



Kenwyn Parish Council

c/o Shortlanesend Village Hall

School Hill

Shortlanesend

Truro TR4 9DU

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Minutes of a meeting held on **Monday 13th October 2025** at 7pm in
Shortlanesend Village Hall

Present: Cllrs Green (Chairman), Holroyd, Robinson, Venton, Jones,

In attendance: Cllr Dulcie Tudor, CC, Amanda Kendall (minute taker) 5 members of the public

1. Apologies for absence

Apologies were received from Cllr Karen La Borde and the Clerk.
The Chairman stressed the importance of tendering apologies if Cllrs are unable to attend.

2. Declarations of interest

There were no Declarations of Interest.

3. Requests for dispensations

There were no requests for dispensations.

4. Minutes of a Meeting held on 8th September 2025

Cllr Holroyd proposed, Cllr Robinson seconded and it was **RESOLVED that the minutes of a Meeting held on 8th September 2025 were an accurate record of the meeting.**

5. Public Participation

A member of the public said he was representing 8 households. He stated traffic has increased since the new A30 work, and that the new speed humps are causing an issue. Vehicles are hitting the humps at 30-40 mph and causing a loud crashing sound. Furthermore at 3am-4am delivery vehicles are entering the village to access the City which wakes residents up. He has contacted Highways, who have stated they would escalate and get back to him, reference W252129516, but he has heard nothing.

The Chairman stated the Parish Council will support residents and try to understand why Highways installed traffic calming in this location. It was proposed by Cllr Jones, seconded by Cllr Robinson that the Clerk should contact Highways for an update on this case.

Another resident queried progress with School Hill pavement. There was no update still waiting for Highways; Clerk to chase.

A resident enquired about the effectiveness of traffic calming through the

Village – the 20mph speed limit ignored and design of build out on Ashley Road is ineffective.

A resident spoke about trees and bushes that need trimming, he said this has been ongoing for years. The Chairman stated this is on the agenda and will be discussed.

6. Matters to Note

It was noted that the council's new website is now live and the Clerk will start upload missing agendas and minutes as time permits. The Clerk again requested councillors to provide her with photographs of the parish showing the variety of the parish, Councillors agreed, it was suggested some 'Then and Now' photographs would be beneficial. The Chairman would like to see a page dedicated to Community, i.e. Memory Café, Scouts etc. with contact details, also a video advert trying to get residents to join the Council.

Scope have agreed to remove the clothing bank in Threemilestone and the Parish Council is waiting for their contractor to give them a date for this. The Chairman stated the clothes bank was never emptied and bags were left around it.

7. Cornwall Councillors' Reports

(i) Cllr Dulcie Tudor

Cllr Tudor's report had been previously circulated and can be found on the parish council's website and in addition she commented that the Langarth Forum was really important and a good opportunity to ask questions. There is no news on the battery storage application. Cllr Tudor also asked whether the all weather pitch could be used by groups.

The Chairman said that he is arranging a meeting with the Mayor and Clerk of Truro City Council to discuss joint working. A date has yet to be arranged. He said he would like us to work together where there is a joint responsibility, maybe NDP, play areas etc. Cllr Tudor felt park and ride opening times maybe a subject for discussion.

(ii) Cllr Ia Borde –No report was available.

7. Reports from Meetings attended by Councillors

The Chairman attended a meeting of the Langarth Forum on 9 October. The forum was very interesting regarding which roads were to be adopted. The Chairman reported that he had attended meetings on the Community Pitch and a meeting with Mark O'Brien. He apologised for missing CAP meeting.

8. Council Policies

(i) Safeguarding Policy

Cllr Robinson stated monitoring the CCTV needs to be taken away from the parish council – it should be monitored by an independent organisation. He questioned whether parish council would ever use AI, and if it does use AI it will need a policy covering this.

It was proposed by Cllr Venton, seconded by Cllr Holroyd and **RESOLVED to approve the Safeguarding Policy to approve policy subject to the**

addition of a line stating that no AI is to be used and the CCTV is to be monitored independently.

(ii) The Terms of Reference for the Finance and General Purposes Committee were reviewed.

It was proposed by Cllr Holroyd, seconded by Cllr Venton and **RESOLVED to accept Terms of Reference for the Finance and GP Committee as circulated and amend signatories as recommended.**

(iii) Terms of Reference Employment Committee

It was proposed by Cllr Holroyd, seconded by Cllr Robinson and **RESOLVED to adopt Terms of Reference for the Employment Committee as circulated.**

9. Recreation Areas

(i) Playing Fields Audit

The briefing note was noted, Chyvelah Ope is still to be done. The Clerk is to update asset register. 2 pieces of equipment have been removed in Threemilestone. There were concerns raised about the mound with a tunnel through as it attracts anti-social behaviour. It was **RESOLVED to remove tunnel hump.**

The Chairman stated the council needed to think more long term, it may be able to tie into the Stewardship Organisation. The Finance Committee are to discuss setting up a sinking fund when it next meets.

(ii) Concerns

It was noted that Graham Harding is in the process of undertaking his twice-yearly full inspection of all the equipment and the Clerk is awaiting a date for the annual safety inspection which is now overdue.

The Clerk is to contact Chris Eddy to obtain a quote for top soil and grass seed to tidy the perimeter of the new pitch.

A quote has been received from an arborist for a tree survey for the three play areas. The Chairman has also obtained a quote to replace boardwalk, but has been given a contact who may be able to advise other options.

It was proposed by Cllr Jones, seconded by Cllr Robinson and **RESOLVED to accept quote for arborist at £972 and ensure Kenwyn Heights is included.**

10. IT Resources

It was noted that support for Windows 10 ceases in October. Councillors were asked to check which generation of processor their machine has. Members were happy to update themselves if they received the guide. Some laptops are already operating on Windows 11, The upgrade is free. It was proposed by Cllr Jones, seconded by Cllr Holroyd and **RESOLVED that the Parish Council should use Windows 11 and Cllrs are to upgrade laptops when prompted.**

11. Storage Container

Councillors are to attend storage unit to ensure the IT equipment in there is not better than that which they are currently using.

It was proposed by Cllr Jones, seconded by Cllr Robinson and **RESOLVED to review what councillors are currently using and using Cllr**

Venton's expertise, any obsolete IT equipment is to pass to Truro computers to wipe and dispose of.

The Chairman stated there were also routers and phones that need a decision on.

12. Remembrance Service and Parade

It was proposed by Cllr Holroyd, Seconded by Cllr Jones and **RESOLVED that Cllr Venton would represent the parish council at Truro's Annual Remembrance Service and a wreath will be purchased by Clerk.**

13. Financial Matters

(i) It was noted that since publication of the agenda, the Internal Auditor's report has been received and an Extraordinary Meeting is to be called for 23 October to agree the Annual Governance and Accountability Return.

(ii) Current balances were noted and the following payments were approved

Biffa	Waste	£141.60
Unity Trust Bank	Bank charges	£7.20
Moneysoft	Payroll software	£108.00
SLCC Enterprises	SLCC National Conference	£351.60
A1 Tree & Grounds	Grass cutting	£1632.00
Utility Warehouse	Electricity	£748.38
S Solway	Mileage	£66.15
Croft	IT contract	£1392.32
Vision ICT	New website part payment	£666.00
Glasdon	Replacement bins	£801.22
Lloyds Bank	Bank charges	£15.50
Projectorpoint	Replacement screen	£230.40
HR Support Consultancy	HR services	£861.00
Brewer & Bunney	Dishwasher lease	£306.00
Threemilestone Community Centre	Room hire	£107.50
Weightman Plant Hire	Digger hire	£360.00
Cornwall Council	Election recharge	£848.44
Graham Harding	Parish maintenance	£1,240.50
Cornwall Council	Besore Farm rent	£50.00
Urban Hygiene	Litter removal kit	£48.94
Prestige Cornwall	Replacement fire door bars	£917.27
Cornwall Council	Business Rates TMS CP	£427.34
Cormac	Grounds maintenance	£634.97
Barbara Goraus	Internal audit fee	£450.00
J Larter	Expenses	£205.65

Salaries will be paid later in the month.

It was noted that the second half of the precept has been received

(iii) It was noted that Cllr Green and Cllr La Borde are the only signatories on the Unity Trust Bank account at the present time and it was proposed by Cllr Holroyd, seconded by Cllr Venton and **RESOLVED that Cllrs Jones, Holroyd and Robinson be made authorised signatories to authorise payments, Julie Larter will be authorised to view the account, submit payments and be the named contact for the account, and Tomas Hill will be removed from the account in accordance with the Finance Committee's Terms of Reference.**

It was noted that a request has been received from Threemilestone Community Centre for funding towards cleaning costs for the public toilet and this will be added to the extraordinary meeting agenda.

14. Highways and Rights of Way

Ongoing speeding issues were deferred, but the Clerk is to contact Highways regarding issues raised in Public Participation.

No update on Rights of Way was available.

15. Defibrillators

This was deferred to the next meeting.

16. Exclusion of the Public and Press

Under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 it was proposed by Cllr Jones seconded by Cllr Robinson and **RESOLVED that the public and press be excluded from the meeting for agenda item 17**

17. Staffing Matters

The Chairman updated members; a letter has been sent to the former locum clerk requesting the return of all equipment and spreadsheets etc. The laptop has been returned. The Clerk will need to access the laptop to ensure all the required information is on it. The Chairman thanked the Clerk for the hard work she has done bringing everything up to date.

18. Dates of Future Meetings

Extraordinary Meeting 23 October; 10 November (Threemilestone), 8 December (Shortlanesend)

Future Agenda Items

- Toilet for both playparks
- Community bus
- CCTV management
- Defibrillators

The meeting closed at 8.25pm