

Kenwyn Parish Council

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To: Members of Kenwyn Parish Council & Press and public

You are hereby given notice of a PLANNING COMMITTEE MEETING to be followed by a FULL COUNCIL MEETING to be held via Zoom on Monday 8th June 2020 at 7pm. Press & Public are invited to attend via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/88115253094>

AGENDA

Planning Committee Meeting – 7pm

1. Apologies
2. Declarations of Interest
3. Public participation (10 minutes maximum, 3 minutes' maximum per person on planning matters only)
4. To consider planning applications as listed below:

D2629 C Forrest, Land W Of The Old Barn Greenbottom Truro TR4 8QN - The construction of a single dwellinghouse PA20/03840

D2630 JJ Jones with Mr and Mrs Hayhurst, Penmore A390 Between Rosewinnick Cottage And Junction At West Langarth Farm Penstraze, Chacewater - Detached two storey dwelling with garage and parking PA20/03695

D2631 McDonalds Restaurant Threemilestone - The installation of 4 no. new digital freestanding signs and 1 no. 15" digital booth PA20/03888

5. To consider any planning reports
6. Any other item the Chairman deems as urgent

Full Council Meeting

1. To receive apologies for absence
2. 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.
3. Questions from Parishioners (10 minutes maximum, 3 minutes per parishioner)

4. Chairman's Announcements
5. To approve the minutes of previous meetings
6. Reports of Meetings
7. Cornwall Councillor's Reports – to be submitted ahead of the meeting. Questions from the reports only
8. To approve amendments to Standing Orders due to Covid-19 Lockdown and emergency legislation having been brought in by HM Government
9. 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
10. To approve Section 1 of the Annual Return - the Annual Governance Statement
11. 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
12. To consider responses on the Annual Governance and Accountability Return (AGAR) 2019 where 'Yes' responses are given. To consider and agree that the council has fulfilled those obligations and can answer 'Yes' to each query
13. To approve the Asset Register as at 31.03.20
14. To review and approve the Kenwyn Parish Council Risk Assessment
15. To review and approve the Kenwyn Parish Council Effectiveness of Internal Controls
16. To review and approve the Kenwyn Parish Council Health & Safety Policy
17. To review and approve the Kenwyn Parish Council Risk Assessment for Playing Fields including Covid-19 Risk Assessments May 2020
18. To review and approve the Kenwyn Parish Council Risk Assessment for Shortlanesend Village Hall
19. To adopt Covid-19 Risk Assessment for Bus Shelters May 2020
20. To review the Insurance Policy, Schedule and Renewal documents and agree to renew Insurance cover for 2020/2021
21. To re-adopt Standing Orders, Financial Regulations, 3 Year Business Plan and Investment Strategy

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

22. 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

23. 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

24. Information & Update from Vice Chairman on local support to parishioners across the parish during the current Covid-19 Pandemic and Lockdown period – Vice Chairman
25. 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
26. To approve the monthly accounts and agree payment – April, May and June 2020 including amounts spent on supporting Shortlanesend Covid-19 Support Group
27. To consider correspondence from Cornwall Council - Views Sought: Parishes' initial thoughts on moving towards recovery
28. Any other item the Chairman deems as urgent

Yours faithfully,
Karen Harding
Mrs Karen Harding
Clerk to Kenwyn Parish Council