

Kenwyn Parish Council

1 Nancevallon
Higher Brea
Camborne
TR14 9DE

Mrs K J Harding
Clerk to the Council
Tel: 01209 610250/0800 234 6077
e mail kenwynpc@btconnect.com
www.kenwynparishcouncil.gov.uk

To: Members of Kenwyn Parish Council & Press and public

You are hereby given notice of the ANNUAL PARISH COUNCIL MEETING OF KENWYN PARISH COUNCIL to be followed by a PLANNING COMMITTEE MEETING at Shortlanesend Village Hall on Wednesday 8th May 2019 at 7pm. Press & Public are invited to attend.

A G E N D A

- 1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office**
- 2. To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office**
- 3. To receive apologies for absence**
- 4. 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.

- 5. Questions from Parishioners (10 minutes maximum, 3 minutes per parishioner)**
- 6. To approve the minutes of previous meetings**
- 7. To approve and adopt the Standing Orders for Kenwyn Parish Council**
- 8. To approve and adopt the revised Financial Regulations for Kenwyn Parish Council**
- 9. To appoint members to serve on the under mentioned committees:**

Planning - 8 members. Appointment of Chairman and Vice Chairman to be dealt with in the Planning committee meeting.

Parks, Amenities and Open Spaces – 6 members. Appointment of Chairman and Vice Chairman to be dealt with at the next Parks, Amenities and Open Spaces committee meeting.

Finance and General Purposes – 6 members. Chairman and Vice Chairman of the Council automatically become Chairman and Vice Chairman of the F & GP Committee

Footpaths – 6 members. Appointment of Chairman and Vice Chairman to be dealt with at the next Footpaths committee meeting.

Employment – 5 members to include Chairman. 3 members will be selected from the 5 to deal with any employment/grievance issues.

10. To form a Community Engagement, Media, Press and Public Relations Committee and appoint members to it – 5 members

11. To form a Community Governance Review Committee and appoint members to it – 5 members

12. To appoint representatives on the under mentioned bodies as required:

Threemilestone Community Centre Management Committee (2 Members)

Police Liaison (2 Members)

Emergency Planning (all ward members where the emergency occurs or in the case of a significant emergency all members of the council)

Idless Woods (1 member and one Cornwall Councillor)

Truro/Roseland Community Network Panel (2 members)

13. To review and adopt existing and new Council Policies –

(e) existing policies (n) new policies

POLICY ON COMPLAINTS PROCEDURE (e)

POLICY ON EMPLOYEE MATTERS (e)

POLICY ON COMBATTING HARRASSMENT AND BULLYING (e)

POLICY ON EMPLOYING PEOPLE WITH A CONVICTION (e)

POLICY ON PUBLIC PARTICIPATION (e)

POLICY ON ACCESS TO COUNCIL SERVICES AND DEALING WITH DIFFICULT AND VEXATIOUS PERSONS (e)

POLICY ON S.137 CHARITABLE DONATIONS (e)

POLICY ON OPENNESS REGULATIONS RELATING TO FILMING AND RECORDING MEETINGS (e)

DATA PROTECTION POLICY (e)

COMMUNICATIONS PROTOCOL AND SOCIAL MEDIA GUIDANCE (e)

FREEDOM OF INFORMATION DOCUMENT (e)

CO-OPTION POLICY(e)

REDUNDANCY POLICY (n)

GUIDE TO AWARDING DISPENSATIONS (n)

ABSENCE MANAGEMENT POLICY (n)

COMMUNITY ENGAGEMENT POLICY (n)

GRIEVANCE POLICY (n)

HEALTH AND SAFETY POLICY (n)

PRESS AND MEDIA POLICY (n)

QUOTATION AND TENDERS POLICY (n)

FLEXIBLE WORKING POLICY (n)

VIOLENCE AT WORK POLICY (n)

WORK RELATED STRESS POLICY (n)

BEREAVEMENT AND COMPASSIONATE LEAVE POLICY (n)

TIME OFF IN LIEU (TOIL) POLICY (n)

MATERNITY POLICY (n)

PATERNAL LEAVE POLICY (n)

NO SMOKING POLICY (n)
MEMBER OFFICER PROTOCOL (n)
EYE TEST POLICY (n)
EQUAL OPPORTUNITIES POLICY (n)
DEBT RECOVERY POLICY (n)

DATA PROTECTION ACT AND GENERAL DATA PROTECTION REGULATIONS AS AT 25th MAY 2018

POLICY ON RETENTION OF DATA (e)
POLICY ON SOCIAL MEDIA AND ELECTRONIC COMMUNICATION (e)
POLICY ON COMPUTER AND TELEPHONE MISUSE (e)
KENWYN PARISH COUNCIL CONTACT CONSENT FORM – EMPLOYEE (e)
KENWYN PARISH COUNCIL CONTACT CONSENT FORM – GENERAL (e)
KENWYN PARISH COUNCIL CONTACT CONSENT FORM – NEIGHBOURHOOD PLAN (e)
KENWYN PARISH COUNCIL CONTACT CONSENT FORM – VILLAGE HALL AND/OR PLAYING FIELD HIRE (e)
KENWYN PARISH COUNCIL CONTACT PRIVACY STATEMENT (e)
KENWYN PARISH COUNCIL EMPLOYEE PRIVACY STATEMENT (e)
KENWYN PARISH COUNCIL HIRERS PRIVACY STATEMENT (e)
KENWYN PARISH COUNCIL INFORMATION PROTECTION POLICY (e)
KENWYN PARISH COUNCIL SECURITY INCIDENT POLICY (e)
KENWYN PARISH COUNCIL JOB APPLICATION PRIVACY STATEMENT (e)
KENWYN PARISH COUNCIL NEIGHBOURHOOD PLAN PRIVACY STATEMENT (e)
KENWYN PARISH COUNCIL NEW COUNCILLOR PRIVACY STATEMENT (e)
KENWYN PARISH COUNCIL REMOVABLE MEDIA POLICY (e)
KENWYN PARISH COUNCIL CCTV POLICY (e)
KENWYN PARISH COUNCIL ACCESS REQUEST FORM (e)
KENWYN PARISH COUNCIL AMEND, REMOVE OR RESTRICT OR OBJECT TO PROCESSING REQUEST FORM (e)
KENWYN PARISH COUNCIL DATA BREACH RECORD (e)
KENWYN PARISH COUNCIL GDPR JARGON AND ACRONYM BUSTER (e)
KENWYN PARISH COUNCIL GDPR RISK ASSESSMENT (e)
KENWYN PARISH COUNCIL GENERAL DATA PROTECTION AWARENESS CHECKLISTS FOR COUNCILLORS (e)
KENWYN PARISH COUNCIL CHECK LIST QUESTIONS – TECHNICAL AND ORGANISATIONAL SAFEGUARDS AND MEASURES (e)
KENWYN PARISH COUNCIL EMAIL CONSENT LOG (e)
KENWYN PARISH COUNCIL RIGHTS ASSOCIATED WITH AUTOMATED DECISION MAKING (e)
KENWYN PARISH COUNCIL GDPR DATA PORTABILITY REQUEST FORM (e)
KENWYN PARISH COUNCIL PHONE CONSENT LOG FORM (e)
KENWYN PARISH COUNCIL PRIVACY NOTICE ADOPTION CONFIRMATION (e)

14. 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

15. To approve Section 1 of the Annual Return - the Annual Governance Statement
16. To approve Section 2 of the Annual Return – the Accounting Statements and to adopt the internally audited accounts for the year ending 31.03.19
17. 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
18. To approve the Asset Register as at 31.03.19
19. To review and approve the Kenwyn Parish Council Risk Assessment
20. To review and approve the Kenwyn Parish Council Effectiveness of Internal Controls
21. To review and approve the Kenwyn Parish Council Health & Safety Policy
22. To review and approve the Kenwyn Parish Council Risk Assessment for Playing Fields
23. To review and approve the Kenwyn Parish Council Risk Assessment for Shortlanesend Village Hall
24. To review the Insurance Policy, Schedule and Renewal documents and agree to renew Insurance cover for 2019/2020
25. To approve the quote regarding new soakaway and drainage for Shortlanesend Village Hall to alleviate ongoing damage to fabric of the building
26. Correspondence
27. To appoint a member of the council to inspect and approve monthly accounts – June 2019
28. To approve the monthly accounts for payment
29. To discuss with Cormac Solutions Ltd. Officer way forward with public consultation on S106 funded improvements to play areas at Threemilestone, Gloweth and Shortlanesend

Planning Committee Meeting

1. Election of Chairman
2. Election of Vice Chairman
3. Declarations of Interest
4. Questions from Parishioners (10 minutes maximum, 3 minutes maximum per person on Planning matters only)
5. To consider planning applications as listed below:

D2542 Mrs Nikolia Aylward-Wotton, 16 Pendeen Crescent Threemilestone Cornwall TR3 6SP - To erect a garden wall PA19/03111

D2543 Mr Richards, Branch Richards Ltd, Land Nw Of Croftside A390 Between Rosewinnick Cottage and Junction At West Langarth Farm Penstraze Chacewater Two new semi-detached, two-storey dwellings and associated works with variation of condition 2 (approved plans) in respect of decision PA18/02309 dated 17/05/2018 to revise the access to the SE plot PA19/02060

6. To receive planning reports

7. Any other item the Chairman deems as urgent

Yours faithfully,

Karen Harding

Mrs Karen Harding

Clerk to Kenwyn Parish Council