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MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF KENWYN PARISH COUNCIL HELD AT SHORTLANESSEND METHODIST CHURCH ON MONDAY 22ND MAY 2023 AT 7PM.

PRESENT : Cllr I Holroyd (Chairman), Cllrs Dyer, Gammon, Green, Harry, Hilton, Hazell (from item 2055/2023), Jones, La Borde, Robinson

In attendance : Mrs S Mason (CALC), clerk to the meeting

The Chairman opened the meeting and confirmed that all members had signed the Book of Acceptance of Office.

2048/2023 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office

It was proposed by Cllr Harry, seconded Cllr Gammon and **RESOLVED** that Cllr Holroyd be elected as Chairman of the Council for the municipal year 2023/24. Cllr Holroyd duly signed his acceptance of office of Chair.

2049/2023 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office

It was proposed by Cllr Green, seconded by Cllr Gammon and **RESOLVED** that Cllr Harry be elected as Vice Chairman of the Council for the municipal year 2023/24.

2050/2023 To receive and approve apologies for absence

Apologies were received from Cllr Penhalurick.

2051/2023 To receive any declarations of interest from members and gifts of hospitality in excess of £50 – None were declared.

2052/2023 To receive and consider any written requests for dispensations in relation to items on the agenda

None were declared.

2053/2023 Questions from Parishioners (10 minutes maximum, 3 minutes per parishioner)

There were no questions raised by the public. Members raised the following points on behalf of residents :

- 20mph Speed Limits throughout the parish – C Cllr Harris confirmed that the scheme was being rolled out across the county which would be enforceable by the police. He was

unable to confirm when the scheme would be introduced in Kenwyn parish.

- Field in Idless – it was reported that a horsebox is being used as a dwelling.
- Idless Phone Box – a request had been made to install a defibrillator in the phone box.
- Verges at Lower Hugus Road – it was unclear whether it was maintained by Cormac and Cllr Harry was waiting for a reply.
- Threemilestone village centre – residents had questioned the appearance of the area and it was confirmed that the parish council areas were maintained to the same mowing contract as Cornwall Council. Residents have also asked for an extension to the pavement between the caravan park and the retail park. It was suggested that an approach be made to the Divisional Member for a grant from the Community Chest Budget.
- Greenbottom Phone Box – a request from residents to repaint the box.
- Anti social behaviour at Threemilestone Industrial Park – it was agreed to raise this at the next Police Liaison Meeting.

2054/2023 To approve the minutes of previous meetings

a. **Minutes of the Council Meeting held on April 3rd, 2023** : It was proposed by Cllr Green, seconded Cllr Dyer and **RESOLVED** that the minutes of the meeting held on April 3rd, 2023 be approved as a true record and signed by the Chairman.

b. **Minutes of the Planning Committee Meeting held on April 3rd, 2023** : It was proposed by Cllr Green, seconded Cllr Dyer and **RESOLVED** that the minutes of the meeting held on April 3rd, 2023 be approved as a true record and signed by the Chairman.

2055/2023 To consider applications received at the time of the meeting for three vacancies on Kenwyn Parish Council

The Chairman welcomed Miss Hazell who was standing for the vacancy in Threemilestone ward and invited her to address the council followed by a period of questions from members. It was proposed by Cllr La Borde, seconded Cllr Hilton and **RESOLVED** that Elizabeth Hazell be co-opted to fill a vacancy in the Threemilestone ward of Kenwyn Parish Council.

Cllr Hazell signed her Declaration of Acceptance of Office and joined the meeting.

2056/2023 Council Policies and Procedures

a. To adopt the Standing Orders for Kenwyn Parish

It was proposed by Cllr Robinson, seconded Cllr Gammon and **RESOLVED** to readopt the Council's standing orders for the year 2023/24.

b. To adopt the Financial Regulations for Kenwyn Parish Council

It was proposed by Cllr Gammon, seconded Cllr Green and **RESOLVED** to readopt the Council's Financial Regulations for the year 2023/24.

2057/2023 Code of Conduct

a. To adopt the Kenwyn Parish Council Code of Conduct for the year 2023/24

It was proposed by Cllr Hilton, seconded Cllr Green **RESOLVED** to adopt the Council's Code of

Conduct for the year 2023/24.

b. To agree training schedule as required

Members noted the requirement to undertake Code of Conduct training every two years. It was proposed by Cllr Harry, seconded Cllr Holroyd and **RESOLVED** that CALC be invited to deliver a face to face session and also to circulate the Cornwall Council Youtube link to the online training.

2058/2023 To confirm the Terms of Reference for Committees for 2023/24

Having been previously circulated, it was proposed by Green, seconded Cllr Gammon and **RESOLVED** to confirm the Terms of Reference for Council's committees for the year 2023/24 with no amendments.

2059/2023 To appoint members to serve on the under mentioned committees:

a. **Planning** - It was proposed by Cllr Green, seconded Cllr Hilton and **RESOLVED** that the Planning Committee should consist of all councillors.

b. Finance and General Purposes

It was proposed by Cllr Hilton, seconded Cllr Green and **RESOLVED** that the following members be elected to the Finance and General Purposes Committee
Cllr Holroyd, Cllr Harry, Cllr Dyer, Cllr La Borde, Cllr Jones, Cllr Robinson

c. Employment

It was proposed by Cllr Green, seconded Cllr Jones and **RESOLVED** that the following members be elected to the Employment Committee
Cllr Holroyd, Cllr Harry, Cllr Gammon, Cllr Robinson, Cllr Penhallurick

2060/2023 To appoint representatives on the under mentioned outside bodies as required:

a. **Threemilestone Community Centre Management Committee – Hazell, Jones La B/Holroyd**

b. **Police Liaison** - Cllrs Holroyd, Dyer, Green, Robinson

c. **Emergency Planning** – as per terms of reference

d. **Kenwyn Community Benefit Fund Panel** – Cllrs Holroyd, Dobson, Jones

e. **Truro/Roseland Community Area Partnership** - Cllrs La Borde, Dyer

f. **Truro Towns Board** – Cllr Green confirmed that the purpose of the Board is to co-ordinate projects using the Government Towns Fund. **Cllr La Borde**

g. **Langarth Garden Village Liaison Group** – Cllr Green reported on proposals to create a joint liaison group to develop the proposals for the management of the Garden Village. It was proposed by Cllr Harry, seconded Cllr Hilton and **RESOLVED** that Cllrs Green and Dobson would represent the parish council until such time as a formal proposal is made for the administration of a joint stewardship group.

Under Standing Order 1 (u) The Chairman invited Cornwall Councillor D Harris to make a short report to the meeting.

Langarth Garden Village - Cllr Harris gave a firm commitment that Cornwall Council would

include Kenwyn P C as a key partner in the development of the stewardship of the new Garden Village.

It was suggested that members notify the Acting Clerk of any key issues to be raised with the Liaison Group in due course.

2061/2023 To agree venue for Council meetings for the year 2023/24

It was proposed by Cllr Green, seconded Cllr Dobson and **RESOLVED** that

- i) council meetings should rotate between Threemilestone ... and Shortlanesend
- ii) where a matter of significant interest would be discussed, the meeting would be held at the most appropriate venue.
- iii) That as part of the Council's risk assessment for council meetings, vaping was prohibited during council meetings.

2062/2023 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.

It was proposed by Cllr Green, seconded Cllr Dobson and **RESOLVED** that 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.

2063/2023 To delegate the annual review of the Kenwyn Parish Council Risk Assessment and Health & Safety Policy for Shortlanesend Village Hall to the Finance and General Purposes Committee to report back to council at a future meeting

It was proposed by Cllr Green, seconded Cllr Dobson and **RESOLVED** that 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.

2064/2023 Finance and Payment of Accounts

- a. **To note bank reconciliations Cllr Robinson confirmed that these had been undertaken**

It was proposed by Cllr Green, seconded Cllr Holroyd and **RESOLVED** to note the bank reconciliation for the April 2023.

- b. **Approve accounts for payment – Cllr Robinson confirmed that these had been reviewed as part of the internal controls.** It was proposed by Cllr Green, seconded Cllr Robinson and **RESOLVED** those payments were approved for payment.

- c. **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.**

It was proposed by Cllr Hilton, seconded Cllr Holroyd and **RESOLVED** that the monthly financial internal controls should be undertaken by any two members of the Finance and General Purposes Committee in rotation.

2065/2023 To discuss flooring requirements for Threemilestone park basketball area

Cllr Jones explained that the surface of the basketball area at Threemilestone Park had deteriorated and now required resurfacing. During discussions members noted that there might be benefits in extending the area to be resurfaced. It was proposed by Cllr Jones, seconded Cllr Hilton and **RESOLVED** that Cllr Harry would seek advice and proposals from play companies for discussion at a future meeting.

2066/2023 To discuss flooring at Shortlanesend Village Hall

Cllr Holroyd that the existing flooring has been in place for 24 years and during a recent clean the original flooring was now visible. He had been advised that the council should investigate new flooring before investing in new cleaning equipment. During discussion it was agreed that any new flooring needed to be appropriate to the use of the building and that it would be helpful to see samples of recommended materials as part of the quotation process. Members noted that there were sufficient funds within the earmarked reserve to cover the work and that an application for funding could also be made to the Community Chest.

It was proposed by Cllr Green, seconded by Cllr Dobson and **RESOLVED** that the council seek quotes for the replacement of flooring at Shortlanesend Village Hall, for consideration at a future meeting of the council, with a request for samples to be provided as part of the quotation process.

The Chairman proposed to vary the agenda to take Item 21 into the closed part of the meeting.

It was proposed by Cllr Gammon seconded Cllr Holroyd and **RESOLVED** that under the 1960 Public Bodies (Admission to Meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed.

2067/2023 Verbal update on employment matters

Cllr Harry updated members on the long-term absence of the Clerk. He confirmed that through RBS the council's finance software provider, they had sourced locum cover for the Council's finances including preparation of the year end, PAYE and payments. It was estimated that this would be approximately 10 hours of work per month at a cost of £40/hour.

Members thanked Cllr Harry for covering the duties of the Clerk during the past month and were keen to ensure that this additional work did not become overwhelming. The meeting considered how to provide support to Cllr Harry as Acting Proper Person to cover some of the basic council administration. After a lengthy discussion it was proposed by Cllr Robinson, seconded by Cllr La Borde and **RESOLVED** to

- i) To retain the member panel consisting of Cllr Holroyd, Harry and (chair of planning) with full delegated authority to :
 - a. take any actions with associated expenditure to ensure business continuity during the absence of the clerk
 - b. to liaise with the clerk and provide support as required.

- ii) To reappoint Cllr M Harry to the unpaid post to provide administration and act in the name of the council during the absence of the clerk if required.
- iii) To delegate to the member panel to source administrative support in support of the unpaid post during the absence of the Clerk.

The meeting closed at 9.20pm