

# ROCHE PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING

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

ON WEDNESDAY, 10<sup>TH</sup> MAY 2017 AT 7.05PM

Present	Cllr. P. Ames (Chairman)	Mrs. J. Burdon (Parish Clerk)	Cllr. M. Edyvean (Vice-Chairman)
	Cllr. B. Higman	Cllr. Mrs. S. Tippet	Cllr. Mrs. I. Northey
	Cllr. D. Inch	Cwll. Cllr. J. Wood	Cllr. Mrs. J. Oxenham
	Cllr. S. Harries	PCSO S. Tibbles	1 Member of Public

Minute	AGENDA ITEMS	Action
97/17	<b>Apologies:-</b> Councillor Ms. A. Carne.	
98/17	<p><b>Monthly Neighbourhood Beat Manager Report:-</b> Report from PCSO S. Tibbles. Report as follows:-</p> <ul style="list-style-type: none"> <li>• Crime Figures for the period from 12<sup>th</sup> April to the 10<sup>th</sup> May 2017 – Criminal Damage = 6; Theft = 1; Burglary = 2; Assaults = 6; Possession of Drugs = 1; Total Crimes = 16.</li> <li>• Email circulated by Clerk from PCSO S. Tibbles as follows – Letter from Mrs. Angie Kerr - Following our telephone conversation on Monday May 8th, I spoke with you about the parking problems in St. Michaels Way, Roche. We are inundated with visitors to Roche Rock parking anywhere along St. Michaels Way and this has been an ongoing problem for more than 10 years. I had a telephone conversation with Cornwall Councillor John Woods in April and he informed me that you could take action against people parking outside our properties. Roche Rock is a tourist attraction and hereby requires a proper parking area, an idea would be the Sports and Social Car Park, which is large as well as being a safer option to access Roche Rock. The old RS development site on the entrance of St. Michaels Way, could also be used as a parking area for visitors, especially with the lorries coming through the estate for building purposes. The first part of St. Michaels Way is an eye sore and has been like this for approximately 7 years. The bit of waste land next to number 8 seems to be abandoned by everyone and never gets cut, although it belongs to Tregothnan Estate and there are still no bollards up as you pass through Tregagle by the play area. Hedges are overgrown and it makes the estate look very untidy. My Husband and I moved here after serving 22 years with the British Army, and to start with it was a lovely area to live, but now it seems that putting up new houses is more important than looking after the home-owners whom are already here.</li> <li>• He advised this will probably be his last meeting for a while as he has been seconded for the next four months. There will not be a dedicated PCSO taking over from him, as this will be changing for all areas. Councillor B. Higman proposed a letter be sent advising we are deeply regretting the situation we find ourselves in as we have had a Officer around 10 ½ years and vandalism has diminished considerably during this time and to lose something in a growing village like Roche is horrendous and we would now be disadvantage and we would object to this most strongly. Our current PCSO has built up relations with youngsters in the Village which has strongly stopped vandalism. We are concerned that we had not been officially informed and found out at a Parish Meeting that our PCSO would not be attending our future meetings.</li> </ul>	

	<p><b>Action:</b> Letter to Crime Commissioner. Chairman thanked PCSO for all his hard work over the years.</p> <p>Chairman thanked Cornwall PCSO S. Tibbles for attending the meeting and reporting to the Parish Council.</p>	<b>Clerk</b>
99/17	<p><b>Monthly Cornwall Councillor Report:-</b> Cornwall Councillor J. Wood reported as follows:-</p> <ul style="list-style-type: none"> <li>• Whilst he was out canvassing he saw the Post Box had been bricked up and he chased up as he is concerned that there is no replacement provided, leaving nowhere to post a letter in Roche. He read a response received advising they will take every effort to resolve the situation. It was resolved to send a letter requesting a new Post Box is required in the centre of the village, also requesting all existing boxes around the village are retained <b>Action:</b> Clerk to action.</li> <li>• Bollards – Clerk has sent an email confirming we support this proposal.</li> </ul> <p>Chairman thanked Cornwall Councillor J. Wood for attending the meeting and reporting to the Parish Council.</p>	<b>Clerk</b>
100/17	<p><b>Public Forum:-</b> None.</p>	
101/17	<p><b>Members Declaration of Interest on items raised on the Agenda/Requests for Dispensation:-</b> None.</p>	
102/17	<p><b>Election of Chairman and Vice Chairman and Declaration of Acceptance of Office:-</b> Councillor P. Ames was nominated for the position of Chairman (Proposed: Councillor B. Higman; Seconded: Councillor D. Inch)</p> <p>Councillor M. Edyvean was nominated for the position of Vice-Chairman, he duly accepted and signed his Declaration of Acceptance of Office (Proposed: Councillor Mrs. I. Northey; Seconded: Councillor Mrs. S. Tippet)</p> <p><b>Action:</b> Clerk to inform Cornwall Council of the positions for their records.</p>	<b>Clerk</b>
103/17	<p><b>Election of Sub-Committees:-</b> Sub-Committees agreed as follows with Chairmen:-</p> <p><b>Finance:</b> Councillors P. Ames (Chairman of Finance), Mrs. S. Tippet, M. Edyvean, B. Higman, Ms. A. Carne, Mrs. I. Northey, D. Inch, Mrs. J. Oxenham, S. Harries</p> <p><b>Burial:</b> Councillors Mrs. I. Northey (Chairman of Burial), P. Ames, Mrs. S. Tippet, B. Higman, M. Edyvean, Ms. A. Carne, D. Inch, Mrs. J. Oxenham, S. Harries</p> <p><b>Footpaths:</b> Councillors Mrs. S. Tippet, M. Edyvean, Ms. A. Carne, Mrs. J. Oxenham</p> <p><b>Planning:</b> Councillors M. Edyvean (Chairman of Planning), P. Ames, B. Higman, Mrs. S. Tippet, Ms. A. Carne, Mrs. I. Northey, D. Inch, Mrs. J. Oxenham, S. Harries</p> <p><b>Playing Fields:</b> Councillors M. Edyvean, P. Ames, Mrs. S. Tippet, D. Inch, Ms. A. Carne, S. Harries, Parishioners - PCSO Steve Tibbles, Martin Tippet, Parish Clerk</p> <p>(Proposed: Councillor B. Higman; Seconded: Councillor M. Edyvean) It was agreed to keep the same this year, and to review as and when Sub-Committee Meetings are held. Chairmen to remain as in place as per current on Sub-Committees, to ensure the Website is up to date, changes to be made as and when Sub-Committee first meets and appoints a Chairman.</p>	
104/17	<p><b>Election of Representatives:-</b> Representatives agreed as follows:-</p> <p><b>China Clay Area Committee:</b> – Councillors Mrs. J. Oxenham, Mrs. I. Northey, P. Ames</p>	

	<p><b>Par &amp; Newquay Branch Line:</b> Councillor B. Higman</p> <p><b>Roche Sports Complex:</b> It was resolved to delete this Sub-Committee and reform if needed in the future (Proposed: Councillor D. Inch; Councillor B. Higman)</p> <p><b>Roche Victory Hall Management Committee:</b> Councillor S. Harries <b>Action:</b> Clerk to inform Roche Victory Hall.</p> <p><b>Press Officer/Representative on Parish Magazine:</b> Councillor Ms. A. Carne with some assistance from Councillor B. Higman as required.</p> <p><b>Roche Aid in Sickness Charity Trust:</b> Councillor Mrs. S. Tippett (Proposed: Councillor D. Inch ; Seconded: Councillor J. Wood)</p>	<b>Clerk</b>
105/17	<p><b>Confirmation of Parish Minutes/Meeting held on the 17<sup>th</sup> April 2017:-</b> Resolved the Minutes of the Monthly Meeting held on the 17<sup>th</sup> April 2017 as circulated be approved and signed by the Chairman (Proposed: Councillor B. Higman; Seconded: Councillor D. Inch)</p>	
106/17	<p><b>Matters Arising from the Monthly Minutes of the Meeting held on the 17<sup>th</sup> April 2017:-</b></p> <p><b>Page 2 Min.45/17 Parking outside on pavement by Chemist and Post Office:-</b> Councillor J. Wood reported the situation with the bollards as per email circulated should hopefully resolve this problem.</p> <p><b>Page 2 Min.148/16 EN16/00912 – Land North of Lower Colbiggan Farm, Roche – Alleged ground works, erection of screening, stationing of a shipping container and caravan being used as residential accommodation, also the construction of an animal shelter:-</b> Clerk reported an update had been received from Jonathan Stoneman as follows - I have met with the owner last week to discuss the PCN, which I am expecting to receive back in the coming week. Then with his answers in the PCN I will have a meeting with my manager to decide what to do next with the case <b>Action:</b> Keep Pending and follow up.</p> <p><b>Page 2 Min.58/16 Community Disaster Plan:-</b> Clerk reported no responses had been received to date from the Special Edition of the Parish Magazine. Clerk reported following a staff appraisal, as one of her objectives she would review the documentation and establish what is required and ask each Councillor to follow up and find contacts and report back <b>Action:</b> Meeting to be arranged with Councillors Mrs. I. Northey, B. Higman and J. Wood once all information in.</p> <p><b>Page 2 Min.204/15 Damaged Fingerpost Sign next to Memorial:-</b> Clerk reported an update had been received as follows - We have found a drawing of the finger post, which clearly shows "Bugle 2". It is from a book we have, so it has been under our noses all the time. We have been looking at archive material and photos, but no luck there. But this drawing has only just been discovered, and it is good we have at last struck gold. I have sent this off to Irons Brothers with a note <b>Action:</b> Keep Pending.</p> <p><b>Page 2 Min.279/14(8) Caravan behind Trees with Bus on Old A30 – EN15/00258:-</b> Clerk reported there had been no update received again. Councillor M. Edyvean reported that Withiel have had a planning application for this site for looking after stray dogs and cats and Withiel Parish Council have supported this. Councillors were concerned that we had not been asked for our views on this as a neighbouring parish and as we have been querying this for several years now with no responses <b>Action:</b> Keep Pending and Clerk to express our concerns to Cornwall Council, Clerk to wait to hear from Councillor M. Edyvean with planning number.</p>	<p><b>Clerk</b></p> <p><b>Clerk/ Cllrs</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>

<p><b>Page 3 Min.256/16 Contingency Plan for Clerk:-</b> Clerk reported she had today received a signed contract from Susan Theobald, Clerk to St. Wenn &amp; Lesnewth Parish Councils. Lynn Clarke, St. Dennis Clerk agreed it sounds like a great idea and she would not mind helping out but would put forward to the Parish Council to see what they say as they have two part time people but there could be the odd occasions where it could fail. Clerk to St. Enodor advised she already had something informal in place with Wendy at St. Mewan, so I had asked whether we could make between the three of us and waiting a response <b>Action:</b> Keep Pending for any future responses or accept Susan Theobald, to have a couple of Parish Clerks in place.</p>	<b>Clerk</b>
<p><b>Page 3 Min.4/17 Great Western Railway Grant:-</b> Chairman reported the original proposal submitted was that we would supply £50,000 and GWR would supply a grant of £120,000. Each year we have renewed the grant based on the same figures. A couple of months ago they said they had awarded £13,000 and we thought may be it was meant to be £130,000 but the figure of £13,000 was for surveying the road. He spoke to them following our last meeting and advised that matched funding had not been suggested it was £120,000 from them and £50,000 from the Parish Council, advising there appeared to have been a misunderstanding at their end. He has not heard anything further from them, it is rather disappointing <b>Action:</b> Keep Pending and Chairman to follow up for any further developments.</p>	<b>Chair</b>
<p><b>Page 3 Min.52/17 Biffa Cancellation:-</b> Clerk reported an email had been received from Biffa as follows – Thank you for recently contacting us to discuss your account with Biffa. We trust that the Business Improvement Specialist has satisfactorily addressed your needs (where applicable) the requested changes have now been processed. Should you have any further queries please do not hesitate to contact us. Councillor M. Edyvean reported he had reviewed the prices and it appears there is no real difference in costing and he believes now it has settled down it appears to be working fine. It was resolved to remain with Biffa (Proposed: Councillor M. Edyvean; Seconded: Councillor Mrs. I. Northey) <b>Action:</b> Clerk to confirm we will remain with them under our current contract.</p>	<b>Clerk</b>
<p><b>Page 3 Min.58/17 Land Registration of land at Roche Football Club:-</b> Clerk reported she had been through paperwork and contacted Councillor B. Higman and offered him to look through also. She had also advised that Jack Burdon had offered to sit down and give him any information regarding the original project if required.</p>	
<p><b>Page 5 Min.74/15 Purchase of a new Strimmer:-</b> Councillor M. Edyvean reported the strimmer has been acquired at a cost of £200.00 plus vat and it was delivered yesterday and he will take to him when he has his next day off as he needs to go through a few matters. Apart from that the four bins have not been acquired as yet.</p>	
<p><b>Page 5 Min.74/15 Solar Grant to Roche CP Samba Band:-</b> Email received from Jeremy Walden, Headteacher as follows – Thank you and the Parish Council for the cheque for £1,500 for Samba Drums most gratefully received. We cannot wait to purchase the instruments and begin our Samba drumming. We will, of course, forward the copies of receipts required as requested.</p>	

	<p><b>Page 5 Min.74/15 Solar Grant to Roche Cricket Club:-</b> Letter received from Ian Harvey, Roche Cricket Club as follows – I would like to once again thank the Members of the Parish Council for granting us funding towards our new electronic scoreboard after the recent vandalism incident. I can also confirm that I have received the cheque in the post. The two funding awards we have received this year are very much appreciated by the Club as we know that there is only so much money to go around. We are trying our best to provide sporting facilities to make our players and supporters, as well as the village as a whole, proud and your support goes a long way towards helping us to achieve that. I will ensure that a report and the associated receipts are sent to you when the new scoreboard is purchased.</p> <p><b>Page 6 Min.76/17 Order of parts for Basket Swing Play Equipment:-</b> Clerk reported acknowledgement has been received and the expected date for delivery is the 19<sup>th</sup> May 2017.</p> <p><b>Previous Minutes – Solar Grant to Roche Football Club:-</b> Email from Matt Lean as follows - Just an update on the mower, we have not as yet been able to source one within our price range but are hoping we will soon. We thought we had one last week but the price we were quoted of £8,000 was before VAT so this made it too expensive for our budget. I will keep you up to date on this. I also wanted to notify you of a couple of other bits. Firstly the park has had two cuts so far and will be getting a third this week. Secondly we are hoping to hold a car boot sale at the Club on Saturday 20th May from 10.00am – 1.00pm.</p>	
107/17	<b>Any letters received for or against any Planning Applications:-</b> None.	
108/17	<p><b>Planning Applications/Results/Correspondence (To (a) Confirm Minutes from Planning Sub-Committee Meeting held on the 12<sup>th</sup> April 2017 and acceptance of contents and any Matters Arising; (b) Confirm Minutes from Planning Sub-Committee Meeting held on the 19<sup>th</sup> April 2017 and acceptance of contents and any Matters Arising):-</b></p> <p>Chairman of Planning presented a report on applications considered by the Planning Sub-Committee at a meeting held on the 12<sup>th</sup> April 2017 for confirmation of approval, noting there were no matters arising (Proposed: Councillor M. Edyvean; Seconded: Councillor D. Inch)</p> <p>Chairman of Planning presented a report on applications considered by the Planning Sub-Committee at a meeting held on the 19<sup>th</sup> April 2017 for confirmation of approval, noting there were no matters arising (Proposed: Councillor M. Edyvean; Seconded: Councillor Mrs. I. Northey)</p> <p><b>Planning Results Received:-</b> None.</p> <p><b>Planning Correspondence Received:-</b> Cornwall Council – Planning Induction Training. Clerk suggested Councillors book themselves in by completing the form and emailing as advised.</p>	Cllrs
109/17	<b>Monthly Accounts for Approval (Including (a) Updating of Asset Register as circulated by Email; (b) Computer Equipment and Equipment for Planning; (c) Updating Bank Signatories for the Parish Council; (d) CALC Membership 2017-2018):-</b>	

It was proposed that the Council approve the accounts for payments as listed below as circulated on schedule (Proposed: Councillor P. Ames; Seconded: Councillor B. Higman) Motion Carried

Salaries, Pensions, National Insurance, Income Tax and Expenses	£3,313.70	Bank Transfers 17,18,19,20,34
Truro & Penwith Academy Trust	£1,500.00	002172
Roche Cricket Club	£3,500.00	002173
Lions Club of Roche	£1,200.00	002174
J. W. Edyvean	£10.00	Bank Transfer15
AJH Services - Toilet Cleaning	£380.20	Bank Transfer21
Liberty Political	£3,688.70	Bank Transfer22
Cornwall Council	£54.00	DD23
British Gas	£19.99	Bank Transfer24
Mrs. J. Burdon	£59.99	Bank Transfer25
M.A. Grigg Limited	£42.61	Bank Transfer26
Biffa Waste Services Ltd	£74.54	Bank Transfer27
Truro & Penwith Academy Trust	£16.00	Bank Transfer28
Liberty Political	£1,850.52	Bank Transfer29
Liberty Political	£200.00	Bank Transfer30
Liberty Political	£194.40	Bank Transfer31
DMC IT	£45.00	Bank Transfer32
Cornwall Council	£2,815.96	Bank Transfer33
BP Fuel Cards – 06/05/2017	£58.40	DD35
<b>Receipt:-</b> Lloyds Bank	£0.52	Interest
<b>Receipt:-</b> Lloyds Bank	£0.44	Interest
<b>Receipt:-</b> Groundwork UK	£6,562.00	N/Plan Grant
<b>Receipt:-</b> Clean Earth Limited	£16,000.00	Solar Funding

Clerk

**Updating of Asset Register:-** Email received from our Insurers as follows - I note your question therein and would firstly advise that the Public Liability section of the Aviva Policy arranged on behalf of your Parish Council provides automatic cover at no additional premium for all land that is either owned by the Parish Council or is their responsibility to maintain due to the terms of a lease/licence or other legal document. In the event that someone sustains an injury due to a defect with the land and it can be proven that the Parish Council is legally liable for the incident the policy will respond to any resultant claim. If cover is required to insure any assets on the land, such as fencing and gates, against loss or damage we can provide a Quotation in this regard upon receipt of the current replacement value of these items but it is extremely rare for the land itself to be insured as the possibility of it being damaged by an insured peril is very remote and the possibility of establishing a replacement value (as opposed to a market value) virtually impossible. With regard to the items shown in your Asset Register it may be possible for a property professional such as a Chartered Surveyor to calculate a replacement value in respect of the surfaces of the Tennis Courts and Car Park but it would be for the Council to make a judgement as to viability given the remoteness of an insured loss occurring weighed against the cost of coverage. I trust this clarifies the position but please contact me again if you have any further questions. It was resolved to note the contents of the letter (Proposed: Councillor J. Wood; Seconded: Councillor Mrs. I. Northey) **Action:** Clerk to note all pieces of land for £1.00.

Clerk

	<p><b>Computer Equipment and Equipment for Planning:-</b> Clerk reported leasing had been looked into and it was not feasible. She had looked at three types of computer systems with Dinah Crellin and they ranged from £700.00 to £1,000.00 plus software and installation. There was also at the recent Staff Appraisal Meeting a discussion on the Website and it was suggested the software could be upgraded to a new style to improve the website. It was resolved to the Clerk purchases a computer suitable for her needs (Proposed: Councillor D. Inch; Seconded: Councillor B. Higman) <b>Action:</b> Clerk to action.</p> <p><b>Bank Signatures for Parish Council:-</b> It was resolved to ensure the following are signatories, Chairman, Vice-Chairman, D. Inch, J. Wood, Clerk (Proposed: Councillor B. Higman; Seconded: Councillor Mrs. I. Northey) <b>Action:</b> Clerk to action.</p> <p><b>CALC Membership 2017-2018):-</b> Clerk reported the annual fee to join this Association would be £869.45 including vat of £101.43. It was resolved to contact a couple of other Parish Councils to see what benefits they have with this membership on whether it was good value for money (Proposed: Councillor J. Wood; Seconded: Councillor Mrs. S. Tippett) <b>Action:</b> Clerk to action.</p> <p><b>Applications Received for Grants/Donations from Solar Funding received to date:-</b>  <b>Roche Sports &amp; Social Club</b> – An application had been received dated April 2017 from Roche Sports &amp; Social Club <b>Action:</b> Clerk to include on the June Agenda and inform Joanne Dunn and circulate to Councillors to view.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
110/17	<p><b>Approval of Annual Accounts for the year ending 31<sup>st</sup> March 2017 (as per emailed and prior to Internal Auditor attending):-</b> It was resolved to adopt the Annual Accounts for the year ending 31<sup>st</sup> March 2017 pending the Internal Auditors Report and confirm thereafter (Proposed: Councillor D. Inch; Seconded: Councillor J. Wood)</p>	
111/17	<p><b>To (a) Review and Approve Risk Management Policy; (b) Review and Approve Standing Orders and Chairmanship; (c) Review and Approve the Model Code of Conduct for Parish and Town Councils; (d) Review and Approve Financial Regulations; (e) Review and Approve Statement of Internal Audit; (f) Review of Investment Strategy; (g) Review of Segregation of Duties:-</b></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 but amending Internal Auditors name to Mr. Paul Roberts  Review and Approve Statement of Internal Audit – as per last year  Review of Investment Strategy – as per last year  Review of Segregation of Duties – as per last year</p> <p>It was resolved to accept all as set out (Proposed: Councillor B. Higman; Seconded: Councillor John Wood) Motion Carried</p>	

112/17	<p><b>Cemetery Matters (Including (a) Any Applications for Memorials or Inscriptions; (b) Benches in Cemetery; (c) Extension to Roche Cemetery:-</b></p> <p>Councillor Mrs. I. Northey reported she has been tackled about the gardens and flower beds in the Cemetery and concerns have been expressed with regards the gardens not being kept clean and tidy. Chairman reported we are looking for an assistant to help Councillor M. Edyvean to help over-see the Environment Wardens work on a weekly basis, this can be discussed during staffing. Councillor J. Wood asked whether we should bring someone in to help clear the Cemetery and these flower beds. Councillor M. Edyvean reported the ash garden needs raking desparately but the black matting underneath has become damaged over the years. Councillor J. Wood requested a full Parish Council Site Visit in the Cemetery before the next meeting to show we are doing something about this. A site meeting was arranged for 5.00pm on Monday the 15<sup>th</sup> May for Councillors to attend and discuss what needs to be done, apologies from Councillor D. Inch and the Clerk.</p> <p><b>Benches in Roche Cemetery:-</b> Councillor M. Edyvean reported this can be discussed at the site meeting next Monday.</p> <p><b>Extension to Roche Cemetery:-</b> No update. Councillor M. Edyvean reported that Mike Morcom has given the land but at the present moment in time there may be some changes the way the land is laid out, there is a 106 Agreement on the land and at the present time it is not costing us anything to manage it has Mike Morcom is farming it still <b>Action:</b> Keep Pending and Clerk to request the land agreed is formalised now and if in the future it changes, we can look at changes then and then to remove from the minutes. Clerk to follow up with David Alcock to request the finalisation of the land and to go through Land Registry and is very grateful that Mike Morcom is farming it presently and would be happy to pay the £1.00 annual rent (Proposed: Councillor B. Higman; Seconded: Councillor M. Edyvean)</p>	<p>Cllrs</p> <p>Clerk</p>
113/17	<p><b>Playing Fields:-</b> Councillor Mrs. S. Tippet reported they now need to sit down and look at the plans.</p> <p><b>Payment from Development of Trezaise Chapel:-</b> Councillor M. Edyvean reported the funding will be used from this development and in due course an application will be put forward once figures are known, possibly later this month <b>Action:</b> Councillor M. Edyvean to establish figures so the application can be completed.</p>	Cllr. M. Edyvean
114/16	<p><b>Roche Public Conveniences (with a view to works on updating/painting)/Bus Shelters/Roche Railway Station &amp; Noticeboards in the Parish:-</b></p> <p><b>Roche Public Conveniences:-</b> Councillor B. Higman reported he had looked at the toilets advising he has seen some in a worse state. They could do with a coat of paint and a spring clean. Clerk to approach Steve for painting inside and out and ask Cleaner if she could give an annual Spring Clean with bleach (Proposed: Councillor B. Higman; Seconded: Councillor D. Inch) <b>Action:</b> Clerk to action.</p>	Clerk



	<p><b>Bus Shelters:-</b> Councillor M. Edyvean reported on bus shelters advising that Cormac had said they would get someone to look at them <b>Action:</b> Clerk to follow up. Councillor D. Inch reported the bus shelter near the Goss Moor is full of rubbish and needs clearing <b>Action:</b> Councillor M. Edyvean to request the Environment Warden clears it out. It was proposed to obtain a quotation from a Window Cleaner for the Bus Shelters in the village <b>Action:</b> Councillor D. Inch to obtain a quote. It was resolved once the quote has been received for works to be carried out using delegated powers (Proposed: Councillor B. Higman; Seconded: Councillor Mrs. S. Tippett)</p> <p><b>Roche Railway Station:-</b> No Update.</p> <p><b>Noticeboards in the Parish:-</b> Councillor J. Wood showed a sample of a noticeboard in Gorran Haven and suggested a new style to replace ours which is now looking somewhat dated <b>Action:</b> It was proposed that Councillor J. Wood speaks with Rachael Wakeman for a quotation for the design of Roche Rock and the footpaths (Proposed: Councillor D. Inch; Seconded: B. Higman)</p> <p>Councillor B. Higman requested an item for the next agenda Street/Road Signs in the Village – Cleaning <b>Action:</b> Next Agenda.</p>	<p>Clerk Cllr. M. Edyvean Cllr. D. Inch</p> <p>Cllr. J. Wood</p> <p>Clerk</p>
115/17	<b>Footpath Signs/Matters (Including Footpath for Victoria):-</b> No update.	
116/17	<p><b>Renewal of Leases/Section 52/106 Agreements:-</b></p> <p><b>Renewal of Leases:-</b> No update.</p> <p><b>Section 52/106 Agreements:-</b> No update.</p>	
117/17	<b>Feasibility of a Parish Office:-</b> No update <b>Action:</b> Councillor B. Higman to follow up with David Alcock.	Cllr. B. Higman
118/17	<b>Street Lighting for Old Lane and location of two additional lights:-</b> Chairman reported on the costs to put up one street light which was all that was recommended. Councillor B. Higman proposed we would want the two lights in situ and ask for costs for necessary groundworks, delegated powers to be given to Chairman and Vice-Chairman as long as within the budget provided (Proposed: Councillor B. Higman; Seconded: Councillor J. Wood) <b>Action:</b> Clerk	Clerk
119/17	<b>Parish Councillor Vacancy following Nomination Process:-</b> Clerk reported there was still one vacancy and an advertisement had been put up on the noticeboard and she would now include in the newsletter and website and await applicants to come forward.	
120/17	<b>Parish Councillors Code of Conduct Training Sessions:-</b> Clerk reported dates had been circulated and this was mandatory for any new Councillors and useful as a refresher for existing Councillors. Councillors D. Inch, Mrs. J. Oxenham and S. Harries have already booked.	Cllrs
121/17	<b>To discuss the Parish Council Meeting Venue for the future:-</b> Councillor B. Higman reported that we originally moved from the Victory Hall to the Tregeagle Suite and it was sufficient but since we have moved to the Dennison Centre it has not been so good. He would like to recommend we revert back to the Roche Victory Hall Committee Room, there is wifi and a suitable place for showing the plans. Clerk to make arrangements with Terry Tabb for the next meetings and cancel the meetings for Dennison Centre. Update the Parish Magazine and Website (Proposed: Councillor Mrs. S. Tippett; Seconded: Councillor Mrs. I. Northey) <b>Action:</b> Clerk	Clerk

122/17	<p><b>Articles for Parish Council Website:-</b> To include the Parish Councillor Vacancy and update Parish Councillor details and contact numbers, including Committees, Solar Farm Accounts, Meeting Venue, Parish Council agreed to visit Cemetery and look at Bus Shelters. Neighbourhood Plan – Thanks to people for their over-whelming support. Also Chairman’s Annual Report to be included.</p>	Clerk
123/17	<p><b>Correspondence – Clerk listed correspondence and actions required:-</b></p> <ol style="list-style-type: none"> <li>1. Cornwall for Change – Newsletter April 2017</li> <li>2. Cornwall Council – Communities &amp; Devolution Newsletter – Safeguarding Training; Cornwall Councillor draft Customer Promise; Council Tax Bills; Village of the Year 2017</li> <li>3. Came &amp; Company Insurance – Spring Council Matters 2017</li> <li>4. Cornwall Council – Bulk Order Road Closures – 2016/2017 Surface Dressing Works</li> <li>5. Cornwall Council – Amended Bulk Order Road Closures 2017/18 for Surface Dressing Works</li> <li>6. Hags Magazine</li> <li>7. Cornwall Council – Pre-Application Community Engagement – Special Planning Newsletter</li> <li>8. Rospa – Outdoor Routine Playground Inspection Training Courses</li> <li>9. Reef Television – Channel 4 – Village of the Year with Penelope Keith – Is the UK’s Village of the Year in Cornwall?</li> <li>10. SWH Cornwall – Discounted Sale Home - 67 St. Michaels Way, Roche</li> <li>11. Clerks &amp; Councils Direct Magazine (Councillor Mrs. S. Tippett)</li> <li>12. Daniel Eley – CLA Public Administration Licence – Copyright Compliance for Town &amp; Parish Councils</li> <li>13. Councillor Dave Potter – Proposal – Tour of Britain</li> <li>14. Cormac – Request for Bollards, Fore Street, Roche. It was noted the Parish Council had responded supporting the scheme and hoped that funding could be found for the project.</li> <li>15. Shane Gregory – Use of Roche Football Club Car Park for Roche Carnival and Funding. Clerk reported it had been confirmed but he should liaise with the Roche Cricket Club to ensure whether they would be using the Car Park and informed him to complete the necessary application forms for any funding requests</li> <li>16. Lisa Grigg, Cornwall Council – Police &amp; Crime Commissioner – CCTV Information</li> <li>17. Hag – Special Offers for Town, Parish &amp; Community Councils (Councillor Mrs. S. Tippett)</li> <li>18. Cornwall Council – Cornwall Legal and Roche Parish Council: Agreement for the Provision of Legal Services 2017/18. It was resolved to keep this on-going and sign (Proposed: Councillor B. Higman; Seconded: Councillor Mrs. I. Northey) <b>Action:</b> Clerk</li> </ol>	
124/17	<p><b>To arrange any Sub-Committee Meetings required:-</b> Playing Fields Sub-Committee to be arranged by Councillor Mrs. S. Tippett, with available dates.</p>	
125/17	<p><b>Any Other Urgent Business:-</b> Clerk reported she had booked Annual Leave for the 24<sup>th</sup> June to the 2<sup>nd</sup> July and would be out of the country <b>Action:</b> Funeral Directors to be informed and Burial paperwork to be passed to Councillor Mrs. I. Northey.</p>	Clerk

	Councillor J. Wood asked whether the Clerk needed a minutes Clerk at the meetings to assist and requested this be put on the next agenda for discussion <b>Action:</b> Next Agenda.	<b>Clerk</b>
<b>126/17</b>	<b>Date of next Meeting:-</b> Wednesday the 14 <sup>th</sup> June 2017 at 7.00pm in the ICT Suite, Tregagle Building, Roche CP School.  There being no further business to discuss the meeting closed at 8.54pm	

Signature: .....

Chairman

Date: 14<sup>th</sup> June 2017