

# ST KEW PARISH COUNCIL



**Chairman:** Cllr Anthony Godden

**Clerk:** Stephanie Tiplady, The Barn, Kitt Hill, Chapel Amble PL26 6EP

Email: [stkewpc@gmail.com](mailto:stkewpc@gmail.com): Tel: 01208 880060

[www.stkewparish.org.uk](http://www.stkewparish.org.uk)

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A Meeting of St. Kew Parish Council will be held in St. Kew Parish Hall on Tuesday 13th August 2019 commencing at 7.00 p.m. Members of the public are welcome to attend.

**The Meeting will open for discussion period between members of the Public and the Council, this period is limited to a maximum of fifteen minutes**

## A G E N D A

1. **PUBLIC DISCUSSION**
2. Chairman's announcements and apologies for absence.
3. Cornwall Councillor Report
4. To consider and approve the Minutes of the previous Parish Council Meeting.
5. Matters Arising
  - a) Climate Change Working Group update
  - b) Parking on Common Land at Tregellist
6. Correspondence
  - a) BT Payphone Review 2019 (email refers)
  - b) Parish Councils Website Challenge (email refers)Any other important items of correspondence which the Chairman considers appropriate.
7. **Planning Applications**  
**PA19/06085 - Mr Hugh Briscoe, Lenora, Chapel Amble Road, Chapel Amble, Wadebridge PL27 6EU**  
Extension and re-ordering of existing house and outbuildings. Replacement of single storey mono pitched roof store with the construction of new stone garage and studio under a dual pitched slate roof
8. **Planning Decisions**  
**PA19/01393/PREAPP – Mr Mark Finnemore, Polingarow Farm, St Kew Road**  
Pre-application advice for refurbishment of existing attached building to provide self-contained farm workers residence  
CLOSED – ADVICE GIVEN  
  
**PA19/00892/PREAPP – Ms Kathryn Plant, Pencreege, Trelill, Bodmin, PL30 3HT**  
Pre-application advice for conversion of stone barn/agricultural building to either residential or holiday let  
CLOSED – ADVICE GIVEN
9. Schedule of Monthly Accounts July 2019
10. Parish Councillor reports and any other matters
11. Items for Pieces of Eight
12. Register of gifts and hospitality for Councillors and staff.

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## Minutes of the Meeting of St Kew Parish Council Meeting held on Tuesday 9<sup>th</sup> July 2019 at 7.00 pm in St Kew Parish Hall

**Present** Chairman : A Godden, Councillors R Godden, T Mott, J Rickard, J Lethbridge, P Bishop, County Councillor Knightley

**Apologies:** Cllrs J Rowe, B Finnemore

3 members of the public was present.

### 6132. Public Discussion

Jim Godden asked how many arms length companies does Cornwall Council have and do they provide a return to Cornwall Council. Cllr Knightly agreed to confirm if there were five arms length companies and the financial returns recorded in the Council's accounts.

6133. **Chairman's Announcements and apologies for absence** – Apologies listed above and no items raised.

### 6134. County Councillor and Police Reports

Cllr Knightly reported that there was a protest regarding planning and housing at the Cornwall Council Full Council meeting earlier in the day. Cllr Knightly was now a member of the Inshore Fisheries Committee. Cllr Dulcie Tudor has been appointed to the Strategic Planning Committee, replacing Cllr Rob Nolan and Cllr representation on committees are calculated proportionally across the political parties.

### 6135. Council Meeting Minutes – To confirm and sign the Minutes of the Parish Council Meeting on 11<sup>th</sup> June 2019

Proposed by Cllr P Bishop seconded by Cllr R Godden it was **AGREED** that the Minutes of this meeting be a true and accurate record. All present at the meeting in favour.

6136. **Matters Arising**  
None

### 6137. Correspondence

**Letter from St Kew WI** – A letter detailing the Centenary of the Cornwall Federation of Womens' Institutes outlining their request to plant 100 bulbs on the approach to the Highway, on the verge of the A39, opposite Lanarth, asking for Parish Council approval.

**ACTION:** the Clerk would write back in agreement subject to the necessary approvals being obtained.

6138 **Planning Applications**

None

**6139. Planning Decisions**

**PA19/03482 – Ms Hollie Runnalls, St Kew Farm Shop and Café,  
St Kew Highway PL30 3EF**  
Proposed new treatment room      **REFUSED**

**6140. Schedule of Monthly Accounts**

**PROPOSED:** by Cllr Mott and seconded by Cllr Lethbridge that the June monthly accounts be approved en bloc. All in favour

**6141. Climate Change**

Cllr Rickard led the discussion on Climate Emergency and Climate Change. It was agreed that an Environmental working group of Cllr Mott, Cllr Rickard and Cllr R Godden be formed to bring forward a statement of intent and suggested notions to future meetings.

**PROPOSED** by Cllr R Godden and seconded by Cllr Mott that a working group be formed to progress environmental/climate change issues. All in favour

**ACTION:** Cllr Rickard would provide an article on Climate Change for Pieces of Eight

**6142. Review of Cllrs Code of Conduct, Standing Orders and Financial Regulations**

The Code of Conduct, Standing Orders and Financial Regulations were reviewed various updates were required.

**PROPOSED** by Cllr Mott and seconded by Cllr R Godden to circulated amended versions of the Code of Conduct, Standing Orders and Financial Regulations for approval at the next meeting as well as all Cllrs submitting updated register of interest forms. All in favour.

**ACTION:** It was also suggested that all Cllrs review their register of interest forms and return them to the Clerk before the next meeting.

**6143. St Kew Traffic Calming Measures**

Shirley Rowe called the clerk regarding parking on the Allen Park/Tretawn close junction. There were a number of car drivers parking on the junction, making it dangerous for cars coming from Trelill to St Kew Highway.

**PROPOSED** by Cllr R Godden and seconded by Cllr Lethbridge that the matter is included in the next edition of pieces of eight.

**6143. Parish Councillor Reports and any other matters**

**Cllr Mott** reported a large number of low flying training helicopters which were becoming a nuisance. Cllr Rickard was aware of the training group and would provide contact details.

**ACTION:** Cllr R Godden to include item in the next edition of pieces of eight advising what action can be taken.

**Cllr Lethbridge** reported that the hedges were overgrown in Daymer Lane, Trebetherick which could prove hazardous should emergency services need to gain access.

**ACTION:** Clerk to write to St Minver Lowlands Parish Council to notify them of this hazard.

**Cllr R Godden** reported that there were still issues regarding parked cars on the common land at Tregellist and the contractor was having difficulties in cutting the area.

**ACTION:** Clerk to add this item is to be added to the agenda for the next meeting.

The above actions were **PROPOSED** by Cllr Mott and seconded by Cllr R Godden.  
All in favour.

**6144. Items for Pieces of Eight**

Climate Change  
Parking at St Kew Highway  
Low flying helicopters

**6145. Register of gifts and hospitality for Councillors and Staff**

None to report.

There being no further business, the meeting closed at 19.58.

DRAFT

BT Payphone Review email

----- Forwarded message -----

From: **Rapier Jacquie** <[Jacquie.Rapier@cornwall.gov.uk](mailto:Jacquie.Rapier@cornwall.gov.uk)>

Date: Tuesday, July 23, 2019

Subject: BT payphone review 2019

To: "[stkewpc@gmail.com](mailto:stkewpc@gmail.com)" <[stkewpc@gmail.com](mailto:stkewpc@gmail.com)>

Information Classification: CONTROLLED

**Dear Stephanie**

Please see attached letter from BT, they are undertaking a review of a further 104 phone boxes in Cornwall, one of which is within your area: St Kew Highway.

The letter outlines what has to be provided to BT in order for a box to be adopted or a Parish to object to its removal.

**The deadline for responses is the 7<sup>th</sup>.**

Best wishes

**Jacquie Rapier**

Community Link Officer Wadebridge & Padstow

External telephone: 01872 324790

Internal telephone: 494790

Mobile: 07483 301476

[jacquie.rapier@cornwall.gov.uk](mailto:jacquie.rapier@cornwall.gov.uk) |



Chief Planning Officer  
Cornwall Council County  
Hall Treyew Road  
Truro  
TR1 3AY

09 July 2019

TIME SENSITIVE - 90 Day Consultation period end date: 07 October 2019

Dear Chief Planning Officer,

Further to our previous letter, we are writing to you as part of a formal consultation process regarding our current programme of intended public payphone removals. This letter formally starts our consultation with you and the local community.

There are currently 104 public payphones in your area which have been identified and proposed for removal by BT under the 90-day consultation process and details of these payphones are shown below.

To ensure that the local community are fully informed, we have placed consultation notices on the relevant payphones, and a sample notice is enclosed. We have also included the date we posted these notices on the payphones. The consultation period will close on 07 October 2019. Unless you contact us to agree otherwise, responses received after this date will not be accepted.

This consultation process gives your local communities the opportunity to adopt a traditional red 'heritage' phone box and make them an asset that local people can enjoy. It's really simple to do and it costs just £1 - <http://bt.com/adopt>

Overall use of payphones has declined by over 90 per cent in the last decade and the need to provide payphones for use in emergency situations is diminishing all the time, with at least 98 per cent of the UK having either 3G or 4G coverage. This is important because as long as there is network coverage, it's now possible to call the emergency services, even when there is no credit or no coverage from your own mobile provider.

You may also want to consider the recent Ofcom affordability report which found that most people do not view payphones as essential for most consumers in most circumstances -

[http://stakeholders.ofcom.org.uk/binaries/research/affordability/affordability\\_report.pdf](http://stakeholders.ofcom.org.uk/binaries/research/affordability/affordability_report.pdf)

On the 14<sup>th</sup> March 2006 the Office of Communications (Ofcom) published a statement following their 2005 review of universal service in the Telecommunications market, which includes a requirement for payphone provision to meet reasonable needs. Part of that statement amended our obligations with regard to the

removal of payphone service

[https://www.ofcom.org.uk/data/assets/pdf\\_file/0021/34266/statement.pdf](https://www.ofcom.org.uk/data/assets/pdf_file/0021/34266/statement.pdf)

As stated in Ofcom's 2005 review, it is the responsibility of the local authority to initiate its own consultation process to canvas the views of the local community. They would normally expect these consultations to involve other public organisations such as the Parish or Community councils and work within the terms of the Communications Act 2003. This means that you must be able to objectively justify your decisions.

Full guidance on the removal process can be viewed at:

<http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removals.pdf>

and a summary is available at:

[http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removing\\_callboxes.pdf](http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removing_callboxes.pdf)

The guidance also details the appeals process we must follow in case of unreasonable objections.

### **What you need to do next**

Please complete and return the attached annex with your decision on each payphone.

If the decision is that the local community wish to 'adopt', please provide their contact details and we'll do the rest.

If you wish to 'object', you'll need to complete the last column with your reasons, having reviewed all of the factors set out in Annex 1 of Ofcom's guidance (see link above), and the information sent to you in our previous letter.

If the information is incomplete for any payphone in the list, then we'll assume you have no objection to its removal and also that you do not wish to adopt it.

The best way to respond to us is by email at [btp.authorisation.team@bt.com](mailto:btp.authorisation.team@bt.com). Please retain proof that the email was sent or apply a read receipt. If you would prefer to respond by post please use the following address and allow at least two days for postal delivery:

#### **BT Payphones**

pp 4<sup>th</sup> Floor Monument TE  
11 – 13 Great Tower Street  
London  
EC3R 5AQ

You will need to obtain proof of postage from your local post office and be aware that we are unable to receive mail that requires a signature.

If you've got any questions then please get in touch with us by emailing [btp.authorisation.team@bt.com](mailto:btp.authorisation.team@bt.com).

Yours sincerely

**Rick Thompson**  
**Payphone Planning Officer**

British Telecommunications plc  
Registered office:  
81 Newgate Street  
London EC1A 7AJ  
Registered in England No 1800000  
[www.bt.com](http://www.bt.com)

Please use this annex and return in this format to ensure that the telephone number of the kiosk is clearly shown.

A separate sheet can be used for further comments if required.

If you would like an electronic copy of this letter, please e mail [btp.authorisation.team@bt.com](mailto:btp.authorisation.team@bt.com)

Cornwall

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
1	0120872198	JNCT BEACON ROAD PCO1 PLAS NEWYDD AVENUE BODMIN	PL31 1BU	28	04/07/2019		
2	0120872913	OUTSIDE HELLAND VILLAGE HALL PCO1 HELLAND BODMIN	PL30 4PX	0	04/07/2019		
3	0120873042	OUTSIDE PUBLIC CONVENIENCES PCO1 HIGHER BORE STREET BODMIN	PL31 1JS	374	04/07/2019		
4	01208812338	PCO PCO1 WEST HILL WADEBRIDGE	PL27 7ET	15	04/07/2019		
5	01208812370	PCO PCO1 BROOMFIELD ROAD WADEBRIDGE	PL27 6AU	3	04/07/2019		
6	01208841201	PCO PCO1 ST. KEW HIGHWAY BODMIN	PL30 3DP	5	04/07/2019		
7	01208872466	PCO PCO1 NORTH STREET LOSTWITHIEL	PL22 0EF	59	04/07/2019		
8	01208872574	COTT ROAD PCO1 GRENVILLE ROAD LOSTWITHIEL	PL22 0EP	3	04/07/2019		
9	01208872693	PCO PCO1 LANLIVERY BODMIN	PL30 5BT	1	04/07/2019		
10	01209216257	PCO PCO1 SOUTHGATE STREET REDRUTH	TR15 2LY	5	03/07/2019		

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
11	01209216876	BASSETT ROAD PCO1 NORTH COUNTRY REDRUTH	TR16 4AA	5	03/07/2019		
12	01209712582	PCO PCO1 THE GLEBE CAMBORNE	TR14 7ER	118	02/07/2019		
13	01209712970	PCO PCO1 PARK ROAD CAMBORNE	TR14 8QB	50	02/07/2019		
14	01209714194	PCO PCO1 TEHIDY ROAD CAMBORNE	TR14 8LJ	49	02/07/2019		
15	01209714277	O/S POST OFFICE PCO1 TOLCARNE ROAD BEACON CAMBORNE	TR14 7SF	24	02/07/2019		
16	01209820229	PCO PCO1 CROFTHANDY REDRUTH	TR16 5JB	0	03/07/2019		
17	01209820349	PCO PCO1 ALBION ROW CARHARRACK REDRUTH	TR16 5QW	1	03/07/2019		
18	01209831298	PCO PCO1 CROWAN PRAZE CAMBORNE	TR14 9NB	3	02/07/2019		
19	01209842311	PCO PCO1 CHURCHTOWN ROAD ILLOGAN REDRUTH	TR16 4SF	6	03/07/2019		
20	01209843852	PCO PCO1 PAYNTERS LANE REDRUTH	TR16 4DS	74	03/07/2019		

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
21	01209860201	PCO PCO1 PENHALVEAN REDRUTH	TR16 6TG	0	03/07/2019		
22	01209860211	MEDLYN NR POKELLIS PCO1 PORKELLIS HELSTON	TR13 0EQ	0	03/07/2019		
23	01209860220	PCO PCO1 CRELOW LANE STITHIANS TRURO	TR3 7BA	6	03/07/2019		
24	01209860321	PCO PCO1 LONGDOWNS PENRYN	TR10 9DL	0	03/07/2019		
25	01209890494	PCO PCO1 ROPE WALK MOUNT HAWKE TRURO	TR4 8DW	2	03/07/2019		
26	01288321316	PCO PCO1 NORTH CLOSE KILKHAMPTON BUDE	EX23 9RQ	62	04/07/2019		
27	01288341329	WAYLEAVE PP32 PCO1 WHITSTONE HOLSWORTHY	EX22 6TX	7	04/07/2019		
28	01288352372	PCO PCO1 MAIDEN STREET STRATTON BUDE	EX23 9DQ	1	04/07/2019		
29	01288352497	CLEVELANDS/ PCO1 STRATTON ROAD BUDE	EX23 8AQ	1	04/07/2019		
30	01288352811	PCO PCO1 BUSH BUDE	EX23 9LA	2	04/07/2019		

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
31	01288352832	PCO PCO1 HOLLABURY ROAD BUDE	EX23 8JA	41	04/07/2019		
32	01288356719	1PCO HAWTHORN AVENUE BUDE	EX23 8QB	7	04/07/2019		
33	01288361232	WAYLEAVE PP498 PCO1 TITSON MARHAMCHURCH BUDE	EX23 0HQ	0	04/07/2019		
34	01326240215	PCO PCO1 NANSMELLYON ROAD MULLION HELSTON	TR12 7DH	31	03/07/2019		
35	01326240355	PCO PCO1 CHURCHTOWN MULLION HELSTON	TR12 7BY	72	03/07/2019		
36	01326290581	WAYEAVE PP1143 PCO1 KUGGAR RUAN MINOR HELSTON	TR12 7LX	17	03/07/2019		
37	01326290648	BUS SHELTER PCO1 RUAN MINOR HELSTON	TR12 7JL	2	03/07/2019		
38	01326290953	PCO PCO1 THE SQUARE THE LIZARD HELSTON	TR12 7NQ	171	03/07/2019		
39	01326311469	PCO PCO1 TREVERBYN ROAD FALMOUTH	TR11 5BS	3	03/07/2019		
40	01326315156	TELEPHONE KIOSK PCO1 KILLIGREW STREET FALMOUTH	TR11 3AL	34	03/07/2019		

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
41	01326317402	PCO PCO1 MONGLEATH AVENUE FALMOUTH	TR11 4PP	10	03/07/2019		
42	01326373386	UNION CORNER PCO1 OAKLAND PARK FALMOUTH	TR11 4JL	4	03/07/2019		
43	01326565108	PCO PCO1 BULWARK ROAD HELSTON	TR13 8JQ	43	03/07/2019		
44	01326574323	PCO PCO1 GWEAL WARTHA HELSTON	TR13 0SN	12	03/07/2019		
45	01503230250	WAYLEAVE PP260 PCO1 QUAY ROAD ST. GERMANS SALTASH	PL12 5LY	10	05/07/2019		
46	01566772370	VILLAGE GREEN PCO1 LAWHITTON LAUNCESTON	PL15 9NQ	0	04/07/2019		
47	01579320613	PCO PCO1 HERODSFOOT LISKEARD	PL14 4QY	2	05/07/2019		
48	01579342074	O/S POST OFF.VILLAGE SQUARE PCO1 MENHENIOT LISKEARD	PL14 3QR	27	05/07/2019		
49	01579342168	WAYLEAVE PP12 PCO1 LAKE LANE LISKEARD	PL14 3DE	90	05/07/2019		
50	01579342209	WAYLEAVE PP12 PCO1 ADDINGTON NORTH LISKEARD	PL14 3HQ	146	05/07/2019		

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51	01579342374	WAYLEAVE PP12 PCO1 CLIFTON TERRACE LISKEARD	PL14 4HN	22	05/07/2019		
52	01579350515	OPP POST OFFICE PCO1 THE GLEBE ST. MELLION SALTASH	PL12 6RF	1	05/07/2019		
53	01579362240	O/S RILLA MILL TELE EXCH PCO1 RILLA MILL CALLINGTON	PL17 7NT	0	04/07/2019		
54	01579362353	OUTSIDE POST OFFICE PCO1 MINIONS LISKEARD	PL14 5LE	2	04/07/2019		
55	01579362381	PCO PCO1 PENSILVA LISKEARD	PL14 5PS	19	05/07/2019		
56	01579362557	PCO PCO1 UPTON CROSS LISKEARD	PL14 5AX	1	04/07/2019		
57	01579370282	PCO PCO1 BRAY SHOP CALLINGTON	PL17 8PZ	2	04/07/2019		
58	01579382483	PCO PCO1 GOLBERDON CALLINGTON	PL17 7ND	1	04/07/2019		
59	01637830963	PCO PCO1 HOLYWELL BAY NEWQUAY	TR8 5PT	236	03/07/2019		
60	0172664379	PCO HOLMBUSH SHOPPING CENTRE DANIELS LANE ST. AUSTELL	PL25 3HT	27	03/07/2019		

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61	0172672087	OPP POST OFFICE ADJ FORE ST PCO1 POLGOOTH ST. AUSTELL	PL26 7BP	1	03/07/2019		
62	0172674270	OPPOSITE JUNCN DANIELS LANE PCO1 BUCKLERS LANE ST. AUSTELL	PL25 3JN	222	04/07/2019		
63	01726813053	O/S FOUR LORDS PUB PCO1 ST. BLAZEY ROAD PAR	PL24 2HY	70	04/07/2019		
64	01726813286	PCO PCO1 LANDREATH PLACE ST. BLAZEY PAR	PL24 2JX	60	04/07/2019		
65	01726813921	PCO PCO1 STATION ROAD ST. BLAZEY PAR	PL24 2NF	110	04/07/2019		
66	01726822452	PCO PCO1 GOVERSETH ROAD FOXHOLE ST. AUSTELL	PL26 7XD	27	03/07/2019		
67	01726822467	SPO PCO1 TERRAS ROAD ST. STEPHEN ST. AUSTELL	PL26 7NT	20	03/07/2019		
68	01726822471	PCO PCO1 CREAKAVOSE ST. STEPHEN ST. AUSTELL	PL26 7NZ	14	03/07/2019		
69	01726833448	PCO PCO1 PARK ROAD FOWEY	PL23 1EB	38	04/07/2019		
70	01726842478	SPO PCO1 POLMASSICK ST. AUSTELL	PL26 6HA	0	03/07/2019		

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
71	01726860289	PCO PCO1 INDIAN QUEENS ST. COLUMB	TR9 6QZ	24	03/07/2019		
72	01726882623	O/S LADOCK POST OFFICE PCO1 LADOCK TRURO	TR2 4PH	24	03/07/2019		
73	01736362303	PCO PCO1 CHYWOONE AVENUE NEWLYN PENZANCE	TR18 5NH	49	02/07/2019		
74	01736362394	JCN PENBREA PCO1 COOMBE ROAD PENZANCE	TR18 3NP	185	02/07/2019		
75	01736710427	SOUTH RD PCO1 QUEENS WAY GOLDSITHNEY PENZANCE	TR20 9LE	22	03/07/2019		
76	01736740242	ON VILLAGE GREEN PCO1 CHURCH HILL LUDGVAN PENZANCE	TR20 8EU	0	02/07/2019		
77	01736752066	PCO PCO1 CHURCHTOWN ROAD GWITHIAN HAYLE	TR27 5BX	5	02/07/2019		
78	01736752498	TREVITHICK CRES PCO1 HIGH LANES HAYLE	TR27 4AN	35	02/07/2019		
79	01736752580	PCO PCO1 GRIST LANE ANGARRACK HAYLE	TR27 5HZ	3	02/07/2019		
80	01736753256	PCO PCO1 CONNOR HILL CONNOR DOWNS HAYLE	TR27 5DW	19	02/07/2019		

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
81	01736763262	BEACH CARAVAN PARK NEAR SHOP PCO2 TWO CHIMNEYS CARA PARK PRAA SANDS PENZANCE	TR20 9SP	16	03/07/2019		
82	01736795169	JCN CARNELLIS RD PCO1 STENNACK ST. IVES	TR26 1QH	6	02/07/2019		
83	01736795192	PCO PCO1 PENBEAGLE ST. IVES	TR26 2HB	5	02/07/2019		
84	01736795466	OPP HALESTOWN INN PCO1 HALSETOWN ST. IVES	TR26 3NA	0	02/07/2019		
85	01736850254	WAYLEAVE PP26 PCO1 GWINEAR LANE GWINEAR HAYLE	TR27 5LA	0	02/07/2019		
86	01736871201	WAYLEAVE PP703 PCO1 SENNEN PENZANCE	TR19 7AD	0	02/07/2019		
87	01752822201	PCO PCO1 KING STREET MILLBROOK TORPOINT	PL10 1AP	4	05/07/2019		
88	01752843672	PCO PCO1 ALAMEIN ROAD SALTASH	PL12 4HR	38	05/07/2019		
89	01752851338	WAYLEAVE PP260 PCO1 CHURCH ROAD TIDEFORD SALTASH	PL12 5HW	0	05/07/2019		
90	01840212224	PCO PCO1 WEST DOWN ROAD DELABOLE	PL33 9DT	1	04/07/2019		

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
91	01840212302	PCO PCO1 THE CLEASE CAMELFORD	PL32 9PL	119	04/07/2019		
92	01840212325	PCO PCO1 TREFREW ROAD CAMELFORD	PL32 9TP	71	04/07/2019		
93	01840230398	PCO PCO1 JACOBSTOW BUDE	EX23 0BP	1	04/07/2019		
94	01840770286	PCO PCO1 TRELAKE LANE TREKNOW TINTAGEL	PL34 0EW	114	04/07/2019		
95	01841520408	WAYLEAVE PP1005 PCO1 TREVONE ROAD TREVONE PADSTOW	PL28 8QJ	10	04/07/2019		
96	01841520836	OUTSIDE CHY AN MOR PCO1 CONSTANTINE BAY PADSTOW	PL28 8JQ	0	04/07/2019		
97	01841540282	PCO PCO1 LITTLE PETHERICK WADEBRIDGE	PL27 7QT	0	04/07/2019		
98	01872272003	PCO PCO1 UPLAND CRESCENT TRURO	TR1 1LU	0	03/07/2019		
99	01872273888	PCO PCO1 TRELANDER HIGHWAY TRURO	TR1 1PE	38	03/07/2019		
100	01872552283	PCO PCO1 GOONBELL ST. AGNES	TR5 0XB	25	03/07/2019		

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
101	01872560259	PCO PCO1 FORE STREET CHACEWATER TRURO	TR4 8LN	7	03/07/2019		
102	01872572020	PCO PCO1 PERRANWELL ROAD GOONHAVERN TRURO	TR4 9JL	28	03/07/2019		
103	01872863854	SPO PCO1 BISSOE TRURO	TR4 8SS	0	03/07/2019		
104	01872864069	PCO PCO1 HOLYWELL ROAD PLAYING PLACE TRURO	TR3 6EP	0	03/07/2019		

Signature: .....

Area: Cornwall

**PAYMENT SCHEDULE FOR  
St KEW PARISH COUNCIL  
August 2019**

**Payments to be agreed**

<b>Date</b>	<b>Payment</b>	<b>Cheque No.</b>	<b>Amount</b>
31/08/19	Mrs S Tiplady	<b>1329</b>	160.80
31/08/19	Revenue & Customs	<b>1330</b>	40.20
31/08/19	Clerks capitol allowance	<b>1331</b>	50.00
		<b>Total</b>	<b>251.00</b>



# PARISH COUNCIL WCAG 2.1

Web Content Accessibility Guidelines

[www.myparishcouncil.co.uk](http://www.myparishcouncil.co.uk)

Mark Holton  
24 July 19



## Is your website WCAG 2.1 compliant?

TEEC'S free to use template offers WCAG 2.1 compliancy for your parish council site - [www.myparishcouncil.co.uk](http://www.myparishcouncil.co.uk) .

## Background on WCAG 2.1

Web Content Accessibility Guidelines (WCAG) 2.1 defines how to make web content more accessible to people with disabilities. Accessibility involves a wide range of disabilities, including visual, auditory, physical, speech, cognitive, language, learning, and neurological disabilities. Although these guidelines cover a wide range of issues, they are not able to address the needs of people with all types of degrees and combinations of disability. These guidelines also make web content more user-friendly for older individuals with changing abilities due to ageing, and often improve usability for all users in general.

## The important dates

You'll need to comply with the regulations from 23 September 2019. This is when it will start applying to new websites (those published after 22 September 2018). They come into force in 3 stages:

What's covered	Deadline to comply with the regulations
New public sector websites (published after 22 September 2018)	22 September 2019
All other public sector websites	22 September 2020
Public sector mobile applications	22 June 2021



## WCAG 2.1 Compliant Checklist

To meet WCAG 2.1 to level AA you must be able to answer YES or Not Applicable to all of the following questions.

Answering NO means that you are not meeting WCAG and your content will have barriers that will prevent some users, especially disabled users and older people, from accessing it.

### Perceivable

- ✓ Do all images have an appropriate text equivalent? Is essential visual information also available as text?
- ✓ Do all audio files have a transcript? Is essential audio information available as text?
- ✓ Do all videos have captions that are synchronised with the audio?
- ✓ Do videos that include important visual information have an audio description?
- ✓ Is all content structure that is communicated visually available to assistive technologies?
- ✓ If styling is removed is the content in a logical order?
- ✓ Have you avoided using visual characteristics to communicate information?
- ✓ Have you avoided using colour as the only way to convey some information?
- ✓ Can users stop an audio that auto-plays?
- ✓ Does all text have sufficient contrast against the background colour?
- ✓ Is the content fully usable when text is enlarged up to 200%?
- ✓ Have you avoided using images of text?
- ✓ Can users flip the content horizontally and vertically?
- ✓ Have you added HTML autocomplete tokens to any forms collecting information about the user?
- ✓ Does the page content resize to a single column with no horizontal and vertical scrolling?
- ✓ Do all important graphical objects, interface components, and states have a colour contrast of 3:1?
- ✓ Can line height, spacing between paragraphs and letter and word spacing be changed without breaking anything?
- ✓ Where extra content is shown or hidden on focus, can it be dismissed, interacted with (and not disappear when the user moves to it) and will stay visible until dismissed by the user?

### Operable

- ✓ Can all menus, links, buttons, and other controls be operated by keyboard?
- ✓ Do pages that have time limits include mechanisms for adjusting those limits?
- ✓ Can any content that moves or auto-updates be stopped?
- ✓ Have you avoided using content that flashes or flickers?
- ✓ Can blocks of links and other interactive elements be bypassed by keyboard users?
- ✓ Does each page have a unique title that indicates its purpose and context?
- ✓ When using a keyboard to move through a page does the order make sense?



- ✓ Is the purpose of every link clear from its link text?
- ✓ Does the website have two or more ways of finding content, such as a navigation menu, search feature, or site map?
- ✓ Are headings and labels clear and descriptive?
- ✓ When using a keyboard to move through a page can you tell where you are?
- ✓ Do you have shortcuts triggered by only one letter or character? If so, can they be turned off or remapped by the user?
- ✓ Does some of your site functionality need several fingers or complex gestures to operate it?
- ✓ Does some of your site functionality work using a single point (e.g fingertip) and is it triggered the moment it is touched?
- ✓ On forms and other components is the accessible name or label the same as any on-screen text?
- ✓ Does your site respond to motion or movement to operate parts?

## Understandable

- ✓ Has the language of the web page or document (or individual parts of a multilingual document) been defined?
- ✓ Have you avoided links, controls, or form fields that automatically trigger a change in context?
- ✓ Does the website include consistent navigation?
- ✓ Are features with the same functionality labelled consistently?
- ✓ Do forms provide helpful, understandable error and verification messages?

## Robust

- ✓ Is the web page coded using valid HTML?
- ✓ Do all interactive components have an accessible name and role and, when required, state? Has the correct ARIA mark-up been used and does it validate?
- ✓ Are status messages and updates given appropriate roles that can be understood by AT, without receiving focus?

TEEC'S free to use template offers WCAG 2.1 compliancy for your parish council site

Please visit our website <https://myparishcouncil.co.uk> for further information or access the Parish Council template tool.

Alternatively please call 01635 282361 or email [parishcouncils@teec.co.uk](mailto:parishcouncils@teec.co.uk)

All information taken from gov.uk

<https://alphagov.github.io/wcag-primer/checklist.html#checklist>

----- Forwarded message -----

From: **Mark Holton** <[mholton@teec.co.uk](mailto:mholton@teec.co.uk)>

Date: Friday, July 26, 2019

Subject: Cornwall - Parish Council Websites Challenge – WCAG 2.1 First Key Date 22 September 2019 looming

To: "[stkewpc@gmail.com](mailto:stkewpc@gmail.com)" <[stkewpc@gmail.com](mailto:stkewpc@gmail.com)>

Dear Clerk,

As the first level of democracy in the UK, Parish Councils have many duties, one of which is to remain compliant.

An area that is often overlooked is the website or the part of the community site used for council matters.

These days, the website is a key part of anyone's ability to carry out duties in a compliant manner, i.e. to inform and communicate with residents.

**According to HM Government** you'll need to comply with the new regulations from **23 September 2019**.

This is when it will start applying to new websites (defined as those published after **22 September 2018**).

The regulations come into force in 3 stages - see below:

What's covered	Deadline to comply with the regulations
New public sector websites (published after 22 September 2018)	22 September 2019
All other public sector websites	22 September 2020
Public sector mobile applications	22 June 2021

Although it is unclear what the penalties will be for non-compliance, it is well known that due to GDPR the ICO has been ramping up its staff to enforce compliance.

TEEC are delighted to offer a **free of charge** Parish Council/Community/Charity website template: see the example site [www.myparishcouncil.co.uk](http://www.myparishcouncil.co.uk). The template helps you deliver not only a new and fresh-looking website, but also offers full compliance to the new latest WCAG 2.1 guidelines.

In addition, TEEC have set up a dedicated hosting environment within their two UK data centres for those clients that need the template hosting.

The template is free to use for any Parish Councils, Community Project Teams or Charities, even if the hosting is with another company.

TEEC also offer a package of services designed to ensure you have what you need from “completely managed” to “self-managed”.

Some template details:

The template offers you an intuitive site building program that ensures all of the government’s requirements under the latest version of Web Content Accessibility (WCAG) 2.1 are met.

Some examples of template and items you could add to your new site:

- Easily migrate across copy and images from your existing site
- Add your social media links
- Council Duty Specific pages
  - View Councillors
  - Agendas and minutes
  - Grants
  - Planning
  - Policies
  - Meetings
- Separate sections/pages can be added such as:
  - Contact us
  - Events
  - Latest news (that can be updated by you)
  - Live local traffic feed
  - History, charm and community spirit
  - Blog posts
  - Amenities etc.

I have added a couple of recent reference sites below for you, including a Parish Council and Charity.

<https://greenham.gov.uk/>

<http://strokecarenewbury.org.uk/>

Basic Hosting Package

As standard we provide security features that will satisfy all your requirements. This includes:

- Antivirus and Antimalware on all servers
- Encrypted database servers
- Full network DDOS protection physical appliances
- Clustered fully redundant hardware firewalls
- Security patching within your specified time frames

- **Free SSL** certificate for a single website domain
- External monitoring in two geographic locations
- Intrusion monitoring from our firewall systems
- Daily backups on a 14-day cycle. (e.g. at any time, we will have the most recent 14 days backups)

#### Cost Summary

This is our standard hosting package (including all necessary security features).

<b>Basic Package</b>	<b>Quantity</b>	<b>Per Month</b>	<b>Cost (ex. VAT)per annum</b>
12 months Orchard website hosting including all standard TEEC security features and services	12	£ 10.00	£ 120.00

**IF YOU COMMIT TO MOVE YOUR SITE INTO TEEC HOSTING BEFORE OCT 1ST WE ARE CURRENTLY OFFERING FREE HOSTING UNTIL DEC 31<sup>ST</sup> 2019**

Additional services available upon request.

Contact information gained

from <https://democracy.cornwall.gov.uk/mgCSVMultiExplain.aspx?UID=0&All=1&PC=1&RPID=0>

Please also see attached our WCAG 2.1 checklist document for more details, or please visit our website <https://myparishcouncil.co.uk> for further information or to access the Parish Council template tool.

Alternatively please call 01635 282361 and ask for a member of the parish council team, or email [parishcouncils@teec.co.uk](mailto:parishcouncils@teec.co.uk) .

**Mark Holton**

**Business Development Manager**

**Office +44 (0) 1635 282361**

**Mobile: 07825 232700**

**Email: [mholton@teec.co.uk](mailto:mholton@teec.co.uk)**

**Web: [www.teec.co.uk](http://www.teec.co.uk)**

**Please ensure support requests are submitted using the TEEC online ticket system :**

<https://support.teec.co.uk/>

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