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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 METHODIST CHURCH on Monday 22<sup>nd</sup> May 2023 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 and approve apologies for absence**
- 4. To receive any declarations of interest from members and gifts of hospitality in excess of £50**
- 5. To receive and consider any written requests for dispensations in relation to items on the agenda**

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.

- 6. Questions from Parishioners (10 minutes maximum, 3 minutes per parishioner)**
- 7. To approve the minutes of previous meetings**
- 8. Council Policies and Procedures**
  - a. To adopt the Standing Orders for Kenwyn Parish**
  - b. To adopt the Financial Regulations for Kenwyn Parish Council**
  - c. Code of Conduct**
    - i) To adopt the Kenwyn Parish Council Code of Conduct for the year 2023/24**
    - ii) To agree training schedule as required**

- 9. To confirm the Terms of Reference for Committees for 2023/24**

**10. 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.

**11. 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)

**Truro Towns Board** (1 member)

**12. To agree venue for Council meetings for the year 2023/24**

**13. To delegate the annual review of the Kenwyn Parish Council Risk Assessment for Playing Fields to the Finance and General Purposes Committee to report back to council at a future meeting**

**14. To delegate the annual review of the Kenwyn Parish Council Risk Assessment and Health & Safety Policy for Shortlanesend Village to the Finance and General Purposes Committee to report back to council at a future meeting**

**15. Finance and Payment of Accounts**

- i) To note bank reconciliations
- ii) Approve accounts for payment
- iii) Internal controls – to delegate responsibility for the monthly internal controls to any two members of the Finance and General Purposes committee for the year 2023/24.

**16. To consider applications received at the time of the meeting for three vacancies on Kenwyn Parish Council**

**17. To discuss flooring requirements for Threemilestone park basketball area – Cllr Jones**

**18. To discuss flooring at Shortlanesend Village Hall – Cllr Holroyd**

**19. To review the resolution made in April – namely**

“To appoint a member panel consisting of Cllr Holroyd, Harry and (chair of planning) with full delegated authority to

- i) take any actions with associated expenditure to ensure business continuity during the absence of the clerk
- ii) to liaise with the clerk and provide support as required.

and To appoint Cllr M Harry to an unpaid post to provide administration and act in the name of the council during the absence of the clerk if required.”

**20. Verbal update on employment matters – Cllr Harry - 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED – WILL APPLY FOR THIS ITEM**

**Planning Committee Meeting**

**1. Election of Chairman**

**2. Election of Vice Chairman**

**3. To receive apologies for absence**

**4. To receive any declarations of interest or gifts of hospitality worth £50 or more**

**5. To receive and consider any written requests for dispensations in items on the agenda**

**6. Public participation (10 minutes maximum, 3 minutes' maximum per person on planning matters only)**

**7. To consider planning applications as listed below:**

**PA23/O3434** – Proposed ground floor extension – amendment to previously approved PA22/O6378 – Chy An Gwyth Idless Truro Cornwall TR4 9QR

**PA23/O2896** – Construction of first floor extension to education building. – Seaton Building Truro College College Road Gloweth Truro Cornwall TR1 3XX

**PA23/O1962** – Outline application with all matters reserved for the erection of four detached two storey dwellings with double garage – Land North Of West Langarth Farmhouse West Langarth Cornwall TR4 9AN

**PA23/O2495** – Construction of one single storey dwelling – Land North Of 17 Victoria Road Threemilestone Truro Cornwall TR3 6DJ

**PA23/O3354** – Proposed single-storey studio extension – 12 Tregavethan View Threemilestone Truro Cornwall TR3 6SS

**PA23/O2591** – Remove existing deck and replace with larger deck at same level. – 5 Lowen Bre Truro Cornwall TR1 3FH

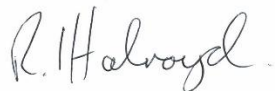
**PA23/O1794** – Non material amendment in relation to decision notice PA20/O0817 dated 10.06.20 for move approved extension 1.2m away from existing building. – Swimming Pool College Road Gloweth Truro Cornwall TR1 3GA

**PA23/O2842** – Construction of a detached two storey dwelling. – Land To South East Of Penventinnie Barn Penventinnie Lane Truro Cornwall TR4 9EG

**PA23/O0635** – Outline Planning Application with all matters reserved for up to 5 dwellings and associated access road and services within the curtilage of Willow Green Cottage. (Resubmission of application no. PA21/12606 dated 20/12/22.) – Willow Green Cottage Threemilestone Truro Cornwall TR4 9AL

**8. To consider any planning reports**

Yours faithfully,

A handwritten signature in black ink, appearing to read 'R. I. Holroyd'.

*Cllr Robert Ian Holroyd*  
Chairman Kenwyn Parish Council