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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 Monday 9th May 2022 at 7pm. Press & Public are invited to attend.

AGENDA

- 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**
- 8. To approve and adopt the Financial Regulations for Kenwyn Parish Council**
- 9. To appoint members to serve on the under mentioned committees:**

Planning – up to 14 members. Appointment of Chairman and Vice Chairman to be dealt with in the Planning 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

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

- 10. To appoint representatives on the under mentioned bodies as required:**

Threemilestone Community Centre Management Committee (2 Members)

Police Liaison (4 Members)

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

Kenwyn Community Benefit Fund Panel – 3 members

Truro/Roseland Community Network Panel (2 members)

11. To review and adopt Council Policies –

- Three Year Business Plan
- Code of Conduct March 2021
- Co-Option Policy
- Complaints Procedure Policy
- Retention Policy
- Debt Recovery Policy
- Employment Matters Policy
- Policy On Employing People with Convictions
- Policy On Combatting Harassment and Bullying
- Policy On Public Participation
- Access To Council Services and Dealing With Difficult and Vexatious Persons Policy
- Requests for Charitable or Other Financial Donations Policy
- Openness Regulations Relating to Filming and Recording meetings
- Data Protection Policy
- Communications Protocol and Social Media Guidance
- Freedom of Information
- Redundancy Policy
- Awarding Dispensations Guide
- 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
- Privacy Notice Adoption Confirmation
- Contact Consent Form Employee
- Contact Consent Form General
- Contact Consent Form Village Hall and/or Playing Field Hirer
- Employee Privacy Statement
- Hirers Privacy Statement
- Information Protection Policy
- Job Application Privacy Statement
- Information Security Incident Policy
- Kenwyn Parish Council Neighbourhood Plan Privacy Statement
- New Councillor Privacy Statement
- Removable Media Policy
- Access Request Form
- Data Breach Record
- GDPR Jargon and Acronym Buster
- GDPR Risk Assessment
- General Data Protection Awareness Checklist for Councillors
- Check List Technical and Organisational Safeguards
- Email Consent Log
- Phone Consent Log
- GDPR Data Portability Request Form

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

Terms of Reference for Committees

- Planning Committee
- Employment Committee
- Finance General Purposes Committee
- Friends of Threemilestone Playing Field Group
- Friends of Shortlanesend Playing Field Group

13. To review and approve the Kenwyn Parish Council Financial Risk Assessment
14. To review and approve the Investment Strategy 2022-2025
15. To review and approve the Kenwyn Parish Council Risk Assessment for Playing Fields
16. To review and approve the Kenwyn Parish Council Risk Assessment and Health & Safety Policy for Shortlanesend Village
17. To approve the Asset Register as at 31.03.2022
18. To approve the monthly accounts for payment checked by Cllr. Harry
19. To approve and adopt the recent bank reconciliations checked by Cllr. Harry
20. To note the Annual Internal Audit Report 2021-2022
21. To approve the Annual Governance Statement (Section 1) 2021 -2022
22. To approve the Accounting Statements (Section 2) 2021 – 2022
23. To approve the Annual Return for 2021 - 2022
24. To note the Commencement Date for the Exercise of Public Rights 2021 -2022
25. To approve the Weed Spraying Quote for 2022 and to note the advice given on other weed treatments that do not contain glyphosate
26. To appoint a member to check the monthly accounts for June
27. To appoint a member to check the monthly bank reconciliations
28. To approve the insurance cover and requirements for the year 2022/2023
29. To adopt the Cornwall Local Councils Pre Application Protocol and Pre Application Agreement
30. Update from The Friends of Shortlanesend Playing Field Group including projects already agreed that will now be progressed by the group
31. To approve the following – to engage with Cornwall Association of Local Councils, Cornwall Council Planning Department, Architects, Designers and any other authority or organisation to further the provision of public toilet facilities in Shortlanesend Playing Field/Village Hall Car park and to approve the necessary expense to do so. A report to come back to council from the Friends of Shortlanesend Playing Field and members covering VAT implications and solutions, planning permission requirements, guidance from South West Water if required, planning pre application advice and any other matter that the council would need to take into account when considering providing public toilet facilities at Shortlanesend Playing Field/Village Hall Car Park
32. Update from the Friends of Threemilestone Playing Field
33. To discuss HM The Queen’s Platinum Jubilee Beacon Celebrations – Cllr. Dyer
34. To discuss and agree the development, publication, and distribution of a Parish Information Leaflet for parishioners
35. Any other item the Chairman deems as urgent

Planning Committee Meeting

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

Application PA22/02475

Proposal Demolish the existing conservatory and build the sunroom as detailed

Location 52 Polstain Road Threemilestone Truro Cornwall

Applicant Mr And Mrs Solomon

Grid Ref 178555 / 44814

Application PA22/03300

Proposal Proposed replacement of conservatory with single storey flat roof extension

Location 41 Hawthorn Way Threemilestone Cornwall TR3 6TU

Applicant Miss Atkinson

Grid Ref 177947 / 44736

Application PA22/01912

Proposal Part retrospective: Proposed new annex building, parking space, vehicular access, gating, fencing and associated works

Location Bosvean School Hill Shortlanesend Cornwall

Applicant Mrs Emma Rosling

Grid Ref 180587 / 47508

Application PA22/03735

Proposal Installation of a single storey container office

Location Cornelly School Hill Shortlanesend Truro

Applicant Salmon & Collett

Grid Ref 180423 / 47431

Enquiry reference PA22/03654

Proposal Application for Non-Material Amendment to PA20/02576 for 12 proposed dwellings, namely 1) Removal of chimneys 2) Inclusion of air source heat pumps 3) Realignment of garages 4) Other minor amendments.

Location Street Record Lower Hugus Road Threemilestone Cornwall TR3 6BD

Applicant Gilbert and Goode Limited

6. To consider any planning reports

7. Any other item the Chairman deems as urgent

Yours faithfully,

Karen Harding

Mrs Karen Harding

Clerk to Kenwyn Parish Council