



1 Nancevallon, Higher Brea, Camborne, TR14 9DE

Clerk to the Council, Mrs Karen Harding

clerk@kenwynparishcouncil.gov.uk

Telephone 01209 610250/ 0800 2346077

To: Members of Kenwyn Parish Council & Press and public

You are hereby requested to attend the following meetings to be held via Zoom on Monday 8th March 2021 at 7pm. Press & Public are invited to attend via Zoom

Planning Committee Meeting & Full Council Meeting

Topic: Kenwyn Parish Council

Time: Mar 8, 2021 07:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/89499026294?pwd=cEFKY2xqRU1LdXpkQi9nQVJXOGIXZz09>

Meeting ID: 894 9902 6294

Passcode: 804905

One tap mobile

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Find your local number: <https://us02web.zoom.us/u/keoyRfuZnk>

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:

D2978 Application PA21/01027

Proposal Advertisement consent for halo illuminated, individual letters fitted to rendered fascia at high level, over entrance doors to retail premises

Location Unit 3 Treliske Retail Park Truro TR1 3LN

Applicant Mr Phil Dale, Next Retail
Grid Ref 179434 / 45160

D2979 Application PA21/01391

Proposal Single storey extension to provide living space

Location Broomwood Idless Truro Cornwall

Applicant Mr And Mrs Browning

Grid Ref 182146 / 47550

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 – **reports to be emailed to Clerk by 4th March 2021 – questions only to be raised at the meeting**
7. Cornwall Councillor's Reports – **to be submitted ahead of the meeting. Questions from the reports only**
8. To approve and adopt the Standing Orders for Kenwyn Parish Council and the Standing Orders Coronavirus Amendments
9. To approve and adopt the Financial Regulations for Kenwyn Parish Council
10. To review and adopt Council Policies –

Investment Strategy 2019 2021

3 Year Business Plan

Co-Option Policy

Complaints Procedure Policy

Retention Policy

Debt Recovery Policy

POLICY ON EMPLOYEE MATTERS

POLICY ON EMPLOYING PEOPLE WITH A CONVICTION

POLICY ON COMBATting HARASSMENT AND BULLYING

POLICY ON PUBLIC PARTICIPATION

Policy on access to council services and dealing with difficult and vexatious persons

POLICY ON REQUESTS FOR CHARITABLE OR OTHER FINANCIAL DONATIONS

Policy on Openness Regulations relating to filming and recording meetings

Data Protection Policy

Communications Protocol and Social Media Guidance

Freedom of Information

Redundancy Policy

A GUIDE TO AWARDING DISPENSATIONS

Equal Opportunities Policy

Eye Test Policy
No Smoking Policy
Bereavement and Compassionate Leave Policy
Parental Leave Policy
Maternity Policy
Absence Management Policy
Work Related Stress Policy
Violence at Work Policy
Flexible Working Policy
Quotations and Tenders Policy
Community Engagement Policy
Press and Media Policy
Grievance Policy
Health and Safety Policy
Time off in lieu Policy
Member Officer Protocol
Information Protection Policy November 2019
Virtual Meeting Policy

GDPR/Data Protection Act 2018

Registration Certificate
Registration Certificate
Kenwyn Parish Council Privacy Notice adoption confirmation
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
HIRER
Employee Privacy Statement
Kenwyn Parish Council - Hirers Privacy Statement
Kenwyn Parish Council Information Protection Policy
Kenwyn Parish Council Job Application Privacy Statement
Kenwyn Parish Council - Information Security Incident Policy
Kenwyn Parish Council Neighbourhood Plan Privacy Statement
Kenwyn Parish Council New Councillor Privacy Statement
Kenwyn Parish Council Removable Media Policy
Kenwyn Parish Council Access 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 Checklist for Councillors
Kenwyn Parish Council Check List Technical and Organisational Safeguards
Kenwyn Parish Council Email Consent Log
Kenwyn Parish Council Phone Consent Log
Kenwyn Parish Council GDPR Data Portability Request Form

Covid-19 Policy Documents June/July 2020

Covid 19 Risk Assessment June 2020 Re Opening Play Equipment
Shortlanesend Village Hall Covid 19 Safe June 2020
Covid-19 Risk Assessment Shortlanesend Village Hall

Two metre hall floor markings
Covid-19 Risk Assessment June 2020

To review and adopt the Terms of Reference for Committees for the new council year

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

11. To consider and approve the following Resolution regarding the delegation of Council decisions to the Clerk during any period of restricted activity declared by the Government in respect of the Covid-19 virus or where physical meetings are declared unsafe or where meetings will be inquorate due to the Covid-19 Pandemic. Such delegation will enable the Council to fulfil its responsibilities to its employees, residents, and suppliers. The Resolution to remain in place until 31st December 2021 when it will be reviewed.

RESOLUTION: That in response to the Covid-19 Pandemic in the UK and in the event that it is not possible to convene a meeting of the Council and/or its committees, the Clerk shall have delegated authority to make decisions on behalf of the Council where such decision cannot reasonably be deferred. This will be carried out where possible by consultation with the relevant (committee) Chairman by electronic means or telephone. The delegation does not extend to matters expressly reserved to the Council in legislation however any limitations in Councils Standing Orders or Financial Regulations will be temporarily suspended. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. In the event that that the Clerk is unable to make decisions, responsibility will lie with the employed locum Clerk. That the Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity during the period of the Coronavirus pandemic, informed by consultation with the members of the council.

12. To review and approve the Kenwyn Parish Council Health & Safety Policy

13. To review and approve the Kenwyn Parish Council Risk Assessment for Playing Fields

14. To review and approve the Kenwyn Parish Council Risk Assessment for Shortlanesend Village Hall

15. To approve the monthly accounts and agree payment

16. To note the date of the extra Full Council Meeting to be held on 29th March 2021 at 7pm

17. To note the Annual Parish Meeting will be held on Monday 19th April 2021 at 7.30pm

18. To note the proposed re-opening date for Shortlanesend Village Hall as Monday 12th April 2021 (subject to Government Policy and Regulations at that time)

19. To approve the quote for Tree Planting across the parish

20. Any other item the Chairman deems as urgent

Yours faithfully,

Karen Harding

Mrs Karen Harding

Clerk to Kenwyn Parish Council