



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

Email: clerk@rockbeare.eastdevon.gov.uk

Web: www.rockbeareparishcouncil.co.uk

14th May 2025

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 Wednesday 20th May, at Rockbeare Village Hall, for the purposes of transacting the following business:

Carolyn May
Clerk to Rockbeare Parish Council

AGENDA

1. **Election of Chairman.**
2. To receive the Chairman's Declaration of Acceptance of Office or, if the Chairman is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council.
3. **Election of Vice Chairman.**
4. To receive the Vice-Chairman's Declaration of Acceptance of Office or, if the Vice Chairman is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council.
5. **Parish Councillors' Declaration of Acceptance**, to confirm Declarations received before the start of the meeting, if a Councillor is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council.

6. **Declaration of Interests** - 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 complete new Register of Interest forms as under the Code of Conduct.
7. **Apologies for Absence.**
8. **Reports**
 - EDDC Councillor
 - DCC Councillor
 - Chairman Of Rockbeare Parish Council
9. **To approve the Draft Minutes of the meeting held on 18th March 2026** (Appendix A)
11. **To receive the Annual Internal Audit Report.**
12. **To Receive and Approve the Annual Governance Document.**
13. **To Receive and Approve the Annual Finance Document.**
14. **Re-Adoption of the following policies:**
 - Standing Orders
 - Financial Regulations
 - Code of Conduct
 - Statement of Internal Control
 - Risk Register
 - Investment Strategy Policy
 - Document Retention Schedule
 - Publication Scheme
15. **Finance and Economy:**
 - a. Payments to be approved.
 - b. Bank reconciliations to be reviewed and approved.

Financial Documents to be distributed under separate cover.
16. **Change of Meeting Day**
17. **Correspondence**
 - 23/03/2026 PFK Littlejohn-Annual External Audit
 - 27/03/2026 EDDC – FOI Review
 - 01/04/2026 DALC - Subscription
 - 02/04/2026 Jason McGray (Infinis) – Drilling Information
 - 28/04/2026 Resident – Clay Hill Traffic
 - 07/05/2026 EDDC – Tree Preservation Order Notice

18. Planning Applications – (Appendix B)

19. Planning Decisions – to note

19. Community Governance Review:

- Objection Document – Update
- Objection Document Publication

RPC Project Updates

- Hub
- Millennium Field
- Newsletter
- Birchend
- Village Facility

20. Next Meeting – 17th June 2026



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31st March 2026

DRAFT MINUTES OF ROCKBEARE ORDINARY PARISH COUNCIL MEETING

HELD ON

18th MARCH 2026

PRESENT: Cllr. Franklin (Chairman), Cllr. Brookes, Cllr. Wall and Cllr. Priddis.

Also: Cllr. Two Members of the Public

Parish Clerk: Carolyn May

AGENDA

120/25-26 Apologies – Cllr Nequest

121/25.26 Declarations of Interest – No declarations of interest were made.

122/25-26 Public Forum

One parishioner in attendance at the meeting raised the matter of the proposed EDDC/ Cranbrook Community Governance Review. The parishioner expressed her shock at the proposal and asked how this was to be funded. She also expressed her belief that Rockbeare Parish should remain intact.

The parishioner had contacted EDDC to raise these questions, she was of the firm opinion that the matter is financially motivated and will leave Rockbeare poorer in the long run.

EDDC responded that the matter had been addressed in a Feasibility Study issued ten years ago, and that the proposal was 'nothing new'!

A second parishioner raised the matter of noise emanating from the Ford Oaks Solar Farm site. He stated that he had contacted EDDC Environmental Health Department to complain. An EDDC Officer had attended at the site, accompanied by the parishioner.

The Clerk advised the meeting that she had been made aware of the complaint. She had been engaged in a meeting with Colette Flynn and the site manager, to discuss the work to be carried out at Marsh Green (Millennium Field). The issue of noise from the piling rigs was raised. It was agreed that the whole piling exercise would be carried out over three to four days, to reduce the length of time that parishioners would be subjected to the level of noise involved. The Clerk also advised that the noise generated from the site is confined to work hours and was deemed not to exceed that which would generally arise from a building site. Therefore, no offence had been committed under the Environmental Protection Act 1990.

The parishioner then raised the issue of water/ flooding and work to be undertaken in respect of the same. He was advised that these were matters for the principal authority to address.

The public session closed at 19.15 hrs.

123/25-26 Reports

Cllr. Gent (DCC) – no report received

- **Cllr. Vanstone (DCC) – no report received**
- **Cllr Todd Olive EDDC – no report received**

Chairman's Report

Cllr Franklin reported that he had met with the developers Waddeton Park, in respect of their proposed development t the top of Clay Hill, Rockbeare. It is proposed that the housing element of the development would be sited at the A30 end of the site with the area towards Rockbeare village being dedicated to parkland.

Cllr Franklin advised the developer that Rockbeare Parish Council would be unlikely to support any application but added that if the development were to go ahead, there should be a footpath created from the A30 to Rockbeare Village. This was agreed by the developer. A letter is to be sent to all residents of Rockbeare.

124/25-26 To Approve the Draft Minutes of the meeting held on 18th February 2026. Members considered the draft Minutes for the meeting held on 18th February 2026.

Resolution It was **proposed** by Cllr. Brookes, **seconded** by Cllr. Priddis and **RESOLVED** that the Minutes for Ordinary Meeting of the Parish Council, held on 18th February 2026, provided a true reflection of the discussions undertaken, and that the Minutes would be approved. Unanimous. **Carried.**

The Minutes were duly signed by the Chairma

Payments to be approved:

Date	Payee	Invoice Ref	VAT NUMBER	Cheque	Gross	VAT	Net
18/03/2026	Ionos	3333363478	75239027	DD	21.60	3.60	18.00
18/03/2026	B. Hunt	103	N/A	BACS	350.00	0.00	350.00
18/03/2026	Carolyn May	Salary	1966.60	BACS	1860.00	0.00	1860.00
18/03/2026	Carolyn May	Expenses	N/A	BACS	136.20	0.00	136.20
18/03/2026	HMRC	TAX/NI	N/A	BACS	892.65	0.00	892.65
18/03/2026	Rockbeare Village Hall	2026-017	N/A	BACS	88.00	0.00	88.00
18/03/2026	Rockbeare Village Hall	2026-021	N/A	BACS	19.00	0.00	19.00
					3367.45	3.60	3363.85

Resolution It was **proposed** by Cllr. Franklin, **seconded by Cllr. Priddis** and **RESOLVED** that the Schedule of Payments for March 2026 would be approved. Unanimous. **Carried.**

Bank Reconciliation

Bank Reconciliation		£
Balance as at 31/03/2025		68,302.57
Income		
Parish Precept		21,000
Hub		6.00
		89,308.57
Expenditure		12,611.75
Balance as at 30/04/2025		76,696.82
Minus Uncashed Cheques		(3.85)
		694.62
Reconciled Balance		75,898.35

Resolution It was **proposed** by Cllr. Wall, **seconded** by Cllr. Franklin and **RESOLVED** that the Bank Reconciliation for March 2026 would be approved. Unanimous. **Carried.**

Expenditure to Budget

Budget Head	Budget Sum	Expenditure to Date	Projected Annual Total for 2025/26
	(£)		
Salary	30,000.00	20506.80	30000.00
Employers NI	2,834.00	10810.02	21620.04
Expenses	2,500.00	1872.49	2500.00
Subscriptions	365.00	357.24	357.24
Expenses (Members)	500.00	70.00	250.00
Accountant	300.00	172.00	132.00
Stationery	500.00	203.32	300.00
IT	350.00	264.88	306.00
Hall Rent PC	200.00	426.44	470.00
Audits	650.00	605.00	605.00
Insurance	700.00	825.98	700.00
Grass Cutting	1,500.00	916.00	1500.00
Grants	-	250.00	0.00
Birch End Project	1,200.00	88.00	1200.00
Millennium Field Project	1,200.00	16831.29	18000.00
Hub	12,000.00	3799.60	4000.00
Newsletter	900.00	739.00	900.00
Defibrillators	200.00	87.99	88.00
	55,899.00	58826.05	82928.28
Feasibility Project	.	2800.00	1400.00
		61626.05	84328.28
VAT		1217.69	

Resolution	It was proposed by Cllr. Wall, seconded by Cllr. Priddis and RESOLVED that the Expenditure to Budget Report would be approved. Unanimous. Carried. Hub Income Cllr. Wall reported the sum of £100.00 has been banked. A further £100 has been retained for the purchase of plants. Cllr Franklin thanked the Members who run the cafe Event & Bingo for their hard work.
126/25-26	Member Resignation The Clerk advised the meeting that Cllr. Boddington had resigned as a Member of the Parish Council, due to work commitments.
127/25-26	Appointment of Internal Auditor Members considered the requirements imposed in relation to the appointment of an Internal Auditor for the 2025/26 Fiscal Year. It was noted the JP Auditors met the criteria, including: • Knowledge of Local Government Law and Processes • Experience • Qualified to undertake the Internal Audit • Fully Insured
Resolution	It was proposed by Cllr. Priddis, seconded by Cllr. Brookes and RESOLVED that the Parish Council would appoint JP Auditors as the Internal Auditor for 2026/27. Unanimous. Carried.
128/25-26	Planning Planning Application 26/0466/FUL Address: Rockbeare CofE School, Rockbeare EX5 2EQ Proposal: Replacement of Single Classroom modular unit with two new classroom modular units. Members considered the application.

Resolution It was **proposed** by Cllr. Brookes, **seconded** by Cllr. Franklin and RESOLVED that the Parish Council would not object to this application. Unanimous. **Carried.**

Planning Decisions – Noted

129/25-26 **Parish Council Policies - to review and adopt.**

Councillor Code of Conduct

Resolution It was **proposed** by Cllr. Franklin, **seconded** by Cllr. Brookes and RESOLVED that the Code of Conduct would be approved and adopted. Unanimous. **Carried.**

Freedom of Information Policy

Resolution It was **proposed** by Cllr. Wall, **seconded** by Cllr. Priddis and RESOLVED that Freedom of Information Policy would be approved and adopted. Unanimous. **Carried.**

130/25-26 **Cranbrook Community Governance Review - update**

The Clerk advised Members that she had submitted an interim objection to EDDC, in respect of the proposed subsummation of an area of Rockbeare Parish into Cranbrook. The objection highlighted the illegality of the proposal, the failure of EDDC to observe the statutory obligations governing such a proposal, the failure of EDDC to provide information regarding financial and social modelling.

The EDDC response to the objection did not accept the points raised and appeared somewhat dismissive.

Two Freedom of Information requests had been issued, one to Cranbrook and one to EDDC.

Cranbrook initially asked for an extension of time (until 31st March 2026) to respond to the queries. This was not granted due to the short period of time that would be left to RPC to respond to the consultation. Cranbrook TC then provided 72 pages of email correspondence (each page having approximately 20 email references on each. The emails investigated thus far do not, in many instances, refer to any part of the FOI issued. A letter of complaint has been sent.

EDDC has failed to respond to the FOI request. It was therefore agreed that the Clerk would correspond with Tracey Hendren, CeX of EDDC to report the breach.

The Clerk will now formulate a substantive objection to the proposal, include the DCC councillors and our local Member of Parliament as recipients to all correspondence.

131/25-26 Ford Oaks Solar Farm Fund

The Clerk advised Members that she had met with two representatives from the solar farm to discuss the laying of paths and hard standing at the Millennium Field.

132/15-26 Correspondence

- Infinis – Quarter Mile Lane Repairs

Infinis offered to repair the damage to Quarter Mile Lane (much of the damage is down to the weather). DCC rejected the offer. An offer of money for the repairs was also declined.

- Cllr. Gent (DCC) -Cllr Gent has sources cycle racks and provided the contact details to the Clerk, who has left a message.
- Cranbrook Town Council – message reference the unacceptable nature of the FOI Response.
- Mr A. Hughes – New PROW Officer – introduction.
- Devon Air Ambulance – request to attend the next PC meeting.
- Application for Co-option.

133/25-26 Member Training – ongoing**134/25-26 RPC Project Updates**

Project	Current Position	Action
Rockbeare Café/ Hub/ Bingo	Remains well attended. Self-funding.	Noticeboard purchased. £100 allocated for purchase of plants for village baskets
Birchend – Transfer of Land	Signature of Deed to be arranged	Deed received. Signatures to be obtained.
Millennium Field	Well used. Requires water/ electrical connection. Still awaiting costs from Paul and Julian	Costings to be obtained for additional shelter, tables and chairs, lighting and water connection, bus stop repair and replacement fencing at war memorial. (MG volunteers), Clerk to discuss additional groundworks with Infinis.

Telephone Box (Library)	New shelving installed. Box to be painted, new access path to be laid.	Cllr. Brookes Clerk
EDDC Boundary Review	Interim objection sent, FOI Breached, letter to CeX. Draft final objection.	Clerk
Newsletter	Distributed	Complete and to be distributed
20 is Plenty	Cllr Brookes to contact group to advance the project.	Cllr Brookes
Planning Decision		Clerk

The meeting closed at 19:50 hrs

Next Meeting: 15th April 2026

PLANNING APPLICATIONS

26/0661/TRE

Validation Date	01/04/2026
Applicant	Mr & Mrs Honeywill
Address	The Croft Rockbeare Exeter EX5 2EG
Proposal	T1: Monterey Pine - fell
Location	The Croft Rockbeare Exeter EX5 2EG
Target Date	27th May 2026

26/0534/MOUT

Validation Date	Mon 23 Mar 2026
Applicant	Land South of London Road Rockbeare
Proposal	Outline planning permission (with all matters reserved apart from access) for the construction of up to 140 residential dwellings including affordable housing, public open space and associated infrastructure; the application is accompanied by an Environmental Statement
Status	Awaiting decision

26/0603/OUT

Validation Date	Wed 08 Apr 2026
Applicant	Land North of Hazel Grove Rockbeare
Proposal	Outline application for the construction of up to five dwellings and community building (all matters reserved except for access)
Status	Awaiting decision

