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**MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 8<sup>TH</sup> NOVEMBER 2021  
HELD AT SHORTLANESSEND VILLAGE HALL AT 7.20PM**

**PRESENT: CLLR. B HILTON (CHAIRMAN FROM ELECTION), CLLR. I HOLROYD (VICE CHAIRMAN FROM ELECTION), CLLR. GAMMON, CLLR. D GREEN, CLLR. F J DYER MBE, CLLR. K HART, CLLR. LA BORDE, CLLR. JONES, CLLR. PENHALLURICK**

**Also present:** 1 member of the public

**047/2021 ELECTION OF CHAIRMAN OF KENWYN PARISH COUNCIL**

**RESOLVED: TO ELECT CLLR. B HILTON AS CHAIRMAN OF KENWYN PARISH COUNCIL**

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

**048/2021 TO ELECT CLLR. I HOLROYD AS VICE CHAIRMAN OF KENWYN PARISH COUNCIL**

**Proposed by:** Cllr. Gammon  
**Seconded by:** Cllr. Hart  
**Vote:** unanimous

**049/2021 APOLOGIES: CLLR. ROBINSON & CLLR. J DAVEY**

**050/2021 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.

**051/2021 QUESTIONS FROM PARISHIONERS (10 MINUTES MAXIMUM, 3 MINUTES PER PARISHIONER)**

**Cllr. Green** asked where the council is with grass cutting and footpath maintenance, the Chair will ask the Clerk to respond to Cllr. Green's enquiry.

**Cllr. Holroyd** asked where the council is on hedge cutting on the Burrington Estate play park boundary, the Chair will ask the Clerk to respond to Cllr. Holroyd's enquiry.

**052/2021 CHAIRMAN'S ANNOUNCEMENTS**

The Chair thanked Mark Harry for all his enthusiastic hard work during his time on the council, as a councillor, then Vice Chair and Chair of the Council. All councillors were in favour of sending a letter of thanks to Mark Harry.

**053/2021 TO APPROVE THE MINUTES OF PREVIOUS MEETINGS**

The minutes of the Ordinary Parish Council Meeting held on Tuesday 10<sup>th</sup> August 2021 were agreed and signed.

**054/ 2021 REPORTS OF MEETINGS**

**Cllr. Green and Cllr. Holroyd** attended the Police Liaison Meeting, Cllr Green reported that much of the meeting was regarding setting up the meeting for the future.

**Cllr. Green** attended the Threemilestone Community Hall Meeting, the hall is expecting to open again early 2022 and are looking at a ventilation system that will replace air in the building twice per hour.

**055/2021 TO APPROVE THE RISK ASSESSMENT FOR RETURNING TO FACE-TO-FACE MEETINGS AND TO APPROVE THE USE OF ZOOM/TEAMS TECHNOLOGY FOR INFORMAL BRIEFINGS AHEAD OF MEETINGS AND WITH OTHER ORGANISATIONS WHERE NO DECISION MAKING WILL TAKE PLACE**

**RESOLVED: TO APPROVE THE RISK ASSESSMENT FOR RETURNING TO FACE-TO-FACE MEETINGS AND TO APPROVE THE USE OF ZOOM/TEAMS TECHNOLOGY FOR INFORMAL BRIEFINGS AHEAD OF MEETINGS AND WITH OTHER ORGANISATIONS WHERE NO DECISION MAKING WILL TAKE PLACE**

**Proposed by: Cllr. Gammon**

**Seconded by: Cllr. Holroyd**

**Vote: unanimous**

**056/2021 TO APPROVE ALL DECISIONS TAKEN UNDER DELEGATION INCLUDING PLANNING RESPONSES, RESPONSES TO OTHER AGENCIES, RESPONSES TO THE TRURO AND KENWYN NEIGHBOURHOOD PLAN GROUP, FINANCIAL DECISIONS AND PAYMENTS MADE TO ENSURE THE**

**COUNCIL MEETS ITS STATUTORY OBLIGATIONS, STAFF MATTERS INCLUDING OVERTIME PAYMENTS TO CLEANER**

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**Proposed by: Cllr. Gammon**

**Secoded by: Cllr. La Borde**

**Vote: unanimous**

**057/2021 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 30<sup>TH</sup> APRIL 2022 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 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.**

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**Proposed by: Cllr. Green  
Seconded by: Cllr. Gammon  
Vote: 7 in favour, 1 against**

**058/2021 TO APPROVE THE MONTHLY ACCOUNTS FOR AUGUST (SECOND PAYMENTS), SEPTEMBER, OCTOBER, NOVEMBER AND AGREE PAYMENT**

**RESOLVED: TO APPROVE THE MONTHLY ACCOUNTS FOR AUGUST (SECOND PAYMENTS), SEPTEMBER, OCTOBER, NOVEMBER AND AGREE PAYMENT**

**Proposed by: Cllr. Holroyd  
Seconded by: Cllr. La Borde  
Vote: unanimous**

**059/2021 TO APPROVE AND ADOPT THE EXTERNALLY AUDITED ACCOUNTS FOR THE YEAR ENDING 31.03.2021**

**RESOLVED: TO APPROVE AND ADOPT THE EXTERNALLY AUDITED ACCOUNTS FOR THE YEAR ENDING 31.03.2021**

**Proposed by: Cllr. Holroyd  
Seconded by: Cllr. Gammon  
Vote: 7 in favour, 1 abstention**

**060/2021 TO NOTE AND ADOPT THE RECENT BANK RECONCILIATIONS**

**RESOLVED: TO NOTE AND ADOPT THE RECENT BANK RECONCILIATIONS**

**Proposed by: Chairman  
Vote: 7 in favour, 1 abstention**

**061/2021 TO NOTE AND ADOPT THE INCOME & EXPENDITURE REPORT**

**RESOLVED: TO NOTE AND ADOPT THE INCOME & EXPENDITURE REPORT**

**Proposed by: Cllr. Green**

**Seconded by: Cllr. Gammon**

**Vote: 7 in favour, 1 abstention**

**062/2021 TO NOTE AND ADOPT THE BUDGET REPORT**

**RESOLVED: TO NOTE AND ADOPT THE BUDGET REPORT**

**Proposed by: Chairman**

**Vote: 7 in favour, 1 abstention**

**063/2021 TO NOTE AND ADOPT BALANCE SHEET**

**RESOLVED: TO NOTE AND ADOPT BALANCE SHEET**

**Proposed by: Cllr. Green**

**Seconded by: Cllr. Hart**

**Vote: 7 in favour, 1 abstention**

**064/2021 TREE PLANTING AND WILDFLOWER SCHEMES – TO FORMULATE A GROUP TO TAKE THESE PROJECTS FORWARD**

it was agreed to appoint Cllr. La Borde, Cllr. Penhallurick and Cllr. Green to take these projects forward.

**065/2021 TO APPOINT TWO MEMBERS TO THE COMMUNITY GOVERNANCE COMMITTEE**

Deferred as members wished to have a future agenda item to decide which committees to retain and which could be abolished.

**066/2021 TO APPOINT ONE MEMBER TO THE COMMUNICATIONS COMMITTEE**

Deferred as members wished to have a future agenda item to decide which committees to retain and which could be abolished.

**067/2021 TO APPOINT ONE MEMBER TO THE COMMUNITY IMPROVEMENTS COMMITTEE**

Deferred as members wished to have a future agenda item to decide which committees to retain and which could be abolished.

**068/2021 TO APPOINT ONE MEMBER TO THE DEVOLVED SERVICES COMMITTEE**

Deferred as members wished to have a future agenda item to decide which committees to retain and which could be abolished.

**069/2021 TO APPOINT THREE MEMBERS TO THE FOOTPATHS COMMITTEE**

Deferred as members wished to have a future agenda item to decide which committees to retain and which could be abolished.

**070/2021 TO CONSIDER AND APPROVE QUOTE FOR IMPROVED IT EQUIPMENT FOR MEMBERS AND STAFF AND SERVICE, SUPPORT AND MAINTENANCE CONTRACT FOR THE SAME – CLLR. HILTON**

**RESOLVED: TO APPROVE THE QUOTE FOR IMPROVED IT EQUIPMENT FOR MEMBERS AND STAFF AND SERVICE, SUPPORT AND MAINTENANCE CONTRACT FOR THE SAME**

**Proposed by: Cllr. Gammon**

**Seconded by: Cllr. Jones**

**Vote: 7 in favour, 1 abstention**

**071/2021 TO APPOINT MEMBERS TO LIAISE WITH THE OAK TREE SCHOOL, THREEMILESTONE FOLLOWING REQUEST FROM HEADTEACHER FOR COMMUNITY ENGAGEMENT – THREEMILESTONE WARD MEMBERS TO BE APPOINTED (3 OR MORE MEMBERS)**

It was agreed that three Threemilsetone Ward members would represent the council and meet with Oak Tree School. Cllr. La Borde, Cllr. Jones and Cllr. Dyer would take this forward and would liaise with the Clerk to arrange a meeting when they can all visit the school.

**072/2021. ANY OTHER ITEM THE CHAIRMAN DEEMS AS URGENT**

The Chair raised that Facebook messenger and posts were generally of an unpleasant nature and difficult for one person to deal with. The council unanimously agreed to remove the facility from the council's Facebook page with immediate effect.

**The meeting closed at 8.34pm.**