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**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON MONDAY 9<sup>TH</sup> MAY 2022 HELD AT SHORTLANESEND VILLAGE HALL AT 7PM**

**PRESENT: CLLR. I HOLROYD (CHAIRMAN FROM ELECTION), CLLR. M HARRY, (VICE CHAIRMAN FROM ELECTION), CLLR. ROBINSON, CLLR. F J DYER MBE, CLLR. K LA BORDE, CLLR. R PENHALLURICK, CLLR. B HILTON**

**Also present: Mrs K J Harding – Clerk to Kenwyn Parish Council  
3 members of the public**

**001/2022 TO ELECT THE CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

**Cllr. Hilton was proposed by Cllr. Dyer and seconded by Cllr. La Borde.**

**Cllr. Holroyd was proposed by Cllr. Penhallurick and seconded by Cllr. Robinson**

**After a show of hands 2 for Cllr. Hilton and 4 for Cllr. Holroyd, Cllr. Holroyd was elected Chairman of Kenwyn Parish Council.**

**RESOLVED: TO ELECT CLLR. HOLROYD AS CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

**Proposed by: Cllr. Penhallurick**

**Seconded by: Cllr. Robinson**

**Vote: 4 in favour, 2 against, 1 abstention**

**002/2022 TO ELECT THE VICE CHAIRMAN AND TO RECEIVE THE VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

**RESOLVED: TO ELECT CLLR. HARRY AS VICE CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

**Proposed by: Cllr. Holroyd**

**Seconded by: Cllr. La Borde**

**Vote: unanimous**

**003/2022 TO RECEIVE APOLOGIES FOR ABSENCE**

**Cllr. Green & Cllr. Jones**

**004/2022 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.

**005/2022 QUESTIONS FROM PARISHIONERS (10 MINUTES MAXIMUM, 3 MINUTES PER PARISHIONER)**

No Questions from parishioners.

**006/2022 TO APPROVE THE MINUTES OF PREVIOUS MEETINGS**

The Minutes of the Planning Committee Meeting held on Monday 11<sup>th</sup> April were agreed and signed.

The Minutes of the Ordinary Parish Council Meeting held on Monday 11<sup>th</sup> April were agreed and signed.

**Cllr. Harry** - abstained from the vote as he was not present at the meetings.

**007/2022 TO APPROVE AND ADOPT THE STANDING ORDERS FOR KENWYN PARISH**

**RESOLVED: TO APPROVE AND ADOPT THE STANDING ORDERS FOR KENWYN PARISH**

**Proposed by: Cllr. Harry**

**Seconded by: Cllr. Penhallurick**

**Vote: unanimous**

**008/2022 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. Hilton**

**Seconded by: Cllr. Holroyd**

**Vote: unanimous**

**009/2022 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.**

**RESOLVED: TO APPOINT ALL MEMBERS OF KENWYN PARISH COUNCIL TO SERVE ON THE PLANNING COMMITTEE**

**Proposed by: Cllr. Penhallurick**

**Seconded by: Cllr. La Borde**

**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**

**RESOLVED: TO APPOINT THE FOLLOWING COUNCILLORS TO SERVE ON THE FINANCE & GENERAL PURPOSES COMMITTEE**

**CLLR. HOLROYD (CHAIRMAN)  
CLLR. HARRY (VICE CHAIRMAN)  
CLLR. ROBINSON  
CLLR. PENHALLURICK  
CLLR. DYER  
CLLR. LA BORDE**

**Proposed by: Cllr. Harry**

**Seconded by: Cllr. Penhallurick**

**Vote: unanimous**

**EMPLOYMENT – 5 MEMBERS TO INCLUDE CHAIRMAN. 3 MEMBERS WILL BE SELECTED FROM THE 5 TO DEAL WITH ANY EMPLOYMENT/GRIEVANCE ISSUES.**

**RESOLVED: TO APPOINT THE FOLLOWING COUNCILLORS TO SERVE ON THE EMPLOYMENT COMMITTEE**

**CLLR. HOLROYD (CHAIRMAN)  
CLLR. HARRY (VICE CHAIRMAN)  
CLLR. ROBINSON  
CLLR. DYER  
CLLR. PENHALLURICK**

**Proposed by: Cllr. La Borde**

**Seconded by: Cllr. Holroyd**

**Vote: unanimous**

**010/2022 TO APPOINT REPRESENTATIVES ON THE UNDER MENTIONED BODIES AS REQUIRED:**

**THREEMILESTONE COMMUNITY CENTRE MANAGEMENT COMMITTEE (2 MEMBERS)**

**RESOLVED: TO APPOINT THE FOLLOWING COUNCILLORS TO SERVE AS REPRESENTATIVES ON THE THREEMILESTONE COMMUNITY CENTRE MANAGEMENT COMMITTEE**

**CLLR. LA BORDE  
CLLR. JONES**

**Proposed by: Cllr. Harry**

**Seconded by: Cllr. Penhallurick**

**Vote: unanimous**

**POLICE LIAISON (4 MEMBERS)**

**RESOLVED: TO APPOINT THE FOLLOWING COUNCILLORS TO SERVE AS REPRESENTATIVES ON THE POLICE LIAISON GROUP**

**CLLR. HOLROYD  
CLLR. ROBINSON  
CLLR. PENHALLURICK  
CLLR. GREEN**

**Proposed by: Cllr. Harry**

**Seconded by: Cllr. Holroyd**

**Vote: unanimous**

**EMERGENCY PLANNING (ALL WARD MEMBERS WHERE THE EMERGENCY OCCURS OR IN THE CASE OF A SIGNIFICANT EMERGENCY ALL MEMBERS OF THE COUNCIL)**

**RESOLVED: TO APPOINT ALL WARD MEMBERS WHERE THE EMERGENCY OCCURS OR IN THE CASE OF A SIGNIFICANT EMERGENCY ALL MEMBERS OF THE COUNCIL TO THE EMERGENCY PLANNING COMMITTEE**

**Proposed by: Cllr. Harry**

**Seconded by: Cllr. La Borde**

**Vote: unanimous**

**KENWYN COMMUNITY BENEFIT FUND PANEL – 3 MEMBERS**

**RESOLVED: TO APPOINT THE FOLLOWING COUNCILLORS TO SERVE ON THE KENWYN COMMUNITY BENEFIT FUND PANEL**

**CLLR. HARRY  
CLLR. PENHALLURICK  
CLLR. LA BORDE**

**Proposed by: Cllr. Hilton**  
**Seconded by: Cllr. Robinson**  
**Vote: unanimous**

**TRURO/ROSELAND COMMUNITY NETWORK PANEL (2 MEMBERS)**

**RESOLVED: TO APPOINT THE FOLLOWING COUNCILLORS TO SERVE ON THE TRURO & ROSELAND COMMUNITY NETWORK PANEL**

**CLLR. DYER**  
**CLLR. LA BORDE**

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

**011/2022 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 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

**RESOLVED: TO ADOPT ALL COUNCIL POLICIES**

**Proposed by: Cllr. La Borde**

**Seconded by: Cllr. Robinson**

**Vote: unanimous**

**012/2022 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

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

**Proposed by: Cllr. Hilton**

**Seconded by: Cllr. Holroyd**

**Vote: unanimous**

**013/2022 TO REVIEW AND APPROVE THE KENWYN PARISH COUNCIL FINANCIAL RISK ASSESSMENT**

**RESOLVED: TO APPROVE THE KENWYN PARISH COUNCIL FINANCIAL RISK ASSESSMENT**

**Proposed by: Cllr. Robinson**

**Seconded by: Cllr. Harry**

**Vote: unanimous**

**014/2022 TO REVIEW AND APPROVE THE INVESTMENT STRATEGY 2022-2025**

**RESOLVED: TO APPROVE THE INVESTMENT STRATEGY 2022-2025**

**Proposed by: Cllr. Harry**

**Seconded by: Cllr. Penhallurick**

**Vote: 6 in favour, 1 abstention**

**015/2022 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. Robinson**

**Seconded by: Cllr. Penhallurick**

**Vote: unanimous**

**016/2022 TO REVIEW AND APPROVE THE KENWYN PARISH COUNCIL RISK ASSESSMENT AND HEALTH & SAFETY POLICY FOR SHORTLANESEND VILLAGE**

**RESOLVED: TO APPROVE THE KENWYN PARISH COUNCIL RISK ASSESSMENT AND HEALTH & SAFETY POLICY FOR SHORTLANESEND VILLAGE**

**Proposed by: Cllr. Hilton**

**Seconded by: Cllr. Robinson**

**Vote: 6 in favour, 1 abstention**

**017/2022 TO APPROVE THE ASSET REGISTER AS AT 31.03.2022**

**RESOLVED: TO APPROVE THE ASSET REGISTER AS AT 31.03.2022**

**Proposed by: Cllr. La Borde**

**Seconded by: Cllr. Hilton**

**Vote: 6 in favour, 1 abstention**

**018/2022 TO APPROVE THE MONTHLY ACCOUNTS FOR PAYMENT CHECKED BY CLLR. HARRY**

**Cllr. Harry & Cllr. Robinson had checked the monthly accounts and recommended them for payment.**



**RESOLVED: TO APPROVE THE MONTHLY ACCOUNTS FOR PAYMENT CHECKED BY CLLR. HARRY AND ALSO CHECKED BY CLLR. ROBINSON**

**Proposed by: Cllr. Harry**

**Seconded by: Cllr. Holroyd**

**Vote: unanimous**

**019/2022 TO APPROVE AND ADOPT THE RECENT BANK RECONCILIATIONS CHECKED BY CLLR. HARRY**

**Cllr. Harry and Cllr. Penhallurick had checked the recent bank reconciliations and recommended them for approval and adoption.**

**RESOLVED: TO APPROVE AND ADOPT THE RECENT BANK RECONCILIATIONS CHECKED BY CLLR. HARRY AND ALSO BY CLLR. PENHALLURICK**

**Proposed by: Cllr. Harry**

**Seconded by: Cllr. Robinson**

**Vote: unanimous**

**020/2022 TO NOTE THE ANNUAL INTERNAL AUDIT REPORT 2021-2022**

**RESOLVED: TO NOTE THE ANNUAL INTERNAL AUDIT REPORT 2021-2022.**

**Points raised in the report would be remedied in the current financial year as the council was now holding regular face to face monthly meetings.**

**Response to Internal Audit Report for 2021-22**

**This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.**

*Insurance*

**Statutory insurances are in place and the Fidelity Guarantee is adequate at £1 million.**

*Risk Assessment & Internal Controls*

**The Council, in response to the return of face-to-face meetings and the potential difficulties involved, reviewed all its policies in March 2021. Thus, the requirement to review its risk management arrangements has not been met within the 2021/22 financial year.**

**The effectiveness of internal controls was reviewed in November 2021.**

*Cash*

**For the same reasons as mentioned above the Investment Strategy has not been reviewed as required by Regulations.**

**Response – In February 2021 Cornwall Association of Local Councils advised Councils facing the end of the Government Legislation allowing the use of Zoom/Teams for council meetings to ensure they took a number of decisions ahead of that provision ending. This included an agenda**

item in March to review the council's policies, Investment Strategy and risk management arrangements for the coming year – 2021/22. We followed that advice and did this in March 2021. The Auditor disagrees with the advice from CALC hence the comment above which we will report to the External Auditor along with this explanation.

It should also be noted that in May 2021 (the current financial year) the council noted that these policies, Investment Strategy and Risk Assessment arrangements had been covered in March. Again, this was on the advice of CALC which we followed.

**D The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.**

*Budget setting*

**The budget and precept were approved by full Council in November 2021 following the production of detailed estimates and an in-depth presentation.**

*Budget monitoring*

**The infrequency of meetings has made quarterly budget monitor reporting difficult.**

*Council must ensure that meetings are held at times that allow for the budget monitoring requirements of Financial Regulations to be met.*

**Already addressed now the council has resumed regular face to face meetings.**

*Adequacy of Reserves*

**After allowing for earmarked reserves of £346,295 the general reserve stands at £184,790; equating to 54% of gross expenditure which is within generally accepted parameters.**

*The percentage would be considerably higher if one-off expenditure in 021/22 was excluded. The external auditor will also require an explanation for the overall high level of reserves.*

**Response: Explanation accompanies the report to you and copied below:**

**Unspent reserves of: £141439 Community Benefit Fund, Election Reserve £5949, Village Hall Sewer Fund £4559, Climate Emergency Fund £19769, Covid-19 Grant £24124, CCTV Installation Fund £13218, Community Projects Fund £11659, Play Equipment Purchase Fund £10000, £50,000 Playing Fields Fence Renewal Fund, £8500 website overhaul fund**

It should be noted that as the council has disbanded its committees it leaves a lot of the Ear Marked Reserves now unspent. The Council needs to decide if it will move forward with the projects it had identified as listed above. If the EMRs are simply dissolved and the money put back into the general fund we will fail that part of the audit that dictates how much money we can hold in the general fund. In short, the council needs to progress ideas and expenditure it has previously agreed to and set money aside for.

The Community Benefit Fund (feed in tariff from solar farms) is the only EMR we have little control over. We hold two rounds of applications per year and are desperately trying to make

appropriate grants but we cannot control how many applications we receive and how many meet the criteria laid down by the funders.

**I Periodic and year-end bank account reconciliations were properly carried out.**

Monthly reconciliations have been carried out in a timely manner and are reported to Council.

There is no indication, on the filed copies, that a Member has certified them as having been reviewed.

*Bank reconciliations should be certified as having been reviewed in line with Financial Regulation 2.2.*

The year-end bank reconciliation was found to be accurate.

The lack of face to face meetings explains this and will now be resolved as the council has moved back to regular monthly meetings. Agenda items have been added to future agendas to appoint a member to check the monthly accounts and bank reconciliations as we did before the pandemic.

**The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations**

The Council did not comply for the reasons set out in the External Auditors report; this should be reflected in the Annual Governance Statement.

Due to Rialtas giving us a late date for the year end roll over and the Internal Audit date therefore being delayed last year the council missed the deadline by a day. This has been addressed this year by Rialtas giving an earlier date, myself working very hard to get everything together 3 days after year end which included working over the weekend to make the dates for this year and getting the internal audit complete. We will approve the accounts at the May meeting and will then meet the external audit deadlines and public rights timings.

Proposed by: Cllr. Harry

Seconded by: Cllr. Robinson

Vote: unanimous

**021/2022 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT (SECTION 1) 2021 -2022**

**RESOLVED: TO APPROVE THE ANNUAL GOVERNANCE STATEMENT (SECTION 1) 2021 -2022**

Proposed by: Cllr. Harry

Seconded by: Cllr. Penhallurick

Vote: unanimous

**022/2022 TO APPROVE THE ACCOUNTING STATEMENTS (SECTION 2) 2021 – 2022**

**RESOLVED: TO APPROVE THE ACCOUNTING STATEMENTS (SECTION 2) 2021 – 2022**

Proposed by: Cllr. Robinson

Seconded by: Cllr. Penhallurick

Vote: unanimous

**023/2022 TO APPROVE THE ANNUAL RETURN FOR 2021 – 2022**

**RESOLVED: TO APPROVE THE ANNUAL RETURN FOR 2021 – 2022**

**Proposed by: Cllr. Hilton**

**Seconded by: Cllr. Robinson**

**Vote: unanimous**

**024/2022 TO NOTE THE COMMENCEMENT DATE FOR THE EXERCISE OF PUBLIC RIGHTS 2021 -2022**

**RESOLVED: TO NOTE THE COMMENCEMENT DATE FOR THE EXERCISE OF PUBLIC RIGHTS 2021 - 2022**

**Proposed by: Cllr. Robinson**

**Seconded by: Cllr. Penhallurick**

**Vote: unanimous**

**025/2022 TO APPROVE THE WEED SPRAYING QUOTE FOR 2022 AND TO NOTE THE ADVICE GIVEN ON OTHER WEED TREATMENTS THAT DO NOT CONTAIN GLYPHOSATE**

**RESOLVED: TO APPROVE THE WEED SPRAYING QUOTE FOR 2022 AND TO NOTE THE ADVICE GIVEN ON OTHER WEED TREATMENTS THAT DO NOT CONTAIN GLYPHOSATE**

**Proposed by: Cllr. Penhallurick**

**Seconded by: Cllr. Robinson**

**Vote: 6 in favour, Cllr. La Borde voted against as she believed Glyphosate was unsafe in a public area.**

**026/2022 TO APPOINT A MEMBER TO CHECK THE MONTHLY ACCOUNTS FOR JUNE 2022**

**Cllr. Penhallurick was appointed to check the monthly accounts for June 2022. Cllr. Harry would assist.**

**Proposed by: Cllr. Harry**

**Seconded by: Cllr. Robinson**

**Vote: unanimous**

**027/2022 TO APPOINT A MEMBER TO CHECK THE MONTHLY BANK RECONCILIATIONS**

**Cllr. Penhallurick was appointed to check the monthly bank reconciliations. Cllr. Harry would assist.**

**Proposed by: Cllr. Harry**

**Seconded by: Cllr. Robinson**

**Vote: unanimous**

**028/2022 TO APPROVE THE INSURANCE COVER AND REQUIREMENTS FOR THE YEAR 2022/2023**

**RESOLVED: TO APPROVE THE INSURANCE COVER AND REQUIREMENTS FOR THE YEAR 2022/2023**

**Proposed by: Cllr. La Borde**

**Seconded by: Cllr. Harry**

**Vote: unanimous**

**029/2022 TO ADOPT THE CORNWALL LOCAL COUNCILS PRE-APPLICATION PROTOCOL AND PRE APPLICATION AGREEMENT**

**RESOLVED: TO ADOPT THE CORNWALL LOCAL COUNCILS PRE-APPLICATION PROTOCOL AND PRE APPLICATION AGREEMENT**

**Proposed by: Cllr. Harry**

**Seconded by: Cllr. Holroyd**

**Vote: 6 in favour, 1 abstention**

**030/2022 UPDATE FROM THE FRIENDS OF SHORTLANESEND PLAYING FIELD GROUP INCLUDING PROJECTS ALREADY AGREED THAT WILL NOW BE PROGRESSED BY THE GROUP**

## **Friends of Shortlanesend Park and Village Hall**

**Cllr. Harry** had submitted the following report

Report on meeting from 26/4 2022

Unfortunately, this meeting was poorly attended with only 4 Councillors in attendance with apologies received from 3 members of the public who could not attend on the night.

The councillors present were Cllrs Harry, Hilton, Holroyd & Penhallurick. The Councillors all agreed that they have had parents and users at the park regularly say how much they would like public toilets in the park available for children to use during the day.

It was agreed by the four members present that we would ask the council for permission to make the first steps to find out more information for the council namely, a pre-application enquiry with Cornwall Council to find out if planning permission was required and to consult with CALC and any necessary bodies to find out full costs etc of such a project. It was also agreed that we would have another meeting the following week on the 4<sup>th</sup> May and widen the net of advertising of the group etc to see if more members of the public would be interested in joining this group.

Report from meeting on 4<sup>th</sup> May 2022

This meeting was attended by the same four Councillors as the previous meeting with 11 members of the public in attendance and apologies received from another 6 who would like to be involved with the group going forward and had volunteered to be involved with tree/wildflower planting and plating of the serenity garden in the future.

Cllr Harry opened the meeting by first saying that whilst we were there to gather ideas it may not be possible to implement them with constraints such as cost, health and safety concerns and explained that any suggestions not already approved would have to go before the council for discussion beforehand. Cllr Harry then raised the idea of public toilets mentioned at the previous meeting. This was thoroughly supported by everyone in attendance, and it was pointed out that this was also requested during Kenwyn Parish Council's public consultation for the S106 money but was not possible once other equipment had been purchased.

The following is a list of suggestions raised by members of the public and a brief note of discussions that followed:

Skatepark/Half Pipe - It was raised by a member of the public that this would be appreciated by a lot of children who use the park/village with either skateboard or scooters. It was suggested that we contact Rhinoramps at Summercourt for this. The member of the public contacted Cllr Harry after the meeting and has said that he will provide photos over the next couple of weeks showing examples of the type he was referring to.\*

Benches - Several members of the public raised the idea of more benches in the park on the edge of the park towards Roseworthy Road. This would enable parents to have their children within eye line when using all of the equipment. *There are already funds available for this as it was previously approved by the Council but has not yet been implemented.* **We would like to ask the Council's permission to implement this as the cost was already agreed some time ago.**

Planting around village hall/serenity garden - It was suggested by a member of the public that some of the planters around the hall together with the Don Hoyle memorial garden and the serenity garden could be divided up into sections and families could be given the option of adopting certain areas to plant and take care of. *People agreed that this was a good idea and there would also be no cost involved and it would give children the chance to develop pride in their little bit of the park.*

Swings - It was mentioned by a member of the public who sent apologies that they would like some more flat seat seats on the existing swing sets instead of the four cradle sets. The cost involved in this would be minimal as existing frames and chains can be used and the seats swapped over.\*

Summer House/Play House - A member of the public came with a suggestion from his children and their friends that would like a small summerhouse that they could "play shop" in. It was mentioned that the type was similar to the newly installed one at Threemilestone Park.\*

Somersault Bars - a member of the public raised the idea of small somersault bars similar to the incredibly well used ones in the School Playground. Cllr Hilton believed he still has details of this installation as he was chairman of The Friends of Shortlanesend School at this time and the funding for this installation came from the Kenwyn Community Fund.\*

CCTV - a member of the public raised the issue of CCTV coverage having already spoken to Cllr Harry about this previously. The issue was discussed, and various members of the public said that they appreciated the CCTV for peace of mind if their children were unattended in the park and would like additional coverage. It was mentioned by Cllr Harry and confirmed by Cllr Hilton that we previously were working on this and had obtained 2 out of the 3 required quotes for the council but this had stalled due to the pandemic. **We would like the Council's permission to reobtain 3 quotes for this, hopefully before the June meeting.**

It was raised at this point that any anti-social behaviour should be raised with either the Police or the Clerk as our safeguarding officer who has access to the CCTV footage for the Park. It was then mentioned that if members of the public wished to raise issues within the park but wanted it to be on an informal basis or anonymously they could approach the Clerk or one of the local councillors at any time who could investigate it and even take it to the Police on their behalf if required. It was pointed out by Cllr Holroyd that the Clerk was both our data protection and safeguarding officer and whilst the CCTV was not monitored 24/7 Mrs Harding did have access to it when and if necessary.

The meeting ended with a discussion about the serenity garden, tree planting and wild flower meadow. It was suggested this could be made into an event day open to lots of people and children to get involved and that we could involve the school and local businesses such as Homebase in this, Cllr Penhallurick has already been in contact with the school about this and would continue with this and we would investigate the logistics of organising such a day. The Group had 9 members of the public volunteer to be involved in this project with planting etc.

\*the group agreed and understood that as there was a cost involved in these items it needed to be brought before the council at our June meeting as there wasn't time to add to the agenda for our next meeting and that we would have another meeting of the FOSP group next month after this to discuss again.

**Cllr. La Borde** – congratulated Cllr. Harry for organising the group and getting so many to attend the recent meeting. She was very impressed with the public interest and the amount of work that had already been done. She wished to mirror this at Threemilestone.

**Cllr. La Borde** proposed all the work identified be approved, **Cllr. Penhallurick** seconded this.

**RESOLVED: TO APPROVE ALL THE WORK IDENTIFIED IN THE REPORT FROM THE FRIENDS OF SHORTLANESSEND PLAYING FIELD GROUP.**

**Proposed by: Cllr. La Borde**

**Seconded by: Cllr. Penhallurick**

**Vote: unanimous**

**031/2022 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 SHORTLANESSEND 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**

**RESOLVED: 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**

**Proposed by: Cllr. Penhallurick**

**Seconded by: Cllr. La Borde**

**Vote: 6 in favour, 1 abstention**

#### **032/2022 UPDATE FROM THE FRIENDS OF THREEMILESTONE PLAYING FIELD**

**Cllr. La Borde** – advised she had been away on holiday and had then been unwell. She hadn't seen Cllr. Green or Cllr. Jones. Nothing had progressed so far at Threemilestone but she would now be working on organising a meeting similar to that held at Shortlanesend. She would also produce a leaflet to try to attract interest that way.

**Cllr. Harry** – advised he had asked the school to include a link to the meeting in their newsletter. This may help. Cllr. La Borde agreed and would follow this up with Threemilestone School and the Oak Tree School.

#### **033/2022 TO DISCUSS HM THE QUEEN'S PLATINUM JUBILEE BEACON CELEBRATIONS – CLLR. DYER**

**Cllr. Dyer** – advised the council could take part in this if it wished to. Kenwyn Parish had the highest point at Four Burrows. Cllr. Dyer said he felt the council should take part.

**The Chairman** asked the following questions:

- What are the practicalities of setting up a Beacon?
- What are the health and safety issues and arrangements?
- Who will be responsible for setting up the event and running it?
- Can the site even be accessed at present given the works taking place to dual the A30?
- Have the landowners given permission?

**Cllr. Dyer** – advised the event went well in the past but he had no other information. He did not have permission from the landowners as yet but could get this permission.



Members felt it was too late to approve this and there was insufficient information to do so.

The Clerk advised there would not be a meeting before the Jubilee weekend and with the lack of information brought to this meeting decisions could not be made.

**034/2022 TO DISCUSS AND AGREE THE DEVELOPMENT, PUBLICATION, AND DISTRIBUTION OF A PARISH INFORMATION LEAFLET FOR PARISHIONERS**

**RESOLVED: TO FORM A WORKING GROUP TO TAKE FORWARD THE DEVELOPMENT, PUBLICATION, AND DISTRIBUTION OF A PARISH INFORMATION LEAFLET AND REGULAR NEWSLETTERS TO INFORM AND UPDATE PARISHIONERS ON THE WORK OF THE PARISH COUNCIL.**

**MEMBERS OF THE WORKING GROUP TO BE: CLLR. LA BORDE, CLLR. HARRY, CLLR. DYER, CLLR. HOLROYD**

**Proposed by: Cllr. Holroyd**

**Seconded by: Cllr. Hilton**

**Vote: unanimous**

**035/2022 ANY OTHER ITEM THE CHAIRMAN DEEMS AS URGENT**

No other urgent items.

**The meeting closed at 7.45pm.**