



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 8th September 2025** at 6.58pm in the **Hugus Room** at **Threemilestone Community Centre**

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

In attendance: Cllr Dulcie Tudor, CC, Julie Larter (Clerk) 1 member of the public

The Chairman welcomed everyone to the meeting and hoped councillors had a lovely break. He said that over the past few weeks, time had been spent sorting resources out in the storage container, but more time needed to be allocated and asked for everyone's help. He also stressed the importance of councillors getting involved in matters affecting their ward.

1. Apologies for absence

Apologies were received from Cllr Karen La Borde.

2. Declarations of interest

There were no Declarations of Interest.

3. Requests for dispensations

There were no requests for dispensations.

4. Minutes of an Extraordinary Meeting held on 24 July 2025

Cllr Holroyd proposed, Cllr Robinson seconded and it was **RESOLVED that the minutes of an Extraordinary Meeting held on 24 July were an accurate record of the meeting subject to the following amendment: Cllr Jones did not attend the meeting but had tendered his apologies.**

5. Public Participation

A member of the public asked for an update on footpath in School Hill and an update on a proposed speed awareness check. Cllr Wright replied that at a meeting of the Highways and Rights of Way Working Party last week, a list of priorities was drawn up and this was number 2 on the list. The parish council needs clarification from the Highways Manager on what can be done and the associated costs so that the work can be put out to tender. Cllr Tudor said that this type of project could go forward to the Community Network Highways Scheme but Cornwall Councillors are waiting to hear about a budget for the next scheme. The Clerk suggested contacting the Highways Manager and ask for a speed monitoring exercise to be undertaken. The Chairman indicated that the parish council shared the residents' concerns.

6. Matters to Note

The Clerk reported that she had been frustrated that she had not been able to make as much progress as she had hoped during her first month due to a lack of handover from the locum clerk and her inability to access documents.

7. Cornwall Councillors' Reports

(i) Cllr Dulcie Tudor

Cllr Tudor reported that there will be new permanent speed limits on A390 between Treliske and the Chiverton interchange, discussions with residents from Penstraze Lane, student parking issues and Cornwall Council's successful bid for a 3G pitch at Langarth.

Cllr Venton asked for an update on the battery storage application.

Cllr Jones was concerned about the car park at Threemilestone recreation field, which is being used by the school. He asked if there were any conditions for its use. The Chairman said that the Order states that it is for educational and recreational use. Cllr Tudor is going to ask for an officer from Parking Enforcement to attend a parish council meeting.

Cllr Tudor was keen to see more use of the new football pitch at Threemilestone recreation field.

(ii) Cllr Laborde's report had been previously circulated. Amongst matters raised were access to Newbridge Lane park, access issues regarding the construction of Dudman Farm, parking issues, removal of the post box at Allet and the BESS planning application.

Cornwall Councillors' reports will be published in full on the new parish council website.

7. Reports from Meetings attended by Councillors

The Chairman and Clerk attended a meeting of the Langarth Forum on 4 September. The presentation from the meeting has been circulated to councillors. The Chairman reported that one of the focuses was the link between the Park & Ride and the Northern Access Road. The Chairman reported that the Focus group meets on the first Thursday of each month and was open to all councillors to attend.

Cllr Wright and the Clerk attended a briefing and tour of Langarth on 5 September and his notes from the briefing had been previously circulated. The Chairman, Cllrs Holroyd and Robinson and the Clerk attended a meeting of the Kenwyn Community Benefit Fund on Thursday and went through the current funding situation, and looked at the way forward.

(ii) To appoint a representative to the Truro Sports Hub Community 3G Pitch Project Steering Group

Cllr Holroyd proposed, Cllr Venton seconded and it was **RESOLVED to appoint Cllr Green to represent Kenwyn Parish Council on the Steering Group**

9. Recreation Areas

The Clerk reported on a number of maintenance issues which she is dealing with.

8. Council Policies

(i) Standing Orders

Standing Orders were reviewed. Cllr Holroyd proposed, Cllr Robinson seconded and it was **RESOLVED that the Standing Orders needed no amendment at the present time.**

(ii) Financial Regulations

A draft had previously been circulated and subject to the following amendment it was proposed by Cllr Jones, seconded by Cllr Holroyd and **RESOLVED to adopt new Financial Regulations.**

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by the council. This authority is

- The Council for all items over £5,000
- A duly delegated committee of the council for items up to £25,000
- The Clerk, in conjunction with the Chairman of the Council or the Chairman of the appropriate committee for any items below £5,000

4.5 In extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report such action to the Chairman as soon as possible and to the council as soon as practicable thereafter.

4.6 Power has been delegated to the Clerk to operate the annual maintenance budgets via a Contract of Employment

(iii) Safeguarding – *to adopt a Safeguarding Policy and appoint a nominated person to act as Safeguarding Lead*

Cllr Robinson was appointed as Safeguarding Lead and will review the draft safeguarding policy previously circulated. A policy will be adopted at next month's meeting.

10. Recreation Areas

The Clerk reported that at the present time written reports of playground inspections are not made but this is a requirement for insurance purposes. The Clerk has spoken to Mr Harding about this and will draw up a template for him to complete. The annual inspection is due and the Clerk will arrange this.

The Clerk has contacted an arborist to obtain a tree survey for the three recreation areas and the nature reserve.

11. Parish Council Website

Quotes had been obtained and were considered and it was proposed by Cllr Jones, seconded by Cllr Venton and **RESOLVED to accept a quote from Vision ICT to provide and host a new parish council website.**

The clerk is to find out the terms of the current contract with Mihi Digital.

12. Parish Council Office Space

It was proposed by Cllr Holryod, seconded by Cllr Jones and **RESOLVED that in principle the parish council would enter into a short term agreement with Shortlanesend Methodist Church to rent a room for use as a parish council office.**

13. Financial Matters

(i) Booking System for Shortlanesend Village Hall

It was proposed by Cllr Robertson, seconded by Cllr Jones and **RESOLVED that in the interest of administrative efficiency the Hallmaster booking system should be adopted.**

(ii) Payroll System

It was proposed by Cllr Holroyd, seconded by Cllr Jones and **RESOLVED to adopt Moneysoft Payroll system.**

(iii) Shortlanesend Village Hall Defibrillator

The current defibrillator unit is nearing the end of its lifespan.

It was proposed by Cllr Holroyd, seconded by Cllr Venton and **RESOLVED to enter into a contract with Duchy Defibrillators to provide a replacement unit under contract with Duchy Defibrillators. Councillors were asked to consider other locations around the parish that might be suitable for additional units. The matter will be discussed at next month's meeting.**

(iv) Review of Bank Signatories

It was proposed by Cllr Wright, seconded by Cllr Holroyd and **RESOLVED that all members of the Finance and General Purposes Committee be made signatories on the Unity Trust Bank account and that one additional signature be added to the Lloyds Bank accounts.**

(v) Annual Governance and Accountability Return

The Clerk reported that all documents were now with the Internal Auditor but as the parish council was not able to submit the AGAR before the deadline of 12 September, a Public Interest Report would be issued by the External Auditor.

(vi) Finance

Current Balances were noted and payments authorised.

A meeting of the Finance and General Purpose Committee is to be held before the October council meeting.

14. Highways and Rights of Way Working Party

Notes from a meeting held on 3 September had been previously circulated and Cllr Wright outlined the report. The first priority is the footway at Shortlanesend. Clarification was sought on the ownership of Beynon Way. The Clerk is to approach Truro City Council and ascertain how much they would charge to cut the entire length of the path.

The Chairman thanked Cllr Wright for the work he has done and stated that Mr Hill needs to hand over details of Highways and PRoW work he has done to date. Cllr Jones said that it makes sense for Mr Tomas to continue with the work under the direction of the Clerk.

15. Storage Unit

The Chairman thanked Cllrs Holroyd and Jones for helping sort contents of the unit but a further visit is required, preferably before the next parish council meeting. A decision needs to be taken regarding the new tablets and this will be discussed next month. Cllr Jones recommended Truro Computer Services to data wipe and dispose of obsolete laptops.

15. Correspondence

The following correspondence was noted

- CALC newsletter
- Cornwall Council's Keeping Cornwall Updated newsletter
- Road Closure intentions
- Complaint about the edge of the football pitch at Threemilestone quick fix to put topsoil around the edge. The Clerk was asked to ask Chris Eddy to put soil around the edge of the pitch
- Farewell letter from Sarah Mason, former CALC County Officer

16. Dates of Future Meetings

13 October (Shortlanesend), 10 November (Threemilestone), 8 December (Shortlanesend)

Future Agenda Items

- Safeguarding Policy (October)
- Additional Defibrillators for the parish (October)
- Disposal of items in the storage container (October)
- Toilet for both playparks
- Community bus
- CCTV management

The meeting closed at 8.50 pm.