



**ROCKBEARE
PARISH COUNCIL**

Chairman: Cllr. Phil Franklin

Clerk: Carolyn Y. May
A209, Victoria Advent House,
Station Approach
Victoria, Roche,
Cornwall PL26 8LG

Telephone: 01726 210139

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11th June 2024

ANNUAL PARISH COUNCIL MEETING OF ROCKBEARE PARISH COUNCIL

To all Members of Rockbeare Parish Council

You are hereby summoned to attend the Annual Parish Council Meeting of Rockbeare Parish Council, to be held at **6.45 pm**, on Tuesday 18th June, at Marsh Green Village Hall, for the purposes of transacting the following business:

Carolyn May
Clerk to Rockbeare Parish Council

AGENDA

- 1. Apologies** - To receive apologies and accept the reasons for non-attendance.
- 2. Declarations of Interest** - To receive any declarations of interest relating to items on the agenda and accept dispensations.
- 3. Co-option of New Members**
- 4. Public Open Forum (strictly 15mins).**
- 6. Reports**
 - Chairman RPC
 - EDDC Councillor
 - DCC Councillor
- 7. To approve the Draft Minutes of the meeting held on 21st May 2024 (Appendix A)**
- 8. Correspondence**

9. Member Training

10. Finance and Economy:

- a. Payments to be approved.
- b. Bank reconciliations to be reviewed and approved.
- c. Financial Management report to be reviewed and approved.

Financial Documents to be distributed under separate cover.

11. Planning Applications – (Appendix B)

12. Planning Decisions – to note

13. MwRPC Project Updates

- Birchend
- Hub
- Millennium Field
- Newsletter



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DRAFT MINUTES OF ROCKBEARE ANNUAL PARISH COUNCIL MEETING

HELD ON

21ST MAY 2024

PRESENT: Cllr. Franklin (Chairman), Cllr. M. Nequest, Cllr. T. Brookes

Also: Cllr T. Olive (EDDC), and nine members of the public

Parish Clerk: Carolyn May

AGENDA

001/24 Election of Chairman

It was **proposed** by Cllr Nequest, **seconded** by Cllr Brookes, and **RESOLVED** that Cllr Philip Franklin would be elected to the position of Chairman of Rockbeare Parish Council. Unanimous.**Carried.**

The Chairman duly signed the Declaration of Acceptance of Position

002/24 Election of Vice Chairman

It was **proposed** by Cllr Franklin, **seconded** by Cllr Brookes, and **RESOLVED** that Cllr Mark Nequest would be elected to the position of Vice - Chairman of Rockbeare Parish Council. Unanimous.**Carried.**

003/24 Apologies – Cllr Sarah Randall – Johnson, Cllr. H. Gent (Devon Council).

004/24 Declarations of Interest Register both registerable and non-registerable under the Code of Conduct (to declare interests on agenda items), to issue dispensations (if required) & to declare gifts over £50. To consider if any alterations to Register of Interests.

No Interests declared.

005/24 Report (EDDC Cllr Todd Olive)

Cllr Olive advised the meeting that he had been appointed to the position of full Member of the EDDC Cabinet, with the portfolio for Planning.

Cllr Olive informed the meeting that EDDC would be undertaking a consultation with residents in relation to the draft Local Plan.

It was **agreed** by Members of the Parish Council that a formal objection to the reduction in area of the 'green wedge', between Rockbeare and Cranbrook would be lodged by the Parish Clerk.

006/24 To approve the Draft Minutes of the meeting held on 19th March 2024

Members considered the draft Minutes for the last meeting of the Parish Council, held on 19th March 2024. It was **proposed** by Cllr. Nequest, **seconded** by Cllr. A. Brookes, and RESOLVED that the Parish the Minutes would be accepted as a true representation of the meeting. Unanimous. **Carried.**

006/24 To Receive the Annual Internal Audit 2023/24

Members considered the Annual Internal Audit for 2023/24. The Parish Council has performed well. The Clerk was thanked for her hard work.

It was **proposed** by Cllr. Franklin, **seconded** by Cllr. Brookes, and RESOLVED that the Parish the Annual Internal Audit would be accepted by the Parish Council. Unanimous. **Carried.**

007/24 To Receive and Approve the Annual Governance Statement

Members considered the completed Annual Governance Statement provided by the Clerk.

It was **proposed** by Cllr. Franklin, **seconded** by Cllr. Nequest and RESOLVED that the Parish the Annual Governance Statement would be approved and accepted by the Parish Council. Unanimous. **Carried.**

008/24 To Receive and Approve the Annual Finance Statement

Members considered the completed Annual Finance Statement provided by the Clerk.

It was **proposed** by Cllr. Franklin, **seconded** by Cllr. Nequest and RESOLVED that the Parish the Annual Governance Statement would be approved and accepted by the Parish Council. Unanimous. **Carried.**

009/24 Adoption / Re- Adoption of the following Parish Council Policies

- **Standing Orders**

It was **proposed** by Cllr. Franklin, **seconded** by Cllr. Brookes and RESOLVED that the Parish the Parish Council Standing Orders would be re-adopted by the Parish Council. Unanimous. **Carried.**

- **Financial Regulations (2024)**

It was **proposed** by Cllr. Nequest, **seconded** by Cllr. Franklin and **RESOLVED** that the 2024 Financial Regulations would be approved and adopted by the Parish Council. Unanimous. **Carried**.

- **Statement of Internal Control**

It was **proposed** by Cllr. Franklin, **seconded** by Cllr. Nequest and **RESOLVED** that the Statement of Internal Control would be approved and re-adopted by the Parish Council. Unanimous. **Carried**.

- **Parish Council Risk Register**

It was **proposed** by Cllr. Franklin, **seconded** by Cllr. Nequest and **RESOLVED** that the Parish Council Risk Register would be approved and accepted by the Parish Council. Unanimous. **Carried**.

- **Parish Council Register of Assets**

It was **proposed** by Cllr. Nequest, **seconded** by Cllr. Franklin and **RESOLVED** that the Parish Council Asset Register would be approved and accepted by the Parish Council. Unanimous. **Carried**.

010/24 Business and Finance

Members considered the Schedule of Payments provided. Having considered the same, It was **proposed** by Cllr. Nequest, **seconded** by Cllr. Brookes and **RESOLVED** that the listed payments would be approved, and the liabilities discharged. Unanimous. **Carried**.

Retrospective Approval of Payments - April 2024 (Inchorate Meeting)

Date	Payee	VAT Number	Invoice Ref	Cheque	Gross	VAT	Net
16/04/2024	MGVH - RENT	N/A	01	401192	30.00	0.00	30.00
16/04/2024	COLOURSCAPE GARDENING (GRASS CUTTING)	N/A	4464	401189	70.00	0.00	70.00
16/04/2024	INSPIRING CONNECTIONS (HUB)	423272031	059	401188	1299.34	227.54	1071.80
16/04/2024	IONOS	752539027	203041523983	n/a	21.60	3.60	18.00
16/04/2024	HMRC	N/A	N/A	401191	756.42	0.00	756.42
16/04/2024	SALARY	N/A	N/A	401186	1924.80	0.00	1924.80
16/04/2024	EXPENSES	N/A	N/A	401186	248.05	0.00	248.05
16/04/2024	SIMON MARTIN (ACCOUNTANT)	380819379	DB-14768	401190	24.00	4.00	20.00
16/04/2024	HOUSE IT	938939850	DD	n/a	145.00	24.17	120.83
Total					4519.21	259.31	4259.90

May 2024

Date	Payee	VAT Number	Invoice Ref	Cheque	Gross	VAT	Net
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21/04/2024	MGVH - RENT	N/A		401193	30.00	0.00	30.00
21/04/2024	J.C.ECROYD SERVICES	N/A	01	401194	70.00	0.00	70.00
21/04/2024	INSPIRING CONNECTIONS (HUB)	423272031	063	401195	1324.89	231.58	1093.31
21/04/2024	ROCKBEARE VILLAGE HALL	N/A	2024/25-01	401196	75.00	0.00	75.00
21/04/2024	ROCKBEARE VILLAGE HALL	N/A	2024/24-14	401196	60.00	0.00	60.00
21/04/2024	IONOS	752539027	203041523983	DD	21.60	3.60	18.00
21/04/2024	HMRC	N/A	N/A	401197	728.42	0.00	728.42
21/04/2024	SALARY	N/A	N/A	401198	1952.80	0.00	1952.80
21/04/2024	EXPENSES	N/A	N/A	401198	244.75	0.00	244.75
21/04/2024	SIMON MARTIN (ACCOUNTANT)	380819379	DB-14768	401199	24.00	4.00	20.00
21/04/2024	J.P.AUDITING SERVICES	N/A	1A/2023-24	4011200	280.00	0	280.00
21/04/2024	HOUSE IT	938939850	DD		145.00	24.17	120.83
21/04/2024	P.FRANKLIN (REIMBURSEMENT NEWSLETTER)	N/A		4011201	228.00	0.00	228.00
Total					5184.46	263.35	4,921.11

011/24 Rockbeare Cof E Primary School

Rockbeare C of E Primary school has elected to hold its Sports Day on 21st June.

Members felt that it would be appropriate for the Parish Council to provide a presentation medal to each child competing. Medals should be of a single colour and are to be engraved.

It was agreed that the Parish Clerk would make the necessary arrangements to purchase medals, which will be presented by the Chairman at the event.

It was proposed by Cllr. Nequest, seconded by Cllr. Brookes and RESOLVED that the listed payments would be approved, and the liabilities discharged. Unanimous. **Carried.**

012/24 Birchend Update

Cllr Franklin reported that the transfer of Birchend green area to the Parish Council had been considered problematic by the appointed solicitor. It had been explained that the removal of the existing covenant would require a great deal of work to be undertaken, the process may be long and the cost exorbitant.

Members considered the advice. It was felt that there has been a degree of misunderstanding in relation to the purpose of the transfer.

The covenant, which would require monies to be paid to the original donor of the land, should the area be built upon, was not considered to present any significant obstacle. Members articulated the view that the Parish Council did not intend to develop (build on) the area. Rather, it is intended that the space should be kept as a green area, in perpetuity, for the Parish. The only potential change would be the installation of seating/ under 7 years play equipment.

Members believed the Parish Council should move forward with the transfer of the land, and it was **agreed** that the appointed solicitor would be instructed to proceed with the matter.

013/24 Planning Applications - None

014/24 Planning Decisions - Noted

015/24 Project Updates

- **Hub**

The Rockbeare Hub is operating well, and attendance is good. More Parishioners are attending the event.

Revenue from attendance by non-parishioners is minimal. Cllr Brookes explained that many of those not from Rockbeare elected not to attend the Hub when the £2.50 payment was introduced.

Sharon Thorne has secured a £3,000 grant for the project.

- **Millennium Field**

The Millenium Field is being used by a significant number of Parishioners. Feedback relating to the facility has been encouraging.

The next phase of the development will begin with the installation of a wood clad storage facility.

We are to start to seek funding for the installation of a wooden walkway around the site, which is intended to ensure disabled access.

- **Newsletter**

The Parish Newsletter has, again, been well received. The third edition having been published shortly before the meeting.

016/24 Parish Council Vacancies

Two parishioners have indicated their willingness to serve as Co-opted Parish Councillors Arrangements will be made to pursue this.

The meeting closed at 19.40 hrs

PLANNING APPLICATIONS

Reference	24/1136/TRE
Alternative Reference	PP-13119106
Application Validated	Tue 04 Jun 2024
Address	The Croft Rockbeare Devon EX5 2EG
Proposal	T1 – Monterey Pine: fell. Reason: tree causing damage to listed structure (wall).
Status	Awaiting decision
Appeal Status	Unknown

Planning Decision – None at date of publication