

# ROCHE PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD BY SKYPE

ON WEDNESDAY, 8<sup>TH</sup> JULY 2020 AT 6.30PM

Present	Cllr. D. Inch (Chairman)	Mrs. J. Burdon (Parish Clerk)	Cllr. G. Rowe (Vice-Chairman)
	Cllr. M. Edyvean	Cllr. Mrs. I. Northey	Cllr. B. Higman
	Cllr. Mrs. S. Tippet	Cllr. P. Jones	Cllr. Mrs. J. Oxenham
	Cwll. Cllr. J. Wood		

Minute	AGENDA ITEMS	Action
148/20	<b>Apologies:-</b> Councillors P. Ames, Mrs. J. Norris	
149/20	<b>Public Forum:-</b> One person had expressed an interest to attend, Clerk reported she had requested his information to add him to the meeting twice, but no response had been received.	
150/20	<b>Members Declaration of Interest on items raised on the Agenda/Requests for Dispensation:-</b> None.	
151/20	<b>Monthly Cornwall Councillor Report:-</b> Cornwall Councillor J. Wood reported as follows:- <ul style="list-style-type: none"> <li>• He is dealing with some Covid-19 related matters around the Parish at a safe distance and a lot of the issues are neighbourhood problems and the majority of the time the matters have already been resolved before any further action is taken.</li> </ul> Chairman thanked Cornwall Councillor J. Wood for his monthly report.	
152/20	<b>Confirmation of Parish Minutes from the Meeting held on the 10<sup>th</sup> June 2020:-</b> Resolved the Minutes of the Monthly Meeting held on the 10 <sup>th</sup> June 2020 as circulated were confirmed as a true and accurate record and to be duly signed and ratified by the Chairman at a future physical meeting (Proposed: Councillor B. Higman; Seconded: Councillor G. Rowe)	
153/20	<b>Matters Arising from the Monthly Minutes of the Meeting held on the 10<sup>th</sup> June 2020:-</b> <b>Page 1 Min.127/20 Public Attendance at Online Skype Meetings:-</b> Clerk reported she had altered the way the agenda goes up on Facebook informing parishioners to contact her if they wish to attend. Once person had been in touch but had not responded or sent their information to join the meeting but it seems the message has got out to the public.  <b>Page 2 Min.315/19 Voluntary Community Benefit PA19/06776:-</b> Clerk reported a no further response had been received at the time of the meeting today <b>Action:</b> Keep Pending.  <b>Page 2 Min.315/19 Sheds erected on the junction of Belowda:-</b> Clerk reported that Cornwall Councillor J. Wood is continuing to follow this matter up, however, with Covid-19 a lot of matters are currently on hold <b>Action:</b> Keep Pending.  <b>Page 2 Min.289/19 Caravans in Roche Parish at Tregoss:-</b> Clerk reported that Cornwall Councillor J. Wood is continuing to follow this matter up, however, with Covid-19 a lot of matters are currently on hold <b>Action:</b> Keep Pending.	Clerk  Cwll. Cllr. J. Wood  Cwll. Cllr. J. Wood

	<p><b>Page 2 Min.117/20 Works by MPL in Playing Fields:-</b> Clerk reported that Danny from MPL had not responded to further email sent <b>Action:</b> Keep Pending.</p> <p><b>Page 3 Min.132/20 Pre-App for Poachers Site:-</b> Clerk reported that it was agreed that Dylan would be happy to supply an electronic model and would so in due course <b>Action:</b> Keep Pending.</p> <p><b>Page 4 Min.139/20 Damaged Willow in Playing Fields:-</b> Clerk reported that she had reported online and had received a message confirming this and also had a chat with PCSO Steve Tibbles and it is now noted the willow seems to have been rectified.</p>	<p>Clerk</p> <p>Clerk</p>
154/20	<p><b>Planning Applications/Results/Correspondence/Any Letters received for or against any Planning Applications:-</b> Clerk reported that proposals for planning applications will be sent with the following statement:- Due to the restrictions placed on the Parish Council as a result of the pandemic coronavirus, this response represents the opinion of Members of Roche Parish Council identified through a consultation process and will be ratified at the next appropriate meeting of the Parish Council.</p> <p><b>Planning Applications:-</b></p> <p><b>PA20/04954 – CRHA Cornwall Rural Housing Association –</b> The proposed scheme aims to deliver a flat roofed single storey, bedroom and bathroom extension to enable ground floor living for a disabled occupant, 8 Harmony Meadow, Roche – <b>Support</b> (Proposed: Councillor B. Higman; Seconded: Councillor G. Rowe)</p> <p><b>PA20/04703 – Mr. &amp; Mrs. Jon Stephens -</b> Refurbish the existing outside toilet, remove the poorly constructed “link” area between the existing kitchen and utility room; construct a single storey extension connecting the kitchen and utility room, removal of the existing kitchen windows to create an archway, 29 Harmony Road, Roche – <b>Next Agenda and Clerk confirmed extension of time had been granted by the Planning Case Officer</b></p> <p><b>Update on PA18/09982 – Land at Edgumbe Road, Roche:-</b> Clerk reported that no response had been received to date <b>Action:</b> Keep Pending. Cornwall Councillor J. Wood reported there has been no official notification from the Government but plans are already in place to commence.</p> <p><b>Update on Land at Thornton Close, Roche:-</b> Clerk reported a response had been received from David Alcock with a copy email he had sent to Cornwall Council Planning with an updated Ecological Statement. Cornwall Council Planning had responded advising they would be finalising their report and a decision should be sent on by the end of this week. Email received from David Alcock advising he will inform the Parish Council next week of the decision <b>Action:</b> Keep Pending. Councillor D. Inch requested Cornwall Councillor J. Wood to follow up and progress forward as the Planning Officers are still working, even though from home, so we would like to know what the hold-up is <b>Action:</b> Cornwall Councillor J. Wood.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk Cwll. Cllr. J. Wood</p>

	<p>Email received from Karen Tonkin advising they own 6 acres of land at Coldvreath that has been used as a smallholding for the last 8 years. They would like to build a small dwelling on the site of old stables and have employed planning consultants to submit a pre-planning enquiry (PA20/00695/PREAPP) to Cornwall Council. In their response they have suggested this be discussed with the Parish Council with specific regard to the interpretation of Police A1 in the Roche Neighbourhood Plan. It was resolved to respond advising that Councillors M. Edyvean and G. Rowe would like to attend a site meeting and report back to the Parish Council (Proposed: Councillor J. Wood; Seconded: Councillor P. Jones) <b>Action:</b> Clerk.</p> <p><b>Planning Results Received:-</b></p> <p><b>PA20/00467 – Mr. Ian Moye</b> – Change of use and extension of garage to form annexe (re-submission of Decision PA19/01042), Fernlea Cottage, Roche – <b>Approved</b></p> <p><b>PA20/01704 – Hon. E.A.H. Boscawen</b> – Erection of an agricultural building for livestock housing, Hendra Farm, Carbis, Roche – <b>Approved</b></p> <p><b>PA20/02315 – Mrs. Lynette Keen</b> – Application for a Certificate of Lawful Development for an existing use namely the continued use of property as a domestic dwelling, 5 Carbis Wharf, Caribs, Roche – <b>Granted (CAADs, PIPs and LUs only)</b></p> <p><b>PA20/03288 – Mr. &amp; Mrs. Brewer</b> – Proposed internal alterations and rear extension, 107 Trezaise Road, Roche – <b>Approved</b></p> <p><b>PA20/03344 – Mr. &amp; Mrs. Robinson</b> – Proposed single storey side extension, 24 Plas Jowan, Roche – <b>Approved</b></p> <p><b>PA20/02326 – Mr. Keith Yelland</b> – Application for a Lawful Development Certificate for Existing Use as a domestic dwelling, 4 Carbis Wharf, Roche – <b>Granted (CAADs, PIPs and LUs only)</b></p> <p><b>PA20/03825 – Mr. N. Lomax</b> – Hedgerow Removal Notice: Removal of a 45m hedgerow to facilitate extension of the runway, Roche Aero Club, Woodland Barton, Wireless Road, Tremodrett, Roche – <b>No Objections (OHL/OHE/HG apps)</b></p> <p>Councillor G. Rowe queried whether there was an update on the Kier Planning. Councillor M. Edyvean and Clerk had received no further correspondence.</p> <p>Councillor G. Rowe queried the large blue house at Harmony Road. Councillor J. Wood reported the matter seems to be ongoing and possibly the Inspector will possibly come down to view the development.</p>	<b>Clerk</b>
<b>155/20</b>	<p><b>Land at Glebe Quarry Update:-</b> Councillor J. Wood reported there is no update for now but to leave on the agenda <b>Action:</b> Clerk to include on the next agenda and Cornwall Councillor J. Wood to follow up for an update in the meantime.</p>	<b>Clerk Cwll. Cllr. J. Wood</b>

156/20	<p><b>Monthly Accounts for Approval:-</b> It was proposed that the Council approve the accounts for payments as listed below as circulated on schedule (Proposed: Councillor B. Higman; Seconded: Councillor P. Jones) Motion Carried</p> <table border="1" data-bbox="204 275 1345 1227"> <tr><td>DC Professional Services</td><td>£250.00</td><td>Maintenance</td></tr> <tr><td>Lanhydrock Garden Services - Grass</td><td>£408.00</td><td>Churchyard</td></tr> <tr><td>Lanhydrock Garden Services</td><td>£180.00</td><td>Remove Trees</td></tr> <tr><td>Bob Thomas Tarmacdam Contractor</td><td>£4,104.00</td><td>Church Footpaths</td></tr> <tr><td>British Gas - Electric for Toilets</td><td>£12.15</td><td>1/5/20-31/5/20</td></tr> <tr><td>Duchy Cemetery's Limited - Interment</td><td>£475.00</td><td>Richards</td></tr> <tr><td>Crystal Clear – Hardcourt Area Walls</td><td>£350.00</td><td>Pressure Washing</td></tr> <tr><td>Crystal Clear – Bus Shelter Cleaning</td><td>£56.00</td><td>June 2020</td></tr> <tr><td>Salaries, Pensions, National Insurance, Income Tax and Expenses</td><td>£1,718.89</td><td>June 2020</td></tr> <tr><td>Amazon</td><td>£7.97</td><td>Bags</td></tr> <tr><td>Amazon</td><td>£66.99</td><td>Keyboard/Leads</td></tr> <tr><td>Cornwall Council – NNDR – July 2020</td><td>£77.00</td><td>Mortuary Building</td></tr> <tr><td>Lanhydrock Garden Services</td><td>£768.00</td><td>LMP Cutting</td></tr> <tr><td>Duchy Cemetery's Limited – Interment</td><td>£575.00</td><td>Wilton</td></tr> <tr><td>DMC IT – Website Updating</td><td>£45.00</td><td>June 2020</td></tr> <tr><td>EDF Energy</td><td>£64.74</td><td>Street Lighting</td></tr> <tr><td>Crystal Clear – Waste Bins/Litter Picking</td><td>£385.00</td><td>June 2020</td></tr> <tr><td>Hudson Accounting Limited</td><td>£400.00</td><td>Audit Fee 20/21</td></tr> <tr><td>Lanhydrock Garden Services</td><td>£420.00</td><td>Ivy Removal</td></tr> <tr><td>Microshade Business Consultants Limited</td><td>£180.00</td><td>GDPR Renewal</td></tr> <tr><td>Lanhydrock Garden Services</td><td>£2,878.80</td><td>Cemetery Works</td></tr> <tr><td><b>Receipt:</b> Kerrow Memorials</td><td>£189.00</td><td>Pink</td></tr> <tr><td><b>Receipt:</b> V.F. Wedlake Funeral Care</td><td>£1,524.00</td><td>Gingell</td></tr> <tr><td><b>Receipt:</b> Cornwall Council – Interest</td><td>£128.29</td><td>July 2020</td></tr> </table>	DC Professional Services	£250.00	Maintenance	Lanhydrock Garden Services - Grass	£408.00	Churchyard	Lanhydrock Garden Services	£180.00	Remove Trees	Bob Thomas Tarmacdam Contractor	£4,104.00	Church Footpaths	British Gas - Electric for Toilets	£12.15	1/5/20-31/5/20	Duchy Cemetery's Limited - Interment	£475.00	Richards	Crystal Clear – Hardcourt Area Walls	£350.00	Pressure Washing	Crystal Clear – Bus Shelter Cleaning	£56.00	June 2020	Salaries, Pensions, National Insurance, Income Tax and Expenses	£1,718.89	June 2020	Amazon	£7.97	Bags	Amazon	£66.99	Keyboard/Leads	Cornwall Council – NNDR – July 2020	£77.00	Mortuary Building	Lanhydrock Garden Services	£768.00	LMP Cutting	Duchy Cemetery's Limited – Interment	£575.00	Wilton	DMC IT – Website Updating	£45.00	June 2020	EDF Energy	£64.74	Street Lighting	Crystal Clear – Waste Bins/Litter Picking	£385.00	June 2020	Hudson Accounting Limited	£400.00	Audit Fee 20/21	Lanhydrock Garden Services	£420.00	Ivy Removal	Microshade Business Consultants Limited	£180.00	GDPR Renewal	Lanhydrock Garden Services	£2,878.80	Cemetery Works	<b>Receipt:</b> Kerrow Memorials	£189.00	Pink	<b>Receipt:</b> V.F. Wedlake Funeral Care	£1,524.00	Gingell	<b>Receipt:</b> Cornwall Council – Interest	£128.29	July 2020	Clerk
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157/20	<p><b>SSL Certificate for Roche Website Hosting and Security:-</b> Clerk reported our IT Consultant had advised a SSL Certificate is important because of the following four reasons: (1) It gives the site better security; (2) It is great for branding and building trust; (3) It improves SEO ranking; (4) It can help boost traffic and sales. In the address bar, it will say secure site rather than not secure. It is not an absolute must because the Parish Council are not collecting user data but it is advisable. It was resolved to purchase the SSL Certificate in the sum of £75.00 plus vat (Proposed: Councillor B. Higman; Seconded: Councillor G. Rowe) Motion Carried <b>Action:</b> Clerk.</p>	Clerk																																																																								
158/20	<p><b>Vacancy of Finance Chairman:-</b> Councillor Mrs. S. Tippet was nominated for the position of Finance Chair (Proposed: Councillor B. Higman; Seconded: Councillor G. Rowe) <b>Action:</b> Clerk to update records.</p>	Clerk																																																																								
159/20	<p><b>Approval of Annual Accounts for the year ending 31<sup>st</sup> March 2020:-</b> It was resolved to approve the Annual Accounts for the year ending 31<sup>st</sup> March 2020 as set out, which were duly signed by the Chairman and Clerk (Proposed: Councillor Mrs. S. Tippet; Seconded: Councillor B. Higman)</p>																																																																									
160/20	<p><b>Approval of Section 1 of Annual Return – Annual Governance Statement 2019/2020:-</b> It was resolved to approve Section 1 of the Annual Return as set out (Proposed: Councillor Mrs. S. Tippet; Seconded: Councillor B. Higman) <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.</p>	Clerk																																																																								
161/20	<p><b>Approval of Section 2 of Annual Return – Accounting Statements 2019/2020:-</b> It was resolved to approve Section 2 of the Annual Return as set out (Proposed: Councillor Mrs. S. Tippet; Seconded: Councillor B. Higman)</p>																																																																									

	<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.	<b>Clerk</b>
162/20	<p><b>Internal Auditors Report to be actioned for the year ending 31<sup>st</sup> March 2020:-</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.</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.</li> <li>3. This Authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these – Insurance and Risk Assessment &amp; Internal Controls. Risk Assessment reviewed in March 2019 and then in May 2020, hence not within the financial year subject to audit, this will impact the Council’s response on its Annual Governance Statement. Recommendation that the impact of the current pandemic on Council business and finances should be reflected in the next review of its risk management arrangements to ensure preparedness in the future and that any financial impact is mitigated <b>Action:</b> Clerk/Councillors.</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 precept for 2020/21 was set following the production of estimates and was approved by Full Council in December 2018. There was no formal approval of the budget and it is a legal requirement the precept be approved following the setting of a budget, thus for the avoidance of doubt, approval of the budget should be minuted in future, as well as the precept <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> <li>6. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and vat appropriately accounted for.</li> <li>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.</li> <li>8. Asset and investments registers were complete and accurate and properly maintained.</li> <li>9. Periodic and year-end bank account reconciliations were properly carried out.</li> <li>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.</li> <li>11. During Summer 2019 this Authority has correctly provided the proper opportunity for the exercise of public rights in accordance with requirements of the Accounts and Audit Regulations. Recommendation that the Council must ensure it correctly completes the requisite notice and then publishes it on its website along with a statement signed by the RFO stating that the accounts are unaudited and subject to change, the accounting statements and annual governance statement <b>Action:</b> Clerk.</li> </ol> <p>It was resolved to approve the Internal Auditors Report and action any queries raised (Proposed: Councillor; Seconded: Councillor) <b>Action:</b> Clerk</p>	<p><b>Clerk/ Cllrs.</b></p> <p><b>Clerk</b></p> <p><b>Clerk Clerk</b></p>

163/20	<p><b>Cemetery Matters (Including (a) Any Applications for Memorials or Inscriptions; (b) Possible suggestion of Removal of large Waste Bins in Cemetery or discussion on other solutions):-</b> Clerk reported there had recently been two burials that had been double plots and she had put them in the same row next to each other. Clerk confirmed that she would not currently be starting another row for double graves as there are now two rows to complete before the next row can commence. The concerns with regard to the tidying of a gravespace elsewhere in the Cemetery had been actioned by the family.</p> <p><b>Large Waste Bins in Cemetery:-</b> Clerk reported that Cornwall Waste Solutions had confirmed that while staff had been furloughed they had not been collecting and apologise for not informing the Parish Council. However, they have just this week emptied the waste bin and would continue to do whatever is required, whether it be weekly, fortnightly, every three weeks or monthly or even less. It was resolved to collect weekly for next three weeks and Andy Palin to let Clerk know when it needs clearing after this period and Clerk to inform Cornwall Waste Solutions (Proposed: Councillor M. Edyvean; Seconded: Councillor P. Jones) <b>Action:</b> Clerk.</p>	Clerk
164/20	<p><b>Grasscutting Sponsors – Update from Councillors D. Inch:-</b> Chairman reported there has been no feedback at this time. <b>Action:</b> Next Agenda.</p>	Clerk
165/20	<p><b>Minor Repairs/Works in the Parish that may arise:-</b> Councillor D. Inch raised the subject of a new Noticeboard for the village, suggesting a new site near the Pharmacy. Councillor J. Wood suggested upgrading the noticeboard currently on the Co-op wall at this time. It was resolved Councillors look around and think about positioning in the village and the type of noticeboard required. Clerk to include on the next agenda for discussion <b>Action:</b> Clerk.</p>	Clerk
166/20	<p><b>Playing Fields and Hardcore Area:-</b> Clerk reported an email had been received from local resident advising there had been an incident at the Roche Playing Park. They enjoy going to the park, however, after enjoying most of the equipment they are worried about the safety and age appropriateness of the roundabout. This was the second that they had to witness what could have been a serious head injury. The roundabout is situated in the toddler area and their child who is 4 years old and very steady on his feet, slipped to the floor and the bar came around and smacked into his forehead, causing him to feel dizzy and he now has a large bruise and lump in the centre of his forehead. They wanted to bring this to the attention of the Parish Council, to possibly review the safety and location of this piece of play equipment.</p> <p>Councillor Mrs. S. Tippett had responded by advising that all children should be supervised whilst playing in the toddler area. Unfortunately toddlers constantly fall over and bang themselves, it is part of their learning. We sympathise with the parent and hope that the child has no lasting health issues related to the fall. Children cannot be wrapped in bubble wrap and must experience an element of risk and excitement whilst at play in order to learn from their experiences. The roundabout was situated in the toddler area as it is disabled friendly for wheelchair and toddler use. A swing could quite easily ‘take a child out’, which is why parents should supervise children in the under 5s area at all times. Clerk reiterated that the Playing Fields are still currently closed to the public up until we discuss this evening, although it has been noted that someone has removed all the notices pertaining to this, although Government Guidelines have only just changed. Clerk also noted that this piece of equipment was put in originally using all the correct guidelines and is always checked annually by Rospa for safety.</p>	

	<p>It was resolved to respond to the resident advising it has been duly noted by the Parish Council and equipment is regularly checked by Rospa for the standards that are required. We sympathise with the parent and hope that the child has no lasting health issues related to the fall (Proposed: Councillor B. Higman; Seconded: Councillor P. Jones) <b>Action:</b> Clerk to liaise with Councillor Mrs. S. Tippett with regards to a suitable response.</p> <p><b>Re-Opening of Roche Playing Fields:-</b> Clerk reported she had attended the online meeting in respect of this subject. It was resolved to re-open and put up relevant updated Covid-19 Notices informing the public how to use the equipment and Playing Fields in general and to complete the risk assessment form (Proposed: Councillor P. Jones; Seconded: Councillor Mrs. I. Northey) <b>Action:</b> Clerk/Councillor M. Edyvean to meet and complete the risk assessment via a skype meeting and ensure posters are up put up, with the aim to do by Friday of this week. Risk Assessment will be included on the website and we can inform people on Facebook that they can apply to see a copy and refer them to the website.</p>	<p>Clerk</p> <p>Clerk/ Cllr. M. Edyvean</p>
167/20	<p><b>Roche Community Food Larder:-</b> Chairman reported on the scheme and how it works, with everything being free and passed out on a first come first serve basis. The only concern raised was that in the future if they started charging as Councillors would not like to see this take business away from local shops. It was resolved to permit the use of the Roche Football Club Car Park, allowing a period of up until the end of September and then the Parish Council would review the situation (Proposed: Councillor P. Jones; Seconded: Councillor Mrs. S. Tippett) <b>Action:</b> Clerk.</p>	<p>Clerk</p>
168/20	<p><b>Roche Public Conveniences/Bus Shelters:-</b>  <b>Roche Public Conveniences:-</b> Risk Assessment received from AJH Services for the Public Conveniences, advising the following – There is only one person currently working at Roche Public Conveniences and as such a paper assessment was not performed initially. AJH Services assessed any risk to the individual attending the site and also to the public in the light of the current pandemic. In order to ensure a high standard of cleanliness, Roche Public Conveniences received a deep clean and were sanitized thoroughly. This action is maintained with a daily clean of an equally high standard and locked at night. Legionnaire testing is undertaken frequently and is at a satisfactory level. In the Gents area, the urinals do not flush automatically and so are flushed through regularly manually. Signs have been put up advising a one in, one out policy which appears to be working well. In the Ladies, one cubicle has been closed off, enforcing the one in, one out policy. Signs have also been put up. Signs have also been installed to make the public aware of safety to themselves and others (in both the Ladies and the Gents) with emphasis on washing their hands regularly, also to give advice on what they should do in the event they experience any systems.  <b>Bus Shelters:-</b> None.</p>	
169/20	<p><b>Footpath Signs/Matters:-</b> Clerk reported we had received our first invoice from Lanhydrock Garden Services for the 2020-2021 LMP Footpath Claim in the sum of £640.00 + vat, this would be sent on once the second cut takes place.</p> <p>Councillor M. Edyvean reported the footpaths have been trimmed back. He does need to go down to Gilley and check it out. He did also have a conversation with Lanhydrock Garden Services regarding the gully at the back of the cemetery with Lanhydrock which had not been completed fully <b>Action:</b> Chairman to follow up.</p>	<p>Chair</p>

170/20	<p><b>Working Group Party for the Village - Street/Road Signs in the Village/Parish and general tidy up of the Village/Parish as a whole:-</b> Clerk reported and update had been received from Vicky Bundy advising there were four volunteers in attendance on the first collection since lockdown. They collected 7 bags, not too much about which is good news but not to be expected with everyone staying at home so much. The next collection is set for Sunday the 6<sup>th</sup> September 2020. Chairman thanked all who attended.</p>	
171/20	<p><b>Articles for Parish Council Website/Newsletter:-</b> Clerk to report the last issue of the magazine was for July and August 2020, therefore, there would be no report to be sent until the August meeting of the Parish Council.</p>	
172/20	<p><b>Correspondence – Clerk listed correspondence and actions required:-</b></p> <ol style="list-style-type: none"> <li>1. Cornwall Council – Re-opening High Streets Safety Fund</li> <li>2. CALC – Tracking Coronavirus Challenges Survey</li> <li>3. CALC – 2020/2021 Pay Award – Update on current position</li> <li>4. CALC – Smaller Councils Meeting – Via Zoom – Thursday 25<sup>th</sup> June 2020 at 2.00pm</li> <li>5. Steve Double – Correspondence in respect of additional costs for Parish Councils during lockdown</li> <li>6. Cornwall Council – Parish Electorate as at 1<sup>st</sup> April 2020</li> <li>7. Cornwall Council – Voluntary &amp; Community Sector Covid-19 Update – 12th June 2020</li> <li>8. Cornwall Council – Town &amp; Parish Council Covid-19 Update – 12th June 2020</li> <li>9. Citizens Advice Cornwall – Update</li> <li>10. Cornwall Council – China Clay Community Network Meeting – Monday 15<sup>th</sup> June 2020 at 6.00pm</li> <li>11. CALC – Slides from Re-opening Public Toilets Webinar – 15<sup>th</sup> June 2020</li> <li>12. Cormac Solutions – Town &amp; Parish Council – Highways &amp; Environment Update</li> <li>13. Cornwall Council – China Clay Community Network Informal Meeting Notes</li> <li>14. Cornwall Council – Virtual Incident Report Card Training for local Councils on Thursday 18<sup>th</sup> June 2020 at 2.00pm</li> <li>15. Cornwall Council – Parish Electorate as at 1<sup>st</sup> April 2020</li> <li>16. CALC – Re-Opening Play Areas – Proposed Webinar Meeting</li> <li>17. Came &amp; Company Insurance – Important Update regarding Hiscox Policy Coverage</li> <li>18. CALC – Government Statement</li> <li>19. Cornwall Council – Virtual Fixed Penalty Notice Training for Town/Parish Councils on Friday 26<sup>th</sup> June 2020, 10.00am – 12.30pm</li> <li>20. Cornwall Council – Town &amp; Parish Council Covid-19 Update – 19<sup>th</sup> June 2020</li> <li>21. Cornwall Council – Voluntary &amp; Community Sector Covid-19 Update – 19<sup>th</sup> June 2020</li> <li>22. CALC – Public Toilets – Risk Assessment Guide and Templates</li> <li>23. Imerys – Trespass Issue across our Sites</li> <li>24. Cornwall Council – Consultation on Draft Model Code of Conduct</li> <li>25. Cornwall Council – Town &amp; Parish Covid-19 Update – 26<sup>th</sup> June 2020</li> <li>26. Cornwall Community Flood Forum – Property Flood Resilience Questionnaire</li> <li>27. Cornwall Council – Voluntary &amp; Community Sector Covid-19 Update – 26<sup>th</sup> June 2020</li> <li>28. Came &amp; Company – Introducing our Private Client Services</li> <li>29. Ocean Housing – A roadmap of Ocean Housing’s next steps in responding to Covid-19</li> </ol>	



	<p>30. CALC – Playgrounds  31. Citizens Advice Cornwall – Summer Newsletter  32. Mustard Seed Property – Support for Adults with Learning Disabilities in Cornwall  33. CALC – Re-Opening of Playgrounds and Play Areas  34. Great Western Railway – 2020/21 Customer &amp; Communities Improvement Fund  35. Great Western Railway – Timetable Changes to support easing lockdown  36. CALC – The future of Physical Meetings  37. CALC – Covid-19 and the Planning Reform Bill  38. CALC – Acre Guidelines for re-opening Village Halls &amp; Community Centres  39. Came &amp; Company – Read the latest Insights from Came &amp; Company Local Council Insurance  40. Cornwall Council – Voluntary &amp; Community Sector Covid-19 Update – 3<sup>rd</sup> July 2020  41. Cornwall Council - Covid-19 Updated FAQs  42. Cornwall Council – Town &amp; Parish Council Covid-19 Update – 3<sup>rd</sup> July 2020  43. Steve Double MP – June 2020 E-News  44. CALC – Free Virtual Incident Report Card Training for Tackling Environmental Crime – Thursday 9<sup>th</sup> July from 10.00am to 11.00am  45. Clerks and Councils Direct Magazine</p>	
173/20	<b>To arrange any Sub-Committee Meetings required:-</b> None.	
174/20	<p><b>Any Urgent Matters the Chairman considers relevant for this meeting:-</b>  Councillor B. Higman reported as from the 31<sup>st</sup> July 2020 he will be tendering his resignation as Parish Councillor, as he would not have stood in May 2021. He will be emailing the Clerk with his resignation. Chairman thanked Councillor B. Higman for all he has done over the last 52 years, being really supportive and helpful to everyone. It was agreed once the Clerk received the resignation correspondence could begin with Cornwall Council and include on the next agenda <b>Action:</b> Clerk. All Councillors thanked Councillor B. Higman for his service to the Parish Council and wished him well for the future.</p>	<b>Clerk</b>
175/20	<p><b>Date of next Meeting:-</b> Wednesday the 12<sup>th</sup> August 2020 at 6.30pm in the Roche Victory Hall Large Committee Meeting Roche, Roche Victory Hall or via Skype depending on the Country's status next month.</p> <p>There being no further business to discuss the meeting closed at 7.35pm</p>	

Signature: .....

Chairman

Date: 12<sup>th</sup> August 2020