

ROCHE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD

IN THE MAIN HALL OF THE ROCHE VICTORY HALL

ON MONDAY, 5TH JANUARY 2026 AT 6.30PM

Present Cllr. D. Inch
(Chairman)
Cllr. Mrs. S. Tippet
Cllr. M. Edyvean
1 Member of Public

Mrs. J. Burdon
(Parish Clerk)
Cllr. P. Dunn
Cllr. G. Rowe

Cllr. B. Kretowicz
(Vice-Chairman)
Cllr. P. Kent
Cllr. M. Taylor

1/26	<p>Apologies for non-attendance:- Councillors Mrs. A. King, D. Yelland, Mrs. L. Harrison.</p> <p>Letter of resignation received from Councillor Mrs. L. Harrison. Resolved that the Clerk start the process of advertising with Cornwall Council and send a letter of thanks to Mrs. Harrison (Proposed: Councillor Mrs. Tippet; Seconded: Councillor B. Kretowicz) (All in Favour) Action: Clerk.</p>	Clerk
2/26	<p>Public Forum (Including any report from Cornwall Councillor if received):- One member of the public in attendance with nothing to raise.</p>	
3/26	<p>Members Declaration of Interest on items raised on the Agenda/Requests for Dispensation:- None.</p>	
4/26	<p>Confirmation of the Minutes of the Monthly and Closed Meetings held on the 8th December 2025:- Resolved the Minutes of the Monthly and Closed Meetings held on the 8th December 2025 as circulated were confirmed as a true and accurate record and duly signed by the Chairman (Proposed: Councillor Mrs. S. Tippet; Seconded: Councillor B. Kretowicz) All in Favour.</p>	
5/26	<p>Matters Arising from the Monthly Minutes from Meeting held on the 8th December 2025:-</p> <p>Page 1 Min.222/25 Footpaths and Wooden Stiles:- Acknowledgement received from Neil Sandland advising the stiles were formally raised as a construction defect. Nothing further was heard regarding the stone stiles Action: Keep Pending for an update and Clerk to send photographs once received, keeping Cornwall Councillor S. Trevelyan informed to also follow up as necessary.</p> <p>Page 1 Min.236/25 Parking in Council House Car Park at Trezaise:- Clerk reported she was still waiting to hear and had followed up again today for an update Action: Keep Pending, Chairman requested any Councillors that could take a photograph if there is already a sign or posts there, and perhaps if so, the Parish Council just purchase a sign.</p> <p>Page 3 Min.267/25 Neighbourhood Plan Meeting:- Clerk reported she was still waiting to hear from Adam Birchall regarding his attendance at a meeting with Councillors Action: Keep Pending.</p>	Clerk Clerk/ Cllrs. Clerk
6/26	<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>Planning Applications Received:-</p>	

PA25/09336 – Mr. Daniel Phelps – Erection of a dwelling (enabling development) – revised design to dwelling approved under Decision No. PA13/07736 with variation of Condition 2 of Decision Notice PA15/11460 dated 1/2/2017, Brynn Mill, Roche – **Notification received advising the application has been made invalid**

PA25/09402 – Mr. Joe Hewitts – Works to trees under a Tree Preservation Order, namely 1) T7618 – Ash tree – Fell, 2) T7619 – Sycamore – Fell, The Rectory, Fore Street, Roche – **Parish Council to go along with the Country Tree Officer’s comments** (Proposed: Councillor M. Edyvean; Seconded: Councillor Mrs. S. Tippett) (All in Favour)

Clerk

Councillor M. Taylor arrived at 8.39pm.

PA25/01268/PREAPP – Matthew Stead – Targeted Planning Performance Agreement for full planning permission for the erection of 175 residential dwellings, including affordable housing, with the provision of vehicular, cyclist and pedestrian access onto Edgcumbe Road (B3274) and Harmony Road, alongside public open space, children’s play area, allotments, sustainable urban drainage systems, hard and soft landscaping and associated infrastructure (Revised Plans), Land North of Harmony Road, Edgcumbe Road, Roche – **The Parish Council have already submitted comments on the planning application but have no concerns regarding a Targeted Planning Performance and attach original objections from last month** (Proposed: Councillor M. Taylor; Seconded: Councillor G. Rowde) (All in Favour)

Clerk

Planning Results Received:-

PA25/05532 – Mr. Alun Kitts – Addition of shower block and 2 disused railway wagons, a shepherd's hut and two caravans for holiday accommodation (part retrospective), Land and Lake North of Rosemellyn Cottage, Roche – **Refused**

PA25/08380 – Mr. M. Morcom – Prior notification of agricultural or forestry development for galvanised steel building, Land at Trerank Farm, Higher Trerank Lane, Roche – **Prior approval not required (PA/AF/TEL/DEM/)**

PA25/06922 – Mr. & Mrs. Philip & Bronwyn Ugalde – External wall insulation and single-storey extensions to existing dwelling: proposed car parking with landscaping and tree/shrub planting; new surface water drainage system; enhancements to biodiversity. Retrospective permission for rebuilding of existing outbuilding to provide car port with solar panels on roof; erection of fencing and gates to screen outbuildings, beyond the garden land of the dwelling, for incidental use to the enjoyment of the dwelling, including hardstanding and porous paving system; extension of the garden land of the dwelling to include the outbuildings and amenity space adjoining the pond; erection of boundary fence, beyond the garden land of the dwelling, along northern boundary of land owned by the applicant and driveway to the house, Somerset House, Hallow, Bugle – **Approved**

PA25/08729 – Mr. Jason Buckland - Submission of details to discharge Conditions 8 (Contaminated Land Risk Assessment), 9 (Remediation) and 20 (Verification) in respect of Decision Notice PA25/04801 dated 16/10/25, 42 Roche Road, Bugle – **S52/S106 and discharge of condition apps**

	PA25/08242 – Mr. Jason Buckland – Non material amendment in relation to Decision Notice PA22/04846 dated 26/6/24 to allow plots 14 to 16 only, to change the 3-bedroom house to be on the western most side of the block of 3 dwellings and the 2-bedroom house to be on the eastern most side of the block, Wheal Rose, Roche Road, Bugle – Withdrawn																																																																									
7/26	Parish Call for Sites Update – November 2025:- Clerk to forward the original email received to the Chairman, and he would follow up with Adam Birchall of Cornwall Council Planning to arrange a suitable meeting Action: Clerk/Chairman.	Clerk/Chair																																																																								
8/26	<p>Monthly Accounts for Approval for January 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 January 2026, including agreement with the bank reconciliation and budget monitoring as reported (Proposed: Councillor B. Kretowicz; Seconded: Councillor G. Rowe) All in Favour.</p> <table border="1"> <tr> <td>Salaries, Pensions, National Insurance, Income Tax and Expenses (Including underpayment of NI)</td> <td>£5,173.98</td> <td>January 2026</td> </tr> <tr> <td>DMC-IT – Website Updating & Transfer</td> <td>£125.00</td> <td>November 2025</td> </tr> <tr> <td>Roche Victory Hall – Refreshments</td> <td>£88.55</td> <td>Chair’s Allowance</td> </tr> <tr> <td>AJH Services – Cleaning Toilets</td> <td>£508.95</td> <td>December 2025</td> </tr> <tr> <td>Lanhydrock Garden Services – Maintenance</td> <td>£1,716.00</td> <td>November 2025</td> </tr> <tr> <td>Lloyds Bank – Monthly Bank Charges</td> <td>£10.50</td> <td>December 2025</td> </tr> <tr> <td>Corserv Solutions Limited</td> <td>£496.81</td> <td>Park Gate Repairs</td> </tr> <tr> <td>Duchy Cemetery’s Limited – Interment</td> <td>£100.00</td> <td>Bennetts</td> </tr> <tr> <td>Crystal Clear Limited Bus Shelter Cleaning</td> <td>£68.00</td> <td>December 2025</td> </tr> <tr> <td>Lanhydrock Garden Services – Maintenance</td> <td>£2,658.00</td> <td>Roche Chapel</td> </tr> <tr> <td>British Gas – Toilets</td> <td>£59.46</td> <td>5/11/25-4/12/25</td> </tr> <tr> <td>Hiscox Insurance – Monthly Insurance</td> <td>£401.38</td> <td>January 2026</td> </tr> <tr> <td>DMC-IT – Website Updating</td> <td>£25.00</td> <td>December 2025</td> </tr> <tr> <td>Biffa Waste Services Limited – Cemetery</td> <td>£153.42</td> <td>December 2025</td> </tr> <tr> <td>Crystal Clear Limited – Waste Bin Emptying</td> <td>£919.97</td> <td>December 2025</td> </tr> <tr> <td>Dignity Funerals Limited</td> <td>£470.00</td> <td>Overpayment</td> </tr> <tr> <td>Roche Victory Hall – Post Office Cont.</td> <td>£86.66</td> <td>January 2026</td> </tr> <tr> <td>Roche Victory Hall – Hire Hall</td> <td>£33.00</td> <td>January 2026</td> </tr> <tr> <td>EDF Energy – Street Lighting</td> <td>£206.13</td> <td>1/11/25-30/11/25</td> </tr> <tr> <td>Receipt:- Lloyds Bank – Interest</td> <td>£7.65</td> <td>December 2025</td> </tr> <tr> <td>Receipt:- Kerrow Memorials</td> <td>£145.00</td> <td>Trethewey</td> </tr> <tr> <td>Receipt:- Drew Memorials</td> <td>£145.00</td> <td>Bennetts</td> </tr> <tr> <td>Receipt:- The Daily Grind (B. Knight)</td> <td>£106.90</td> <td>December 2025</td> </tr> <tr> <td>Receipt:- Cornwall Council – Interest</td> <td>£1,232.38</td> <td>December 2025</td> </tr> </table>	Salaries, Pensions, National Insurance, Income Tax and Expenses (Including underpayment of NI)	£5,173.98	January 2026	DMC-IT – Website Updating & Transfer	£125.00	November 2025	Roche Victory Hall – Refreshments	£88.55	Chair’s Allowance	AJH Services – Cleaning Toilets	£508.95	December 2025	Lanhydrock Garden Services – Maintenance	£1,716.00	November 2025	Lloyds Bank – Monthly Bank Charges	£10.50	December 2025	Corserv Solutions Limited	£496.81	Park Gate Repairs	Duchy Cemetery’s Limited – Interment	£100.00	Bennetts	Crystal Clear Limited Bus Shelter Cleaning	£68.00	December 2025	Lanhydrock Garden Services – Maintenance	£2,658.00	Roche Chapel	British Gas – Toilets	£59.46	5/11/25-4/12/25	Hiscox Insurance – Monthly Insurance	£401.38	January 2026	DMC-IT – Website Updating	£25.00	December 2025	Biffa Waste Services Limited – Cemetery	£153.42	December 2025	Crystal Clear Limited – Waste Bin Emptying	£919.97	December 2025	Dignity Funerals Limited	£470.00	Overpayment	Roche Victory Hall – Post Office Cont.	£86.66	January 2026	Roche Victory Hall – Hire Hall	£33.00	January 2026	EDF Energy – Street Lighting	£206.13	1/11/25-30/11/25	Receipt:- Lloyds Bank – Interest	£7.65	December 2025	Receipt:- Kerrow Memorials	£145.00	Trethewey	Receipt:- Drew Memorials	£145.00	Bennetts	Receipt:- The Daily Grind (B. Knight)	£106.90	December 2025	Receipt:- Cornwall Council – Interest	£1,232.38	December 2025	Clerk
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9/26	<p>Cemetery Matters:- Request received from parishioner to replace a bench in the cemetery. Resolved to approve once established ownership of the existing, if available. Plastic benches were suggested for the whole of the village going forward due to upkeep, and the Clerk would send photos of plastic ones to Councillors before we confirm (Proposed: Councillor Mrs. S. Tippett; Seconded: Councillor P. Dunn) All in Favour Action: Clerk.</p> <p>Memorial Applications approved by the Clerk:- Kerrow Memorials – Additional Inscription – Parva Trethewey - Approved Drew Memorials – New Cremation Plaque – Sarah Victoria Bennetts – Approved</p>	Clerk																																																																								
10/26	Roche Village Recreation Areas/Land/Property owned and under discussion (Including Update on CCTV and associated works if received and Long-term opportunity for catering in the park); Roche Public Open Space:-																																																																									

	<p>Update on Devolution of assets (a) Land at Tregagle Road (nearby Pebbles Nursery); (b) Land at Tregarrick Road (nearby Dukes Court); (c) Land at Farrow Fordh (nearby Finsbury Rise); (d) Public Conveniences:-</p> <p>CCTV and associated works:- Clerk reported confirmation had been received that the CCTV application to Police Commissioners had been approved and we were successful, there was paperwork to complete and return Action: Clerk.</p> <p>Long-term opportunity for catering in the Park:- To be discussed under the closed meeting this evening.</p> <p>Roche Public Open Space – Update on Devolution of assets (a) Land at Tregagle Road (nearby Pebbles Nursery); (b) Land at Tregarrick Road (nearby Dukes Court); (c) Land at Farrow Fordh (nearby Finsbury Rise); (d) Public Conveniences:- Clerk reported a response had been received advising they are working hard on some other project delivery currently, but just to assure the Parish Council that our surveyor is earmarked to visit Roche in the coming weeks to undertake site visits to inform our next stage of activities and keep this one moving forward Action: Keep Pending.</p>	<p>Clerk</p> <p>Clerk</p>
11/26	<p>Footpath Signs/Matters/Highways/Bus Shelters:- Footpath 12 Missing Sign still on the programme of works, and an Officer has been off, and other staff are picking up the projects and putting together the works package for the signage project, confirming this sign is on the list to be done Action: Keep Pending.</p> <p>Cornwall Council – Enhanced LMP Scheme Grant 2025 – Clerk reported our Contractor had quoted, which had now been forwarded to Cornwall Council to confirm acceptance of works Action: Keep Pending.</p>	<p>Clerk</p> <p>Clerk</p>
12/26	<p>Minor Repairs/Works in the Parish that may arise/Village Regeneration Works/Working Party for the Village:- Chairman reported on the land at St. Michaels the Parish Council owns, advising it had been reported by the adjoining neighbour that the fence has blown down. However, on inspection by our Maintenance Contractor and liaison with the Chairman, it appears this is the neighbour's fence. Photographs will be forwarded, and the Clerk to respond accordingly Action: Clerk.</p> <p>Councillor G. Rowe reported the Working Party did a litter collection this weekend, and it was noted that the Biffa bins in the Cemetery have not been emptied Action: Clerk to follow up with Biffa.</p> <p>Fly tipping from the junction of the car park at Victoria Inn all the way round to the junction on the old A30 Action: Clerk to follow up with Cornwall Council, using their online system.</p> <p>Clerk to ask Cornwall Services what their schedule of litter picking on the entrance to and from the services is, as we note a big build-up of litter recently Action: Clerk to follow up with Cornwall Services</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
13/26	<p>Articles for Parish Council Website/Update on Village Newsletter:- Councillor G. Rowe reported the person who was apparently interested in the magazine had an accident, and following this had a second accident, so it is currently on hold. It was suggested that Councillors to have a word around and perhaps suggest a leaflet-style report, say A3 (i.e. 2 x A4). There was a suggestion of a contribution towards printing costs, and for someone to compile and put together.</p>	<p>Clerk</p>

	Putting online and printed versions. In the meantime, Clerk to follow up with John Wood on numbers, i.e. how many copies are currently printed Action: Clerk	
14/26	IT Policy – January 2026 for approval:- Resolved to approve the IT Policy to be updated and circulated by the Clerk and include on the Parish Council website (Proposed: Councillor P. Dunn; Seconded: Councillor M. Edyvean) All in Favour Action: Clerk.	Clerk
15/26	Correspondence – Clerk listed correspondence and actions required:- 1. Great Western Railway - Storm Bram rail travel update 2. NALC – Events Newsletter 3. Cornwall Rural Community Council - Clean Cornwall Newsletter 4. South West Play - Exciting Bundle Offers on High-Quality Play Equipment - Limited Time 5. Cornwall National Landscape – Newsletter 6. NALC - Chief Executive's Bulletin – 11 th December, 18 th December 2025 7. South West Play Limited - Are you looking to put just a small selection of playground items in 8. Cornwall Council - Forest for Cornwall Winter Newsletter 9. CALC – News Bulletin – 18 th December 2025 10. Cornwall Council - Share your views on Cornwall's bus services 11. Cornwall Council - Rural Affordable Housing Forum for Cornwall – Launch Event 12. Cornwall Council Pensions - December 2025 Employer Newsletter 13. Cornwall Council - Consultation PSPO Renewal (Alcohol Consumption in Public Places) 2026 14. CALC – Information Sharing and Information Requests – Visitor Economy Sector Consultation 15. Cornwall Council - China Clay Area & Luxulyan Community Area Partnership – next meeting to be held on Monday 2 nd February 2026 16. Cornwall Council Pensions - Draft Funding Strategy Statement 17. NHS Cornwall & Isles of Scilly - Cornwall together: Season's greetings 18. Great Western Railway - GWR Customer & Community Improvement Fund opens 5 th January 2026 19. Cornwall Council Pensions - Invitation to FSS Webinar – Thursday 15 th January 2026 20. Cornwall Council Pensions - December 2025 i-Connect Newsletter 21. NALC - Open letter to Parish and Town Councils	
16/26	To arrange any Sub-Committee Meetings required:- Chairman reported he asked our Maintenance Contractor to clean up the footpath into the Pharmacy recently, as he himself almost fell over, and then he saw two older ladies come in who had problems also.	
17/26	Any Urgent Matters the Chairman considers relevant for this meeting:- None.	
18/26	Date of next Meeting:- Monday, 2 nd February 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 7.20pm.	

Signature:

Chairman

Date: 2nd February 2026