## **ROCHE PARISH COUNCIL**

## MINUTES OF THE PARISH COUNCIL MEETING

## HELD IN THE ROCHE VICTORY HALL LARGE COMMITTEE MEETING ROOM

## ON WEDNESDAY, 9<sup>TH</sup> MAY 2018 AT 6.31PM

Present	Cllr. P. Ames (Chairman) Cllr. B. Higman Cllr. Mrs. J. Oxenham	Mrs. J. Burdon (Parish Clerk) Cllr. S. Harries Cllr. Ms. A. Carne	Cllr. D. Inch (Vice-Chairman) Cllr. Mrs. I. Northey 2 Members of Public	
Minute	A	GENDA ITEMS		Action
101/18	Apologies:- Councillors J. Wood	d, M. Edyvean, Mrs. S. T	īppett	
102/18	<b>Public Forum:-</b> Two members of public in attendance. Concerns were expressed in respect of vehicles parking along the main road through just past the Roche Victory Hall. Councillor B. Higman reported there was one vehicle parked on the pavement and could be reported by calling 101 and any member of the public can also report this, this will help keep crime figures up and raise concerns that we still need our PCSO. It was suggested asking Cornwall Councillor J. Wood to follow up yellow lines in this area and nearby the hairdressers.			
103/18	Members Declaration of Intere for Dispensation:- None.	st on items raised on	the Agenda/Requests	
104/18	Monthly Cornwall Councillor Councillor J. Wood.	Report:- Apologies re	eceived from Cornwall	
105/18	Election of Chairman and Vice Chairman and Declaration of Acceptance of Office:- Councillor P. Ames was nominated for the position of Chairman (Proposed: Councillor B. Higman; Seconded: Councillor Mrs. I. Northey) Councillor D. Inch was nominated for the position of Vice-Chairman, he duly			
	accepted and signed his Declaration of Acceptance of Office (Proposed: Councillor B. Higman; Seconded: Councillor Mrs. J. Oxenham)			
106/18	Action: Clerk to inform Cornwall Election of Sub-Committees Chairmen:- Finance: Councillors P. Ames Edyvean, B. Higman, Ms. A. Car S. Harries Burial: Councillors Mrs. I. Nor Tippett, B. Higman, M. Edyvear Harries Footpaths: Councillors Mrs. S. Oxenham Planning: Councillors M. Edyvea Mrs. S. Tippett, Ms. A. Carne, M. Harries Playing Fields: Councillors M. E A. Carne, S. Harries, Parishione Clerk	:- Sub-Committees ag (Chairman of Finance ne, Mrs. I. Northey, D. I they (Chairman of Buri n, Ms. A. Carne, D. Inch Tippett, M. Edyvean, Ars. I. Northey, D. Inch Edyvean, P. Ames, Mrs.	preed as follows with ), Mrs. S. Tippett, M. Inch, Mrs. J. Oxenham, ial), P. Ames, Mrs. S. n, Mrs. J. Oxenham, S. Ms. A. Carne, Mrs. J. g), P. Ames, B. Higman, , Mrs. J. Oxenham, S. S. Tippett, D. Inch, Ms.	Clerk

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	(Proposed: Councillor B. Higman; Seconded: Councillor G. Rowe) It was agreed to keep the same this year, and to review as and when Sub-Committee Meetings are held. Chairmen to remain as in place as per current on Sub-Committees, to ensure the Website is up to date, changes to be made as and when Sub- Committee first meets and appoints a Chairman.	
107/18	Election of Representatives:- Representatives agreed as follows:- China Clay Area Committee:- Councillors Mrs. I. Northey, Mrs. J. Oxenham Par & Newquay Branch Line: Councillor B. Higman Roche Sports Complex: Clerk Roche Victory Hall Management Committee: Councillor S. Harries Action: Clerk to inform Roche Victory Hall. Press Officer/Representative on Parish Magazine: Councillor Ms. A. Carne with some assistance from Councillor B. Higman as required. Roche Aid in Sickness Charity Trust: Councillor Mrs. S. Tippett (Proposed: Councillor B. Higman ; Seconded: Councillor D. Inch)	Clerk
108/18	<b>Confirmation of Parish Minutes/Meeting held on the 11<sup>th</sup> April 2018</b> :- Resolved the Minutes of the Monthly Meeting held on the 11 <sup>th</sup> April 2018 as circulated be approved and signed by the Chairman (Proposed: Councillor D. Inch; Seconded: Councillor Mrs. J. Oxenham)	
109/18	<ul> <li>Matters Arising from the Monthly Minutes of the Meeting held on the 11<sup>th</sup> April 2018:-</li> <li>Page 1 Min.68/18 Section 106 Agreements:- Clerk reported she had not heard back as this had been sent later in the month due to annual account work Action: Keep Pending.</li> <li>Page 3 Min.72/18 Missing Bollard on Old Lane:- Clerk reported she had heard back from Rachael Tatlow of Cormac Solutions advising she would arrange an inspection and for any repairs to be made as appropriate.</li> </ul>	Clerk
	Page 3 Min.42/18 Water Concerns nearby Little Rosemellyn Farm:- Clerk reported a response had been received as follows - I have visited the farm/ smallholding on two occasions and the owners are aware of the need to resolve the issue of excessive soil run off. In my view the water/soil run off has been due to soil compaction meaning that over the winter period rainfall could not soak into the ground and flowed overland instead. I demonstrated this by digging pits at various locations on the land. At the ground surface the soils were very wet and "muddy" however at about 6 inches depth below the surface, soil was relatively dry. Please see attached photos. This soil compaction is caused by pigs trampling the soil until a compacted layer is formed which prevents rainwater from soaking in to the ground. As a result water is forced to flow down the field as opposed to soaking into the ground. Soil compaction is a common problem on agricultural land and is generally the result of either livestock or machinery working the fields in the winter months/wet weather. To resolve soil compaction the land owners intend to cultivate the fields. This will need to be undertaken periodically as otherwise the pigs will simply compact the soil again. I have explained this and the land owners also intend to reduce the number of pigs on the land in question over the winter. Additionally the land owners that they are committed to reducing run-off going forward.	

	<b>Page 3 Min.99/17 Post Box Removal:-</b> Clerk reported she had heard back from Natasha Swift of The Voice with some questions which she would now respond to, but nothing had been heard from Steve Double or the other newspapers <b>Action:</b> Clerk to complete and forward to Steve Double to see if he has any comments on the matter.	Clerk
	Page 4 Min.75/18(3) Planning Correspondence – Proposed Development at Thornton Close and others:- Clerk reported a response had been received from David Alcock, the Architect who advised they are waiting for the Planning Officer to contact them and have asked how his clients would like to proceed. If instructed by his clients, he would try to produce a scheme based on the Parish Councils requirements which is also acceptable to the Cornwall Council's Planning Department.	
110/18	Planning Applications/Results/Correspondence/Any Letters received for or against any Planning Applications:-	
	Planning Applications:-	
	Letter received from parishioner querying the building of The Lodge, Little Trerank, Roche concerning the height of the lodge which is not equivalent to the old cottage and much higher than neighbouring cottage. It also looks closer to the neighbouring cottage than it appears on the planning map. It is also a three storey building, not at all like the old cottage. They would like Planning to check the present building work is correct. A letter has also been sent to Cornwall Council with objections. It was resolved to forward to Cornwall Council and inform parishioner of this (Proposed: Councillor D. Inch; Seconded: Councillor B. Higman) <b>Action:</b> Clerk	Clerk
	<b>PA18/03362 – Mr. &amp; Mrs. Paul Kent</b> – New Self Contained Annexe to replace existing static caravan, Springfield Farm, Road from Tremodrett Lane to Junction South East of Rosemellyn Farm, Roche – <b>Clerk to arrange a site visit meeting with the owners</b> (Proposed: Councillor B. Higman; Seconded: Councillor S. Harries)	Clerk
	<b>PA18/03669 – MRH (GB) Ltd</b> – Advertisement consent for proposed sign, Cornish Gateway Services, Victoria, Roche – <b>Support</b> (Proposed: Councillor B. Higman; Seconded: Councillor Ms. A. Carne, 1 abstention from Councillor D. Inch)	Clerk
	<b>PA18/03791 – Mr. &amp; Mrs. S. Bond -</b> Proposed rear kitchen extension, 64 Victoria Road, Roche – <b>Support</b> (Proposed: Councillor B. Higman; Seconded: Councillor D. Inch)	Clerk
	For Information Only – <b>PA18/00986/PREAPP – Tregothnan Estates</b> - Pre- application advice for the development of circa 150 dwellings (Use Class C3) and associated access, infrastructure, landscaping and public open space, Land North of Harmony Road, Edgcumbe Road, Roche	
	5 Day notice Letter regarding 54 Firsleigh Park Roche – It was resolved to respond to reinforce our comments that discussions and concerns between neighbours were dealt with we will be happy with this <b>Action</b> : Clerk	Clerk

	Planning Results Received:-			
	<b>PA18/00996 – Mrs. Tiley –</b> New Dwelling, Land North East of 26 Tremodrett Road, Roche – <b>Approved</b>			
	<b>PA16/06033 – RS Developments 2000 Ltd</b> – Application for the modification discharge of a planning obligation in respect of Decision Notice C2/08/0089 (the proposed residential development of 32 new dwellings) to allow payment open space and education contributions in stage, Tregarrick Farm, Fore Stree Roche – Modification of S52/S106 agreed			
	<b>PA17/12235– Mr. Mark Lanceley</b> – Plannir detached split-level dwelling, Land South Roche – <b>Approved</b>			
	Planning Correspondence Received:- Cornwall Council – EN18/00749 – Alleged use of garden for dog day care, 55 Edgcumbe Road, Roche			
111/18	Monthly Accounts for Approval:- It was proposed that the Council approve the accounts for payments as listed below as circulated on schedule (Proposed: Councillor D. Inch; Seconded:			
	Councillor B. Higman) Motion Carried			
	Crystal Clear AJH Services – Waste Bins/Park	£324.16	Bank Transfer260 Bank Transfer261	•
	AJH Services - Toilet Cleaning Salaries, Pensions, National Insurance,	£380.20	Bank Transfer262 Bank Transfers	
	Income Tax and Expenses Cornwall Council	£1,518.85 £59.00		Clerk
	Biffa Waste Services Ltd Complete Business Solutions	£39.77 £22.68	Bank Transfer266 Bank Transfer267	
	DMCIT	£22.50	Bank Transfer268	-
	Clear-Flow Roche Victory Hall Social Club	£90.00 £20.00	Bank Transfer269 Bank Transfer270	
	Roche Football Club	£20.00	002191	·
	Camps International Group Ltd	£250.00	002192	
	Roche Victory Hall Social Club	£987.00	002192	
112/18	<b>GDPR Agreement:-</b> It was resolved to confirm we appoint the Company as per emails received to carry out the GDPR check for the Parish Council (Proposed:		Clerk	
	Councillor D. Inch; Seconded: Councillor B. H			
113/18	Approval of Annual Accounts for the yea	-		
	<b>emailed and prior to Internal Auditor attending):-</b> It was resolved to adopt the Annual Accounts for the year ending 31 <sup>st</sup> March 2018 pending the Internal Auditors Report and confirm thereafter, subject to Internal Auditors report and if the Internal Auditor advises for it to come back to Parish Council we would include on next month's agenda for approval (Proposed: Councillor B. Higman;			Clerk
	Seconded: Councillor G. Rowe) Action: To in Internal Auditor's Report for final approval.	nclude on the r	next agenda pending	
114/18	Approval of Section 1 of Annual Return – Annual Governance Statement 2017/2018:- It was resolved to adopt the Annual Governance Statement 2017/2018 pending the Internal Auditors Report and confirm thereafter, subject to Internal Auditors report and if the Internal Auditor advises for it to come back to Parish Council we would include on next month's agenda for approval (Proposed: Councillor B. Higman; Seconded: Councillor G. Rowe) Action: To include on the next agenda pending Internal Auditor's Report for final approval.		Clerk	

115/18	Approval of Section 2 of Annual Return – Accounting Statements	
	2017/2018:- It was resolved to adopt the Accounting Statements 2017/2018	
	pending the Internal Auditors Report and confirm thereafter, subject to Internal	
	Auditors report and if the Internal Auditor advises for it to come back to Parish	
	Council we would include on next month's agenda for approval (Proposed:	Clerk
	Councillor B. Higman; Seconded: Councillor G. Rowe) Action: To include on the	CIEIK
	next agenda pending Internal Auditor's Report for final approval.	
116/18	To discuss the future of the Roche Tennis Courts:- Clerk reported she had	
	received a report from Councillor M. Edyvean that it appears the Courts have	
	been cleared and tidied up by someone. The Tennis Courts have been painted	
	and goals have been painted on the wall for 5 aside, it seems to look like quite a	
	professional job that has been carried out.	
	Clerk reported following on from what was agreed to forward on last month as	
	Councillors are aware a further email had been received advising the group had	
	sent all information that had been asked for and cannot see what more	
	information is required to move forward. No further response had been sent to	
	them at this stage <b>Action:</b> Clerk to establish whether the six months is up that	
	we originally offered them to bring forward relevant information.	Clerk
	It was resolved to establish who has carried the work out in the Tennis Courts	
	and to write to the Roche Football Club to establish whether they wanted to	
	continue with the lease of the Courts or to rescind it, if they wished to keep it we	
	would need to see their insurance covering the area for use by the public, so the	
	Parish could follow up other uses for it. We would also be happy to assist them	
	financially in the way of solar funding if they wished to keep the area. Chairman	
	advised the insurance would need an indemnity to principle clause, which	Clerk
	protects the Parish Council using their insurance Action: Clerk	
117/18	To consider registering The Poachers Inn, Roche as a Community Asset:-	
117/10	It was resolved to not to register this as a Community Asset (Proposed:	
	Councillor B. Higman; Seconded: Councillor G. Rowe)	
	It was agreed to remove the waste bin in due course and initially ask AJH	
	Services to empty this waste on a weekly basis and to remove paper covering	Clerk
440440	the top, as it is being used <b>Action:</b> Clerk. <b>Roche Community Disaster Plan Update-</b> No update received to date.	
118/18	······································	
119/18	Cemetery Matters (Including Any Applications for Memorials or	
	Inscriptions:-	
	Application from Largember Memorials for a new memorial for the late Vailat	
	Application from Larcombes Memorials for a new memorial for the late Voilet	
	May Trudgeon Action: It was resolved to accept this application as per our rules	Clerk
	and regulations (Proposed: Councillor Ms. A. Carne; Seconded: Councillor Mrs. I. Northey) Motion Carried	
	Councillor Mrs. I. Northey reported on the flower beds in the Cemetery advising	
	they have started weeding them out. There are a lot of weeds in the ash garden	
	and it needs to be sprayed and cleared. Councillor D. Inch would be happy to	
	speak with Lanhydrock Garden Services to meet with Councillor Mrs. I. Northey	
	to action as required. On the right-hand side of the ash garden, when the flowers	
	finish we would like to move them to the other side and reduce the strip and bring	
	back to a reasonable size and put chippings down.	

It was agreed to ask Lanhydrock Services to establish what is required and obtain a quotation and discuss at the next meeting. It was resolved to arrange a site meeting in the Cemetery with Lanhydrock Services. Councillors Mrs. I. Northey, M. Edyvean, D. Inch. Sub-Committee to have the ability to accept quotation prior to the meeting Action: Councillor D. Inch.       Clir. D. Inch.         Clerk raised concerns she had recently received from a parishioner regarding flower bed at Firsleigh Park and at the end of Old Lane. It was resolved to follow up who owns the area and to meet with Lanhydrock to view the area as well and obtain a quotation. With regards to the two at the end of Old Lane, to speak with Councillor M. Edyveen on whether they would be better cemented over.         Clerk reported following a family funeral, it brought to light two gravespaces that had originally been reserved on the left hand side of the cemetery and in the end were not purchased by the family. The gravespaces have not been used and they are now asking whether they could purchase, one of the family members lives in the village but the other has been out of the village for 11 years now, I did explain this would now be at a non-parishioner cost but apparently he is not happy as he lived in the village his whole life up to this point. It was resolved to confirm the plot would have to be purchased at a non-parishioner cost due to the length of time having left the village and there would be a stipulation on both plots if not purchased within 6 months they would be used for the next two burials if required Action: Clerk       Clerk         120/18       Playing Fields:: Clerk reported on behalf of Councillor M. Edyvean – Playing Fields is looking fine, apart from some grafifti on the rowing machine this week and appeares to be the only piccc of equipment that has been slightly damaged. Action: Clerk to			
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124/18	Sub-Committee to form a Working Group Party for the Village – Street/Road	
12-1/10	Signs in the Village/Parish and general tidy up of the Village/Parish as a	
	whole:- Clerk reported the litter pickers and hoops had been received and it was	Clerk
	agreed these be passed to Councillor S. Harries with the Roche Parish Council	Cllrs. S.
	high viz tabards who would in turn liaise with Councillor J. Wood to arrange a	Harries/
	date for the first tidy up <b>Action:</b> Clerk/Councillor S. Harries/Councillor J. Wood.	J.
		Wood
	Councillor Ms. A. Carne left the meeting at 7.26pm.	
125/18	Articles for Parish Council Website/Newsletter:- Details of Chairman, Vice-	Clerk
125/10	Chairman, Committees, organisations and annual reports if able to include.	Olerk
126/18	Correspondence – Clerk listed correspondence and actions required:-	
120/10	1. Cornwall Council – Neighbourhood Plan E-Bulletin – Newsletter	
	2. Pro Earth Developments (Europe) Ltd - Discount available for Flood Action	
	Equipment - Offer Open for a few weeks	
	3. Cornwall Council - Crowdfunder Spring Coaching Series	
	4. Microshade Business Consultants Ltd - Six Weeks to GDPR	
	5. Wicksteed Newsletter	
	6. Westcountry Rivers Trust – Home and Dry Workshop – 24 <sup>th</sup> April 2018	
	7. Great Western Railway - Update on improvement between Newbury and	
	Reading	
	8. Cornwall Council – Town and Parish Council Newsletter - April 2018	
	9. Cornwall Council - Cornwall Pension Fund Employer Newsletter (April 2018)	
	10. Cornwall Council – St. Austell Place Storey – 9th May	
	11. Cornwall Council - Minerals Safeguarding Development Plan Document -	
	Consultation on the Schedule of Modifications.	
	12. X2 Connect – Red Telephone Box – Adopt a Kiosk?	
	13. Great Western Railway – Use your phone as a rail ticket	
	14. Cornwall Council - Neighbourhood Planning E-Bulletin April 2018	
	15. The Local Government Boundary Commission for England - Draft	
	recommendations for Cornwall Council boundaries postponed	
	16. Cornwall Council – Neighbourhood Plan E-Bulletin – Newsletter	
	17. Came & Company – Power Outage	
	18. Cornwall for Change – General Data Protection Regulation	
	19. Cornwall Council - One Public Transport System for Cornwall Project	
	20. Cornwall Council – Localism Newsletter	
	21. Tywardreath & Park Parish Neighbourhood Plan Steering Group -	
	Neighbourhood Plan Keeping in Touch	
	22. EDF Energy -Your variable electricity prices are changing	
	23.HM Revenue & Customs – Important Changes to the way your make your	
	VAT126 Claim	
	24. Cornwall Council Pensions – Rates and Adjustments Certificate	
	25. Roche Football Club – Receipts for Solar Funding	
	26. Lloyds Bank – Updating Business Account	
	27. Clerks & Councils Direct Magazine	
	28. Treverbyn Community Hall – Space to hold meetings	
	29. Mrs. Crowle – Drain <b>Action:</b> Clerk to inform Cormac Solutions, Clerk to add	
	outside cemetery , new houses from Mike Morcom, 3 half inches of gravel	
	thick needs a road sweeper, from garage to church, past cemetery.	
	<b>To arrange any Sub-Committee Meetings required:-</b> 9.30am on Saturday 12 <sup>th</sup>	
127/18	May to meet Lanhydrock Garden Services in Roche Cemetery.	
	Any Urgent Matters the Chairman considers relevant for this meeting:-	
128/18	None.	

129/18	<b>Date of next Meeting:-</b> Wednesday the 13 <sup>th</sup> June 2018 at 6.30pm in the Roche Victory Hall Large Committee Meeting Roche, Roche Victory Hall. Apologies from Councillor Mrs. I. Northey as she will be late.	
	There being no further business to discuss the meeting closed at 7.33pm	

Signature: .....Chairman

Date: 13<sup>th</sup> June 2018