

ROCHE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

HELD IN THE DENNISON BUILDING, ROCHE CP SCHOOL

ON WEDNESDAY, 12TH APRIL 2017 AT 7.00PM

Present	Cllr. P. Ames (Chairman)	Mrs. J. Burdon (Parish Clerk)	Cllr. M. Edyvean (Vice-Chairman)
	Cllr. Mrs. I. Northey	Cllr. B. Higman	Cllr. D. Laishley-Hayward
	Cllr. Mrs. S. Tippet	Cllr. D. Inch	Cllr. Ms. A. Carne
	Cllr. P. Gale	Cllr. J. Smith	Cwll. Cllr. J. Wood
	PCSO S. Tibbles	2 Members of Public	

Minute	AGENDA ITEMS	Action
65/17	Apologies:- None.	
66/17	<p>Monthly Neighbourhood Beat Manager Report:- Report from PCSO S. Tibbles. Report as follows:-</p> <ul style="list-style-type: none"> • Crime Figures for the period from 8th March to the 12th April 2017 – Criminal Damage = 4; Theft = 1; Burglary = 1; Assaults = 1; Driving Whilst Disqualified = 1; Possession of Drugs = 1; Total Crimes = 9. • Councillor P. Gale noted that following a recent meeting it was advised that all crimes should be reported so records are always correct. He advised he had missed the Police Liaison Meeting and he had received a report back and requested an updated copy of notes/minutes Action: PCSO S. Tibbles to follow up for Councillor P. Gale. • Councillor D. Inch queried whether fly tipping had been followed up in the village with carrier bags, etc., being left around. PCSO S. Tibbles reported he had not witnessed anything but would follow up again. <p>Chairman thanked Cornwall PCSO S. Tibbles for attending the meeting and reporting to the Parish Council.</p>	PCSO S. Tibbles
67/17	<p>Monthly Cornwall Councillor Report:- Cornwall Councillor J. Wood reported as follows:- t</p> <ul style="list-style-type: none"> • Drop Pavement as reported by Councillor D. Laishley-Hayward in Firsleigh Park will not be actioned during this financial year but they are hoping to get it actioned late Summer/Autumn. He has also received further requests for dropped kerbs and he would also follow up. <p>Chairman thanked Cornwall Councillor J. Wood for attending the meeting and reporting to the Parish Council.</p>	
68/17	<p>Public Forum:- Two members of public in attendance. Mr. Ashby asked whether it was still on the plans to close Victoria Road and he asked about a footpath along this stretch and whether it would go ahead? Parish Council are hoping it will. He also asked how the Harmony Road/Edgcumbe Road link will work? Chairman reported there are two separate schemes and explained them in detail. The decision will be actioned by Cornwall Council and not the Parish Council. Cornwall Council have submitted as a case the Roche Scheme to the Government as this was their preferred route out of the schemes proposed. Councillor D. Inch reported the Neighbourhood Plan Sub-Committee had always preferred the Roche Scheme route and had supported in favours of the full bypass for Roche. The plan is to take traffic away from the Village.</p>	
69/17	Members Declaration of Interest on items raised on the Agenda/Requests for Dispensation:- None.	

70/17	<p>Confirmation of Parish Monthly Minutes/Meeting held on the 8th March 2017:- Resolved the Minutes of the Monthly Meeting held on the 8th March 2017 as circulated be approved and signed by the Chairman (Proposed: Councillor B. Higman; Seconded: Councillor D. Inch)</p>	
71/17	<p>Matters Arising from the Monthly Minutes of the Meeting held on the 8th March 2017:-</p> <p>Page 2 Min.45/17 Parking outside on pavement by Chemist and Post Office:- Councillor J. Wood reported he had spoken with the owner of the Post Office about the parking situation and they will take in hand, like they will the Post Office Counter, i.e. the lack of privacy, being next to the Pharmacy. Councillor Mrs. I. Northey reported the large lorries are still parking on the pavements. Cornwall Councillor J. Wood would follow up about getting some large bollards Action: Cornwall Councillor J. Wood to action.</p> <p>Page 2 Min.170/16 Funding towards Footpath at Higher Trezaise:- Clerk reported a response had been received from Rachel Tatlow of Cormac as follows - Your email regarding a footpath for Higher Trezaise has been forwarded to me. I can confirm that we already have on record a request for a footway to connect Higher Trezaise residents with Roche village centre, but I regret that there are currently no funds to carry out this type of improvement work from the highway maintenance budget or Council's Connecting Cornwall:2030 Local Transport Plan. I believe in developing the brief for the A30 to St Austell link, the preferred route would also look to accommodate smaller stand-alone schemes within the existing road network to prevent through traffic and enhance the village centres. These measures include HGV restrictions, widening footways and providing on street parking bays, traffic calming and speed limit reductions to create a low speed environment in village centres. I will ensure that the team working on the project are aware of the importance of this request, for consideration as part of the proposals.</p> <p>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:- Response from Jono Stoneman of Cornwall Council – I visited the site with my colleague and have confirmed the positions of various structures and caravans so will be serving a Planning Contravention Notice in the coming weeks. This is a legal document which if does not get answered we can prosecute the person we have served it to Action: Keep Pending and follow up.</p> <p>Page 3 Min.58/16 Community Disaster Plan:- Clerk reported this had now been sent out in the Special Edition of the Parish Magazine and no reponses had been received to date Action: Meeting to be arranged with Councillors Mrs. I. Northey, B. Higman, J. Wood and P. Gale once information has been received from anyone coming forward from the report in the Parish Magazine.</p> <p>Page 3 Min.204/15 Damaged Fingerpost Sign next to Memorial:- Clerk reported she had followed up again and there are no further developments at this time as they are still waiting for Iron Brothers to dismantle the post Action: Keep Pending and follow up.</p> <p>Page 3 Min.279/14(8) Caravan behind Trees with Bus on Old A30 – EN15/00258:- Clerk reported no further response had been received since last month Action: Keep Pending and follow up.</p>	<p>Cwll. Cllr. J. Wood</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>Page 3 Min.256/16 Contingency Plan for Clerk:- Clerk reported she had received confirmation the Clerks were looking at the forms and discussing and was waiting for completed forms, if not she would approach other Clerks Action: Keep Pending and follow up.</p> <p>Page 4 Min.18/17(15) New BBC2 Show looking for Sentimental Items:- Clerk reported no update had been received to date and she had followed up again and was waiting for a response. It was resolved to leave this in abeyance now as nothing had been heard.</p> <p>Page 4 Min.4/17 Great Western Railway Grant:- Response received as follows – I am delighted to inform you that we have had confirmation from the Secretary of State that your application to the Customer & Communities Improvement Fund, to provide a feasibility study for a new footway between Roche station and Victoria, has been approved. The next stage is to send you a contract, which will detail what the funding will be used to achieve, so we can transfer our funding and get started. Before I do so, could you confirm that you are still in a position to match fund and deliver this scheme? I look forward to hearing back from you. It would be useful to clarify the situation and agreed the Chairman calls on the mobile number provided and update the Parish Council Action: Chairman to action.</p> <p>Page 5 Min.52/17 Biffa Cancellation:- Clerk reported she had received a telephone message asking for the reasons why we wanted to cancel but no further paperwork. Details of a quote had been received from Councillor D. Inch which would be reported under Cemetery's later this evening Action: Keep Pending.</p> <p>Page 6 Min.57/17 Upgrade of Footpath at Criggan Moor:- Councillor P. Gale requested something be included in the Parish Magazine from email received Action: Clerk to action.</p> <p>Page 7 Min.58/17 Land Registration of land at Roche Football Club:- Councillor B. Higman queried whether the Parish Council had any deed paperwork for the small strip of land outside the front of the Roche Football Social Club Action: Clerk to follow up.</p> <p>Page 7 Min.60/17 Article for Parish Magazine:- Clerk reported she had sent an article to the Editor, copying in Cornwall Councillor J. Wood on the 9th March for the Parish Magazine but note it had not been included Action: Clerk to copy in Chairman when sending the next report as confirmation the report has been sent.</p> <p>Page 8 Min.64/17 Co-op Car Park:- It was noted that work had already commenced before a letter had been sent and was now complete.</p>	<p>Clerk</p> <p>Chair</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
72/17	Any letters received for or against any Planning Applications:- None.	
73/17	<p>Planning Applications/Results/Correspondence (To Confirm Minutes from Planning Sub-Committee Meeting held on the 8th March 2017 and acceptance of contents and any Matters Arising):- Plans and Results dealt with in Planning Sub-Committee Meeting earlier this evening.</p> <p>Chairman of Planning presented a report on applications considered by the Planning Sub-Committee at a meeting held on the 8th March 2017 for confirmation of approval, noting there were no matters arising (Proposed: Councillor M. Edyvean; Seconded: Councillor B. Higman)</p>	

74/17

Monthly Accounts for Approval (Including (a) Updating of Asset Register; (b) Computer Equipment and Equipment for Planning; (c) Purchase of a new Strimmer; (d) Lighting for Old Lane; (e) Applications Received for Small Grants/Donations & Solar Funding Grants/Donations):-

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	£2,651.61	Bank Transfers 167,168,169,170,171
AJH Services - Toilet Cleaning	£380.20	Bank Transfer172
Mr. M. Edyvean	£28.96	Bank Transfer173
Truro & Penwith Academy Trust Truro & Penwith Academy Trust	£8.00	Bank Transfer174
British Gas	£22.29	Bank Transfer175
Parish Magazine Printing	£459.00	Bank Transfer176
Mrs. R.A. Wakeman	£90.00	Bank Transfer177
Mr. M. Edyvean	£16.80	Bank Transfer178
DMC IT	£90.00	Bank Transfer2
Cornwall Farm Machinery	£123.34	Bank Transfer3
South West Water	£135.21	Bank Transfer4
M.A. Grigg Ltd	£5.54	Bank Transfer5
Biffa Waste Services Ltd	£81.00	Bank Transfer6
Duchy Cemetery's Limited	£390.00	Bank Transfer7
Duchy Cemetery's Limited	£390.00	Bank Transfer8
Cornwall Council	£7,529.16	Bank Transfer9
Complete Weed Control (South West)	£648.00	Bank Transfer10
DMC IT	£116.71	Bank Transfer11
Roche Victory Hall Social Club	£12.00	002170
Keith Perks & Son Pest Control	£78.00	002171
BP Fuel Cards – 11/03/2017	£64.50	Direct Debit190
BP Fuel Cards – 01/04/2017	£7.22	Direct Debit12
BP Fuel Cards – 08/04/2017	£18.89	Direct Debit13
BP Fuel Cards – 25/03/2017	51.07	Direct Debit194
Cornwall Council	£54.32	Direct Debit14
Receipt:- Cornwall Council	£282.34	Matched Funding
Receipt:- Cornwall Council	£2,255.33	CTS Grant
Receipt:- Cornwall Council	£40,000.00	Half Yearly Precept
Receipt:- Mr. V. Warne	£50.00	Memorial (Warne)
Receipt:- Kerrow Memorials	£50.00	Memorial (Best)
Receipt:- Larcombes Memorials	£50.00	Additional Inscription (Webster)
Receipt:- Cornwall Council	£123.24	Interest
Receipt:- Lloyds Bank	£0.54	Interest

Updating of Asset Register:- It was resolved to include a sum of £1.00 for the Playing Fields, the Cemetery Land was purchased over a period of time, it was suggested checking what Mike Morcom's land would cost to come up with a figure, Tennis Courts, Roche Social Club Car Park, Roche Victory Hall Car Park and Grounds, (Proposed: Councillor B. Higman; Seconded: Councillor M. Edyvean) **Action:** Clerk to talk to our insurers for their opinion for the proper way to value this land and then speak to a Land Valuer if necessary following this.

Clerk

Clerk

	<p>Computer Equipment and Equipment for Planning:- Clerk reported she had been having some considerable continuing problems with the laptop that had been purchased in June 2015 and had Dinah Crellin out a couple of times but the problems still seem to be on-going. It appears most equipment these days only lasts approximately 2-3 years before these problems occur, especially with the regular daily use. She had obtain quotations to replace the equipment. Councillor D. Inch suggested leasing/renting to replace on a yearly basis as this may be the best way forward and to also thing about using the Cloud to save documentation. It was resolved to obtain the cost for leasing/renting (Proposed: Councillor B. Higman; Seconded: Councillor Mrs. I. Northey) Action: Clerk to follow up and speak with Councillor D. Inch.</p> <p>Action: Councillor D. Inch will obtain a different projector to trial to see if it is better than the one we currently have.</p> <p>Purchase of a new Strimmer:- Costs of strimmer details as follows from Cornwall Farm Machinery – 1 Fs55r £195.00 + vat; 2 Fs56rc-e £240.00 + vat. From Screfix machine is poorer quality with no service back-up at a cost of £205.00 including vat. Councillor Mrs. S. Tippett queried whether a trial machine could be obtained for the Environment Warden to use. Councillor B. Higman requested that we use Cornwall Farm Machinery to purchase the machine when agreed (Proposed: Councillor B. Higman; Seconded: Councillor Mrs. S. Tippett) Action: Councillor M. Edyvean to action.</p> <p>Bank Signatures for Parish Council:- Clerk and Chairman reported with changes as from next month, we will need to review the signatories for the Parish Council Bank Account. It was resolved to include on the next Agenda Action: Next Agenda.</p> <p>Applications Received for Grants/Donations from Solar Funding:-</p> <p>Roche CP School Samba Band – It was resolved to allow a grant of £1,500.00 subject to terms and conditions set out in the application for completed, ensuring the equipment remains in Roche School (Proposed: Councillor B. Higman; Seconded: Councillor D. Inch) Action: Clerk to respond accordingly with cheque.</p> <p>Roche Cricket Club – It was resolved to allow a grant of £3,500.00 subject to terms and conditions set out in the application for completion (Proposed: Councillor B. Higman; Seconded: Councillor D. Inch) Action: Clerk to respond accordingly with cheque.</p> <p>Roche Lions – Santa’s Sleigh – It was resolved to allow a grant of £1,200.00 subject to terms and conditions set out in the application for completed (Proposed: Councillor; Seconded: Councillor) Action: Clerk to respond accordingly with cheque.</p>	<p>Clerk/ Cllr. D. Inch</p> <p>Cllr. D. Inch</p> <p>Cllr. M. Edyvean</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
75/17	<p>Cemetery Matters (Including (a) Any applications for memorials or inscriptions; (b) Extension to Roche Cemetery:-</p> <p>Application for Additional Inscription:- Application from Larcombes Memorials for an additional inscription for the late Ivy Maureen Webster Action: It was resolved to accept this application as per our rules and regulations (Proposed: Councillor Mrs. I. Northey; Seconded: Councillor Ms. A. Carne) Motion Carried</p>	<p>Clerk</p>

	<p>Application for Slate Memorial Tablet:- Application from Kerrow Memorials for a slate memorial tablet for the late Donald Keith Best Action: It was resolved to accept this application as per our rules and regulations (Proposed: Councillor Mrs. I. Northey; Seconded: Councillor Ms. A. Carne) Motion Carried</p> <p>Benches in Roche Cemetery:- Councillor M. Edyvean reported one of the benches was not in a state of repair and people have noticed it had been removed and concern was expressed. The bench is beyond repair economically but the question is who repairs them when they have been donated by parishioners? The last bench in the Cemetery only has the life of around 12-18 months. Do the Parish Council have to repair or replace them. Councillor B. Higman suggested a policy is put in place to agree on this. He suggested going back to the people who put them up advising them it is beyond repair and ask what they would like us to do with the plaque on the bench. It was resolved to Councillor M. Edyvean liaise and communicate with people who installed the benches and report back to the Parish Council (Proposed: Councillor M. Edyvean; Seconded: Councillor Mrs. I. Northey) Action: Councillor M. Edyvean to action.</p> <p>Extension to Roche Cemetery:- No update Action: Keep Pending.</p> <p>Waste Collection from Roche Cemetery:- Councillor D. Inch had obtained a quotation from Cornwall Waste Solutions at Victoria, Roche at a cost of £13.00 per lift with a 60Kg weight limit and 0.15p per Kg charge if above, plus vat. Clerk advised the Parish Council are currently paying Biffa £13.50 per lift for a 600L Wheelie Bin plus vat for standard general waste. It was resolved to forward information to Councillor M. Edyvean and include on the next agenda for discussion Action: Clerk to forward and include on the next agenda.</p>	<p>Clerk</p> <p>Cllr. M. Edyvean</p> <p>Clerk</p> <p>Clerk/ Cllr. M. Edyvean</p>
76/17	<p>Playing Fields:- Councillor Mrs. S. Tippett reported she has been speaking to several suppliers regarding new equipment for the Playing Fields. There are a couple of items in the Playing Fields that need replacing and it is hoped that the money from the Trezaise Chapel can go towards this. It was resolved a small Sub-Committee of Councillors M. Edyvean, Mrs. S. Tippett and other members get together and agree what is required and would be best suited to upgrade equipment in the Playing Fields. Councillor Mrs. S. Tippett suggested they would like some fitness equipment and younger children equipment. It was agreed to use the budget in place to purchase what was required and Chairman advised the Parish Council could possibly make a further contribution. Delegated powers were given to the Playing Fields Sub-Committee to agree what is required for the Playing Fields, to use funds available.</p> <p>Councillor Mrs. S. Tippett sent parts and prices for repairs that are required for the basket swing play equipment in the park as follows:- 1 x 5084-020 Pendulum Swing Basket -950mm dia @ £869.00 1 x 4061-091 Chain Assembly - (Single Chain) @ £39.00 Our technical team have also advised that you may need the fixings aswell : 8 x 3621-002 Small 'Dee' Shackle @ £10.00 each x 8 = £80.00 8 x 2223-023 1/8" x 5/8" Sellock Pin @ £0.45 each x 8 = £3.60 Cost including the fixings : Sub Total - £991.16; Carriage - £84.29; Total = £1,075.45 + VAT. It was resolved to place the order for these repairs (Proposed; Councillor D. Inch; Seconded: Councillor Ms. A. Carne) Action: Clerk to place the order for these repairs, copying in Councillors Mrs. S. Tippett and M. Edyvean.</p>	<p>Clerk</p>

	<p>Payment from Development of Trezaise Chapel:- 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 Action: Councillor M. Edyvean to establish figures so the application can be completed.</p>	Cllr. M. Edyvean
77/17	<p>Roche Public Conveniences/Bus Shelters/Roche Railway Station & Noticeboards in the Parish/Football Club Car Park:-</p> <p>Roche Public Conveniences:- Councillor J. Wood asked Parish Council Members to look at the toilets before the next meeting as he believes they need re-painting and possibly tiles removed and whole toilet painted on a regular basis Action: Next Agenda.</p> <p>Bus Shelters:- No update.</p> <p>Roche Railway Station:- No update.</p> <p>Noticeboards in the Parish:- No update.</p> <p>Football Club Car Park:- No update.</p>	Cllrs/ Clerk
78/17	Footpath Signs/Matters (Including Footpath for Victoria):- No Update.	
379/17	<p>Renewal of Leases/Section 52/106 Agreements:-</p> <p>Renewal of Leases:- No update.</p> <p>Section 52/106 Agreements:- No update.</p>	
80/17	Feasibility of a Parish Office:- Councillor B. Higman reported he had met with David Alcock and he has a plan of sizes and he would come up with some ideas before he draws up some plans because he does not want the Parish Council to be involved with intricate drawings if it is not what is required.	
81/17	Street Lighting for Old Lane and location of two additional lights:- It was agreed that two lights be put up, so two to be put up in equal parts in the middle between the two existing Action: Clerk to respond accordingly.	Clerk
82/17	Parish Council Vacancy:- Chairman reported we have two new members joining us in May and we have one vacancy to be filled and an advertisement will be put on the noticeboard. Councillor B. Higman and Chairman thanked out-going Councillors with us this evening, Councillors D. Laishley-Hayward, J. Smith and P. Gale advising if their circumstances change they will be welcomed back as they have been valuable members of the Parish Council Action: Clerk.	Clerk
83/17	Articles for Parish Council Website/Magazine:- No update, discussed earlier.	
84/17	<p>Correspondence – Clerk listed correspondence and actions required:</p> <ol style="list-style-type: none"> 1. Cornwall Council – Communities & Devolution Newsletter – Libraries and One Stop Shops - An Update 2. Peninsula SCITT – Cornwall Teacher Training Information Evening 3. Alan Percy – Business Rates on Public Toilets and Libraries 4. Ben Murray – Civic Day – 17th June 2017 5. Alan Perry – Lack of Increase in LMP – Public Footpaths & Streets since 2007 6. Cornwall Council – Code of Conduct Training 7. Cornwall Council – Communities & Devolution Newsletter – We would like your views on our Draft Customer Promise 8. Natural England – Mid Cornwall Moors Site of Special Scientific Interest – Announcement 	

	<p>9. Cornwall Council – Communities & Devolution Newsletter – A Lottery Winner, Safeguarding and the STP, March Bulletin</p> <p>10. David Crawford – Marketing</p> <p>11. Cornwall Council – Sport England Delivery Bid – Venue Change</p> <p>12. Cornwall Council – LPGS Employer Newsletter</p> <p>13. Rospa Playsafety Limited – Rospa Playsafety Outdoor Routine Playground Inspection Training Courses</p> <p>14. Cornwall Council – LPGS Employee Contribution Bands 2017/18</p> <p>15. Clerk at Mawnan Parish Council – Rural Stiles – Maintaining & Upgrading</p> <p>16. Cornwall Council – China Clay Community Network Panel – Meeting Notes</p> <p>17. Mark Hopwood, GWR – Improvement Work between Reading & Paddington</p> <p>18. Mark Williams, KBM Limited – Building & Maintenance Works</p> <p>19. Cornwall Council – Neighbourhood Planning E-Bulletin</p> <p>20. Cornwall Area of Outstanding Natural Beauty Annual Conference – to be held on Saturday 20th May 2017</p> <p>21. Local Councils Advisory Service – Newsletter</p> <p>22. Paul Heywood, AMV Playground Solutions – Funding for Lanivet Parish Council</p> <p>23. Paul Wood, Cornwall Housing – Web Site Link to Cornwall Housing</p> <p>24. Cornwall Council – Communities & Devolution Newsletter – Council Strategy & Business Plan, Cornwall Planning Partnership Update, City Town & Parish Council Elections, February’s Rural Opportunities Bulletin, Town Parking Review Update</p> <p>25. Amanda Hannon, Police Community Management Officer – Police Liaison Meeting</p> <p>26. The Framework Convention and the Cornish People - Newsletter</p> <p>27. Cornwall Council – Communities & Devolution Newsletter – Appointment of Members to Cornwall Countryside Access Forum</p> <p>28. Energy Advisor – Energy Supply Contracts</p> <p>29. Great Western Railway – Families Travel for Half Price</p> <p>30. Cornwall Council – Communities & Devolution Newsletter – Update on the Town Parking Review, April 2017</p> <p>31. Clay Village Pantomime Award Committee – Letter of Thanks for Small Grant and details of payments made as agreed.</p> <p>32. Roche Cricket Club – Letter of Thanks for Solar Donation and details of payments made as agreed.</p>	
85/17	<p>To arrange any Sub-Committee Meetings required:- Community Disaster Meeting when details received. Planning Sub-Committee Meeting to be held on Wednesday the 19th April 2017 at 7.00pm in the Dennison Centre, Roche CP School, Clerk to arrange.</p>	Clerk
86/17	<p>Any Other Urgent Business:- Councillor B. Higman requested the meeting room be included on the next agenda for discussion Action: Clerk.</p>	Clerk
87/17	<p>Date of next Meeting:- Wednesday the 10th May 2017 at 7.00pm in the Dennison Building, Roche CP School, which will be the Annual General Meeting, including Nominations of Chairman, Vice-Chairman, Officers and Committees.</p> <p>There being no further business to discuss the meeting closed at 8.57pm.</p>	

Signature:

Chairman

Date: 10th May 2017

