



**ROCKBEARE
PARISH COUNCIL**

Chairman: Cllr. Phil Franklin

Clerk: Carolyn Y. May
32 Victoria Commercial Centre,
Station Approach
Victoria, Roche,
Cornwall PL26 8LG

Telephone: 01726 210139

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9th September 2025

ORDINARY 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 **Wednesday 17th September 2025**, at Rockbeare Village Hall, for the purposes of transacting the following business:

Carolyn May
Clerk to Rockbeare Parish Council

AGENDA

- 1. Apologies**
- 2. Declaration of Interests** – for both registerable and non-registerable interests under the Code of Conduct (to declare interests on agenda items), to issue dispensations (if required) & to declare gifts of over £50.
- 3. Reports**

EDDC Councillor
DCC Councillor
Chairman Of Rockbeare Parish Council
- 4. To approve the Draft Minutes of the meeting held on 16th July 2025** (Appendix A)
- 5. Finance and Economy:**
 - a. Payments to be approved.
 - b. Finance Report to be considered.
 - c. Bank reconciliations to be reviewed and approved.
 - d. Hub Income.

Financial Documents to be distributed under separate cover.

- 6. Conclusion of Annual External Audit**
- 7. Planning Applications – (Appendix C)**
- 8. Planning Decisions – to note**
- 9. Infinis**
 - Hedge Removal
 - Fund – Committee Establishment
- 10. Prickly Pear Car Park – Devon County Council matter.**
- 11. London Road Development – EDDC Matter**
- 12. Millennium Village Green Status**
- 13. Local Government Re-organisation**
- 14. Apple Press**
- 15. Correspondence**
 - NALC - Email Regulations
 - Operation Rudolph
- 16. Member Training**
- 17. RPC Project Updates**
 - Hub
 - Millennium Field
 - Newsletter
 - Birchend
 - Village Facility
- 18. Next Meeting – 15th October**



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DRAFT MINUTES OF ROCKBEARE ORDINARY PARISH COUNCIL MEETING

HELD ON

16th July 2025

PRESENT: Cllr. Franklin (Chairman), Cllr Brooks, Cllr. Wall, Cllr. Priddis

Also: One member of the public

Parish Clerk: Carolyn May

AGENDA

35/25-26 Apologies – Cllr. Nequest, Cllr. Boddington, Cllr. Vanstone (DCC), Cllr. Gent (DCC)

36/25.26 Declarations of Interest – No declarations of interest were made.

37/25-26 Reports

- **EDDC (Cllr. Olive)**
- **DCC**
- **Chairman's Report**

38/25-26 Public Open Forum

A parishioner raised the issues of anti-social conduct, and fly-tipping at Prickly Pear Woods car park. The state of the safety barrier was also raised; the barrier is considered to be no longer fit for purpose and requires replacing. The road scalping that has been placed at the site, remain in situ.

A further matter raised related to the speed of the traffic on Rockbeare Hill, and the condition of the edge of the highway.

It was agreed that the Parish Council would consider the future of Prickly Pear Wood car park at the September 2025 Parish Council meeting.

39/25-26 To Approve the Draft Minutes of the Meeting Held on 14th May 2025

Members considered the Draft Minutes for the meeting held on the 14th of May 2025.

It was **proposed** by Cllr. Brooks **seconded** by Cllr. Priddis and **RESOLVED** that the Minutes for the Annual Parish Council meeting, held on 14th May 2025, provided a true reflection of the discussions, and that the Minutes would be approved. **Unanimous.** Carried.

40/25-26 Re-Adoption of Parish Council Policies

The following Parish Council Policies were considered, and re-adopted by the Parish Council:

- IT Policy
- Anti Fraud and Corruption Policy
- Data Protection Policy
- Data Breach Policy and Procedure
- Data Subject Access Request Procedure
- Complaints Policy

It was proposed by Cllr. Brooks seconded by Cllr. Wall and **RESOLVED** that Parish Council policies presented would be approved. Unanimous. Carried.

41/25-26 Finance & Economy

As a result of there having been no Parish Council meeting in June 2025 there was a requirement to consider both the June and July payment schedules – the former to be approved retrospectively.

Payment Schedule – June 2025

Date	Payee	Invoice Ref	Gross	VAT	Net
25/06/2025	Ionos	203048	21.60	3.60	18.00
25/06/2025	J.C.Ecroyd	11	154	0.00	154.00
25/06/2025	RVH (Hub)	2025/26-49	87.96	0.00	87.96
25/06/2025	RVH (PC)	2025/26-53	38.00	0.00	38.00
25/06/2025	RVH)Hub)	2025/26-06	105.00	0.00	105.00

25/06/2025	RVH (Hub)	2025/23-22	102.00	0.00	102.00
25/06/2025	DALC	6588	410.54	53.54	357.00
25/06/2025	JJ Trees (Millennium Field)	402	1650.00	0.00	1650.00
25/06/2025	Tool Station (Cllr. Nequest)	YWW054485975	139.94	23.32	116.62
25/06/2025	Carolyn May	N/A	2175.40	0.00	2175.40
25/06/2025	Carolyn May	N/A	357.24	0.00	357.24
25/06/2025	Simon A. Martin	15339	24.00	4.00	20.00
25/06/2025	HMRC	N/A	577.25	0.00	577.25
			5842.93	84.46	5758.47

It was **proposed** by Cllr. Priddis **seconded** by Cllr. Wall and RESOLVED that the Schedule of Payments for June 2025 would be approved. Unanimous. **Carried.**

Payment Schedule – July 2025

Date	Payee	Invoice Ref	Gross	VAT	Net
16/07/2025	Ionos	203048	21.60	3.60	18.00
16/07/2025	B. Hunt	1	1400.00	0.00	1400.00
16/07/2025	J.C.Ecroyd	11	154.00	0.00	154.00
16/07/2025	RVH (Hub)	2025/26-59	51.96	0.00	51.96
16/07/2025	Carolyn May	N/A	2175.40	0.00	2175.40
16/07/2025	Carolyn May	N/A	184.50	0.00	184.50
16/07/2025	Simon A. Martin	15339	24.00	4.00	20.00
16/07/2025	HMRC	N/A	577.25	0.00	577.25
			4588.71	7.60	4581.11

It was **proposed** by Cllr. Wall **seconded** by Cllr. Brooks and RESOLVED that the Schedule of Payments for JULY 2025 would be approved. Unanimous. **Carried.**

42/25-26 Quarterly Finance Report

Members considered the Quarterly Finance Report for Q1 2025/26. It was noted that the total income for Q1 was £25,681, total expenditure for the same period was £26,241.16 (net). Expenditure against budget was calculated to be 46.9% of the allocated budget of £55,899.

The Clerk highlighted that the excessive spending in Quarter 1 arose from the late submission of invoices for work carried out at Millennium Field. The invoices should have been submitted during the last fiscal year (2024/25) but were not received until after the commencement of the extant fiscal year.

The costs incurred by the Café/ Hub project have reduced significantly, with the project now covering all costs, except for Hall Rent.

The full Quarter 1 Finance Report is available on the Parish Council website.

It was **proposed** by Cllr. Franklin **seconded** by Cllr. Brooks and RESOLVED that the Schedule of Payments for JULY 2025 would be approved. Unanimous. **Carried.**

43/25-26 Hub Income

The Hub is now meeting its own costs, except for Hall Rent. Excess monies raised, minus a £ 255.00 'Float' (which will be accounted for by Cllr. Wall), will be paid into the Parish Council bank account.

It was **agreed** that sums paid into the account on behalf of the project would be 'ringfenced' for the future use/ development of the project.

Cllrs. Priddis and Wall were thanked by the Members for the wonderful work, which they and the committee had carried out.

It was **proposed by** Cllr. Franklin **seconded** by Cllr. Brooks and RESOLVED that income generated from the Hub would be paid into the Parish Council bank account, and ringfenced for future use/ development of the project. A float of £255 would be held by the committee and be accounted for by Cllr. Priddis. Unanimous. **Agreed.**

44/25-26 Planning Applications

Reference: **25/0793/FUL**

Address: Rockbeare Manor, Rockbeare, EX5 2FE

Proposal: Alterations to three buildings to create 6 additional guest bedrooms

Members considered the application. It was proposed by Cllr. Franklin seconded by Cllr. Wall and RESOLVED that the Parish Council would support the application. Unanimous. **Carried**

Reference: 25/0965/MFU

Address: The Grange, London Road, Rockbeare EX5 2FP

Proposal: Full Planning Permission for the demolition of an existing storage building, construction of 21 light industrial units, with associated access, parking, and landscaping.

Members considered the application. It was the opinion of Members that the proposal was not suitable for the site for the following reasons:

- The site encroaches on the Green Wedge – which delineates Cranbrook from Rockbeare Parish.
- The application contravenes the Rockbeare Neighbourhood Plan.
- Access to the site is not suitable for larger vehicles, as it is too narrow.
- Access into and from the site would, potentially, present a danger to pedestrians and other road users.
- Emergency Services (particularly the Fire Brigade) would experience great difficulty in accessing the site, if required to do so.

It was **proposed** by Cllr. Brooks seconded by Cllr. Franklin and **RESOLVED** that the Parish Council would object to the application. Unanimous. **Carried.**

45/25-26 Planning Decisions – noted.

46/25-26 Grass Cutting Contract

The Clerk advised the meeting that Mr Ecroyd, the grass cutter, has now retired. Another person will need to be found to undertake the contract for cutting the verges and Birchend. Cllr Priddis elected to speak with a local gardener about this.

47/25-26 Bouncy Castle Acquisition

Cllr Priddis has managed to purchase a bouncy castle for use by the Hub/Café Committee, at events. Before the item can be insured, it must be certified fit for use, under the PIPA scheme. It was agreed that Cllr Priddis would contact a PIPA Inspector and arrange for the inspection and certification of the item.

The Clerk is to determine whether she has a suitable inflator for the bouncy castle and will report her finding at the next Parish Council meeting.

48/25-26 Millennium Village Green Status – deferred until the next meeting, due to Cllr. Nequest not being present at the meeting.

49/25-26 Correspondence

- PFK Littlejohn – acknowledgement of receipt of the AGAR – noted.
- Devon County Council – Unauthorised use of the car park at Prickly Pear Wood – passed to DCC Legal Dept. – Noted.

- NALC – new email account regulations – noted.
- Ben Hunt – Draft Public Consultation Document relating to the proposed new Parish Hall/ cafe/ shop. – Approved.

50/25-26 Action List

Date	Action	Responsible Member	Update
14/05/2025	Contact Local MP	Chairman	Initial appointment cancelled – to be re-arranged.
14/05/2025	Contact Ben Hunt - funding and hub advice	Clerk	Draft consultation document received and approved. Next step – disseminate to parishioners.
14/05/2025	Rubble deposited at Prickly Pear Wood - no authorisation requested. This is PC land.	Cllr. Nequest	The Clerk has made a complaint to DCC, as the dumping of road scalplings by DCC was unauthorised. Matter passed to DCC Legal Department. Cllrs. Vanstone & Gent advised.
14/05/2025	Birchend transfer to PC	Chairman	On-going.
14/05/2025	Local Government Devolution - re-organisation consultation documents. To read and precis for next meeting.	Chairman	On-going.
14/05/2025	Bi-monthly PC surgery	Clerk/ Chairman	Still to be arranged
14/05/2025	Millenium Field - Shed Cladding - to arrange when drier weather.	Cllr. Nequest/ Clerk	This has now been completed

14/05/2025	Millenium Field Memorial Benches	Clerk	Benches sited.
14/05/2025	20 is Plenty - consult with Cranbrook	Cllr Brooks	We require one more volunteer. Cllrs. Vanstone and Gent (DCC) are in support of the scheme for Rockbeare.
14/05/2025	Hub - Committee formation and management of events	Cllrs. Wall /Priddis/Boddington	The Hub is being run by a committee of volunteers. Costs are being covered by donations and fundraising.
14/05/2025	Plants etc for Village	Cllrs Wall and Priddis	On-going – some already planted and displayed.
14/05/2025	Newsletter	Cllr Franklin	Next issue September. Parish Hub/hall survey to be included.
14/05/2025	Defibrillator Pads	Cllr Nequest	Purchased – to be installed.

51/25-26 Next Meeting

Members discussed whether the annual summer break would be observed by the Parish Council. That is, there would be no August 2025 meeting.

It was agreed that the next Parish Council meeting would be held on 17th September 2025, at Rockbeare Village Hall.

The meeting closed at 8.20 p.m.

PLANNING APPLICATIONS

Reference	25/1696/DOC
Alternative Reference	PP-14249188
Application Validated	Thu 14 Aug 2025
Address	The Littlefield Land South of Hazel Grove Rockbeare Devon EX5 2HH
Proposal	Discharge of Condition for 25/0871/COU: Condition 6 (new hedge protection)

PLANNING DECISIONS – TO NOTE

Reference	25/0792/NMA
Alternative Reference	PP-13910175
Application Validated	Wed 16 Apr 2025
Address	The Littlefield Land South of Hazel Grove Rockbeare
Proposal	Minor amendment for 24/0120/RES : Amendments to proposed materials on plots 1 and 2
Status	Unknown
Decision	Application Closed
Decision Issued Date	Tue 12 Aug 2025