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MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 8th MARCH 2021 HELD VIRTUALLY VIA ZOOM AT 7.07PM

343/2021 PRESENT: CLLRS. M HARRY (CHAIRMAN), B HILTON (VICE CHAIRMAN), F J DYER MBE ,W ROBINSON, K HART, A WILLSHEE, D GREEN, I HOLROYD, T HEWITT, A GAMMON, J DAVEY

MRS K J HARDING – CLERK TO THE COUNCIL

Also present: 1 member of the public

The Chairman made everyone aware that the meeting was being recorded both by audio and video.

344/2021 APOLOGIES: CLLR. M HOLROYD

345/2021 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.

346/2021 QUESTIONS FROM PARISHIONERS (10 MINUTES MAXIMUM, 3 MINUTES PER PARISHIONER)

No questions from parishioners.

347/2021 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised reports had just been received through the council's Facebook Page of vandalism to the new equipment recently installed at Threemilestone Playing Field.

Graham Harding would be looking at this first thing in the morning.

348/2021 TO APPROVE THE MINUTES OF PREVIOUS MEETINGS

The minutes of a Planning Committee Meeting held on Monday 8th February 2021 were agreed and signed.

The minutes of an Ordinary Parish Council Meeting held on Monday 8th February 2021 were agreed and signed.

The minutes of a Planning Committee Meeting held on Monday 22nd February 2021 were agreed and signed.

The minutes of an Ordinary Parish Council Meeting held on Monday 22nd February 2021 were agreed and signed.

The minutes of a Community Improvements and Projects Committee Meeting held on Monday 22nd February 2021 were agreed and signed.

349/2021 REPORTS OF MEETINGS – REPORTS TO BE EMAILED TO CLERK BY 4TH MARCH 2021 – QUESTIONS ONLY TO BE RAISED AT THE MEETING

No reports submitted ahead of the meeting.

Cllr. Robinson – advised he had met the new Forester looking after Idless Woods.

The Chairman – had met with three representatives who would be tendering for the new play equipment across the parish.

350/2021 CORNWALL COUNCILLOR'S REPORTS – TO BE SUBMITTED AHEAD OF THE MEETING. QUESTIONS FROM THE REPORTS ONLY

Cllr. Tudor was not present and had not submitted a report.

Cllr. Dyer spoke on recent planning permissions granted and an appeal that had been lost at Three Burrows.

Cllr. Dyer also advised he was hoping to have a speed camera installed at Greenbottom in the next financial year.

351/2021 TO APPROVE AND ADOPT THE STANDING ORDERS FOR KENWYN PARISH COUNCIL AND THE STANDING ORDERS CORONAVIRUS AMENDMENTS

RESOLVED: TO APPROVE AND ADOPT THE STANDING ORDERS FOR KENWYN PARISH COUNCIL AND THE STANDING ORDERS CORONAVIRUS AMENDMENTS

Proposed by: Cllr. Gammon

Seconded by: Cllr. Robinson

Vote: unanimous

352/2021 TO APPROVE AND ADOPT THE FINANCIAL REGULATIONS FOR KENWYN PARISH COUNCIL

RESOLVED: TO APPROVE AND ADOPT THE FINANCIAL REGULATIONS FOR KENWYN PARISH COUNCIL

**Proposed by: Cllr. Dyer
Seconded by: Cllr. Hewitt
Vote: unanimous**

353/2021 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](#)

RESOLVED: TO ADOPT THE KENWYN PARISH COUNCIL AS LISTED ABOVE

Proposed by: Cllr. Gammon

Seconded by: Cllr. Davey

Vote: unanimous

354/2021 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

RESOLVED: TO ADOPT THE TERMS OF REFERENCE FOR COMMITTEES FOR THE NEW COUNCIL YEAR

Proposed by: Cllr. Gammon

Seconded by: Cllr. Hewitt

Vote: unanimous

355/2021 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.

RESOLVED: TO 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.

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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.

Proposed by: Cllr. Dyer
Seconded by: Cllr. Gammon
Vote: unanimous

356/2021 TO REVIEW AND APPROVE THE KENWYN PARISH COUNCIL HEALTH & SAFETY POLICY

The Chairman thanked and congratulated the Clerk on this policy as it was a difficult subject to cover.

RESOLVED: TO APPROVE THE KENWYN PARISH COUNCIL HEALTH & SAFETY POLICY

Proposed by: Cllr. Green
Seconded by: Cllr. Hilton
Vote: unanimous

357/2021 TO REVIEW AND APPROVE THE KENWYN PARISH COUNCIL RISK ASSESSMENT FOR PLAYING FIELDS

RESOLVED: TO APPROVE THE KENWYN PARISH COUNCIL RISK ASSESSMENT FOR PLAYING FIELDS

Proposed by: Cllr. Green
Seconded by: Cllr. Robinson
Vote: unanimous

358/2021 TO REVIEW AND APPROVE THE KENWYN PARISH COUNCIL RISK ASSESSMENT FOR SHORTLANESEND VILLAGE HALL

RESOLVED: TO APPROVE THE KENWYN PARISH COUNCIL RISK ASSESSMENT FOR SHORTLANESEND VILLAGE HALL

Proposed by: Cllr. Hilton
Seconded by: Cllr. Gammon
Vote: unanimous

359/2021 TO APPROVE THE MONTHLY ACCOUNTS AND AGREE PAYMENT

RESOLVED: The monthly accounts had been checked by the Chairman and Vice Chairman and examined by members ahead of the meeting. All members had been sent the payments for approval. The Chairman and Vice Chairman both recommended them for payment. Payments to be made via Unity Trust Bank to be authorised and paid by Chairman and Vice Chairman.

RESOLVED: TO PAY THE MONTHLY ACCOUNTS FOR MARCH 2021.

Proposed by: Cllr. Hilton

Seconded by: Cllr. Dyer

Vote: unanimous

360/2021 TO NOTE THE DATE OF THE EXTRA FULL COUNCIL MEETING TO BE HELD ON 29TH MARCH 2021 AT 7PM

Noted.

The Chairman advised this meeting was to look at the tenders submitted for the new play equipment across the parish. The closing date for the submission of the quotes was the 22nd March. The Chairman and Vice Chairman would then access the special email address set up for this and they would open the tender documents. Company details would then be redacted, and members would choose their preferred contractor on 29th March. Most of this meeting would be in closed session due to the competitive tendering process.

361/2021 TO NOTE THE ANNUAL PARISH MEETING WILL BE HELD ON MONDAY 19TH APRIL 2021 AT 7.30PM

Noted.

362/2021 TO NOTE THE PROPOSED RE-OPENING DATE FOR SHORTLANESSEND VILLAGE HALL AS MONDAY 12TH APRIL 2021 (SUBJECT TO GOVERNMENT POLICY AND REGULATIONS AT THAT TIME)

Noted.

363/2021 TO APPROVE THE QUOTE FOR TREE PLANTING ACROSS THE PARISH

Deferred to a future meeting as a second quote was outstanding.

364/2021 ANY OTHER ITEM THE CHAIRMAN DEEMS AS URGENT

No other urgent items.

The meeting closed at 7.28pm.