

# ROCHE PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD

### IN THE MAIN HALL OF THE ROCHE VICTORY HALL

ON MONDAY, 6<sup>TH</sup> JUNE 2022 AT 6.30PM

Present	Cllr. D. Inch (Chairman)	Mrs. J. Burdon (Parish Clerk)	Cllr. G. Rowe (Vice-Chairman)
	Cllr. M. Edvyeane	Cllr. D. Yelland	Cllr. Mrs. L. Harrison
	Cllr. P. Jones	Cllr. M. Taylor	Cllr. Mrs. A. King
	Cwll. Cllr. P. Guest	4 Members of Public	

Minute	AGENDA ITEMS	Action
171/22	<p><b>Apologies:-</b> Councillors Mrs. S. Tippet, Mrs. H. Retallick</p> <p>Councillor M. Taylor sent apologies as he would be late to the meeting this evening.</p> <p>Cornwall Councillor P. Guest sent apologies as he would be late to the meeting this evening.</p>	
172/22	<p><b>Public Forum:-</b> There were four members of the public in attendance.</p> <p>Member of the public raised the property at Trerank and hope the Parish Council have had chance to read their comments from last month. Councillor M. Edvyeane reported he is aware of the comments but the Parish Council have not heard back from the Planning Case Officer, and until a response has been received he does not wish to suspend Standing Orders to discuss further. Member of the public raised further comments which were passed to Councillor M. Edvyeane for information. Chairman reported the Parish Council can only make a decision on what we know and cannot be involved in what Cornwall Council say at this stage. The Parish Council cannot discuss this application until we have heard back from Cornwall Council, as we have made a decision.</p> <p>Member of the public raised the planning application PA22/04981 to be discussed this evening. He had sought pre-planning advice and following this he has now put forward an application for consideration and he just wanted to touch base again with the Parish Council. They have tried to keep the development as much as possible in keeping with the remainder of the hamlet.</p> <p>Chairman thanked members of the public for attending the meeting this evening.</p>	
173/22	<p><b>Appointment and Co-option of Parish Councillor, including Election to Committees and Organisations as necessary:-</b> Chairman reported on the interviews held prior to our meeting this evening. A vote had been held and Mr. Paul Kent had been voted in. Clerk to inform both candidates of the decision in the morning and invite them to the next Parish Council Meeting <b>Action:</b> Clerk.</p> <p>Declaration of Acceptance of Office to be signed by the new Councillor at the next meeting <b>Action:</b> Clerk.</p> <p>Clerk to inform Cornwall Council <b>Action:</b> Clerk.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>

	<p><b>Election of New Member on Sub-Committees and other outside organisations:-</b> It was agreed to send information to new Councillor to inform them they would automatically be on Finance, Burial and Planning Sub-Committees and ask what other Sub-Committees or organisations they would be interested in sitting on and include on the next agenda <b>Action:</b> Clerk.</p>	Clerk
174/22	<p><b>Members Declaration of Interest on items raised on the Agenda/Requests for Dispensation:-</b> Councillor Mrs. A. King declared a non-registerable interest in planning application PA22/04981 for Mr. J. Higman.</p> <p>Councillor D. Yelland declared a non-registerable interest in the pre-planning advice for PA22/00866/PREAPP – Mr. &amp; Mrs. Hawke</p>	
175/22	<p><b>Monthly Cornwall Councillor Report:-</b> Councillor P. Guest reported as follows:-</p> <ul style="list-style-type: none"> <li>• Another month has whizzed by, I am not sure where the time goes. In no particular order, here is what I have been up to.</li> <li>• Obviously, the big breaking news last Friday is that the funds for the A30 Link Road have finally been signed off, I have heard a figure of £80m mentioned but have not had that confirmed. Shovels in the ground as soon as, hopefully, then we can start the conversations about complimentary measures.</li> <li>• There has been a lot of behind the scenes lobbying (or nagging in plain speak) about this and I am grateful for Steve Doubles' work on getting this over the line. A press release will be going out on Monday including links to the latest news on the project. I will make sure it is circulated to you all.</li> <li>• Roger Gates is our new C.L.O. He has had a grand tour of the area and has been fully briefed on the Parish. One item that he has been tasked with is Minorca Lane. My frustration is that since my election there have been a lot of strategic meetings A.K.A. talking shops with very little or no action and progress. Our plan is to change that, we are in the process of setting up an action group which I will be chairing. Roger and I had a fruitful visit to 2 of the sites last week and we had a good meeting with the site owners. A good start and I hope we can make real progress down there.</li> <li>• Following on from the success story that is the skate park, I am in the process of setting up a group in Bugle to refurbish their (rather tatty) park. We have had a lot of A.S.B. issues there and I hope by following your example and involving the youngsters from the start, we will see a drop in A.S.B. and give them something to be proud of. Be sure that I will be picking your brains and expertise as you as a Parish Council delivered such a fine facility.</li> <li>• Work continues on the bus services, I am in regular contact with our M.P. about this and we have had some initial discussions with the Cabinet Member for Transport.</li> <li>• With the Jubilee Bank Holiday Weekend coming up, I will be busy rushing from one celebration to the next and I am bound to bump into some of you on my travels.</li> <li>• I hope you all get a chance to enjoy some of the community 'knees ups'.</li> <li>• Next Tuesday (6<sup>th</sup> June) in the Bugle Sunday School rooms from 11.00 to 13.00 there will be a meeting of various community support organisations from around the County, including the social proscriber from the Clays Practice. I will be there to support, and it will be an excellent opportunity to get Roche and Bugle on the map. These organisations have been impressed by the work carried within our community and if we can get some recognition and possibly funding it will be a morning well spent. There will be a similar event at Treverbyn the following month. You are all invited to come along, there will be biscuits.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Last week saw the first sitting of Cornwall's Youth Parliament. It was a very busy and productive day. As with the initial meeting last year, I was impressed with the knowledge and enthusiasm of the young people involved. I will be mentoring the sub committee who will be focussing on jobs and housing. I am sure that they will come up with some ideas and it will be interesting to see things from their perspective.</li> <li>• You will have heard about the recent Cabinet reshuffle. With hindsight, it was not handled in the best way, but the dust is now settling. Steve Rushworth did a great job, but we are now entering a crucial phase of negotiations about the Shared Prosperity Fund and I am confident that Louis Gardner is the best man to lead on this in his new role as Cabinet member for Economic Growth and Development. Steve will still be supporting in the background.</li> <li>• In closing, I hope you all have a great time celebrating Her Majesty's Platinum Jubilee Celebrations.</li> </ul> <p>Chairman thanked Cornwall Councillor P. Guest for his report this evening.</p>	
176/22	<p><b>Confirmation of the Minutes of the AGM and Monthly Main and Closed Meetings held on the 9<sup>th</sup> May 2022:-</b> Resolved the Minutes of the Monthly and Closed Meetings held on the 9<sup>th</sup> May 2022 as circulated were confirmed as a true and accurate record and to be duly signed by the Chairman (Proposed: Councillor P. Jones; Seconded: Councillor D. Yelland)</p>	
177/22	<p><b>Matters Arising from the AMG and Monthly Minutes of the Meeting held on the 9<sup>th</sup> May 2022:-</b></p> <p><b>Page 4 Min.90/22 CCTV:-</b> Cornwall Councillor P. Guest reported is is still following up and would report back in due course <b>Action:</b> Cornwall Councillor P. Guest. Chairman suggested speaking to Cornwall Councillor P. Guest for signage guidance <b>Action:</b> Clerk.</p> <p><b>Page 4 Min.90/22 Waste Bin for Tremodrett Road:-</b> Cornwall Councillor P. Guest reported is is still following up and would report back in due course <b>Action:</b> Cornwall Councillor P. Guest.</p> <p><b>Page 4 Min.281/21 Remembrance Day Service for 2022:-</b> Clerk reported a Revd. Canon Paul Arthur confirmed there was a meeting of the PCC this evening and he would text the Clerk with the outcome <b>Action:</b> Clerk.</p> <p><b>Page 6 Min.145/22 List of Reserves and Reserves Policy to be adopted:-</b> Clerk reported she had spoken with the Internal Auditor and this has been noted under this annual report this year <b>Action:</b> Clerk and Councillors.</p> <p><b>Page 7 Min.149/22 Fallen Tree in Avenue:-</b> Clerk reported this tree had now been removed by Glebe.</p>	<p>Cwll. Cllr. P. Guest Clerk</p> <p>Cwll. Cllr. P. Guest</p> <p>Clerk</p> <p>Clerk/Cllrs</p>
178/22	<p><b>Planning Applications/Results/Correspondence/Any Letters received for or against any Planning Applications:-</b></p> <p><b><u>Planning Applications:-</u></b></p> <p><b>PA22/03031 – Mr. &amp; Mrs. Kevin &amp; Karen Ackrell &amp; Tonkin</b> – Application for a Lawful Development Certificate for an Existing Use – Existing stables building and store building with concrete yard, Coldvreach Stables, Coldvreach Road, Coldvreach, Roche – <b>Support</b> (Proposed: Councillor G. Rowe; Seconded: Councillor Mrs. L. Harrison)</p>	<p>Clerk</p>

	<p><b>PA22/04821 – Mr. Ian Carter, Ian Carter Builders</b> – Non-material amendment (NMA1) in relation to Decision C2/08/00891 dated 11.11.2008 for change of materials to the rear elevation, footprint of building adjusted, minor adjustments to external wall to moved away from the pub boundary wall and minor adjustments to window and porch positions, Land North of The Rock Inn, Roche – <b>Support</b> (Proposed: Councillor D. Inch; Seconded: Councillor G. Rowe)</p> <p><b>PA22/04634 – Mr. Steven Tomlinson</b> – Construction of a new detached dwelling and garage on infill site with associated works, Land South Sest of Castle View, Cleers, Roche – <b>Roche Parish Council to go along with recommendations of the Highways Officer and Planning Officer</b> (Proposed: Councillor D. Inch; Seconded: Councillor P. Jones)</p> <p>Councillor Mrs. A. King declared a non-registerable interest in respect of the following item and duly left the meeting room:-</p> <p><b>PA22/04981 – Mr. J. Higman</b> – Proposed erection of of a detached dwelling, improvements to the existing vehicular access and the installation of a septic tank, Land East of Tregoss Barn, Tregoss Road, Roche – <b>Support</b> (Proposed: Councillor D. Inch; Seconded: Councillor D. Yelland) Councillor Mrs. A. King returned to the meeting room.</p> <p><b>For Information - PA22/00806/PREAPP – Robert &amp; Maureen Haley</b> – Pre-application advice to build a pair of modest 3 bedroom properties instead of a single 4 bed dwelling previously approved under PA20/07819, Lelanta, Victoria, Roche</p> <p>Councillor D. Yelland declared a non-registerable interest in respect of the following item:-</p> <p><b>For Information – PA22/00866/PREAPP – Mr. &amp; Mrs. Hawke</b> – Pre-application advise for proposed change of use and conversion of existing butchers shop and outbuildings (B2) to four residential dwellings (C3), 7 Fore Street, Roche</p> <p><b>PA22/03391 – Mr. Graham Entwistle</b> – Listed Building Consent for changes to the farmhouse: Replace single glazed wooden windows with double glazed windows. Repalce and enlarge the PVC bathroom roof window. Replace the two existing doors with double glazed doors. Changes to the garden and outbuilding cited in the garden. Add a two-rail wooden fence to the top of the garden wall, secure the laundry and bin rooms. Secure the areas and change the rooms from a pitched roof inside and add a ceiling, with access to the loft space. Changes outside of the curtilage: move the current greenhouse and dismantle and remove the 6ft x 6ft ii). Apply a concrete base and dwarf wall and erect a greenhouse measuring. Concrete to be placed across the top of the field to provide hardstanding for livestock. Install a small garden summerhouse. Relocate the existing (14ft x 8ft) greenhouse to a new location, Lower Colbiggan Farm, Roche – <b>Next Agenda</b></p> <p><b><u>Planning Results Received:-</u></b></p> <p><b>PA22/02827 – Mr. Simon Horton</b> – Demolition of existing sunroom and construction of single storey extension to existing dwelling, Tregraile, 26 Tremodrett Road, Roche – <b>Approved</b></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	<p><b>PA22/00166/PRE – Mr. Nic Southcott</b> – Do I need planning permission to change existing storage/warehouse/factory space to office and storage space, Victoria Commercial Centre, Station Approach, Victoria, Roche – <b>Closed Advice Given</b></p> <p><b>PA21/05080 – Mr. Chris Ford</b> – Advertisement consent for a proposed Greggs sign to be affixed to existing Cornwall Services totem sign, Cornish Gateway Services, Victoria, Roche – <b>Approved</b></p> <p><b>PA22/00283/PRE – Mark Edwards</b> – Request for new Tree Preservation Order(s) (TPO) for a mature beech tree, Land Opposite 1 Mayfield Drive, Roche – <b>Decided to make a TPO (TCA Apps)</b></p> <p><b>Planning Correspondence Received:-</b> Cornwall Council – PA22/03042 for conversion and extension of guest house to 5 dwelling houses and associated works, Victoria Guesthouse, Victoria Road, Victoria, Roche advising the Case Officer has reviewed the submitted plans, however, the access lane does not fall within the red line application site area, therefore, the LPA cannot control or impose conditions regarding the surfacing details.</p> <p>Email from member of the public in respect of PA22/00806. Clerk reported she had explained this was for pre-planning advice only at this stage from the Cornwall Council Planning Officers.</p> <p>Penstraze Lane – Chairman wished to pass on to Cornwall Councillor P. Guest to follow up on who owns the lane <b>Action:</b> Clerk to forward to Cornwall Councillor P. Guest to follow up.</p>	<p><b>Cwll. Cllr. P. Guest</b></p>																																																												
<p><b>179/22</b></p>	<p><b>Monthly Accounts for Approval:-</b> It was proposed that the Council approve and accept the accounts for payments as circulated on schedule, including agreement with the bank reconciliation and budget monitoring as reported (Proposed: Councillor D. Yelland; Seconded: Councillor Mrs. A. King)</p> <table border="1" data-bbox="220 1301 1361 2089"> <tr> <td>Salaries, Pensions, National Insurance, Income Tax and Expenses</td> <td>£2,060.36</td> <td>June 2022</td> </tr> <tr> <td>Microsoft 365</td> <td>£59.99</td> <td>Annual Renewal</td> </tr> <tr> <td>Stephens Scown Solicitors</td> <td>£1,072.80</td> <td>Register Land</td> </tr> <tr> <td>Rospa Playsafety Limited</td> <td>£176.40</td> <td>Annual Inspection</td> </tr> <tr> <td>DMC IT – Website Updating</td> <td>£37.50</td> <td>April 2022</td> </tr> <tr> <td>Withiel Commercials Limited</td> <td>£8,280.00</td> <td>Storage Containers</td> </tr> <tr> <td>Cornwall Waste Solutions – Cemetery</td> <td>£79.81</td> <td>April 2022</td> </tr> <tr> <td>AJH Services – Toilet Cleaning</td> <td>£484.72</td> <td>May 2022</td> </tr> <tr> <td>Lanhydrock Garden Services</td> <td>£2,748.80</td> <td>April 2022</td> </tr> <tr> <td>British Gas – Electric for Toilets</td> <td>£34.88</td> <td>5/4/22-4/5/22</td> </tr> <tr> <td>Wayne Kendall – Mortuary/Memorial Chain</td> <td>£270.00</td> <td>Maintenance</td> </tr> <tr> <td>Lanhydrock Garden Services</td> <td>£2,224.80</td> <td>March 2022</td> </tr> <tr> <td>Duchy Cemetery’s Limited – Interment</td> <td>£475.00</td> <td>Phillipps</td> </tr> <tr> <td>Hudson Accounting Limited</td> <td>£400.00</td> <td>Annual Audit</td> </tr> <tr> <td>Roche Victory Hall – Hire Hall – June 2022</td> <td>£86.66</td> <td>Post Office Cont.</td> </tr> <tr> <td>Roche Victory Hall – Hire Hall</td> <td>£30.00</td> <td>June 2022</td> </tr> <tr> <td>Crystal Clear Limited – Bus Shelter Clean</td> <td>£68.00</td> <td>April 2022</td> </tr> <tr> <td>Crysal Clear Limited – Waste Bins</td> <td>£640.00</td> <td>May 2022</td> </tr> <tr> <td>Complete Business Solutions</td> <td>£84.26</td> <td>Toner/Paper</td> </tr> <tr> <td><b>Receipt: Lloyds Bank – Interest</b></td> <td>£0.61</td> <td>May 2022</td> </tr> </table>	Salaries, Pensions, National Insurance, Income Tax and Expenses	£2,060.36	June 2022	Microsoft 365	£59.99	Annual Renewal	Stephens Scown Solicitors	£1,072.80	Register Land	Rospa Playsafety Limited	£176.40	Annual Inspection	DMC IT – Website Updating	£37.50	April 2022	Withiel Commercials Limited	£8,280.00	Storage Containers	Cornwall Waste Solutions – Cemetery	£79.81	April 2022	AJH Services – Toilet Cleaning	£484.72	May 2022	Lanhydrock Garden Services	£2,748.80	April 2022	British Gas – Electric for Toilets	£34.88	5/4/22-4/5/22	Wayne Kendall – Mortuary/Memorial Chain	£270.00	Maintenance	Lanhydrock Garden Services	£2,224.80	March 2022	Duchy Cemetery’s Limited – Interment	£475.00	Phillipps	Hudson Accounting Limited	£400.00	Annual Audit	Roche Victory Hall – Hire Hall – June 2022	£86.66	Post Office Cont.	Roche Victory Hall – Hire Hall	£30.00	June 2022	Crystal Clear Limited – Bus Shelter Clean	£68.00	April 2022	Crysal Clear Limited – Waste Bins	£640.00	May 2022	Complete Business Solutions	£84.26	Toner/Paper	<b>Receipt: Lloyds Bank – Interest</b>	£0.61	May 2022	<p><b>Clerk</b></p>
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	<b>Receipt:</b> Mr. & Mrs. Osborne	£583.00	Grave Reservation	
	<b>Receipt:</b> Wedlakes Funerals	£1,506.00	Phillipps	
180/22	<b>Approval of Annual Accounts for the year ending 31<sup>st</sup> March 2022:-</b> It was resolved to approve the Annual Accounts for the year ending 31 <sup>st</sup> March 2021 as set out, which were duly signed by the Finance Chairman and Clerk (Proposed: Councillor P. Jones; Seconded: Councillor D. Yelland)			
181/22	<b>Approval of Section 1 of Annual Return – Annual Governance Statement 2021/2022:-</b> It was resolved to approve Section 1 of the Annual Return as set out (Proposed: Councillor P. Jones; Seconded: Councillor D. Yelland) <b>Action:</b> Clerk to send to External Auditors and advertise relevant statement advising that the accounts are unaudited at this time, as per regulations.			Clerk
182/22	<b>Approval of Section 2 of Annual Return – Accounting Statements 2021/2022:-</b> It was resolved to approve Section 2 of the Annual Return as set out (Proposed: Councillor P. Jones; Seconded: Councillor D. Yelland) <b>Action:</b> Clerk to send to External Auditors and advertise relevant statement advising that the accounts are unaudited at this time, as per regulations.			Clerk
183/22	<p><b>Internal Auditors Report for the year ending 31<sup>st</sup> March 2022:-</b> Clerk reported on internal audit carried out and the internal audit response record as follows:-</p> <ol style="list-style-type: none"> <li>1. Appropriate accounting records have been properly kept throughout the financial year. The accounts are maintained on a spreadsheet; they were up to date, in balance and free from material errors.</li> <li>2. This Authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and vat was appropriately accounted for. Financial Regulations were last reviewed in November 2021. Competitive pricing is routinely sought. Payments in June and July were checked; all had been reported on payment schedules approved by Members, were certified by the RFO, and were supported by invoices. VAT has been correctly recorded.</li> <li>3. This Authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. Statutory insurances are in place and the Fidelity Guarantee is adequate at £400K. The Council has reviewed its risk assessment and the effectiveness of internal controls. The investment strategy has been reviewed – it erroneously defines long-term investments as those more than 36 months, it should be twelve <b>Action:</b> Clerk.</li> <li>4. The precept or rates requirements resulted from an adequate budgetary process; progress against the budget was regularly monitored, and reserves were appropriate. The budget and precept were approved in December 2021. Budget monitoring is reported to each Council meeting as part of the Finance Report. This fact should be minuted to ensure there is a public record that the activity has been undertaken <b>Action:</b> Clerk. Adequacy of Reserves – After earmarked reserves of £134,00 the general reserve stands at £33,404 which would be towards the bottom or below general accepted parameters if compared to gross expenditure excluding one-off capital works. The Council seems to have resolved to set a minimum general reserve of £134,000 and then earmarked £134,000 leaving the actual general reserve at £33K as mentioned above. Council should set the minimum level as a percentage of gross expenditure and review its earmarked reserves against that requirement <b>Action:</b> Clerk.</li> <li>5. Expected income was fully received, based on correct prices, properly recorded, and promptly banked; and vat was appropriately accounted for.</li> </ol>			<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>The precept received was checked to the records of the Council and the principal authority and found to be in accord. VAT Claims for the year have been submitted. We were unable to fully reconcile the VAT incurred to the claims, but this may be due to timing differences. We should a reconciliation of vat incurred to that claimed is undertaken to ensure all vat incurred has been captured <b>Action:</b> Clerk. Investment interest has been accurately recorded in the cashbook. Byrial income has been correctly charged.</p> <p>6. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and vat appropriately accounted for. No operated.</p> <p>7. Salaries to employees and allowances to members were paid in accordance with this Authority's approvals, and PAYE and NI requirements were properly applied. The Clerk's salary has been paid in accordance with Member approvals.</p> <p>8. Asset and investments registers were complete and accurate and properly maintained. The asset register has been updated and the value of assets held has been accurately disclosed in the AGAR.</p> <p>9. Periodic and year-end bank account reconciliations were properly carried out. Monthly bank reconciliations are reported to each Council meeting. It would be beneficial to include the reconciliations have been reported in the Minutes and that they have been reviewed <b>Action:</b> Clerk. The year-end bank reconciliation was found to be accurate.</p> <p>10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure) agreed to the cash book, supported by an appropriate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded. The accounts were produced on a receipts and payments basis and were in accord with underlying records.</p> <p>11. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. Not applicable.</p> <p>12. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities. Not applicable.</p> <p>13. The authority, during the previous year (2020-21) correctly provided for the period of the exercise of public rights as required by the Accounts and Audit Regulations. The requisite Notice was published, and the correct number of days allowed for public inspection.</p> <p>14. The authority has complied with the publication requirements for 2019/20 Agar. All publication requirements have been met.</p> <p>15. Trust Funds. Not applicable.</p> <p>16. Internet Banking – suggest that the lack of separation of duties in actual payment process is recognised in the Council's risk assessment and mitigating controls documented therein. Council should ensure the Fidelity Guarantee not affected <b>Action:</b> Clerk.</p> <p>17. Adopting as reserves policy is now regarded as 'proper' practice and should therefore, be done <b>Action:</b> Clerk.</p> <p>It was resolved to approve the Internal Auditors Report and action any queries raised and advertise on the website accordingly (Proposed: Councillor P. Jones; Seconded: Councillor D. Yelland) <b>Action:</b> Clerk</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	<p>Clerk reported as follows:- Item 3 - Investment Strategy – this has been amended ready for approval next month <b>Action:</b> Clerk to include on the next agenda.</p> <p>Item 4 - Budget Monitoring and Adequacy of Reserves - Clerk reported she had liaised with the Internal Auditor and he said it does not need to be anything complicated, a resolution of the Parish Council to maintain general reserve between specific %'s of expenditure or the precept will suffice and he suggested doing this when approving the budget. Clerk has set up a calendar reminder. With regards to budget monitoring being minuted, Clerk had set up new wording which the Internal Auditor agrees with to cover this and is already in place for this month. We do, however, need to review our reserves, which could be reviewed nearer the end of this year, nearer to when are setting the precept <b>Action:</b> Clerk</p> <p>Item 5 – VAT Reconciliations – Clerk advised this was due to timings of claims and funds coming in late, often having to submit more than once on-line.</p> <p>Item 9 – Bank Reconciliations and Monitoring - Clerk reported this had been actioned by including appropriate wording as agreed with the Internal Auditor on the agenda and minutes from this month forward.</p>	<p>Clerk</p> <p>Clerk</p>
184/22	<p><b>Cemetery Matters (Including (a) Any applications for memorials or inscriptions; (b) Review Burial Regulations for approval with small amendments):-</b> No memorial applications received.</p> <p>Benches in Cemetery – Clerk reported she had now spoken to the Brother and he advised as he lives in Cornwall, he would be happy to meet to discuss, a meeting to be arranged to suit Councillors and him <b>Action:</b> Clerk.</p> <p>Clerk reported the Cemetery layout drawings which was still outstanding as she had been trying to fit in a site meeting with the matter above as well, do we could deal with all matters together. Clerk had discussed this with our Gravedigging Contractor and the plans were not suitable in his opinion either at this stage, especially with the larger tombed graves <b>Action:</b> Clerk.</p> <p><b>Burial Regulations for Approval effective from the 1<sup>st</sup> April 2022:-</b> Councillor D. Yelland reported following a site meeting with our Grave Digging Contractor. It was resolved to go with a maximum width of 62” and maximum length of 112” on tombed gravespace memorials (Proposed: Councillor D. Yelland; Seconded: Councillor G. Rowe) <b>Action:</b> Clerk.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
185/22	<p><b>Minor Repairs/Works in the Parish that may arise:-</b> Councillor M. Edyvean reported on playing field Rospa Report noting the gate nearest toilet needs new closure and cap fitted and the other gate needs a stronger more reliable spring <b>Action:</b> Clerk to forward to our Contractor for a quote.</p>	<p>Clerk</p>
186/22	<p><b>Playing Fields, Hardcourt Area, Skateboard Park:-</b> Councillor M. Edyvean reported on safety matting which needs work.</p> <p>Big loose swing needs new matting and zip wire needs two new mats as well. These items need to be sorted within the next couple of months. Aerial bearing is already needing replacement. He asked whether we replace this item completely or keep repairing the bearings.</p>	

	<p>Chair proposed we replace the bearing for the time and consider this when we review the precept. Matting – Chair suggested looking at this in 12 months time and obtain a cost on what has to be sorted and we discuss the remainder within the next precept and include details on the next agenda <b>Action:</b> Clerk/Councillor M. Edyvean. Cormac would carry out safety matting, ask them for an estimate.</p> <p>Councillor M. Edyvean reported on the goal posts again need riveting, ask Wayne to rivet all the way up and at the bottom <b>Action:</b> Clerk.</p> <p><b>Arranging Rota for Weekly Park Inspections:-</b> Councillor M Edyvean reported he would like to sort out before the next meeting, so other members can take a turn <b>Action:</b> Councillors.</p>	<p><b>Clerk/Cllr. M. Edyvean</b></p> <p><b>Clerk</b></p> <p><b>Cllrs.</b></p>
187/22	<p><b>Roche Public Conveniences/Bus Shelters (Including Buzz Stops planting by Eden Project):-</b></p> <p><b>Buzz Stops planting by Eden Project:-</b> Clerk reported that Vicky Bundy has been watering the plants and had emailed Eden Project, a response was awaited <b>Action:</b> Keep Pending.</p>	<b>Clerk</b>
188/22	<b>Footpath Signs/Matters:-</b> No updates.	
189/22	<p><b>Update on Duck Pond:-</b> Clerk reported an update had been received today advising the website is now showing a completion date of the 21<sup>st</sup> July 2022 <b>Action:</b> Keep Pending.</p> <p>Cornwall Councillor P. Guest reported there was a scooter on this site which has now been removed. He mentioned there was some reports there is possibly giant hog weed growing in the duck pond area <b>Action:</b> Clerk to inform our Contractors.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
190/22	<b>Update on Youth Club for Roche:-</b> Cornwall Councillor P. Guest had no update.	
191/22	<b>Cornish Lithium Update:-</b> Clerk reported a survey regarding a Materiality Review survey is being undertaken as part of the development of their Sustainability Strategy. Views would be welcome and details had been circulated to Councillors from the Clerk, received from Cornwall Council.	
192/22	<p><b>HM The Queen's Platinum Jubilee – Wildflower Planting (Including (a) Legacy Tree Planting Project for the Village; (b) Update on Picnic in the Park Event, to be held in the Roche Playing Fields; (c) Planting of Tree in Memory of loved one):-</b> Clerk reported the Pantomime Committee had purchased new bunting with financial assistance from Cornwall Councillor Peter Guest's community funding which had been put up by the Church and in the Playing Fields. Clerk had thanked them for their help with this.</p> <p>Chairman wished to thank Cormac on the wildflower planting in the village. Thanks also to Calley Ingleheart for her work with the Picnic in the Park and send a bunch of flowers from the Parish Council (£25.00 bunch). <b>Action:</b> Clerk.</p> <p><b>Legacy Tree Planting Project for the Village:-</b> Chairman reported that Stuart Wood had been copied in on paperwork sent to Cornwall Council. He asked who would like to be involved with this project and to take forward we need a plan from Stuart Wood <b>Action:</b> Cornwall Councillor P. Guest to liaise with Stuart Wood for plan going forward.</p>	<p><b>Clerk</b></p> <p><b>Cwll. Cllr. P. Guest</b></p>

	<p><b>Planting of Tree in Memory of loved one:-</b> Clerk reported a member of public had emailed advising her Mother had passed away and instead of flowers they collected for a tree, hoping that it could be planted in the village. She is happy to be advised on any particular sort of tree that might be accepted and also happy to wait until such time as the village is ready for trees. It was resolved to put another tree to the right of the skateboard and speak with our Contractors to advise on the cost and tree, going to the same size that we already have (Proposed: Councillor D. Yelland; Seconded: Councillor G. Rowe) <b>Action:</b> Clerk.</p>	Clerk
193/22	<p><b>Screen to be installed for use by the Parish Council for Meetings and other organisations:-</b> Chairman suggested we will deal with under closed incorporated with the laptop, projector and pop up screen.</p>	
194/22	<p><b>Village Regeneration Works/Working Party for the Village:-</b> Next Litter Pick will be the first Sunday of the month - 3<sup>rd</sup> July; 4<sup>th</sup> September; 6<sup>th</sup> November 2022.</p> <p>A meeting would be arranged with Rebecca Edmondson of Griffiths Civil Engineering and Construction between Chairman and Vice-Chairman to discuss additional litter collections offered <b>Action:</b> Chairman/Vice-Chairman.</p>	Chair/ Vice-Chair
195/22	<p><b>Vision Zero South West – Successful Grant Application – Next Steps – Updated information received:-</b> Email received from Rachael Tatlow as follows – The majority of solar powered signs are installed on new 89mm galvanised posts, rather than streetlight columns. If an existing post has a sign already attached to it, it is unlikely that a speed monitoring device can be deployed as well due to wind-loading limits. We can provide an estimate for the installation of required posts as we have done for other parishes who have purchased mobile speed devices, should this be something Roche Parish Council wishes to consider. In relation to your query about costs, due to the size and operation of that type of sign, the batteries drain quickly and therefore have to be changed often. The solar signs recharge the batteries internally, so do not need changing.</p> <p>Councillor D. Yelland reported he has studied what we can and cannot have. There are only two devices per village permitted, therefore, we can only have one as we already have one. It can be used 2 weeks most effective and 8 weeks least effective. The other decision is the poles to be situated on in the various locations of the village to be agreed, although apparently they cannot be near any junctions or any other signage. Chairman suggested getting clarification on grant funding and when we can spend it <b>Action:</b> Clerk. We also need to know what traffic calming measures we are going to have in the village at this stage. Councillor D. Yelland suggested a site meeting with officers of Cormac <b>Action:</b> Clerk to arrange a meeting with Rachael Tatlow or representatives.</p>	Clerk  Clerk
196/22	<p><b>New Estate for Tregothnan Estates including Section 106 Funding and Play Area Discussion:-</b> Chairman reported this will be discussed under closed session this evening.</p>	
197/22	<p><b>Tree Safety Surveys:-</b> Chair reported on quotes received as follows:- Initial cost to survey Duck Pond area (including both sides of the footpath) - £330.00 (no vat). The cost to survey all sites together (Cricket Ground/Church Yard/Duck pond) as a package will be £825.00 (no vat). Note : As the duck pond area will not need surveying next year, the cost for the Cricket Ground and Church Yard will be £550.00 (no vat). It was resolved to have the Duck Pond surveyed now and arrange a tree survey going forward every other year, next one to be done in 2023 (Proposed: Councillor M. Edyvean; Seconded: Councillor Mrs. A. King) <b>Action:</b> Clerk.</p>	Clerk

198/22	<b>Defibrillator for Roche Victory Hall – Request for the Parish Council to pay ongoing annual monitoring fee:-</b> Clerk reported details of the costs had now been received and forwarded on to the Roche Victory Hall representatives. It was agreed to remove from the agenda <b>Action:</b> Clerk.	<b>Clerk</b>
199/22	<b>Registration of Land at Roche Football Club owned by the Parish Council:-</b> Clerk reported payment had now been made for work and details of confirmation of the registration was awaited <b>Action:</b> Keep Pending.	<b>Clerk</b>
200/22	<b>Discussion on Community Garden for Roche:-</b> Chairman reported we are all in agreement we want to do something and to now leave with Cornwall Councillor P. Guest to establish ownership from Cornwall Council to see if they wish to sign over to the Parish Council and the costs <b>Action:</b> Cornwall Councillor P. Guest.	<b>Cwll. Cllr. P. Guest</b>
201/22	<b>Request to hold Child’s Party on Land at St. Michaels Way:-</b> Clerk reported we had been approached about using the land at St. Michaels Way for a child’s party, the same people as last year, to be held on Sunday the 14 <sup>th</sup> August 2022.  It was resolved to obtain a copy of their insurance and a risk assessment and the Parish Council will then formulate an application form requesting this information, with a suggestion of an administration fee of £10.00 (Proposed: Councillor Mrs. A. King; Seconded: Councillor Mrs. L. Harrison) <b>Action:</b> Clerk.	<b>Clerk</b>
202/22	<b>Parking Issues Received – Tregarrick Road:-</b> Chairman reported on parking issues and complaints received, which have been reported to the Police to monitor. He hoped that the development would soon be finished and this should ease the problem.  Chairman reported on double yellow consultations which has finished and there were only two comments received. We had a meeting with Cornwall Council last week and went through the comments and concerns and we have come up with a slightly different scheme. Chairman will go around to people making comments to explain and nothing drastic has been changed.	
203/22	<b>Cash for Communities Expression of Interest:-</b> Clerk to establish who can apply for this funding and query whether local organisations can apply <b>Action:</b> Clerk.	<b>Clerk</b>
204/22	<b>Articles for Parish Council Website/Newsletter:-</b> It was resolved to include information from the meeting tonight for a report in the newsletter <b>Action:</b> Clerk.	<b>Clerk</b>
205/22	<b>Correspondence – Clerk listed correspondence and actions required:-</b> 1. Chairman of Peninsula Transport – Sub-national Transport Bodies Conference – 26 <sup>th</sup> May 2022 2. Cornwall Council – Cornish Lithium – Materiality Review Survey 3. NALC – Local Elections 2022 4. Cornwall Council – Forest for Cornwall Spring Newsletter 2022 5. CALC – Chief Executive’s Bulletin 6. CALC – News Round-up from CALC – 13 <sup>th</sup> May 2022 7. Great Western Railway – Timetable Change 8. Ocean Housing – Stakeholder Survey 9. Cornwall Council – Free Virtual Climate Literacy and Climate Decision-making public engagement training opportunities for Parish, Town and City Councils 10. NALC - Newsletter 11. Cornwall Area of Outstanding Natural Beauty – Monumental Improvement Project Funding and Job Opportunity 12. NALC – Events	

	<p>13. Cornwall Council – Public Spaces Protection Order – Renewing of existing dog ban on beaches</p> <p>14. CALC – Star Council Awards</p> <p>15. Lanteglos by Fowey Parish Council – Complaint Letter – Change from Cornwall Council in respect of allocation of social housing</p> <p>16. Great Western Railway – Invitation to apply for potential funding</p> <p>17. Cornwall Council – Meet the Leader of Cornwall Council</p> <p>18. NALC – Join NALC’s first-ever hybrid conference</p> <p>19. Great Western Railway – Update on RMT ballot for industrial action</p> <p>20. NALC - Chief Executive’s Bulletin</p> <p>21. Paul Holden – Buildings at risk summer update</p> <p>22. Mr. &amp; Mrs. Teague – Speeding Traffic on Edgcumbe Road – Clerk reported this had been passed to Cornwall Councillor P. Guest to follow up.</p>	
<b>206/22</b>	<b>To arrange any Sub-Committee Meetings required:-</b> None.	
<b>207/22</b>	<b>Any Urgent Matters the Chairman considers relevant for this meeting:-</b> None.	
<b>208/22</b>	<p><b>Date of next Meeting:-</b> Monday 11<sup>th</sup> July 2022 at 6.30pm to be held in the Roche Victory Hall Large Main Hall, Roche Victory Hall.</p> <p>There being no further business to discuss the meeting closed at 8.09pm</p>	

Signature: .....

Chairman

Date: 11<sup>th</sup> July 2022