

Kenwyn Parish Council

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MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 8th JUNE 2020 HELD VIRTUALLY VIA ZOOM AT 7.28PM

008/2020 PRESENT: CLLRS. I HOLROYD (CHAIRMAN), M HARRY (VICE CHAIRMAN), B HILTON, D GREEN, T HEWITT, F J DYER MBE, A GAMMON, W ROBINSON, K HART, M HOLROYD, A WILLSHEE, R YEXLEY, K LA BORDE

MRS K J HARDING – CLERK TO THE COUNCIL

Also present: One member of the public, Cllr. D Tudor

The Chairman made everyone aware that the meeting was being recorded both by audio and video.

009/2020 APOLOGIES: No apologies

010/2020 TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

MEMBERS ARE INVITED TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND OTHER INTERESTS IN ITEMS ON THE AGENDA AS REQUIRED BY THE KENWYN PARISH COUNCIL CODE OF CONDUCT FOR MEMBERS AND BY THE LOCALISM ACT 2011.

No declarations of interest from members.

011/2020 QUESTIONS FROM PARISHIONERS (10 MINUTES MAXIMUM, 3 MINUTES PER PARISHIONER)

Cllr. Robinson – asked that at some point in the future, once the current Covid-19 pandemic was behind the country, discussions should be had around funding for the Spaceport and Stadium being withdrawn given the deep recession the country would find itself in.

Cllr. Yexley – had been approached by parishioners in Gloweth asking that some flagstones be laid on the verge up to the postbox adjacent to the parish council noticeboard. At present anyone wishing to use the postbox had to walk across a grassy, sometimes muddy, verge to do so. The Clerk advised this was a Highways matter and should be followed up by Cllr. Tudor. Cllr. Tudor agreed to take this forward and asked Cllr. Yexley to email her on the subject.

Cllr. Green – asked where the council was with the playing fields, the Chairman advised this was already an agenda item for the next meeting.

012/2020 CHAIRMAN'S ANNOUNCEMENTS

As in the previous meeting regarding the tribute to Cllr. Dyer having served the parish council for 50 years.

013/2020 TO APPROVE THE MINUTES OF PREVIOUS MEETINGS

The minutes of a Planning Committee Meeting held on 11th March 2020 were agreed and signed.

The minutes of an Ordinary Parish Council Meeting held on 11th March 2020 were agreed and signed.

014/2020 REPORTS OF MEETINGS

Cllr. Hilton – advised he along with the Vice Chairman and Cllr. Tudor had attended a virtual meeting with the planning officer dealing with the proposed Travelodge at Maiden Green. Cllr. Hilton advised the meeting was very useful and further meetings would take place. He also advised Cllr. Tudor had been asked to follow up on sustainability with Travelodge itself.

Standing Orders were suspended to allow Cllr. Tudor to address the Council.

Cllr. Tudor advised Travelodge had come back to her regarding its environmental standards but these were not good in Cllr. Tudor's opinion. The Planning Officer would be clarifying the number and type of commercial units on the ground floor and once all this information had been received the parish council would be further consulted.

Cllr. Tudor advised the meeting had gone very well and was a good template for future meetings on Langarth. She advised all those involved would need a united voice and the virtual meetings made this a lot easier.

Cllr. La Borde asked about the environmental requirements and the 10% biodiversity net gain. Cllr. Tudor would provide this information to the Clerk who would then circulate it to all members. Cllr. Hilton felt this part of the development would not be as high as people would want it to be. Cllr. Tudor referred to the net gain of only 19 trees.

Cllr. Green advised he was now part of the Truro Town Board.

Standing Orders were reinstated.

**015/2020. CORNWALL COUNCILLOR'S REPORTS – TO BE SUBMITTED AHEAD OF THE MEETING.
QUESTIONS FROM THE REPORTS ONLY**

Cllr. Tudor submitted her report just before the meeting. The Chairman allowed her to read it out to members as below:

The TMS & Gloweth Community Voluntary Group, set up on March 6th to help the vulnerable in the local area is now looking ways to continue to support people in the community post COVID-19.

We're liaising with Damien Richards the Community Development Officer for Truro City Council, who has helped co-ordinate 4 local volunteer groups in Truro and has written a really useful report with ideas to keep the groups going including moving communications onto a private face book group.

One of the ideas for the TMS & Gloweth Group is to provide tablets (around 40 or 50) for people to contact volunteers face to face and talk to family and friends far away via Zoom and face time.

Two planning matters.

- **The Boundary development opposite the hospital.**

This development has proved problematic for nearby residents in many ways since it started.

Most recently by not adhering to the hours stipulated under the Construction Management Plan.

On 13th May the Government published new guidance about working hours on construction sites as part of its COVID-19 recovery strategy to allow industry to restart with perhaps less persons on site at any one time to allow social distancing and reduce pressure on public transport.

The Govt expects local planning authorities to grant temporary changes to construction working hours until 9pm or later, 6 days a week (Mon to Sat), wherever possible where construction working

hours are controlled by planning condition unless there are compelling reasons against this.

It came as no surprise that the developer of the Boundary site at Gloweth Barton who we are already familiar with for working outside of the allowed hours, has submitted a request to extend working hours during June, July and August on Monday - Friday 8am - 7pm and Saturday 8.30am - 3.30pm.

But myself and CC Planners are aware some of the building being carried out on site does not have the proper planning permission and is not in accordance with the approved plans so CC has taken the decision not to allow the extended work hours.

While I can't wait for this build to be completed for the sake of the nearby residents and my Cllr. email inbox, I think the decision to keep working hours as they are until the developers have the right planning permissions is the right one.

- **The Travelodge and drive though Starbucks.**

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There are still a couple points on the plans which the Planning Officer James Mosley wanted clarified (mainly the annotation for commercial unit on ground floor which he requested be removed for clarity and replaced with B1 uses or “office space” or similar).

James has now received a document advising of environmental. I've seen it. It's not very good.

When that statement is finalised he'll make it publicly available, and when he's in receipt of the amended plans he'll send out further consultations to Kenwyn Parish Council and Truro City Council.

I asked James to set up a joint virtual meeting with TCC and KPC to discuss this application and the best way forward. I think it worked well and I would suggest the same 'joint' meeting approach for Langarth related planning applications in the future, not the actual committee meetings and the voting, but presentations from Officers and Developers and joint discussions so that we can see if we are all on the same page.

Funnily enough Zoom meetings makes this a lot easier than it would normally be and I feel this will lend more power to constructively influence developers plans in the area if both Councils are in agreement.

I'm aware that there's a lot to catch up on, in this first Zoom meeting! So I won't go over anything else for this update. But I hope to bring some welcome and positive news specifically on the projects for Threemilestone for the next meeting.

Cllr. Dulcie Tudor

Cllr. Harry asked Cllr. Tudor to forward the information from Damien Richards to the parish council. Cllr. Tudor advised she would do this.

Cllr. Green asked that everyone stops referring to The Boundary development by that name and call it Gloweth Barton which was its actual name.

Cllr. Tudor advised it was still being marketed as The Boundary.

Cllr. Dyer – No report.

016/2020 TO APPROVE AMENDMENTS TO STANDING ORDERS DUE TO COVID-19 LOCKDOWN AND EMERGENCY LEGISLATION HAVING BEEN BROUGHT IN BY HM GOVERNMENT

RESOLVED: TO APPROVE AMENDMENTS TO STANDING ORDERS DUE TO COVID-19 LOCKDOWN AND EMERGENCY LEGISLATION HAVING BEEN BROUGHT IN BY HM GOVERNMENT

Proposed by: Cllr. Gammon

Seconded by: Cllr. Dyer

Vote: unanimous

017/2020 TO APPROVE ALL DECISIONS TAKEN DURING COVID-19 LOCKDOWN PERIOD INCLUDING PAYMENT OF INVOICES DURING THAT PERIOD, DELEGATING AUTHORITY TO CHAIRMAN, VICE CHAIRMAN AND CLERK, PLANNING RESPONSES AND ANY OTHER DECISION TAKEN DURING THIS TIME

RESOLVED: TO APPROVE ALL DECISIONS TAKEN DURING COVID-19 LOCKDOWN PERIOD INCLUDING PAYMENT OF INVOICES DURING THAT PERIOD, DELEGATING AUTHORITY TO CHAIRMAN, VICE CHAIRMAN AND CLERK, PLANNING RESPONSES AND ANY OTHER DECISION TAKEN DURING THIS TIME

**Proposed by: Cllr. Gammon
Seconded by: Cllr. Robinson
Vote: unanimous**

018/2020 TO APPROVE SECTION 1 OF THE ANNUAL RETURN - THE ANNUAL GOVERNANCE STATEMENT

RESOLVED: TO APPROVE SECTION 1 OF THE ANNUAL RETURN - THE ANNUAL GOVERNANCE STATEMENT

**Proposed by: Cllr. Gammon
Seconded by: Cllr. Dyer
Vote: unanimous**

At this point the Vice Chairman wished to thank and congratulate the Clerk on another successful audit. The Chairman agreed and advised this was even more difficult this year given the transfer to a new accounting software package and the need to move from Receipts & Payments accounting to Income & Expenditure accounting given the parish council's income had surpassed the threshold due to the income from Solar Farms.

019/2020 TO APPROVE SECTION 2 OF THE ANNUAL RETURN – THE ACCOUNTING STATEMENTS AND TO ADOPT THE INTERNALLY AUDITED ACCOUNTS FOR THE YEAR ENDING 31.03.20

RESOLVED: TO APPROVE SECTION 2 OF THE ANNUAL RETURN – THE ACCOUNTING STATEMENTS AND TO ADOPT THE INTERNALLY AUDITED ACCOUNTS FOR THE YEAR ENDING 31.03.20

**Proposed by: Cllr. Gammon
Seconded by: Cllr. Hart
Vote: unanimous**

020/2020 TO CONSIDER RESPONSES ON THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2020 WHERE 'YES' RESPONSES ARE GIVEN. TO CONSIDER AND AGREE THAT THE COUNCIL HAS FULFILLED THOSE OBLIGATIONS AND CAN ANSWER 'YES' TO EACH QUERY

RESOLVED: TO CONSIDER RESPONSES ON THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2020 WHERE 'YES' RESPONSES ARE GIVEN. TO AGREE THAT THE COUNCIL HAS FULFILLED THOSE OBLIGATIONS AND CAN ANSWER 'YES' TO EACH QUERY

Proposed by: Cllr. Gammon
Seconded by: Chairman
Vote: unanimous

021/202013 TO APPROVE THE ASSET REGISTER AS AT 31.03.20

RESOLVED: TO APPROVE THE ASSET REGISTER AS AT 31.03.20

Proposed by: Cllr. Gammon
Seconded by: Cllr. Hewitt
Vote: unanimous

022/2020 TO REVIEW AND APPROVE THE KENWYN PARISH COUNCIL RISK ASSESSMENT

RESOLVED: TO APPROVE THE KENWYN PARISH COUNCIL RISK ASSESSMENT

Proposed by: Cllr. Gammon
Seconded by: Cllr. Dyer
Vote: unanimous

023/2020 TO REVIEW AND APPROVE THE KENWYN PARISH COUNCIL EFFECTIVENESS OF INTERNAL CONTROLS

RESOLVED: TO APPROVE THE KENWYN PARISH COUNCIL EFFECTIVENESS OF INTERNAL CONTROLS

Proposed by: Cllr. Hewitt
Seconded by: Cllr. Robinson
Vote: unanimous

024/2020 TO REVIEW AND APPROVE THE KENWYN PARISH COUNCIL HEALTH & SAFETY POLICY

RESOLVED: TO APPROVE THE KENWYN PARISH COUNCIL HEALTH & SAFETY POLICY

Proposed by: Cllr. Hart
Seconded by: Cllr. Robinson
Vote: unanimous

025/2020 TO REVIEW AND APPROVE THE KENWYN PARISH COUNCIL RISK ASSESSMENT FOR PLAYING FIELDS INCLUDING COVID-19 RISK ASSESSMENTS MAY 2020

RESOLVED: TO APPROVE THE KENWYN PARISH COUNCIL RISK ASSESSMENT FOR PLAYING FIELDS INCLUDING COVID-19 RISK ASSESSMENTS MAY 2020

Proposed by: Cllr. Gammon
Seconded by: Cllr. Dyer
Vote: unanimous

026/2020 TO REVIEW AND APPROVE THE KENWYN PARISH COUNCIL RISK ASSESSMENT FOR SHORTLANESEND VILLAGE HALL

RESOLVED: TO APPROVE THE KENWYN PARISH COUNCIL RISK ASSESSMENT FOR SHORTLANESEND VILLAGE HALL

**Proposed by: Cllr. Hilton
Seconded by: Cllr. Robison
Vote: unanimous**

027/2020 TO ADOPT THE COVID-19 RISK ASSESSMENT FOR BUS SHELTERS MAY 2020

RESOLVED: TO ADOPT THE COVID-19 RISK ASSESSMENT FOR BUS SHELTERS MAY 2020

**Proposed by: Cllr. Robison
Seconded by: Cllr. Harry
Vote: unanimous**

028/2020 TO REVIEW THE INSURANCE POLICY, SCHEDULE AND RENEWAL DOCUMENTS AND AGREE TO RENEW INSURANCE COVER FOR 2020/2021

RESOLVED: TO REVIEW THE INSURANCE POLICY, SCHEDULE AND RENEWAL DOCUMENTS AND AGREE TO RENEW INSURANCE COVER FOR 2020/2021

**Proposed by: Cllr. Hilton
Seconded by: Cllr. Hewitt
Vote: unanimous**

029/2020 TO RE-ADOPT STANDING ORDERS, FINANCIAL REGULATIONS, 3 YEAR BUSINESS PLAN AND INVESTMENT STRATEGY

https://www.kenwynparishcouncil.gov.uk/Policies_and_Procedures_25996.aspx

RESOLVED: TO RE-ADOPT STANDING ORDERS, FINANCIAL REGULATIONS, 3 YEAR BUSINESS PLAN AND INVESTMENT STRATEGY

**Proposed by: Cllr. Gammon
Seconded by: Chairman
Vote: 12 in favour, Cllr La Borde abstained after querying the 3 Year Business Plan and Investment Strategy. She advised she would not vote for this until it had been reviewed. The Clerk advised this would be in 2022.**

030/2020 TO REVIEW AND ADOPT COUNCIL POLICIES –

https://www.kenwynparishcouncil.gov.uk/Policies_and_Procedures_25996.aspx

POLICY ON COMPLAINTS PROCEDURE

POLICY ON EMPLOYEE MATTERS
POLICY ON COMBATTING HARRASSMENT AND BULLYING
POLICY ON EMPLOYING PEOPLE WITH A CONVICTION
POLICY ON PUBLIC PARTICIPATION
POLICY ON ACCESS TO COUNCIL SERVICES AND DEALING WITH DIFFICULT AND VEXATIOUS PERSONS
POLICY ON S.137 CHARITABLE DONATIONS
POLICY ON OPENNESS REGULATIONS RELATING TO FILMING AND RECORDING MEETINGS
DATA PROTECTION POLICY
COMMUNICATIONS PROTOCOL AND SOCIAL MEDIA GUIDANCE
FREEDOM OF INFORMATION DOCUMENT
CO-OPTION POLICY
REDUNDANCY POLICY
GUIDE TO AWARDING DISPENSATIONS
ABSENCE MANAGEMENT POLICY
COMMUNITY ENGAGEMENT POLICY
GRIEVANCE POLICY
HEALTH AND SAFETY POLICY
PRESS AND MEDIA POLICY
QUOTATION AND TENDERS POLICY
FLEXIBLE WORKING POLICY
VIOLENCE AT WORK POLICY
WORK RELATED STRESS POLICY
BEREAVEMENT AND COMPASSIONATE LEAVE POLICY
TIME OFF IN LIEU (TOIL) POLICY
MATERNITY POLICY
PATERNAL LEAVE POLICY
NO SMOKING POLICY
MEMBER OFFICER PROTOCOL
EYE TEST POLICY
EQUAL OPPORTUNITIES POLICY
DEBT RECOVERY POLICY

DATA PROTECTION ACT AND GENERAL DATA PROTECTION REGULATIONS

POLICY ON RETENTION OF DATA
POLICY ON SOCIAL MEDIA AND ELECTRONIC COMMUNICATION
POLICY ON COMPUTER AND TELEPHONE MISUSE
KENWYN PARISH COUNCIL CONTACT CONSENT FORM – EMPLOYEE
KENWYN PARISH COUNCIL CONTACT CONSENT FORM – GENERAL
KENWYN PARISH COUNCIL CONTACT CONSENT FORM – NEIGHBOURHOOD PLAN
KENWYN PARISH COUNCIL CONTACT CONSENT FORM – VILLAGE HALL AND/OR PLAYING FIELD HIRE
KENWYN PARISH COUNCIL CONTACT PRIVACY STATEMENT
KENWYN PARISH COUNCIL EMPLOYEE PRIVACY STATEMENT
KENWYN PARISH COUNCIL HIRERS PRIVACY STATEMENT
KENWYN PARISH COUNCIL INFORMATION PROTECTION POLICY
KENWYN PARISH COUNCIL SECURITY INCIDENT POLICY
KENWYN PARISH COUNCIL JOB APPLICATION PRIVACY STATEMENT
KENWYN PARISH COUNCIL NEIGHBOURHOOD PLAN PRIVACY STATEMENT
KENWYN PARISH COUNCIL NEW COUNCILLOR PRIVACY STATEMENT

KENWYN PARISH COUNCIL REMOVABLE MEDIA POLICY
KENWYN PARISH COUNCIL CCTV POLICY
KENWYN PARISH COUNCIL ACCESS REQUEST FORM
KENWYN PARISH COUNCIL AMEND, REMOVE OR RESTRICT OR OBJECT TO PROCESSING REQUEST FORM
KENWYN PARISH COUNCIL DATA BREACH RECORD
KENWYN PARISH COUNCIL GDPR JARGON AND ACRONYM BUSTER
KENWYN PARISH COUNCIL GDPR RISK ASSESSMENT
KENWYN PARISH COUNCIL GENERAL DATA PROTECTION AWARENESS CHECKLISTS FOR COUNCILLORS
KENWYN PARISH COUNCIL CHECK LIST QUESTIONS – TECHNICAL AND ORGANISATIONAL SAFEGUARDS AND MEASURES
KENWYN PARISH COUNCIL EMAIL CONSENT LOG
KENWYN PARISH COUNCIL RIGHTS ASSOCIATED WITH AUTOMATED DECISION MAKING
KENWYN PARISH COUNCIL GDPR DATA PORTABILITY REQUEST FORM
KENWYN PARISH COUNCIL PHONE CONSENT LOG FORM
KENWYN PARISH COUNCIL PRIVACY NOTICE ADOPTION CONFIRMATION

RESOLVED: TO ADOPT COUNCIL POLICIES AS LISTED

Proposed by: Cllr. Gammon
Seconded by: Cllr. Dyer
Vote: unanimous

031/2020 TO REVIEW AND ADOPT THE TERMS OF REFERENCE FOR COMMITTEES FOR THE NEW COUNCIL YEAR

https://www.kenwynparishcouncil.gov.uk/Policies_and_Procedures_25996.aspx

Planning Committee
Parks, Amenities and Open Spaces Committee
Finance and General Purposes Committee
Employment Committee
Footpaths Committee
Community Engagement, Media, Press and Public Relations Committee
S106 Committee
Environmental Plan Committee

RESOLVED: TO ADOPT THE TERMS OF REFERENCE FOR COMMITTEES FOR THE NEW COUNCIL YEAR

Proposed by: Cllr. Gammon
Seconded by: Cllr. Robinson
Vote: unanimous

032/2020 INFORMATION & UPDATE FROM VICE CHAIRMAN ON LOCAL SUPPORT TO PARISHIONERS ACROSS THE PARISH DURING THE CURRENT COVID-19 PANDEMIC AND LOCKDOWN PERIOD – VICE CHAIRMAN

Standing Orders were suspended to allow Cllr. Tudor to address the meeting.

Cllr. Tudor – advised that a group of volunteers had come forward in Threemilestone and Gloweth to assist the community during the current pandemic. The group included volunteers from the church, the local patrol volunteers, Ed Crossley (Developer), Cllr. Tudor, medical students, Mr Keeble and other volunteers from the local area.

To date 416 jobs had been completed included taking people to hospital and doctor appointments, shopping, moving large items, DIY and arranging Foodbank parcels.

Cllr. Tudor advised no funding had been required as this was all being carried out by volunteers.

Cllr. Tudor advised these were new volunteers given the usual volunteers had needed to shield during the pandemic. It was hoped to keep the group going even after the pandemic.

Cllr. Robinson – advised that although nothing formal was arranged, Idless residents had been very proactive in helping each other during the pandemic. The community had really come together.

Cllr. Harry – spoke on the Shortlanesend Covid-19 group that had been organised by himself, members of the community and local businesses and volunteers. It had been extremely successful and he was very proud of the village and it was great to be a part of. Dog walking, shopping, help with DIY and repair jobs, transport to medical appointments etc had all taken place. The pub had become the Hub for local companies and individuals dropping off donations which could then be collected by villagers. It had all been extremely successful and would continue for the foreseeable future.

The Parish Council had paid for red and green card which was displayed in the windows indicating green for everyone being well and red for anyone needing help. Local volunteers patrolled the village twice a day to monitor these cards and take any action needed should a red card appear.

Cllr. Hewitt and Cllr. Dyer asked that the parish council recognise and thank all those involved in these various groups right across the parish. Cllr. Dyer was aware of similar efforts in the valley and at Allet.

Standing Orders were reinstated.

033/2020 TO AGREE AND ADOPT THE CORRESPONDENCE LIST AND RAISE ANY QUERIES ON ITS CONTENT AND TO DECIDE WHETHER OR NOT TO CONTINUE WITH THE CORRESPONDENCE LIST

RESOLVED: TO AGREE AND ADOPT THE CORRESPONDENCE LIST AND TO AGREE THAT WHILST THE CLERK COULD, IF SHE WISHED, CONTINUE TO PRODUCE THE LIST IT WOULD NOT BE SENT TO MEMBERS IN FUTURE

Proposed by: Cllr. Harry
Seconded by: Cllr. Hewitt
Vote: unanimous

034/2020 TO APPROVE THE MONTHLY ACCOUNTS AND AGREE PAYMENT – APRIL, MAY AND JUNE 2020 INCLUDING AMOUNTS SPENT ON SUPPORTING SHORTLANESEND COVID-19 SUPPORT GROUP

The Chairman advised he had been signing cheques during the lockdown period and had checked each one against the invoice. He confirmed he was happy with the accounts, invoices and cheques.

RESOLVED: TO APPROVE THE MONTHLY ACCOUNTS AND AGREE PAYMENT – APRIL, MAY AND JUNE 2020 INCLUDING AMOUNTS SPENT ON SUPPORTING SHORTLANESEND COVID-19 SUPPORT GROUP

Proposed by: Chairman
Vote: Unanimous

035/2020 TO CONSIDER CORRESPONDENCE FROM CORNWALL COUNCIL - VIEWS SOUGHT: PARISHES' INITIAL THOUGHTS ON MOVING TOWARDS RECOVERY

Nothing raised by members.

036/2020 ANY OTHER ITEM THE CHAIRMAN DEEMS AS URGENT

The Chairman had no other urgent items but Cllr. Green asked that Cllr. La Borde be formally welcomed to the Parish Council.

Cllr. Tudor wished to congratulate the parish council on its first virtual meeting which she felt had been highly successful and had been run much more smoothly than others she had attended.

The meeting closed at 8.17pm.