



Kenwyn Parish Council

c/o Shortlanesend Village Hall

School Hill

Shortlanesend

Truro TR4 9DU

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Minutes of a meeting of the **Annual Parish Council Meeting** held on **11 May 2026 at 7.25 pm** in **Shortlanesend Village Hall**

Present: Cllrs Green (Chairman), Jones, Holroyd, Robinson, La Borde, Wright, Lusty, and Cowling. In attendance Julie Larter (Clerk). There were 2 members of the public present.

(001/26) Election of a Chairman

Cllr Robinson proposed, Cllr Jones seconded and it was **RESOLVED that Cllr Derek Green be elected as Chairman for the current council year**

Cllr Green duly signed the Acceptance of Office form.

(002/26) Election of a Vice Chairman

Cllr Holroyd proposed, Cllr Cowling seconded and it was **RESOLVED that Cllr Wright be elected as Vice Chairman for the current council year.**

(003/26) Apologies for absence

Apologies were received from Cllr Venton.

(004/26) Declarations of interest and Requests for Dispensations

Cllr Cowling declared an interest in agenda item 21.

There were no requests for dispensations.

(005/26) Minutes of a Meeting held on 13 April 2026

It was proposed by Cllr Lusty, seconded by Cllr Holroyd and **RESOLVED that the minutes of a meeting held on 13 April 2026 be signed as an accurate record of the meeting.**

(006/26) Public Participation

A Member of the public raised concerns about the speed of traffic on School Hill. The Chairman said that the Parish Council is in the process of putting a bid together for funding for a pavement on School Hill.

(007/26) Matters to note

The Clerk reported that work to replace the boardwalk is now complete and the Chairman and Mark Holden officially opened it on 21 April. There has been good feedback from the public. The final bill for the work came in at less than the council agreed and the Clerk has asked the contractor to fit a low rail on the elevated sections on safety grounds and he will construct an archway at the beginning of the boardwalk to finish the project off. The contractor has offered to design replacement interpretation boards and a quote for these will come to the council at our June meeting.

The Clerk has not had time to obtain quotes for a new web provider so this will also be on the June agenda.

(008/26) Chairman's Announcements

The Chairman reported that the Northern Access Road opened today. The Chairman thanked Cllr Holroyd for all his hard work as Vice Chairman over the past 6 years. The Chairman then thanked councillors for having the confidence in him to elect him as Chairman for another year.

(009/26) Cornwall Councillors' Reports

(i) Cllr Tudor had tabled a report in the Annual Parish Meeting held earlier in the evening.

(ii) Cllr La Borde had tabled a report in the Annual Parish Meeting held earlier in the evening.

(010/26) Reports from Meetings attended by Councillors

14 April – The Chairman and Cllr Cowling attended a meeting of South Cornwall Area Partnership meeting. The Parish Council is to discuss developing an Emergency Plan for the parish later in the year.

28 April – Cllr Holroyd and the Clerk attended a briefing on Neighbourhood Priority Statements. Drawing up a Neighbourhood Priority Statement is to be discussed at the joint Truro and Kenwyn council meetings

30 April – The Chairman attended a Police Liaison Group meeting. The Chairman raised the issue of anti-social behaviour at Gloweth. The Police have increased patrols in the area, but it is important that incidents are reported to the Police. The Chairman said that at the meeting the Police suggested a virtual pavement on School Hill where the road is too narrow for a proper pavement. The Chairman also raised speeding in Idless. This will be an agenda item in June.

8 May – The Chairman, Cllrs Holroyd and Wright met at the HQ of Cornwall Wildlife Trust to view work recently undertaken and learn about their future plans

(011/26) Appointments to Committees, Working Parties and Outside Bodies

(i) Planning Committee

All councillors are to be members of the Planning Committee.

Cllr Jones was appointed Chairman and Cllr Venton Vice Chairman.

(ii) Employment Committee

Cllrs Green, Wright, La Borde, Robinson and Holroyd (Cllr Green to Chair)

(iii) Finance and General Purposes Committee

Cllrs Green, Jones, Holroyd, Lusty (Cllr Green to Chair)

(iv) Highways and Public Rights of Way

It was decided not to continue this working party as matters would be dealt with in the agenda standing item

Outside Bodies

(i) Threemilestone Community Centre

Cllr Jones (Cllr Green is a Trustee).

(ii) Kenwyn Community Benefit Fund

Cllrs Green, La Borde and Jones

The Chairman thanked Cllr Holroyd and Cllr Robinson for all their work with the fund over the years.

(iii) Police Liaison Group open to all

(iv) Truro City Council and Kenwyn Parish Council Working Group open to all

(v) South Cornwall Community Area Partnership

Nominated representatives for voting purposes Cllrs Green and Cowling but meetings are open to all councillors.

(012/26) Insurance Cover

Quotes were reviewed, Cllr Jones proposed, Cllr Holroyd seconded and it was **RESOLVED to enter into a 3 year Long Term Agreement with Zurich.**

(013/26) Information and Data Protection Policy

Cllr Holroyd proposed, Cllr Robinson seconded and it was **RESOLVED to adopt the Information and Data Protection Policy previously circulated.**

(014/26) Co Option

Cllr Wright proposed, Cllr Lusty seconded and it was **RESOLVED to Co-opt Ed Crossley to fill one of the vacancies in the Threemilestone ward.**

(015/26) Shortlanesend Playing Field

The Clerk reported that Chris Eddy will be repairing the goalmouths, but the goalposts need replacing. Currently posts are full sized, but the pitch is used mainly by young people. Cllr Holroyd proposed, Cllr Jones seconded and it was **RESOLVED to make an application to the Community Benefit fund to repair the goalmouths and replace the existing posts. The Clerk will liaise with Mr Harding regarding appropriate fixings. The Clerk will investigate whether combined football/rugby posts are produced in a junior size.**

(016/26) Financial Matters

(i) A report from the Internal Auditor was noted.

It was noted that the Internal Auditor had been very helpful.

(ii) It was determined that there is no conflict of interest with the external auditors, BDO.

(iii) Cllr Wright proposed, Cllr Cowling seconded and it was **RESOLVED to agree the Annual Governance Statement**

(iv) Cllr Cowling proposed, Cllr Robins seconded and it was **RESOLVED to approve the Annual Accounting Statements**

(v) Current balances were noted and the following payments were authorised:

BACS	Greenearth Gardens	Final payment of boardwalk replacement	£ 6,6117.96
BACS	PR4 Photos	Photography -Watts Nature Reserve	£ 130.00
DD	Information Commissioner	Data Protection registration renewal	£ 47.00
DD	Croft	IT Support	£ 1,729.77
DD	British Gas	Village Hall electricity	£ 54.02
DD	Affordable Waste	Waste collection TMS	£ 97.06

DD	EE	Mobile Phone	£	92.03
DD	Brewer and Bunney	Dishwasher lease	£	102.00
DD	Biffa	Waste Collection	£	162.08
DD	BT	Broadband	£	27.37
DD	Unity Trust Bank	Bank charges	£	11.05
DD	Unity Trust Bank	Bank charges (KCBF)	£	7.45
DD	EDF	Electricity for CCTV camera TMS	£	68.35
DD	Starboard Systems	Monthly charge for accounting software	£	88.80
SO	Steve Fenton	Allet Barns rent	£	424.80
BACS	Steve Fenton	Allet Barns electricity	£	56.19
ACS	Graham Harding	Parish Maintenance	£	1,048.00
Dcard	Britannia Lanes	Monthly storage fee	£	98.34
BACS	Cormac	Highways Verge Cutting April 26 – March 27	£	652.68
Dcard	Falmouth University	Training (Clerk)	£	65.00
BACS	Cornwall Council	Business Rates Allet Barns (Feb-March)	£	73.69
BACS	Barbara Goraus	Internal Audit fee	£	450.00
BACS	HR Support Consultancy	HR Support	£	337.68
BACS	A1 Tree and Grounds	Grass cutting SLE playing field	£	816.00
BACS	Zurich Insurance	Insurance renewal	£	4,532.22
BACS	Payroll	Staff salaries and oncosts	£	5,030.43
BACS	Julie Larter	Expenses	£	417.40

(017/26) Highways and Rights of Way

Cllr Wright informed councillors that a Case Management Conference had been held in April. The Clerk is to write to the Planning Inspectorate informing them that he will be attending the Inquiry on 9 June and wishes to speak but will not be adding anything new.

Cllr Wright is to attend Cormac's workshop to be held in St Erme on 24 July.

The Clerk was asked to write to the Highways Manager to enquire if the tree below Bosvean works is going to be removed as bollards are still there following the winter storms.

Cllr Wright proposed, Cllr Lusty seconded and it was **RESOLVED that the Clerk should make an application to the enhanced LMP fund for surface improvements to the public right of way in Watts Nature Reserve. The Clerk is to request permission to replace the broken stile with a kissing gate.**

(018/26) Dates of Future Meetings

8 June (SLE), 14 July (TMS), 14 September (SLE), 12 October (TMS), 9 November (SLE), 14 December (TMS)

(019/26) Exclusion of Public and Press

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was **RESOLVED that due to the confidential matter to be discussed under item 21 that the public and press be excluded from the meeting**

Cllr Cowling left the room

(020/26) Staffing Matters

(i) See Confidential minute

CLLr Cowling returned to the room.

(ii) Recruitment of an Administrative Assistant

The draft job description, and person specification drafted by the Clerk were approved along with her recommendation of salary scale.

Items for Future Agendas

- Shortlanesend Village Hall
- Combined football posts at Threemilestone – to replace or repair
- Access to Gloweth play area

The meeting closed at 9.15 pm

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Chairman

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Date

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