

ROCHE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD

IN THE MAIN HALL OF THE ROCHE VICTORY HALL

ON MONDAY, 6TH JULY 2026 AT 6.30PM

Present Cllr. D. Inch Mrs. J. Burdon Cllr. B. Kretowicz
(Chairman) (Parish Clerk) (Vice-Chairman)
Cllr. Mrs. S. Tippet Cllr. P. Dunn Cllr. P. Kent
Cllr. G. Rowe Cllr. D. Brown Cllr. M. Edyvean
Cllr. M. Taylor Cllr. Mrs. A. King 1 Member of Public

135/26	Apologies for non-attendance:- Councillor D. Yelland Action: Clerk to send our regards from the Parish Council to Councillor D. Yelland for a speedy recovery.	Clerk
136/26	Public Forum (Including any report from Cornwall Councillor if received):- One member of the public in attendance.	
137/26	Members' Declaration of Interest on items raised on the Agenda/Requests for Dispensation:- None.	
138/26	Confirmation of the Minutes of the Monthly and Closed Meetings held on the 1st June 2026:- Resolved the Minutes of the Monthly and Closed Meetings held on the 1 st June 2026 as circulated, were confirmed as a true and accurate record and duly signed by the Chairman (Proposed: Councillor M. Edyvean; Seconded: Councillor Mrs. A. King) All in Favour.	
139/26	Matters Arising from the Monthly Minutes from Meeting held on the 1st June 2026:- Page 2 Min.222/25 Footpaths and Wooden Stiles:- Response from Neil Sandland advising he is in discussion with the Cornwall Council Legal team with regard to resolving and progressing all of the matters that have been raised. He would provide an update once they have a way forward. Chairman reported he had a long telephone conversation today with Neil Sandland. There are a number of outstanding issues, including health and safety, and soil not put back correctly. All work will be actioned, but it will take some time. Rachael Tatlow of Cornwall Council Highways has also put together a long list of issues. Neil Sandland had confirmed he was also part of the Metro project; it is hoped to start this in the second week of September Action: Keep Pending for an update, and Clerk to keep Cornwall Councillor S. Trevelyan informed to also follow up as necessary. Page 2 Min.102/26 Damaged Rocking Horse:- Clerk reported she was still waiting for quotes and had followed up again today and had been informed they would quote like for like to keep costs to a minimum Action: Keep Pending and Councillors to agree under delegated powers between meetings to hope that the equipment would be in place for the school holidays.	Clerk Clerk

Page 3 Min.116/26 Stair-Casing Query:- Clerk reported an update had been received advising that staircasing normally relates to Shared Ownership; where there is an affordable housing grant allocated using Homes England subsidy for shared ownership, the grant can be recovered or recycled from any staircasing receipts through the Recycled Capital Grant Fund (RCGF), and this must be spent on new affordable housing. RCGF rules apply to shared ownership homes when a provider receives staircasing sales receipts, when a shared owner increases their share in their home. Registered Providers have three years from the date of receipt to invest in replacement properties. If, in the very unlikely event, they are unable to reinvest the funds during the three years, they are required to return the funds to Homes England. Any surpluses or receipts from non-funded shared ownership staircasing are retained by the Register Provider. Typically, these surpluses/receipts will be recycled towards investment into new affordable housing. In terms of s.106 off-site contributions, as the parish has been so successful with on-site delivery, the last affordable housing off-site contribution that was secured was for £26,000 from Tremodrett House, Roche in 2014. As there were no deliverable affordable housing projects requiring funding in the parish at the time the money was used to support the delivery of Terras Road, St Stephen, which is a 100% affordable housing scheme of 24 homes by Live West. Whilst we prioritise spending off-site contributions locally, we only have 10 years to use the funds or they may have to be returned to the original developer. Therefore, to prevent an area “missing out” on a locally secured contribution, we do work on a reciprocal basis, so if an affordable housing scheme were to be identified locally requiring funding, contributions could be used from elsewhere in the county to support delivery.

Previous Minutes – Cameras in Drains on Harmony Road:- Email received from Cornwall Council Highways advising that Cornwall Rural Housing Association confirmed in April that their asset had been cleansed and was in full working order.

Previous Minutes – Harmony Road/Edgcumbe Road Development:- Response received from Richard Grant of Origin3 in respect of Doctor Surgery funding advising on a response he had received from NHS Local Planning Authority Engagement Team - The difference in per-dwelling contributions between the three GP practices reflects how the overall funding requirement was apportioned based on the capacity needs of each practice, rather than their physical location. In simple terms, all three practices are experiencing capacity pressures, but the scale and cost of the improvements needed vary between them, which has resulted in a relatively higher contribution being attributed to Brannel Surgery compared to the other two practices. It is also important to note that new residents are expected to register across a number of local practices, not solely the one located within Roche, so the contribution has been distributed across the wider local healthcare system. The approach taken is consistent with the published guidance on planning contributions for primary care (as referenced in our original response) and has been developed and agreed jointly between the NHS Cornwall Integrated Care Board and the Cornwall Local Planning Authority to ensure it is proportionate and policy compliant. So, essentially, the answer is that although the number of new residents is equally distributed across the three practices, because the improvements needed at Brannel to meet the needs of those residents are greater, there is a greater cost and therefore more of the contribution goes to them.

140/26	To RECEIVE consultation response requests and to RESOLVE a response. Formal requests from the planning authority received before the start of the meeting will be considered, including Results/Correspondence/Any Letters received for or against any Planning Applications:- <u>Planning Application Received:-</u> PA26/03675 – Hillhouse – Works to Tree(s) covered by a Tree Preservation Order (TPO) – T1 – Yew – Removal and replace with ornamental species. T2 – Chilean Pine – Removal of replacement, 22 Harmony Road, Roche – Object – The Yew Tree needs to be maintained. The owners have a duty of care to the area, as the Yew Tree is subject to a Tree Preservation Order. With regards to the Chilean Pine the Parish Council would go along with the recommendation of the County Tree Officer (Proposed: Councillor D. Inch; Seconded: Councillor B. Kretowicz) All in Favour PA26/03849 – Miss Isla Collings – Loft Conversion to create additional bedroom, 37 Farrow Fordh, Roche - Support (Proposed: Councillor G. Rowe; Seconded: Councillor Mrs. A. King) All in Favour PA26/02279 – Mr. Richard Ball – 2-storey extension to the SW rear elevation, the ground floor is a proposed lounge and dining area, the first floor is a proposed bedroom 4 & 5 with en-suite bathrooms, Criggan House, Criggan, Bugle - Support (Proposed: Councillor M. Taylor; Seconded: Councillor Mrs. A. King) All in Favour <u>Planning Results Received:-</u> PA26/03403 – Jess Dowrick – Overhead Electricity Lines for upgrading the existing pole-mounted transformer 432372 located adjacent to Trerank Cottages, Roche, from 25kVA to 50kVA, including the replacement of the existing pole 43XFE18, Trerank Cottages, Roche, Roche – No Objection PA26/00486/PRE – Arcadis LLP (UK) Ltd (on Behalf of Cornwall Council) – Pre—application advice for the demolition of two storey building and temporary buildings and the erection of a new SEND classroom block, extension to the main school building, and associated works, Roche Country Primary School, Fore Street, Roche – Closed – Advice Given PA26/02006 – Mr. Nathan Gait – Erection of a self-build 4-bed dwelling, Land South West of the Bungalow, Higher Trerank, Lane, Roche – Approved PA26/02316 – Mr. Alun Kitts – Change of use of first floor of garage to create a self-contained annex, The Office, Sunny Corner, Rosemellyn, Roche – Approved PA26/03390 – Mr. Tim Martin – Submission of details to discharge Condition 15 (Open Space Delivery Plan) and 18 (BNG Management) in respect of application PA23/00807 dated 22/1/2026, Bre Tregarrek, Land off Edgcumbe Road, Roche – S52/S106 and discharge of condition apps	Clerk Clerk Clerk
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	Planning Correspondence:- (a) Cornwall Council Planning - PA26/01068 - Local Development Order (LDO) for River Camel catchment area; (b) Cornwall Council Planning - Cornwall Planning Partnership - vacancy for China Clay and Luxulyan parishes CAP area; (c) PA25/05532 – Mr. Alun Kitts – Addition of shower block and 2 disused railway wagons, a shepherd’s hut and two caravans for holiday accommodation (part retrospective), Land and Lake North of Rosemellyn Cottage, Roche – advising an appeal has been made; (d) PA25/07858 – Mr. M. Aldin – Permission in principle for the provision of a single self-build property (minimum of 1, maximum of 1), Land to the West of Pits Mingle Bungalow, Tregoss Moor, Tregoss, Roche – advising an appeal has been made; (e) Letter received in respect of PA26/03675 regarding the Yew tree expressing concerns to a family member and suggest the tree needs removing.																																																																																					
141/26	Update on Neighbourhood Policy Statement:- Resolved to appoint Les Allen to carry out a Neighbourhood Policy Statement and the project fee of £20,000.00 (Proposed: Councillor M. Edyvean; Seconded: Councillor Mrs. S. Tippet) All in Favour Action: Clerk.	Clerk																																																																																				
142/26	Monthly Accounts for Approval for July 2026, including monthly bank reconciliation and budget monitoring:- It was proposed that the Council approve and accept the accounts for payments as circulated on schedule for July 2026, including agreement with the bank reconciliation and budget monitoring as reported (Proposed: Councillor D. Brown; Seconded: Councillor G. Rowe) All in Favour. <table><tr><td>Salaries, Pensions, National Insurance, Income Tax and Expenses</td><td>£2,646.37</td><td>July 2026</td></tr><tr><td>EDF Energy – Street Lighting</td><td>£142.68</td><td>1/5/26-31/5/26</td></tr><tr><td>South West Water – Public Conveniences</td><td>£174.25</td><td>4/3/26-27/5/26</td></tr><tr><td>DMC-IT – Website Updating</td><td>£32.50</td><td>May 2026</td></tr><tr><td>AJH Services – Public Conveniences Clean</td><td>£508.95</td><td>June 2026</td></tr><tr><td>Biffa Waste Services Limited – Cemetery Bin</td><td>£304.03</td><td>May 2026</td></tr><tr><td>Lanhydrock Garden Services – Grasscutting</td><td>£3,552.12</td><td>May 2026 (2)</td></tr><tr><td>Lanhydrock Garden Services – Grasscutting</td><td>£1,691.98</td><td>May 2026 (1)</td></tr><tr><td>Rospa Play Safety</td><td>£319.20</td><td>Inspection</td></tr><tr><td>Crystal Clear Limited Bus Shelter Cleaning</td><td>£70.00</td><td>June 2026</td></tr><tr><td>Lloyds Bank – Monthly Bank Charges</td><td>£8.50</td><td>June 2026</td></tr><tr><td>Amazon – Heavy Duty Black Bags</td><td>£8.50</td><td>Litter Collection</td></tr><tr><td>Amazon – Black Rubber Globes</td><td>£8.50</td><td>Litter Collection</td></tr><tr><td>Amazon – Cardboard Boxes</td><td>£56.95</td><td>Archives Store</td></tr><tr><td>Amazon – Litter Pickers x 2</td><td>£7.99</td><td>Litter Collection</td></tr><tr><td>Amazon – Litter Pickers x 2</td><td>£7.99</td><td>Litter Collection</td></tr><tr><td>Amazon – Litter Pickers x 2</td><td>£7.99</td><td>Litter Collection</td></tr><tr><td>Amazon – Bin Bag Holders</td><td>£29.70</td><td>Litter Collection</td></tr><tr><td>British Gas – Toilets</td><td>£57.07</td><td>5/5/26-4/6/26</td></tr><tr><td>Amazon – Office Supplied</td><td>£47.97</td><td>Desk Top Fan</td></tr><tr><td>Hiscox Insurance</td><td>£401.38</td><td>July 2026</td></tr><tr><td>Crystal Clear Limited – Waste Bin Emptying</td><td>£819.97</td><td>June 2026</td></tr><tr><td>Roche Victory Hall – Post Office Cont.</td><td>£86.66</td><td>July 2026</td></tr><tr><td>Roche Victory Hall – Hire Hall</td><td>£33.00</td><td>July 2026</td></tr><tr><td>Amazon – Equipment Maintenance</td><td>£7.00</td><td>Wet Paint Tap</td></tr><tr><td>Amazon – Equipment Maintenance</td><td>£17.98</td><td>Stainer</td></tr><tr><td>Amazon – Equipment Maintenance</td><td>£21.86</td><td>Exterior Paint</td></tr><tr><td>Amazon – Equipment Maintenance</td><td>£45.56</td><td>Filler/Stripper</td></tr></table>	Salaries, Pensions, National Insurance, Income Tax and Expenses	£2,646.37	July 2026	EDF Energy – Street Lighting	£142.68	1/5/26-31/5/26	South West Water – Public Conveniences	£174.25	4/3/26-27/5/26	DMC-IT – Website Updating	£32.50	May 2026	AJH Services – Public Conveniences Clean	£508.95	June 2026	Biffa Waste Services Limited – Cemetery Bin	£304.03	May 2026	Lanhydrock Garden Services – Grasscutting	£3,552.12	May 2026 (2)	Lanhydrock Garden Services – Grasscutting	£1,691.98	May 2026 (1)	Rospa Play Safety	£319.20	Inspection	Crystal Clear Limited Bus Shelter Cleaning	£70.00	June 2026	Lloyds Bank – Monthly Bank Charges	£8.50	June 2026	Amazon – Heavy Duty Black Bags	£8.50	Litter Collection	Amazon – Black Rubber Globes	£8.50	Litter Collection	Amazon – Cardboard Boxes	£56.95	Archives Store	Amazon – Litter Pickers x 2	£7.99	Litter Collection	Amazon – Litter Pickers x 2	£7.99	Litter Collection	Amazon – Litter Pickers x 2	£7.99	Litter Collection	Amazon – Bin Bag Holders	£29.70	Litter Collection	British Gas – Toilets	£57.07	5/5/26-4/6/26	Amazon – Office Supplied	£47.97	Desk Top Fan	Hiscox Insurance	£401.38	July 2026	Crystal Clear Limited – Waste Bin Emptying	£819.97	June 2026	Roche Victory Hall – Post Office Cont.	£86.66	July 2026	Roche Victory Hall – Hire Hall	£33.00	July 2026	Amazon – Equipment Maintenance	£7.00	Wet Paint Tap	Amazon – Equipment Maintenance	£17.98	Stainer	Amazon – Equipment Maintenance	£21.86	Exterior Paint	Amazon – Equipment Maintenance	£45.56	Filler/Stripper	Clerk
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143/26	Appointment of Internal Audit Services to carry out transfer of accounts from Receipts & Payments to Income & Expenditure for two financial years 2026/2027 and 2027/2028:- Resolved to appoint JT Audit & Accountancy for the two financial years at £300.00 per annum as set out (Proposed: Councillor Mrs. S. Tippet; Seconded: Councillor P. Dunn) All in Favour Action: Clerk.	Clerk																																										
144/26	Cemetery Matters:- Chair reported on the ditch clearance. We have been liaising with parishioners in the area. There was a lot of clear water in the ditch and it had not rained for four days. Clerk reported to South West Water, still waiting for a response Action: Clerk to follow up again by telephoning, advising we have concerns regarding the effect to the surrounding graves. Clerk had received a response from Rachael Tatlow of Cornwall Council Highways in respect of a request for a Drainage Maintenance Plan advising the Council maintains the highway drains across the network in accordance with the requirements laid out in the Highways Maintenance Manual, details of which can be found on the Council's website at this link https://www.cornwall.gov.uk/media/1qbbxv5/highway-maintenance-manual.pdf Cleansing frequency is set based on network hierarchy, however they will also respond to reports from members of the public and carry out consequent reactive treatment in between scheduled cleansing, should the need be required for highway safety reasons. Chair and Clerk reported there had been a leak in the Roche Football Club Car Park which affected the Roche Social Club's water bill, which turned out to be an additional £280.00 from the last invoice. Resolved to pay the additional £280.00 as a one-off gesture of good will (Councillor D. Inch; Seconded: Councillor M. Eadyvean) All in Favour Action: Clerk. Memorial Applications approved by the Clerk:- None.	Clerk																																										
145/26	Roche Village Recreation Areas/Land/Property owned and under discussion (Including Roche Public Open Space – Update on Devolution of assets (a) Glebe Quarry Grazing Land; (b) Land at Tregeagle Road (nearby Pebbles Nursery); (c) Land at Tregarrick Road (nearby Dukes Court); (d) Land at Farrow Fordh (nearby Finsbury Rise); (e) Public Conveniences):- Clerk reported the Roche Cricket Club had now appointed a Solicitor and the legal fees would be paid by the Parish Council as originally agreed once received Action: Keep Pending.	Clerk																																										

	Chairman reported he would be meeting with Cormac tomorrow to quote for footpaths in the two areas that will become the Parish Council's responsibility. The land is not ours as yet Action: Clerk to follow up for an update.	Clerk
146/26	Standing Stones in the Village:- Councillor M. Edyvean reported he does not believe we would be allowed to move the stones. They are situated at Goonbarrow, Withiel Road, Marshall Close, behind Roche Rock, Holywell and possibly some other sites where there are other types of stones. Chairman suggested it may be a nice idea to put a memorial plaque on them and get the surroundings tidied up so they are clear to view. Councillor Mrs. S. Tippet would liaise with Adrian Wilson and ask whether he would be happy to assist with this in helping to locate all the stones. In due course, a report will be written up to circulate on the website and Facebook. It was suggested that when all information is received, we can highlight which ones we want to tidy and put plaques and some leave in their current state Action: Councillor Mrs. S. Tippet.	Cllr. Mrs. S. Tippet
147/26	Neighbourhood Watch in your Community Update- Chair reported on the response received. Resolved to ask if there is an electronic questionnaire that the Parish Council can share through the Parish Council and Roche Village Facebook pages to gauge whether there would be enough interest in the scheme Action: Clerk.	Clerk
148/26	Dowr Glan Letter and motion (Including correspondence from South West Water):- Resolved to support (Proposed: Councillor Mrs. S. Tippet; Seconded: Councillor M. Edyvean) All in Favour Action: Clerk.	Clerk
149/26	Footpath Signs/Matters/Highways/Bus Shelters:- Cornwall Council – Enhanced LMP Grants for 2026-2027 available for Parish Councils. Clerk had now received information from Patrick Balcombe and David Edwards and would check with Cornwall Council whether the works would be approved before obtaining a quote for the labour from our Contractor Action: Clerk.	Clerk
150/26	Minor Repairs/Works in the Parish that may arise/Village Regeneration Works/Working Party for the Village:- Chairman reported on four blocks that have been kicked off the wall of the skatepark Action: Clerk to liaise with our Contractor to rectify. Chairman reported the waste bins in the park, pump track and skatepark areas are currently very full and believes we need to go to twice weekly emptying with immediate effect, especially due to the weather, all Councillors were in agreement Action: Clerk.	Clerk Clerk
151/26	Articles for Parish Council Website/Update on Village Newsletter:- Chairman reported on the website and suggested seeing what could be done to tidy it and make it more user-friendly, and the possibility of income from links to share. After discussion it was agreed to leave in its current format. Advertising request received – Agreed to confirm the response is no to this request Action: Clerk. Councillor P. Dunn left the meeting at 7.31pm.	Clerk
152/26	Correspondence – Clerk listed correspondence and actions required:- 1. NALC – Events Newsletter 2. NALC – Chief Executive's Bulletins 3. Cornwall Council - Public Space Protection Order Consultation - Dog Controls 4. Cornwall Council - China Clay Area & Luxulyan Community Area Partnership AGM to be held on Monday 13 th July 2026	

	5. Cornwall Council -- Town & Parish Council Newsletter 6. CALC – Training Courses – Chaining Skills and Clerking Essentials 7. CALC - Making Negotiations work - Last-minute training opportunity - Monday 15th June, 2.00pm 8. CALC - Cornwall Local Councils Conference 2026 - Bookings Open 9. Cornwall Council - Local Plan Workshop Feb 2027 10. Citizens Advice Cornwall - Roche - Citizens Advice 11. Cornwall Rural Community Council - Clean Cornwall Newsletter 12. Trelavour Lithium Project Design Evolution Update 13. CALC – News Bulletin 14. Cornwall Council Pensions - Pension Administration Strategy Statement 15. Great Western Railway - Essential travel only Wednesday and Thursday 16. Cornwall Council - Hot weather advice for residents 17. Cornwall Council Pensions - June 2026 Employer Newsletter Now Available 18. CALC – Training - Planning Enforcement & Appeals on Tuesday 7 th July 2026 at 6.30pm - 8.00pm 19. Cornwall & Isles of Scilly - Cornwall together: June 2026 20. Cornwall Council Pensions - i-Connect Newsletter June 2026 21. NALC - Star Council Awards 2026/27 – Nominations are now open 22. Clerks & Councils Direct Magazine (Councillor Mrs. S. Tippet) 23. Cornwall Council - Town and Parish Council Newsletters 24. CALC – EGM 23 rd July 2026	
153/26	To arrange any Sub-Committee Meetings required:- None.	
154/26	Any Urgent Matters the Chairman considers relevant for this meeting:- Chairman requested the following agenda items for the next meeting. Action: Next Agenda – Roche Victory Hall and Roche Social Club Painting. Action: Next Agenda – Bowling Green for Roche. Councillor Mrs. S. Tippet raised the subject of a fundraiser for a party in the park. Councillors suggested speaking to the Roche Social Club and local bars, and looking at the possible location.	Clerk Clerk
155/26	Date of next Meeting:- Monday, 3rd August 2026 at 6.30pm to be held in the Roche Victory Hall Large Main Hall, Roche Victory Hall. Councillor Mrs. S. Tippet noted her apologies for the next meeting Action: Clerk. There being no further business to discuss, the meeting closed at 7.38pm.	Clerk

Signature:

Chairman

Date: 3rd August 2026