

Kenwyn Parish Council

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**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 9TH MAY 2018 AT
SHORTLANESEND VILLAGE HALL AT 7PM.**

**001/2018 PRESENT: CLLRS. I HOLROYD (CHAIRMAN FOLLOWING ELECTION), J SHENTON
(VICE CHAIRMAN FOLLOWING ELECTION), B HILTON, J DUNN, W ROBINSON, K POLKINGHORNE, S
HORNE, F J DYER (part of meeting), B MARTIN, J SAMS (FROM CO-OPTION)**

Also present: Clerk to the Council – Mrs Karen Harding

Plus 3 members of the public. One member of the public was recording the meeting.

Cllr. Shenton dealt with this item.

**002/2018 TO ELECT THE CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE CHAIRMAN'S
DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr. Holroyd

Proposed by: Cllr. Dunn

Seconded by: Cllr. Polkinghorne

Vote: unanimous

**RESOLVED: To elect Cllr. Holroyd as Chairman of Kenwyn Parish Council for 2018/2019. Cllr.
Holroyd signed the Chairman's Declaration of Acceptance of Office**

**003/2018 TO ELECT THE VICE CHAIRMAN AND TO RECEIVE THE VICE CHAIRMAN'S DECLARATION
OF ACCEPTANCE OF OFFICE**

Cllr. Shenton

Proposed by: Cllr. Holroyd

Seconded by: Cllr. Robinson

Vote: unanimous

RESOLVED: To elect Cllr. Shenton as Vice Chairman of Kenwyn Parish Council for 2018/2019. Cllr. Shenton signed the Vice Chairman's Declaration of Acceptance of Office

004/2018 TO RECEIVE APOLOGIES FOR ABSENCE

Cllr. J Burlinson

005/2018 TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS¹

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.

006/2018 QUESTIONS FROM PARISHIONERS (10 MINUTES MAXIMUM, 3 MINUTES PER PARISHIONER)

No questions from parishioners.

007/2018 TO APPROVE THE MINUTES OF PREVIOUS MEETINGS

The minutes of the Planning Committee Meeting held on 11th April 2018 were agreed and signed.

The minutes of the Ordinary Parish Council Meeting held on 11th April 2018 were agreed and signed.

The minutes of the Planning Committee Meeting held on 25th April 2018 were agreed and signed.

The minutes of the Ordinary Parish Council Meeting held on 25th April 2018 were agreed and signed.

008/2018 TO APPROVE AND ADOPT THE STANDING ORDERS FOR KENWYN PARISH COUNCIL.

Proposed: Cllr. Shenton

Seconded: Cllr. Hilton

Vote: unanimous

RESOLVED: To approve and adopt the Standing Orders for Kenwyn Parish Council

009/2018 TO APPROVE AND ADOPT THE FINANCIAL REGULATIONS FOR KENWYN PARISH COUNCIL

Proposed: Cllr. Hilton

Seconded: Cllr. Robinson

Vote: unanimous

RESOLVED: To approve and adopt the Financial Regulations for Kenwyn Parish Council

010/2018 TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED COMMITTEES:

Planning - 8 members. Appointment of Chairman and Vice Chairman would be dealt with in the Planning Committee Meeting.

Cllr. Dunn, Cllr. Hilton, Cllr. Horne, Cllr. Polkinghorne, Cllr. Shenton, Cllr. Martin, Cllr. Robinson, Cllr. Dyer

Proposed by: Cllr. Robinson

Seconded by: Cllr. Polkinghorne

Vote: unanimous

Parks, Amenities and Open Spaces – 6 members. Appointment of Chairman and Vice Chairman would be dealt with in the Parks, Amenities and Open Spaces Committee Meeting.

Cllr. Hilton, Cllr. Polkinghorne, Cllr. Martin, Cllr. Dunn, Cllr. Horne plus 1 vacancy to be filled by a new member.

Proposed by: Cllr. Horne

Seconded by: Cllr. Shenton

Vote: unanimous

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

Cllr. Holroyd (Chairman), Cllr. Shenton (Vice Chairman), Cllr. Hilton, Cllr. Robinson, Cllr. Horne plus 1 vacancy to be filled by a new member.

Proposed by: Cllr. Polkinghorne

Seconded by: Cllr. Robinson

Vote: unanimous

Footpaths Committee – 6 members. Chairman and Vice Chairman of the Committee would be elected at the next Footpaths Committee Meeting.

Cllr. Horne, Cllr. Dunn, Cllr. Martin, Cllr. Robinson, Cllr. Shenton plus 1 vacancy to be filled by a new member.

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

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

Cllr. Holroyd (Chairman), Cllr. Shenton (Vice Chairman), Cllr. Hilton, Cllr. Robinson, Cllr. Horne

Proposed by: Chairman
Seconded by: Cllr. Dunn
Vote: unanimous

011/2018 TO APPOINT REPRESENTIVES ON THE UNDER MENTIONED BODIES AS REQUIRED:

Threemilestone Community Centre Management Committee (2 Members)

Cllr. Polkinghorne & Cllr. Dunn

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

Police Liaison (2 Members)

Cllr. Holroyd
Proposed by: Cllr. Horne
Seconded by: Cllr. Polkinghorne
Vote:

Second member to be appointed once Councillor vacancies have been filled.

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

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

Idless Woods (1 member and one Cornwall Councillor)

Cllr. Robinson & Cllr. Dyer
Proposed by: Cllr. Polkinghorne
Seconded by: Cllr. Hilton
Vote: unanimous

Truro/Roseland Community Network Panel

Cllr. Holroyd & Cllr. Hilton

Proposed by: Cllr. Polkinghorne

Seconded by: Cllr. Shenton

Vote: unanimous

Cllr. Dyer came into the meeting at this point.

012/2018 TO REVIEW AND ADOPT COUNCIL POLICIES AND DOCUMENTS –

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

RESOLVED: To adopt the following Council Policies

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

Proposed: Cllr. Robinson

Seconded by: Cllr. Dunn

Vote: 8 in favour, Cllr. Dyer abstained.

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

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 GDPR RISK ASSESSMENT

RESOLVED: To adopt the following Council Policies

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

POLICY ON RETENTION OF DATA
POLICY ON SOCIAL MEDIA AND ELECTRONIC COMMUNICATION
POLICY ON COMPUTER AND TELEPHONE MISUSE
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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 GDPR RISK ASSESSMENT

Proposed: Cllr. Polkinghorne

Seconded by: Cllr. Horne

Vote: 8 in favour, Cllr. Dyer abstained.

Documents associated with the Data Protection Act and General Data Protection Regulations as at 25th May 2018

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 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

RESOLVED: To adopt the following Council Policies and documents

Documents associated with the Data Protection Act and General Data Protection Regulations as at 25th May 2018

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 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

Proposed: Cllr. Polkinghorne

Seconded by: Cllr. Robinson

Vote: 8 in favour, Cllr. Dyer abstained.

013/2018 To review the Terms of Reference for Committees

Planning Committee

Parks, Amenities and Open Spaces Committee

Finance and General Purposes Committee

Employment Committee

Footpaths Committee

RESOLVED: To adopt the Terms of References for the following Committees:

Planning Committee
Parks, Amenities and Open Spaces Committee
Finance and General Purposes Committee
Employment Committee
Footpaths Committee

Proposed: Cllr. Hilton

Seconded by: Cllr. Polkinghorne

Vote: 8 in favour, Cllr. Dyer abstained.

014/2018 To approve Section 1 of the Annual Return - the Annual Governance Statement

RESOLVED: To approve Section 1 of the Annual Return - the Annual Governance Statement

Proposed: Cllr. Robinson

Seconded by: Cllr. Holroyd

Vote: 8 in favour, Cllr. Dyer abstained.

015/2018 To approve Section 2 of the Annual Return – the Accounting Statements and to adopt the internally audited accounts for the year ending 31.03.18

The Internal Audit Report was also considered and noted.

RESOLVED: To approve Section 2 of the Annual Return – the Accounting Statements and to adopt the internally audited accounts for the year ending 31.03.18

Proposed: Cllr. Hilton

Seconded by: Cllr. Martin

Vote: 8 in favour, Cllr. Dyer abstained.

016/2018 To approve the Asset Register as at 31.03.18

RESOLVED: To approve the Asset Register as at 31.03.18

Proposed: Cllr. Robinson

Seconded by: Cllr. Holroyd

Vote: 8 in favour, Cllr. Dyer abstained.

017/2018 To review and approve the Kenwyn Parish Council Risk Assessment

RESOLVED: To approve the Kenwyn Parish Council Risk Assessment

Proposed: Cllr. Hilton

Seconded by: Cllr. Holroyd

Vote: 8 in favour, Cllr. Dyer abstained.

018/2018 To review and approve the Kenwyn Parish Council Effectiveness of Internal Controls

RESOLVED: To approve the Kenwyn Parish Council Effectiveness of Internal Controls

Proposed: Cllr. Hilton

Seconded by: Cllr. Robinson

Vote: 8 in favour, Cllr. Dyer abstained.

019/2018 To review and approve the Kenwyn Parish Council Health & Safety Policy

RESOLVED: To approve the Kenwyn Parish Council Health & Safety Policy

Proposed: Chairman

Seconded by: Cllr. Hilton

Vote: 8 in favour, Cllr. Dyer abstained.

020/2018 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: Cllr. Horne

Seconded by: Cllr. Dunn

Vote: 8 in favour, Cllr. Dyer abstained.

021/2018 To review and approve the Kenwyn Parish Council Risk Assessment for Shortlanesend Village Hall

RESOLVED: To review and approve the Kenwyn Parish Council Risk Assessment for Shortlanesend Village Hall

Proposed: Cllr. Hilton

Seconded by: Cllr. Robinson

Vote: 8 in favour, Cllr. Dyer abstained.

022/2018 To approve updated staff contracts

RESOLVED: To approve updated staff contracts

Proposed: Cllr. Horne

Seconded by: Cllr. Polkinghorne

Vote: 8 in favour, Cllr. Dyer abstained.

023/2018 To approve the 2018 and 2019 Payscales and Allowances as agreed by the National Employers and the National Joint Council Trade Union Side and the payrise for the Clerk for 2018 and for 2019 from 1st April 2018 and approve the payrise for the Clerk

RESOLVED: To approve the 2018 and 2019 Payscales and Allowances as agreed by the National Employers and the National Joint Council Trade Union Side and the payrise for the Clerk for 2018 and for 2019 from 1st April 2018 and approve the payrise for the Clerk

Proposed: Cllr. Polkinghorne

Seconded by: Cllr. Dunn

Vote: 8 in favour, Cllr. Dyer abstained.

024/2018 To review the Insurance Policy, Schedule and Renewal documents and agree to renew Insurance cover for 2018/2019 including extra cover for any possible data protection breaches

RESOLVED: To renew the Insurance cover for 2018/2019 including the extra cover for any possible data protection breaches

Proposed: Cllr. Horne

Seconded by: Cllr. Shenton

Vote: 8 in favour, Cllr. Dyer abstained.

025/2018 To meet requirements of the General Data Protection Regulations from 25th May 2018 the council to set aside 4% of its income to meet any fines for a data breach. To use the parish council's general fund reserves to set aside this amount for the current financial year. The Finance and General Purposes Committee to set aside an amount in the precept for subsequent financial years

RESOLVED: To set aside 4% of income to meet any fines for a data breach under the new General Data Protection Regulations from the General Fund for 2018/19. The Finance and General Purposes Committee to create a budget when setting the precept for subsequent financial years.

Proposed: Cllr. Polkinghorne

Seconded by: Cllr. Horne

Vote: 8 in favour, Cllr. Dyer abstained.

026/2018 Playing Fields

Cllr. Polkinghorne – advised he was still awaiting a report and information from Sutcliffe Play regarding any relocation of the play equipment at Threemilestone Playing Field.

027/2018 To receive an update on work being carried out by parish council solicitors to end outstanding lease at Shortlanesend Village Hall

No update – deferred to the next meeting.

028/2018 Bus Shelter replacement scheme – to consider correspondence from Cornwall Council

Cllr. Robinson advised the village did not need a plastic shelter, the block-built shelter was the best design for a windy location such as this and it was far more fit for purpose. He also questioned why Cornwall Council were wasting money replacing perfectly good shelters. Discussion took place on whether or not Cornwall Council would install Real Time Passenger Information on a pole outside the shelter as they had at Threemilestone. Cllr. Polkinghorne felt a window should be installed in the far end of the shelter to give better vision of buses approaching. This was agreed. Cllr. Dunn felt a plastic shelter would not be in keeping with village life and village setting.

RESOLVED: To refuse permission to demolish the block-built bus shelter at Shortlanesend and have it replaced by Cornwall Council. To keep the block-built shelter and to install a window in the far end to assist users to see buses approaching.

Proposed by: Cllr. Robinson

Seconded by: Cllr. Shenton

Vote: 7 in favour, 2 against

029/2018 To consider extra items and approve costs to add items to Kenwyn Parish Council's website

A real time Calendar costing £75 could be added to the website to publicise council and committee meetings and to assist the parish council with its work towards being fully compliant with The Transparency Code.

RESOLVED: To add the real time calendar to the parish council website at a cost of £75.00

Proposed by: Cllr. Horne

Seconded by: Cllr. Martin

Vote: unanimous

030/2018 Correspondence

Cllr. Horne – referred to the correspondence received from a Threemilestone Resident concerning parking issues in the village. Cllr. Horne and Cllr. Dunn were following this up and had contacted the resident. They were waiting for further information from the resident.

031/2018 To appoint a member of the council to inspect and approve monthly accounts – June 2018

Cllr. Hilton was appointed to inspect and approve the monthly accounts for June 2018.

032/2018 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 May 2018.

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

KENWYN PARISH COUNCIL
MONTHLY ACCOUNTS MAY 2018

Amounts since last meeting

Utility Warehouse – electricity charges Shortlanesend Village Hall	151.43	143.94	7.49	DD
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Payments

	Total	<u>ex vat</u>	<u>VAT</u>	<u>Chq. No.</u>
<u>May 2018 Payments</u>				
Wages, Expenses and HMRC All Staff	4498.00			BACS
NEST – pension contribution	385.63			DD
Lloyds Telepay – Fax call back	5.00			DD
Graham Harding - 2no. checks of play equipment at Threemilestone Playing Field during April 2018	40.00			003863
UK Office Direct Ltd. – stationery	53.16	44.30	8.86	003864
UK Office Direct Ltd. – Cleaning materials	19.84	16.53	3.31	003865
Zurich Municipal Ltd. – insurance renewal Premium 2018-19	2632.07			003866
Local Council Public Advisory Service Data Protection Officer Service – 1 year	150.00			003867
UK Office Direct Ltd. – stationery	27.62	23.02	4.60	003868
SAGE – Monthly subscription on accounting Package	24.00	20.00	4.00	DD
Mrs K J Harding – refund cost of postage Stamps	34.80			003869
Graham Harding – Threemilestone Playing Field works to replace swing Seats, chains, shackles, fixings and Roll pin security	70.00			003870
Graham Harding – Shortlanesend Village Hall Car Park – cut back overgrown Bushes to top of car park, weed garden and entrance walls, weed spray same and patio labour & materials	175.00			003871
A1 Tree & Grounds Ltd. – grass cutting At Threemilestone and Shortlanesend	480.00	400.00	80.00	003872
Hudson Accounting Ltd. – Year end Internal audit fee 2017-18	325.00			003873
Wicksteed Leisure Ltd. – swing seats, Shackles, fixings, chains for Threemilestone Playing Field	536.69	447.24	89.45	003874
UK Office Direct Ltd. – Ink and stationery	106.66	88.87	17.79	003875

Total £9714.90

033/2018 To interview candidates for vacancies on the Threemilestone and Shortlanesend Wards and to co-opt (or otherwise) councillors to fill those vacancies

The Chairman advised the council would need to go into closed session. Cllr. Polkinghorne proposed this and Cllr. Dunn seconded it. The Council went into closed session, the public were excluded and the two candidates that had attended were interviewed separately. The third candidate had not attended the meeting or given any apology.

The Chairman and Vice Chairman spoke with both applicants advising them of the decision of the council and the reasons for those decisions

RESOLVED: To co-opt Mr John Sams to the Threemilestone Ward of Kenwyn Parish Council.

Proposed by: Cllr. Shenton

Seconded by: Cllr. Dunn

Vote: 8 in favour, Cllr. Dyer abstained.

RESOLVED: Not to co-opt Mr Peter Bailey to either the Threemilestone or Shortlanesend Ward of Kenwyn Parish Council.

Proposed by: Chairman

Seconded by: Vice Chairman

Vote: unanimous

Cllr. Sams signed the Declaration of Acceptance of Office and was welcomed to the parish council.

The meeting closed at 8.30pm.