2026</td></tr> <tr> <td>AJH Services – Public Conveniences Clean</td><td>£508.95</td><td>May 2026</td></tr> <tr> <td>Crystal Clear Limited Bus Shelter Cleaning</td><td>£70.00</td><td>May 2026</td></tr> <tr> <td>British Gas – Toilets</td><td>£57.04</td><td>5/4/26-4/5/26</td></tr> <tr> <td>Wayne Kendall</td><td>£1,140.00</td><td>Maintenance</td></tr> <tr> <td>Roche Brass Band</td><td>£500.00</td><td>Grant</td></tr> <tr> <td>Dowrick Electrical Limited</td><td>£1,013.41</td><td>Electrical works</td></tr> <tr> <td>Hiscox Insurance</td><td>£401.38</td><td>June 2026</td></tr> <tr> <td>Crystal Clear Limited – Waste Bin Emptying</td><td>£776.64</td><td>May 2026</td></tr> <tr> <td>Barbara Goraus – Internal Audit Fee</td><td>£360.00</td><td>2025-2026</td></tr> <tr> <td>Jamie Thomas – Trf to Income & Expenditure</td><td>£300.00</td><td>2025-2026</td></tr> <tr> <td>Roche Victory Hall – Hire Hall</td><td>£33.00</td><td>June 2026</td></tr> <tr> <td>Roche Victory Hall – Post Office Cont.</td><td>£86.66</td><td>June 2026</td></tr> <tr> <td>Receipt:- Lloyds Bank - Interest</td><td>£14.39</td><td>May 2026</td></tr> <tr> <td>Receipt:- Kerrow Memorials - Memorial</td><td>£299.00</td><td>Ringrose</td></tr> </table>	Salaries, Pensions, National Insurance, Income Tax and Expenses	£2,646.37	June 2026	Lloyds Bank – Monthly Bank Charges	£8.50	May 2026	AJH Services – Public Conveniences Clean	£508.95	May 2026	Crystal Clear Limited Bus Shelter Cleaning	£70.00	May 2026	British Gas – Toilets	£57.04	5/4/26-4/5/26	Wayne Kendall	£1,140.00	Maintenance	Roche Brass Band	£500.00	Grant	Dowrick Electrical Limited	£1,013.41	Electrical works	Hiscox Insurance	£401.38	June 2026	Crystal Clear Limited – Waste Bin Emptying	£776.64	May 2026	Barbara Goraus – Internal Audit Fee	£360.00	2025-2026	Jamie Thomas – Trf to Income & Expenditure	£300.00	2025-2026	Roche Victory Hall – Hire Hall	£33.00	June 2026	Roche Victory Hall – Post Office Cont.	£86.66	June 2026	Receipt:- Lloyds Bank - Interest	£14.39	May 2026	Receipt:- Kerrow Memorials - Memorial	£299.00	Ringrose	Clerk
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118/26	Conflict of Interest with BDO LLP External Auditors:- Resolved to respond advising there are no conflicts of interest (Proposed: Councillor G. Rowe; Seconded: Councillor D. Brown) All in Favour Action: Clerk to send to External Auditors and advertise accordingly.	Clerk																																																
119/26	Approval of Annual Accounts and Bank Reconciliation for the year ending 31st March 2026:- Resolved to approve the Annual Accounts and Bank Reconciliation for the year ending 31st March 2026 as set out, which were duly signed by the Chairman and Clerk (Proposed: Councillor G. Rowe; Seconded: Councillor D. Brown) All in Favour Action: Clerk to send to External Auditors and advertise relevant statement advising that the accounts are unaudited at this time, as per regulations.	Clerk																																																

120/26	Approval of Section 1 of Annual Return – Annual Governance Statement 2025/2026:- Resolved to approve Section 1 of the Annual Return as set out (Proposed: Councillor G. Rowe; Seconded: Councillor D. Brown) All in Favour Action: Clerk to send to External Auditors and advertise relevant statement advising that the accounts are unaudited at this time, as per regulations.	Clerk
121/26	Approval of Section 2 of Annual Return – Accounting Statements 2025/2026:- Resolved to approve Section 2 of the Annual Return as set out (Proposed: Councillor G. Rowe; Seconded: Councillor D. Brown) All in Favour Action: Clerk to send to External Auditors and advertise relevant statement advising that the accounts are unaudited at this time, as per regulations.	Clerk
122/26	Internal Auditors Report for the year ending 31st March 2026:- Resolved to approve the Internal Auditors Report for 2025/2026, noting there were no actions required and to advertise on the website (Proposed: Councillor G. Rowe; Seconded: Councillor D. Brown) All in Favour Action: Clerk.	Clerk
123/26	Confirm the period for exercise of Public Rights as required by Accounts and Audit Regulations:- Resolved to confirm the period for the exercise of public rights as required by the Accounts and Audit Regulations and advertise accordingly (Proposed: Councillor G. Rowe; Seconded: Councillor D. Brown) All in Favour Action: Clerk.	Clerk
124/26	Appointment of Internal Auditor for Accounts ending 31st March 2027:- Resolved to appoint our current contractor for our internal audit for year ending 31 st March 2027 for the fee of £360.00 per annum (Proposed: Councillor G. Rowe; Seconded: Councillor D. Brown) All in Favour Action: Clerk.	Clerk
125/26	Review and adopt the following Annual Policies (a) Investment Strategy; (b) Segregation of Duties Matrix; (c) Model Standing Orders; (d) Code of Conduct; (e) Statement of Internal Control; (f) Risk Management Policy; (g) Risk Assessment; (h) Asset Register; (i) List of Regular Payments for the year. Under delegated powers (j) Model Financial Regulations (Note: List of Reserves & Reserves Policy to be actioned at the same time as setting the precept):- Resolved to adopt policies as circulated and deal with Reserves Policy when reviewing the precept (Proposed: Councillor G. Rowe; Seconded: Councillor D. Brown) All in Favour Action: Clerk.	Clerk
126/26	Cemetery Matters:- Memorial Applications approved by the Clerk:- Kerrow Memorials – New Memorial – John Robert Ringrose - Approved	
127/26	Roche Village Recreation Areas/Land/Property owned and under discussion (Including Roche Public Open Space – Update on Devolution of assets (a) Glebe Quarry Grazing Land; (b) Land at Tregeagle Road (nearby Pebbles Nursery); (c) Land at Tregarrick Road (nearby Dukes Court); (d) Land at Farrow Fordh (nearby Finsbury Rise); (e) Public Conveniences):- Clerk reported we had agreed to take on the bins and now waiting on the Roche Cricket Club to submit a transfer and send legal fees to be paid to the Parish Council as originally agreed Action: Keep Pending and follow up as required. Chair suggested following up and point them towards a Solicitor if they still have not appointed one.	Clerk
128/26	Footpath Signs/Matters/Highways/Bus Shelters:- Cornwall Council – Enhanced LMP Grants for 2026-2027 available for Parish Councils. Clerk had contacted our Contractor for recommendations on any additional work to the footpaths required, and is still waiting for a response Action: Clerk to follow up with Patrick Balcombe and David Edwards for any recommendations of work required and then pass to our Contractor for a quote to be submitted.	Clerk

129/26	Minor Repairs/Works in the Parish that may arise/Village Regeneration Works/Working Party for the Village:- None.	
130/26	Articles for Parish Council Website/Update on Village Newsletter:- No update.	
131/26	Correspondence – Clerk listed correspondence and actions required:- 1. NALC – Events Newsletter 2. NALC – Chief Executive’s Bulletins 3. Great Western Railway - Date of GWR's transfer into public ownership confirmed 4. Cornwall Council Planning - Neighbourhood Priorities Statement Presentation 5. Cornwall Council - Good Growth News - Kernow Industrial Growth Fund 6. Great Western Railway - Mid-Cornwall Metro - launching Sunday 17th May 2026 7. Jackie Bull - People's Emergency Briefing - Film Show Invitation on Saturday, the 6th June 2026 at the Holy Trinity Church, St. Austell at 3.00pm 8. Eden Project - Clay Walk Festival 2026 Promotional Material 9. CALC – Training update for June to October 2026 10. National Highways Limited - National Highways: A30 Innis Down to Victoria 11. NALC - Legal Bulletin and advise notes 12. NALC - Help shape the future of the sector 13. CALC – Training update – Planning, Finance, Communications, Schedule Training Sessions and e-learning modules and Cornwall Council portal 14. Cornwall Council Pensions - Employer Bulletin - SCAPE Rate Change 15. Cornwall Council Pensions - May 2026 Employer Newsletter 16. Cornwall Council Pensions - i-Connect Newsletter May 2026 17. Cornwall Council - Cormac Meet the Team Summer Workshops 18. Lorraine Harrison – In-post Lockers Action: Clerk to respond, suggesting Lorraine speak to the Coop directly to ask if they would be willing to host this in their car park. 19. Cornwall Council – Weed Treatment update advising no funds available	Clerk
132/26	To arrange any Sub-Committee Meetings required:- None.	
133/26	Any Urgent Matters the Chairman considers relevant for this meeting:- None.	
134/26	Date of next Meeting:- Monday, 6 th July 2026 at 6.30pm to be held in the Roche Victory Hall Large Main Hall, Roche Victory Hall. There being no further business to discuss, the meeting closed at 7.30pm.	

Signature:

Chairman

Date: 6th July 2026