

# Kenwyn Parish Council

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## **MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 10<sup>th</sup> JANUARY 2018 AT SHORTLANESEND VILLAGE HALL AT 7.56PM**

**315/2018 PRESENT: CLLRS. I HOLROYD (CHAIRMAN), J SHENTON (VICE CHAIRMAN), W ROBINSON,  
K POLKINGHORNE, R TINNEY, J DUNN, S HORNE, F J DYER, J BURLINSON, K HART, B HILTON**

**MRS K J HARDING – CLERK TO THE COUNCIL**

Also present: Miss C Harding

**316/2018 APOLOGIES: Cllr. S WALSHAW**

**317/2018 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.

**318/2018 QUESTIONS FROM PARISHIONERS (10 MINUTES MAXIMUM, 3 MINUTES PER  
PARISHIONER)**

**Cllr. Robinson** – reported a highway issue at Idless. He would liaise with the Clerk on this.

**319/2018 CHAIRMAN'S ANNOUNCEMENTS**

No announcements.

**320/2018 TO APPROVE THE MINUTES OF PREVIOUS MEETINGS**

The minutes of a Planning Committee Meeting held on 13<sup>th</sup> December 2017 were agreed and signed.

The minutes of the Ordinary Parish Council Meeting held on 13<sup>th</sup> December 2017 were agreed and signed.

### **321/2018 REPORTS OF MEETINGS**

No reports of meetings.

### **322/2018 CORNWALL COUNCILLOR'S REPORTS**

**Cllr. Tudor** – not present and no report submitted.

**Cllr. Dyer** - advised that due to the Christmas period his Cornwall Council activities had been somewhat limited.

Cllr. Dyer had been working on several planning issues as reported by Cllr. Tinney during the Planning Committee Meeting. He felt that Cornwall Council Officers were often changing their minds and this made life difficult for him as the local member. He also said he was being deliberately left out of meetings.

Cllr. Dyer had worked on some domestic issues too including flooding at Lower Besore Stream and at the bottom of Penventinnie where water from the ford had frozen on the hills either side.

A number of trees had come down during the stormy weather.

**Cllr. Horne** felt that due to the number of highway issues reported, meetings with Mr Viv Bidgood of Cornwall Council Highways should continue and he offered his services as a Highways Liaison Councillor. This was readily agreed to and Cllr. Horne was thanked for his offer to take this on.

Cllr. Horne would keep the parish council regularly updated.

### **323/2018 TO NOTE RESIGNATIONS FROM THE PARISH COUNCIL**

Members noted the two resignations. They wished to record their thanks and gratitude to Cllr. Keverne for his many years of service to the parish council.

### **324/2018 TO APPOINT ONE MEMBER TO THE PLANNING COMMITTEE TO REPLACE CLLR. JOHN KEVERNE FOLLOWING HIS RESIGNATION**

**RESOLVED: To appoint Cllr. Horne to the Planning Committee of Kenwyn Parish Council.**

**Proposed by: Cllr. Dunn**

**Seconded by: Cllr. Hilton**

**Vote: unanimous**

**325/2018 PROPOSAL BY THE CHAIRMAN TO DISBAND THE CURRENT MEMBERSHIP OF THE PARKS, AMENITIES AND OPEN SPACES COMMITTEE DUE TO RECENT RESIGNATIONS AND ITS INSTABILITY**

**Proposed by: Chairman**

**Vote: unanimous**

**RESOLVED: TO DISBAND THE CURRENT MEMBERSHIP OF THE PARKS, AMENITIES AND OPEN SPACES COMMITTEE DUE TO RECENT RESIGNATIONS AND ITS INSTABILITY**

**326/2018 PROPOSAL BY THE CHAIRMAN, SHOULD THE PREVIOUS AGENDA ITEM SUCCEED, TO REFORM THE PARKS AMENITIES AND OPEN SPACES COMMITTEE AND APPOINT SIX MEMBERS TO IT**

**Proposed by: Chairman**

**Vote: 8 in favour, 3 against.**

**RESOLVED: TO REFORM THE PARKS AMENITIES AND OPEN SPACES COMMITTEE AND APPOINT SIX MEMBERS TO IT**

**Members elected to the committee:**

**Cllr. Polkinghorne**

**Proposed by: Cllr. Dunn**

**Seconded by: Cllr. Shenton**

**Vote: 10 in favour, 1 abstention**

**Cllr. Dunn**

**Proposed by: Cllr. Tinney**

**Seconded by: Chairman**

**Vote: 10 in favour, 1 abstention**

**Cllr. Shenton**

**Proposed by: Cllr. Dunn**

**Seconded by: Cllr. Tinney**

**Vote: 10 in favour, 1 abstention**

**Cllr. Horne**

**Proposed by: Cllr. Tinney**

**Seconded by: Cllr. Polkinghorne**

**Vote: 10 in favour, 1 abstention**

**Cllr. Holroyd**

**Proposed by: Cllr. Shenton**

**Seconded by: Cllr. Polkinghorne**

**Vote: 10 in favour, 1 abstention**

**Cllr. Hilton**

**Proposed by: Cllr. Shenton**

**Seconded by: Chairman**

**Vote: 10 in favour, 1 abstention**

**327/2018 TO RECEIVE A REPORT FROM CLLR. SHENTON ON S106 PROPOSALS AT  
THREEMILESTONE IN CONJUNCTION WITH THREEMILESTONE SCHOOL AND TO ASK THE PARISH  
COUNCIL TO SUPPORT, IN PRINCIPLE, INVESTIGATION AND RESEARCH INTO THE PROPOSALS**

Dear Counsellors,

As you will all be aware, I have held meetings with Threemilestone School to discuss the prospect of building a community building.

The school have £70,000 of S106 monies and due to their increasing number of pupils require a hall which can double as an indoor sports hall and space for assemblies and school productions, particularly if parents are invited.

As previously disclosed, the Parish Council also have a significant amount of S106 monies available for the Threemilestone area. Separately both the school and Parish Council could improve the facilities they already own to an adequate standard, however, together we would be able to make a substantial difference to the community and build a project which the whole community would benefit from.

There will inevitably be difficulties, however, at this stage the long-term vision is for a community building, which can meet the needs of the school but also of the Parish Council, for example housing CCTV equipment for the park, an office/meeting space, improving the play equipment etc, yet provide facilities in addition for the local community.

I have contacted Sarah Mason, from CALC who has advised that joint ownership of such a building would be near impossible due to identifying who will then be responsible for the insurance, running costs etc. She advised that either the Parish or the School need to own the building.

Ms Mason has advised, due to the community aspect and need for further funding in term of the build costs, it would be important for the Parish Council to own the building. The school would provide their S106 monies and enter into a legal agreement with the Parish Council regarding their right to use the building for no cost, this would be defined within the legal agreement and the amount of use would be clearly defined, so that if the school wish to use the building for a longer period they would be liable to rent it, such as any other community group. The legal agreement would also set out what contribution the school would need to make moving forward to support the maintenance, running costs of the building. It is imperative for this legal agreement to cover any potential future issues and make explicit the rights and duties of both the Parish Council and the school.

To run the building a joint management committee could be established to ensure areas such as, employment, maintenance, bookings etc are managed and consideration needs to be given to a Safeguarding Policy.

A business plan would need to be devised to ensure that moving forward the Parish Council would be able to continue to fund the upkeep/maintenance of the building by renting space to the community.

### **Enquiries to be made**

I am informed by the Clerk that there may be a covenant in respect of the playing field that no building can be erected. This covenant needs to be urgently located, and if in place, whether this can be amended to allow a building to occur.

A meeting has been scheduled for the 19<sup>th</sup> January 2018 with the school to discuss their PFI status; if they are willing to commit to a project where they will not own the building; and their financial input, as if they do not own the building whether they are able to use their S106 monies.

CALC will send an email to all Parishes in Cornwall to enquire if such a project where the Parish and a school have jointly embarked on such a building has already taken place.

To consider where best to locate a building as the school may be wishing to use some of their land which could be “gifted” to the council to ensure a building is near the school for the children to access.

The Clerk wishes it to be known that if the project was to go ahead and a Parish Office built, then she would not wish to change her current working environment. She feels the Parish would have to consider a redundancy package, however, if the project were to lead to fruition employment advice would need to be taken if this remains the Clerk’s wish.

I am seeking support of the Parish Council to make the initial enquires as outlined above.

At this stage no money is required to make these enquires, just a bit of time and effort.

Jane Shenton

8<sup>th</sup> January 2018

**Cllr. Polkinghorne** – asked where the building would be.

**Cllr. Shenton** – advised she could not answer this as yet but it would be discussed further with the school at a meeting on the 19<sup>th</sup> January.

**Cllr. Robinson** was concerned at the expression ‘we’ as members had not been part of any of the discussions leading up to this point.

**Cllr. Hart** – was very concerned about the point in the report regarding any adverse effect on the Clerk, any alteration to her current working conditions and the suggestion of redundancy.

**The Chairman** advised and members agreed that there would be no change to the current working arrangements of the Clerk. She would continue to work from home and this would never change. An office, if created, would be for any future Clerks should it be necessary.

**Cllr. Polkinghorne** felt there were several things that the council wished to know more about. Cllr. Shenton advised she did not have the answers at present. This was why she was asking for permission, in principle, to begin investigations and research. She did believe the majority of the new building would be on school land but she did not know whether the school would be happy with the parish council owning a building on their land.

**Cllr. Tinney** advised members needed to know how it would all work both at present and in the future when different people would be involved.

**Cllr. Robinson** asked for written confirmation that the School had repaid their PFI debt in relation to the land that the building was going on.

**Cllr. Dyer** felt this was an exciting project that should be encouraged as the school children were the future citizens of the parish.

**Cllr. Horne** agreed and advised members were only being asked to allow investigations to begin.

It was agreed that Cllr. Shenton could begin investigations and research only into this project.

**328/2018 TO APPOINT A SECOND COUNCILLOR TO ASSIST CLLR. SHENTON WITH THE S106 PROPOSALS AT THREEMILESTONE AND OTHER PLAY AREAS INCLUDING JOINT PROPOSAL WITH THREEMILESTONE SCHOOL**

**RESOLVED: To appoint Cllr. Polkinghorne and Cllr. Dyer to assist Cllr. Shenton with the S106 proposals at Threemilestone and other play areas including joint proposal with Threemilestone School**

**Proposed by: Chairman**

**Seconded by: Cllr. Dunn**

**Vote: unanimous**

**329/2018 TO RECEIVE AN UPDATE ON WAYLEAVE AGREEMENT WITH BURRINGTON ESTATES TO ALLOW WESTERN POWER DISTRIBUTION ELECTRICITY SUPPLY TO COME THROUGH SHORTLANESSEND PLAYING FIELD – CLLR. TINNEY**

Cllr. Tinney – advised the wayleave agreement was all signed and finalised.

**330/2018 TO RECEIVE AN UPDATE ON FOUL WASTE PIPE CONNECTION AT SHORTLANESSEND PLAYING FIELD AND HALL CAR PARK – WORK CARRIED OUT TO SERVICE BURRINGTON HOMES DEVELOPMENT OFF SCHOOL HILL – CLLR. TINNEY**

The work had been completed although a lot of sludge and blocked drains had been left by contractors. Also, there was a hole in the hedge at the top of the playing field. Cllr. Robinson asked that the developers be requested to fill this hole and to carry out some planting in this location.

The Chairman was pleased that ahead of his event at the hall the contractors had tidied up the car park and ensured there was sufficient parking for him.

Cllr. Tinney would follow all this up with the developers.

**331/2018 TO RECEIVE AN UPDATE ON WORK BEING CARRIED OUT BY PARISH COUNCIL SOLICITORS TO END OUTSTANDING LEASE AT SHORTLANESSEND VILLAGE HALL FOLLOWING FAILED ATTEMPTS TO TRACK DOWN EXISTING TRUSTEES FROM THIRTY YEARS AGO – CLLR. TINNEY**

This was ongoing, members would be updated as and when there were developments. The item would stay on the agenda until it was finalised

**332/2018 PLAYING FIELDS**

The Chairman spoke on the problems with dog fouling at Shortlanesend Playing Field. The Clerk advised she had reported the offenders, giving their names and addresses and other proof to the Dog Warden.

Cllr. Burlinson – asked if the Chyvelah Ope Play Area had been legally transferred yet? The Clerk advised she was still chasing Cornwall Council to get this completed.

**333/2018 TO DISCUSS AND AGREE QUOTE FOR ADDING EMAIL ACCOUNTS FOR EACH COUNCILLOR TO PARISH COUNCIL WEBSITE TO ASSIST WITH DATA PROTECTION LEGISLATION**

**RESOLVED:** To agree the quote and approve the expenditure for adding email accounts for each councillor to the parish council website to assist with Data Protection Legislation.

**Proposed by:** Cllr. Polkinghorne

**Seconded by:** Cllr. Burlinson

**Vote:** unanimous

**334/2018 TO NOTE THE GUIDANCE AND INFORMATION FROM CORNWALL COUNCIL AND THE GOVERNMENT - COUNCIL TAX REFERENDUM PRINCIPLES**

Noted.

**335/2018 TO APPOINT A COUNCILLOR TO CHECK THE MONTHLY ACCOUNTS FOR FEBRUARY 2018**

**Cllr. Robinson** was appointed to check the monthly accounts for February 2018.

**336/2018 CORRESPONDENCE**

Nothing raised.

**337/2018 TO APPROVE THE MONTHLY ACCOUNTS FOR PAYMENT**

The monthly accounts had been checked by Cllr. Holroyd and found to be in order. Cllr. Holroyd recommended them for payment.

**RESOLVED: To pay the monthly accounts for January 2018.**

Proposed by: Cllr. Holroyd

Seconded by: Cllr. Tinney

Vote: unanimous



**KENWYN PARISH COUNCIL**  
**MONTHLY ACCOUNTS JANUARY 2018**

**Amounts since last meeting**

<b>Utility Warehouse</b> – electricity charges Shortlanesend Village Hall	87.59	83.13	4.46	DD
<b>British Telecom</b> – telephone and broadband To run CCTV at Shortlanesend Village Hall	266.52	222.10	44.42	DD

**Payments**

	<b><u>Total</u></b>	<b><u>ex vat</u></b>	<b><u>VAT</u></b>	<b><u>Chq. No.</u></b>
<b><u>January 2018 Payments</u></b>				
<b>Wages, Expenses and HMRC</b> All Staff	4343.45			BACS
<b>NEST</b> – pension contribution	378.07			DD
<b>Graham Harding</b> - 2no. checks of play equipment at Threemilestone Playing Field during December 2017	40.00			003813
<b>Cormac Solutions Ltd.</b> – interim invoice for Weed spraying	1470.00	1225.00	245.00	003814
<b>Cornwall ALC Ltd.</b> – fee for training course Attended by Cllr. Walshaw in 2 <sup>nd</sup> September 2017	78.00	65.00	13.00	003815
<b>Mrs K J Harding</b> – refund cost of SAGE monthly subscription, postage and Desk planner	46.19			003816
<b>College Way Community Group</b> Kenwyn Community Fund Grant	750.00			003817
<b>Mrs K L Johns</b> – refund Shortlanesend Village Hall Hire Deposit from booking On 6 <sup>th</sup> January 2018	50.00			003818
<b>Mrs Farrance</b> – refund Shortlanesend Village Hall Hire Deposit from booking On 20 <sup>th</sup> January to be paid after Booking	50.00			003819
<b>Graham Harding</b> – Shortlanesend Village Hall – pressure wash patio and Clear blocked drains following flooded Patio. Labour, machine hire and fuel	170.00			003820

**Total £7729.82**

**The meeting closed at 8.50pm.**