

ROCHE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD

IN THE MAIN HALL OF THE ROCHE VICTORY HALL

ON MONDAY, 2ND JUNE 2025 AT 6.30PM

Present	Cllr. D. Inch (Chairman) Cllr. Mrs. S. Tippet Cllr. M. Edyvean 2 Members of Public	Mrs. J. Burdon (Parish Clerk) Cllr. Mrs. A. King Cllr. P. Kent	Cllr. B. Kretowicz (Vice-Chairman) Cllr. P. Dunn Cllr. G. Rowe
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136/25	Apologies for non-attendance:- Councillors M. Taylor and Mrs. L. Harrison.	
137/25	Public Forum:- Two member of public in attendance. Mr. Ivan Tomlin attended to report on the planning application PA25/03540 – Mr. & Mrs. Kevin & Karen Ackrell & Tonkin to be discussed this evening. He detailed reasons for changes.	
138/25	Members Declaration of Interest on items raised on the Agenda/Requests for Dispensation:- None.	
139/25	Monthly Cornwall Councillor Report:- No report received from Cornwall Councillor S. Trevelyan.	
140/25	Confirmation of the Minutes of the Monthly and Closed Meetings held on the 12th May 2025:- Resolved the Minutes of the Monthly and Closed Meetings held on the 12 th May 2025 as circulated were confirmed as a true and accurate record and duly signed by the Chairman (Proposed: Councillor Mrs. A. King; Seconded: Councillor D. Yelland) All in Favour	
141/25	<p>Matters Arising from the Monthly Minutes from Meeting held on the 12th May 2025:-</p> <p>Page 3 Min.253/24 Appeal for Little Trerank:- Response from Cornwall Council Planning advising on the appeal and costs decision.</p> <p>Page 5 Min.126/25 Request to use Football Club Car Park for Funfair:- No response received; Clerk would circulate if received in the next couple of months.</p> <p>Page 7 Min.132/25(27) Park at Finsbury Rise:- Cornwall Council are following this matter up.</p> <p>Previous Minutes – Metro Link changes to the Village:- Update received advising Doug Boden left the Council and Adrian Roper is the new main point of contact for the Mid Cornwall Metro. In terms of an update regarding Roche, Cormac are currently going through the detailed design process for the scheme which will then mean that we can consult on the traffic regulation order for the proposed changes in the next couple of months before any construction work begins in the autumn. There are no significant changes to the design as a result of the public consultation events as the feedback was largely positive and supportive of the proposals Action: Keep Pending. Clerk to request the most up to date plans and following this we can then ask to cross check on the street lighting Action: Clerk.</p>	<p>Clerk</p> <p>Clerk</p>

142/25	<p>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:-</p> <p><u>Planning Applications Received:-</u></p> <p>PA25/03540 – Mr. & Mrs. Kevin & Karen Ackrell & Tonkin – Demolition of existing barn, benefitting from planning permission (Decision Notice PA24/01455) to convert into a residential property, and construction of a replacement dwelling, on a similar footprint, including provision of external garden amenity area, installation of septic tank, block up existing vehicular access and creation of new vehicular access, Coldvreath Stables, Coldvreath, Roche – “Oppose: If they are not retaining any of the original building it is not clear what the grounds are for a new build in the countryside, especially as it is not exceptional design quality and no effort made to follow the Roche Design Guide or Neighbourhood Plan, which we do not believe is out of date as it sits within the current Cornwall Local Plan (which was made June 2017 and not 2016 as stated in the application)” (Proposed: Councillor Mrs. S. Tippet; Seconded: Councillor B. Kretowicz) All in Favour</p> <p>PA25/03666 – Mr. Nathan Fahey – ‘Concrete Batching Plant’ without compliance with Condition 2 of Decision Notice PA22/10990 dated 23/2/2023, Land and Buildings, North East of Shalimar, Victoria, Roche – Support (Proposed: Councillor B. Kretowicz; Seconded: Councillor G. Rowe) All in Favour</p> <p>Mr. Ivan Tomlin left the meeting at 6.55pm.</p> <p><u>Planning Results Received:-</u></p> <p>PA25/01856 – Mr. Paul Mallinder McCormac – Works to Trees covered by a Tree Preservation Order (TPO) - T1, T3 – 2 x Ash – Removal. T2 – Sycamore – Removal. T4, T5, T6 – 3 x Sycamore – Reduction from 15 metres to 13 metres, 12 Fore Street, Roche – Approved</p> <p>PA24/05485 – Mr. Barbery – Submission of details to discharge Condition 3 of Decision Notice PA24/00376 dated 18.3.24, 25 Plas Jowan, Roche – S52/S106 and discharge of conditions apps</p> <p>PA24/09312 – Clive Ould – Conversion of part of barn into custom build residential dwelling, Land and Buildings at Hill House Farm, Roche – Approved</p> <p>PA25/02140 – Mr. Oliver Lobb – Certificate of Lawfulness. Existing to establish the existing works comprising starting the access works, laying kerbs and preparing the sub base for surfacing on the parcel of land which abuts Thornton Close amounted to commencement of the development in respect of planning permission PA23/01083 dated 24/8/23, Land at Thornton Close, Roche – Granted (CAADs, PIPs and Lus only)</p> <p><u>Planning Correspondence Received:-</u> (a) Query asking whether a Parish Councillor can comment on planning applications received if they are unable to attend the scheduled meeting – CALC advised a Parish Councillor can write to the Parish Council for their views to be taken into account.</p>	<p>Clerk</p> <p>Clerk</p>
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	They can also post their comments on the Planning Portal as an individual – but if they do this, they will be pre-determined in any future discussion of the application i.e. 5-day protocol etc; (b) Ivan Tomlin – PA25/03540 Mr. & Mrs. Kevin & Karen Ackrell & Tonkin.																																																																						
143/25	<p>Monthly Accounts for Approval for June 2025, 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 2025, including agreement with the bank reconciliation and budget monitoring as reported (Proposed: Councillor D. Yelland; Seconded: Councillor Mrs. S. Tippet) All in Favour.</p> <table border="1"> <tr> <td>Salaries, Pensions, National Insurance, Income Tax and Expenses</td><td>£2,536.47</td><td>June 2025</td></tr> <tr> <td>Duchy Cemetery's Limited – Interment</td><td>£100.00</td><td>Blood</td></tr> <tr> <td>Lloyds Bank – Monthly Bank Charges</td><td>£8.50</td><td>May 2025</td></tr> <tr> <td>Crystal Clear Limited Bus Shelter Cleaning</td><td>£128.00</td><td>May 2025</td></tr> <tr> <td>British Gas – Toilets</td><td>£52.42</td><td>5/4/25-4/5/25</td></tr> <tr> <td>AJH Services – Cleaning Toilets</td><td>£508.95</td><td>May 2025</td></tr> <tr> <td>Corserv Solutions Limited – Play Inspection</td><td>£129.30</td><td>Quarter</td></tr> <tr> <td>B.E. White Internal Audit Conversion</td><td>£300.00</td><td>2024/2025</td></tr> <tr> <td>Bob Thomas Tarmacadam</td><td>£7,992.00</td><td>Footpath</td></tr> <tr> <td>Duchy Cemetery's Limited – Interment</td><td>£100.00</td><td>Thomas</td></tr> <tr> <td>Withiel Commercials – Welfare Unit (Solar)</td><td>£6,000.00</td><td>Roche Foodbank</td></tr> <tr> <td>Roche Brass Band (Solar)</td><td>£1,000.00</td><td>Bus Travel</td></tr> <tr> <td>Steve's Decorating Service</td><td>£378.25</td><td>Skatepark Materials</td></tr> <tr> <td>Roche Cricket Club – Container (Solar)</td><td>£500.00</td><td>Paint & Materials</td></tr> <tr> <td>Miner Engineering Limited - Barrier</td><td>£376.80</td><td>Metal Loop</td></tr> <tr> <td>Hiscox Insurance – Monthly Insurance</td><td>£330.07</td><td>June 2025</td></tr> <tr> <td>Crystal Clear Limited Waste Bin Emptying</td><td>£662.47</td><td>May 2025</td></tr> <tr> <td>Biffa Waste Services Limited – Cemetery</td><td>£276.16</td><td>May 2025</td></tr> <tr> <td>Roche Victory Hall – Hire Hall</td><td>£30.00</td><td>June 2025</td></tr> <tr> <td>Roche Victory Hall – Post Office Cont.</td><td>£86.66</td><td>June 2025</td></tr> <tr> <td>Receipt:- Wedlake Funerals – Interment</td><td>£260.00</td><td>Thomas</td></tr> <tr> <td>Receipt:- Glenda Cooper – Interment</td><td>£545.00</td><td>Heaton</td></tr> <tr> <td>Receipt:- Roche Cricket Club</td><td>£100.00</td><td>Overpayment</td></tr> </table>	Salaries, Pensions, National Insurance, Income Tax and Expenses	£2,536.47	June 2025	Duchy Cemetery's Limited – Interment	£100.00	Blood	Lloyds Bank – Monthly Bank Charges	£8.50	May 2025	Crystal Clear Limited Bus Shelter Cleaning	£128.00	May 2025	British Gas – Toilets	£52.42	5/4/25-4/5/25	AJH Services – Cleaning Toilets	£508.95	May 2025	Corserv Solutions Limited – Play Inspection	£129.30	Quarter	B.E. White Internal Audit Conversion	£300.00	2024/2025	Bob Thomas Tarmacadam	£7,992.00	Footpath	Duchy Cemetery's Limited – Interment	£100.00	Thomas	Withiel Commercials – Welfare Unit (Solar)	£6,000.00	Roche Foodbank	Roche Brass Band (Solar)	£1,000.00	Bus Travel	Steve's Decorating Service	£378.25	Skatepark Materials	Roche Cricket Club – Container (Solar)	£500.00	Paint & Materials	Miner Engineering Limited - Barrier	£376.80	Metal Loop	Hiscox Insurance – Monthly Insurance	£330.07	June 2025	Crystal Clear Limited Waste Bin Emptying	£662.47	May 2025	Biffa Waste Services Limited – Cemetery	£276.16	May 2025	Roche Victory Hall – Hire Hall	£30.00	June 2025	Roche Victory Hall – Post Office Cont.	£86.66	June 2025	Receipt:- Wedlake Funerals – Interment	£260.00	Thomas	Receipt:- Glenda Cooper – Interment	£545.00	Heaton	Receipt:- Roche Cricket Club	£100.00	Overpayment	Clerk
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144/25	<p>Approval of Annual Accounts and Bank Reconciliation for the year ending 31st March 2025:- It was resolved to approve the Annual Accounts and Bank Reconciliation for the year ending 31st March 2025 as set out, which were duly signed by the Chairman and Clerk (Proposed: Councillor D. Yelland; Seconded: Councillor Mrs. S. Tippet) 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.</p>	Clerk																																																																					
145/25	<p>Approval of Section 1 of Annual Return – Annual Governance Statement 2024/2025:- It was resolved to approve Section 1 of the Annual Return as set out (Proposed: Councillor D. Yelland; Seconded: Councillor Mrs. S. Tippet) 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.</p>	Clerk																																																																					
146/25	<p>Approval of Section 2 of Annual Return – Accounting Statements 2024/2025:- It was resolved to approve Section 2 of the Annual Return as set out (Proposed: Councillor D. Yelland; Seconded: Councillor Mrs. S. Tippet) 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.</p>	Clerk																																																																					

147/25	Internal Auditors Report for the year ending 31st March 2024:- It was resolved to approve the Internal Auditors Report for 2024/2025, noting there were no actions required and advertise on the website (Proposed: Councillor D. Yelland; Seconded: Councillor Mrs. S. Tippet) All in Favour Action: Clerk	Clerk
148/25	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 D. Yelland; Seconded: Councillor Mrs. S. Tippet) All in Favour Action: Clerk.	Clerk
149/25	Appointment of Internal Auditor:- Resolved to appoint our current contractor for our internal audit for year ending 31 st March 2025 for the fee of £360.00 per annum (Proposed: Councillor Mrs. S. Tippet; Seconded: Councillor D. Yelland) All in Favour Action: Clerk.	Clerk
150/25	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 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 Mrs. A. King; Seconded: Councillor Mrs. S. Tippet) All in Favour Action: Clerk.	Clerk
151/25	<p>Cemetery Matters (Including Cemetery and Burial Rights):- Response received from Cornwall Council - Pre-Purchase/Reservation of Plots – It is generally permitted for a Parish Council to decide not to allow the pre-purchase or reservation of cemetery plots. This decision can be made based on the Council's policies and the specific needs of the cemetery. It is important to ensure that this resolution is clearly communicated to the public and that any existing agreements are honoured. Closure to non-parishioners – Yes, under the Local Authorities Cemetery Order 1977 (LACO), burial authorities (which include Parish Councils) have the power to make rules and regulations for the management of cemeteries. This would include: Setting eligibility criteria for purchasing grave plots. Restricting the pre-purchase of graves. And, requiring that purchasers meet certain residency or local connection criteria. Response from CALC - Yes, our understanding is that Councils are free to set out such criteria for eligibility to purchase cemetery plots.</p> <p>Resolved the Clerk follows up with CALC and Cornwall Council wording to close the cemetery to any new non-parishioners – (a) Person(s) need to live in Roche parish to qualify as a parishioner; (b) Lived in the village for a minimum of 10 years (query the recommended number of years), in this case could come back to be interred in the cemetery at a Non-Parishioner fee (person(s); (d) Person(s) who were long standing residents put in Care Homes away from the village would be considered at the Parish Council's discretion; (e) No new Non-Parishioner interments to be permitted; (f) Existing Non-Parishioners that have already pre-purchased and have one interment already would be permitted as already in place; (g) Memorials for Non-Parishioners already purchased and in place would be permitted; (h) No further pre-purchases permitted (apart from those currently being dealt with to be honoured) on any graves or ashes plots (Proposed: Councillor Mrs. A. King; Seconded: Councillor G. Rowe) All in Favour Action: Clerk to liaise with CALC first to establish wording and then inform all Funeral Directors and Memorial Masons and include on noticeboard, website and Facebook pages.</p>	Clerk

	Memorial Applications approved by the Clerk:- Kerrow Memorials for additional pot for the late Bob Thomas - Approved	
152/25	<p>Roche Village Recreation Areas and Land owned and under discussion (Including (a) Update on CCTV and associated works if received; (b) Annual Play Inspection from Rospa if received; (c) Update on Pump Track; (e) Land at Trezaise):-</p> <p>CCTV and associated works:- To be dealt with under closed session this evening. Clerk to send all details to Chairman on what costs we have to date Action: Clerk.</p> <p>Update on Pump Track:- Clerk and Chairman held a site meeting with Maverick and Angel Trails. Paperwork received from Maverick, waiting for a response from Angel Trails Action: Keep Pending. Chairman and Clerk reported on information currently being sought for funding. It was suggested a questionnaire to be compiled and put in coffee cart to establish what villages people are travelling from. Resolved to accept quotation and forward information to planning to ensure all in place (Proposed: Councillor D. Yelland; Seconded: Councillor B. Kretowicz) All in Favour. Parish Council to put CIL Funding, Solar Funds towards this project and also continue to follow up on other funds available. Chairman suggested we would query whether Maverick would be willing to do a slightly larger project for the same costs Action: Clerk to follow up who is on the Incinerator Committee.</p> <p>Councillor Mrs. S. Tippet asked what are we doing for the older people in the village, Chairman reported we expanded park and accessible for older people to safely walk with dogs, etc., expanded cricket ground, looking into the future investing in another village orchard. We have invested in duck pond and opposite and footpaths around church. Within village orchard there will be benches. There will be wild flowering. Money to be spent in the Methodist Chapel. Foodbank building purchased for the parish.</p> <p>Land at Trezaise:- Councillors B. Kretowicz and P. Kent reported there was no update and they would follow up as necessary Action: Keep Pending/Councillor B. Kretowicz.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. B. Kretowicz</p>
153/25	<p>Roche Public Conveniences/Bus Shelters:- Update received advising the location of the shelter on the Old A30 is within works currently being delivered which are delayed due to highway drainage design requirements. The bus shelter is not operational/useable by the public due to the ongoing traffic management in place and development of this scheme and will therefore not be operational/useable by the public until the traffic management is removed. The shelter replacement works are therefore postponed until these works are complete Action: Keep Pending.</p> <p>Bus stop damage by Roche Pharmacy – Response received advising they had requested Fernbank to attend to inspect and make good.</p> <p>Chairman reported he had requested removal of rubbish from bus shelter at Harmony Road.</p>	Clerk
154/25	<p>Minor Repairs/Works in the Parish that may arise/Village Regeneration Works/Working Party for the Village:- Chairman reported our Contractor will be tidying the hedges up in the Playing Fields. We had also spoken to our Decorator and will ask him to view and put in a quote, to ensure using correct powder paint for equipment Action: Clerk.</p>	Clerk

155/25	<p>Footpath Signs/Matters:- Footpath 12 Missing Sign still on the programme of works Action: Keep Pending.</p> <p>Clerk to ask our Grasscutting Contractor to carry out the first footpath cut and look at the overgrown hedge at the bottom of Avenue coming out on Harmony Road Action: Clerk.</p> <p>Clerk to ask our Maintenance Contractor to clear the ditch and grill at the back of the cemetery Action: Clerk.</p> <p>Clerk to ask our Grasscutting Contractor to carry out the first full weed spray of the village, to include war memorial and the wall and entrance and pathway leading in to the Pharmacy Action: Clerk.</p> <p>Clerk to liaise with Cornwall Council in respect of footpath maps with new road going through and request a revised copy Action: Clerk.</p> <p>Wildlife and Countryside Act, 1981 Section 53 Schedule 14 - Application for Modification of Definitive Map and Statement of Rights of Way. Addition of a Restricted Byway at Broadlanes, Roche CP. Cornwall Council is considering an application for an Order under Section 53 of the Wildlife and Countryside Act 1981, to modify the Definitive Map and Statement of Public Rights of Way by the potential addition of a Restricted Byway from Tremodrett Road to Tregonhay Lane at Broadlanes, Roche CP Action: Clerk to acknowledge receipt.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
156/25	<p>Roche By-Pass Scheme and related projects (Including Opening of Bypass and Celebrations):-</p> <p>Road flooding at Harmony Road – Councillor G. Rowe was speaking to a parishioner and Cormac arranged for clearing and rodding drains. Problem appears to arise from Harmony Rise Action: Councillor G. Rowe to follow up with parishioner and report back information to Clerk to report.</p> <p>Opening of Bypass and Celebrations:- Resolved to discuss at a later date Action: Clerk.</p>	<p>Cllr. G. Rowe</p> <p>Clerk</p>
157/25	<p>Articles for Parish Council Website/Newsletter:- Clerk to include relevant details from the meeting this evening Action: Clerk.</p>	<p>Clerk</p>
158/25	<p>Correspondence – Clerk listed correspondence and actions required:-</p> <ol style="list-style-type: none"> 1. NALC – Events Newsletter 2. NALC – Chief Executive’s Bulletin – 15th May, 22nd May, 29th May 2025 3. Great Western Railway - Rail timetable changes this Sunday 18th May 2025 4. Cornwall Council - Affordable Housing Newsletter - May 2025 5. Cornwall Rural Community Council - Clean Cornwall Newsletter, CRCC 6. Rewind Radio - Cornwall Hero Awards – Nominations Now Open 7. Prime plc – Grant Funding available for Cornwall Community Projects 8. CALC – Training Update 9. CALC – Co-option Guidance 10. Cornwall Council Pensions - May 2025 Employer Newsletter 11. The Pensions Regulator – Automatic enrolment 12. NHS Cornwall and Isles of Scilly - Cornwall together: May 2025 13. Cornwall Council Pensions - May 2025 i-Connect Newsletter 14. Cornwall Council - Press release: Long awaited A30 to St Austell link road becomes a reality 	

159/25	To arrange any Sub-Committee Meetings required:- None.	
160/25	Any Urgent Matters the Chairman considers relevant for this meeting:- Chairman said were we cleared Trezaise trees, he was thinking about asking Lanhydrock to plant some shrubs around the village and perhaps some verge work, thinking what the village will look like going forward. Councillors were in agreement with this suggestion.	
161/25	Date of next Meeting:- Monday 7 th July 2025 at 6.30pm to be held in the Roche Victory Hall Large Main Hall, Roche Victory Hall. Chairman mentioned we had discussed moving meetings to 6.00pm for summer months, it was however, agreed to keep at 6.00pm as some would not be able to get to the meetings that early. There being no further business to discuss the meeting closed at 7.43pm.	

Signature:

Chairman

Date: 7th July 2025