

ST KEW PARISH COUNCIL



Chairman: Cllr John Lethbridge

Clerk: Cindy Powell, Rockhurst, Trethurgy, St Austell PL26 8YF

Email: stkewpc@gmail.com: Tel 07988 451241

www.stkewparish.org.uk

A Meeting of St. Kew Parish Council will be held in St. Kew Parish Hall on Tuesday 12th June 2018 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. County Councillor and Police Reports
4. To consider and approve the Minutes of the previous Parish Council Meeting.
5. Matters Arising.
6. Correspondence
 - a) Mr T Renals – Common Land consultation
Any other important items of correspondence which the Chairman considers appropriate.
7. **Planning Applications**

PA18/03637 - Mr D Wellington - Land North Of Trelulla ,Trellill Road
Application for reserved matters following Outline Approval PA16/01650: Construction of a single detached dwelling and garage

PA18/03157 – Mr & Mrs Garland, Campion Cottage, Pendoggett
Erection of a pre-fabricated granny annexe for ancillary residential use associated with the dwelling

Planning Decisions

PA18/02907 - St Kew Inn Churchtown St Kew
Tree works to three trees within a conservation area namely: Large Ash, Weeping Willow and Large Beech. - **APPROVED**

PA18/02964 Mr K Godfrey St Kew Service Station St Kew Highway
Proposed extension to provide storeroom - **APPROVED**

PA18/02533 Mrs Priscilla Hannam, Pendoggett House Pendoggett Road
Demolition and replacement of existing conservatory - **APPROVED**

PA18/00597 Fore Investments [UK] Land West Of Cornish Arms Pendoggett Road
Outline application for the erection of a dwelling- **APPROVED**

PA17/12200 Mr J Brown, Land South West of St Kew Golf Club
Erection of six holiday cottages - **APPROVED**
8. Schedule of monthly accounts May
9. General Data Protection Regulation
10. Website hosting
11. Litter in Parish and working party days
12. Tree Warden
13. Parish Councillor reports and any other matters
14. Items for Pieces of Eight
15. Register of gifts and hospitality for Councillors and staff.

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Minutes of the Annual General Meeting of St Kew Parish Council Meeting held on Tuesday 8th May 2018 at 7.30 pm in St Kew Parish Hall

Present Councillors J Lethbridge, A Godden, R Godden, T Mott, J Rowe, J Rickard, B Finnemore,

Apologies:

5 members of the public were present.

5016. The Clerk opened the meeting and asked for nominations for Chairman for the coming year. It was proposed by Cllr R Godden and seconded by Cllr Mott that Cllr John Lethbridge continue in the Chair. There were no further nominations and all were in favour.

5017. The Chairman then asked for nominations for the following Officers:

Vice Chairman

Cllr A Godden was proposed as Vice Chairman by Cllr Mott and seconded by Cllr Rickard. There were no other nominations. All in favour

Responsible Finance Officer

It was proposed by Cllr Rowe and seconded by Cllr Rickard that Cllr R Godden continues in this position. There were no other nominations. All in favour.

Churchyard Liaison Officer

Cllr R Godden was proposed by Cllr J Rickard and seconded by Cllr A Godden. There were no other nominations. All in favour.

Tree Officer

It was proposed by Cllr Rowe and seconded by Cllr R Godden that Mrs McGann continues in this position. All in favour

Madam Nation Trust

It was proposed by Cllr Rickard and seconded by Cllr A Godden this Trust was no longer dealt with by the Parish Council and should be removed. All in favour.

The Chairman then asked for nominations for the following Committee members:

COMMITTEES

Footpath Co-ordinator (Committee)

Cllr Rickard jointly with Cllr R Godden were proposed to continue in this position by Cllr Finnemore and seconded by Cllr Rowe. There were no other nominations. All in favour.

Parish Hall Committee – Council Representative

Cllr Finnemore was proposed by Cllr R Godden and seconded by Cllr A Godden. There were no other nominations. All in favour

Community Hall Committee - Council Representative

It was proposed by Cllr R Godden and seconded by Cllr Rickard that Cllr Lethbridge continues in this position. All in favour

Parish Newsletter Committee - Council Representative

It was proposed by Cllr J Rowe and seconded by Cllr T Mott that Cllr R Godden continues in this position . There were no other nominations. All in favour.

Playing Field Committee - Council Representative

It was proposed by Cllr Mott and seconded by Cllr Finnemore that Cllr Rowe remains in this position. There were no other nominations. All in favour

Planning Co-ordinator

It was proposed by Cllr Finnemore and seconded by Cllr Mott that Cllr R Godden continues in this position. All in favour

Community Network Co-ordinators

It was proposed by Cllr A Godden and seconded by Cllr Rowe that Cllr Rickard continues in this position. All in favour

5018. Adjournment

The problem of parking at St Kew Highway Services was raised and it was feared with further proposed development there could be a safety issue. There is no parking delineation and vans and cars are travelling too fast with little concern for pedestrians. **ACTION:** Clerk to write to Eurogarages and Mr Godfrey.

5019. Council Meeting Minutes – To confirm and sign the Minutes of the Parish Council Meeting on 10th April 2017

Proposed by Cllr A Godden seconded by Cllr T Mott it was AGREED that the Minutes of this meeting be a true and accurate record with the amendment that Cllr Lethbridge attended the Planning site meeting (3050). All present at the meeting in favour.

5020. Matters Arising

(5005) Cllr Mott reported that he had attended a training day for General Data Protection Regulation (GDPR) held by CALC. There is a vast amount of legislation which comes into force on 25th May 2018, and an email has been received from a company that can oversee the Council to ensure compliance. This will be discussed at next month's meeting.

5021. Correspondence

None received

5022. Planning Notices

Planning Applications

PA18/02356 Mr & Mrs Rochford – Little Brightor St Kew Highway

Construction of 2 no. new build holiday lets to support an existing business

This was viewed by Cllrs Mott and Finnemore. The meeting was adjourned to allow representation from the applicants. It was proposed by Cllr Mott and seconded by Cllr Finnemore that the Council **SUPPORT** this application. All in favour

Planning Decisions

PA18/02050 Mr & Mrs Boyne, Tomphanny Farm Tregellist Road

Double extension to the side of property - **APPROVED**

5023. Schedule of Monthly Accounts

Proposed by Cllr J Rowe and seconded by Cllr A Godden that the April monthly accounts be approved en bloc. All in favour

5024. Report on Annual Audit

The Internal Audit Report was read and all areas passed with special commendation to Cllr R Godden for his excellent work and co-operation with Aalgard Renshaw Business Solutions.

5025. Footpath Cutting Tenders

One tender was received from Graham Tiplady in the sum of £875. It was proposed by Cllr R Godden and seconded by Cllr B Finmore that this be accepted. All in favour.

5026. Network Meeting

Cllr John Rickard reported that at the last meeting a Community Network Highways Scheme had been discussed which enabled all parishes to submit requests for funding for priority road issues. It was agreed that traffic calming from the slip road at St Kew Highway to the Playing Field is extremely important and it was proposed by Cllr R Godden and seconded by Cllr Rowe that Cllr Rickard be given a mandate to submit the Expression of Interest Form and pursue the matter. All in favour.

5027. Litter in Parish and working party days.

It was agreed that this item had not had sufficiently been discussed and to place on next month's Agenda

5028. Parish Councillor Reports and any other matters

Cllr Rowe said that the undermined road by the bridge at St Kew had still not been repaired despite it being reported one year ago. **ACTION:** Clerk to contact Highways.

Cllr R Godden is concerned that with the development at the Cornish Arms the parish may eventually lose the Inn which has been a part of St Kew for centuries. **ACTION:** Clerk to investigate re possible listing.

He also reported safety issues with glass jars on graves in the Churchyard. This is causing safety issues to the grass cutting contractor.

Cllr Lethbridge reported that illegal parking on Common Land at Tregellist was still causing concern. **ACTION:** Clerk to contact CALC for advice

5029. Items for Pieces of Eight

Glass jars on graves

5030. Register of gifts and hospitality for Councillors and Staff

None to report.

There being no further business, the meeting closed at 20.18

DRAFT

Tony Mott St Kew Pasrish Council

From: St Kew PC <stkewpc@gmail.com>
Sent: 30 May 2018 09:45
To: John Lethbridge; anthony@downdraught.co.uk; Tony Mott St Kew Pasrish Council; Richard godden; jeffnet.ryan@btopenworld.com; finnemore2000@aol.co.uk; cindy.powell@cornwallhousing.org.uk
Subject: Fwd: Tregellist common

Hi all

I will put this on the Agenda - but can you please give some thought and give your comments to Richard - ,Thanks

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

From: **Trevor Renals** <trevorrenals@gmail.com>

Date: Wed, May 16, 2018 at 9:41 AM

Subject: Tregellist common

To: stkewpc@gmail.com

Cc: john-rickard@hotmail.co.uk

Dear Clerk of the Council,

I request that you seek the support of St Kew Parish Council on the following matter.

My family is currently finding suitable car parking hard in the vicinity of my property, Rose Cottage, Tregellist. The council will be familiar with the issues pertaining to the common land adjoining my property.

The recent granting of planning permission in the village has created a potential opportunity to resolve the matter. The site, owned by Mr M. J. Cleave, is likely to give rise to a considerable volume of potential aggregate which could be used to improve vehicular access to my fields. This would allow cars to be parked on this land, which we are currently unable to do due to the degraded state of the access.

Under section 38 of the Commons Act 2006 I am obliged to consult with the landowner, which I am unable to do in the absence of a registered title, and the parish council. However, the proposal would be to improve an existing access, and would therefore be exempt from section 38 consent. However, considering the sensitivity regarding the common at present, I wanted to ensure the council was engaged in the proposal.

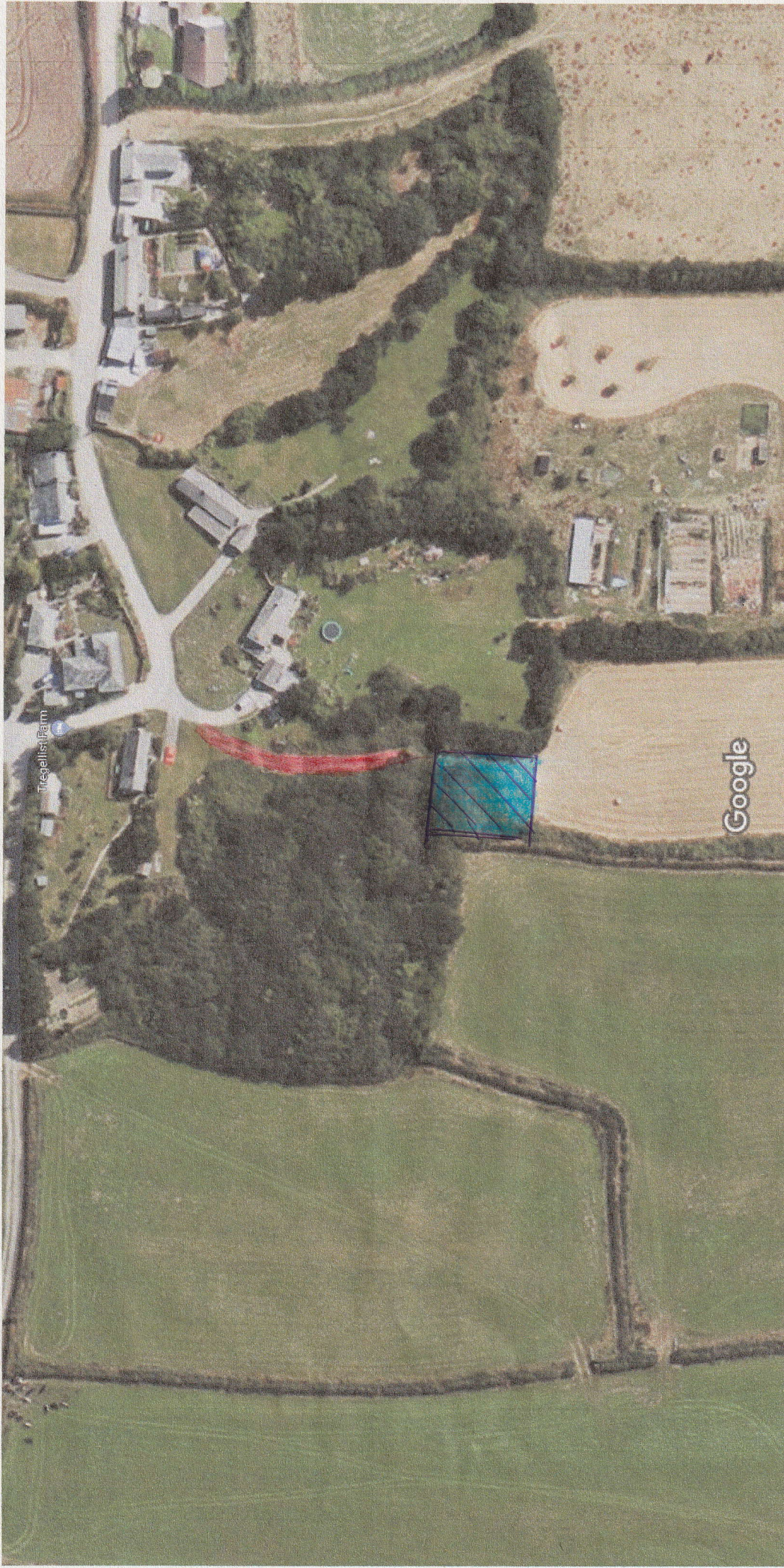
I would, of course, ensure that the works do nothing to prevent access to the common or the use of the footpath.

I hope this potential solution meets with the support of the council. I would welcome the opportunity to meet a representative of the council on site to discuss the proposal.

Kind regards,

Trevor Renals

Sent from my iPhone



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PAYMENT SCHEDULE FOR St KEW PARISH COUNCIL

June 2018

Payments to be agreed

Date	Payment	Cheque No.	Amount
31/05/18	Mrs C Powell salary	1267	160.80
31/05/18	Revenue & Customs	1268	40.20
31/05/18	BHIS Insurance	1269	231.77
31/05/18	CALC Training GDPR	1270	54.00
31/05/18	Teak oil seats.	1271	7.00
31/05/18	Metal and paint for Chapel Amble sign	1272	40.00
		Total	£ 533.77



Local Council Community Cloud

Quotation for

St Kew Parish Council

Dated

8th May 2018

Private and Confidential

Plymouth Science Park, 1 Davy Road, Plymouth. Devon, PL6 8BX
www.microshadevsm.co.uk email: enquiries@microshadevsm.co.uk Tel : 01752 869053
Admin Office: 12 Redwood House, Templars Way Industrial Estate, Royal Wootton Bassett,
Wiltshire SN4 7SR
Registered in England No. 1240335

1 General Data Protection Regulation Services

1.1 Overview of Data Audit Service

Microshade Business Consultants Ltd has developed a GDPR data audit package specifically for the town and parish council sector which will ensure that your Council has begun the process to become GDPR compliant by 25th May 2018.

The Team at Microshade include practitioners with over 30 years experience in the town and parish council sector. We therefore understand first-hand the pressures facing councils as they prepare for GDPR.

The data audit will include:

- Completion of a questionnaire to establish the services carried out by the council, and to see what personal data is collected and the purpose data is held
- Carry out a data audit
- Submit a full Data Protection Audit report
- Provide a template Data Protection Policy
- Provide a template policy for Data Breach
- Provide Privacy Notice Templates
- Provide a Data Protection Action Plan
- Provide a template Retention Policy

The service will ensure that the Council will be able to meet all the criteria set out by the new GDPR legislation from 25th May 2018. All audits will be completed remotely unless you specifically request a site visit. An additional fee will apply.

The audit will identify the type of personal and other data collected and held by the council and check that any personal data collected is handled correctly. It will review how files are stored and how they are protected.

On completion of these audits a comprehensive report and action plan will be provided to ensure the council is able to move towards GDPR compliance. The Action Plan will be supported by a documentation package which will enable this to happen and the DPO support service will provide further advice.

The template documentation package will include privacy notices, data protection policy, a privacy impact assessment process and advice on IT and hard copy security.

1.2 Overview of DPO Service

Microshade can provide the Council's Data Protection Officer (DPO). NALC and other legislative advice suggests that Clerks and RFO's of smaller Councils may have a conflict of interest if they act as DPO.

The service you will receive:

- Provision of cost-effective outsourcing solutions for your Council seeking to appoint a data protection officer;

- A dedicated DPO who will act on behalf of your Council to fulfil the duties required of a DPO;
- Focus on the demands of the GDPR allowing you to stay focused on your own Council's core activities;
- Help to protect your Council from the risks associated with non-compliance and exposure under the GDPR;
- Ensure continuous compliance, ensuring that no matter what changes take place your Council will remain compliant with the GDPR;
- Provision of virtual advice and guidance to the Council on GDPR compliance;
- Review and advise on privacy policies, procedures and documentation relating to the processing of personal data;
- Oversee the establishment and maintenance of the personal data processing register;
- Advice on the necessity of a data protection impact assessment (DPIA), the manner of its implementation and outcomes;
- The DPIA can be undertaken by Microshade as a separate service;
- Provision of guidance on data breach monitoring, management and reporting;
- Serve as the contact point for data protection authorities for all data protection issues;
- Provision of advice and guidance on responses to privacy rights requests from individuals (information, access, rectification, objection, erasure, right to data portability);
- Facilitation of GDPR awareness training and the training of staff involved in data processing operations;
- An annual report for the Clerk and senior management to ensure corporate governance of the Regulation;
- Monitor compliance with the GDPR.

1.3 Remote Computer Audit

A remote computer audit can also be provided at a cost of £25 per computer. It will check that the security of the data held on the Council's server, laptop or desktop computer meets the requirements of the new Regulations.

1.4 Cloud Hosted Solutions

MicroshadeVSM can also offer a bespoke Cloud Hosted solution to suit the needs of your Council.

A Cloud Hosted solution is the provision of core IT services located in a secure, purpose built data centre, enabling any size of business to benefit from enterprise-class infrastructure with agreed monthly costs.

Advances in technology over recent years have opened up the possibility for an organisation's core computing infrastructure to be hosted off-site in a remote data centre which can be accessed from any location provided you have an Internet connection.

Microshade VSM's solution allows small to medium businesses to take advantage of the economies of scale previously only available to much larger organisations.

Changes in the licencing models of principal software providers has enabled the concept of "pay as you go" computing, now commonly referred to as "cloud computing". These changes have brought potential benefits to small and medium organisations including:

- Controlled monthly costs based on services provided
- Ability to add/remove users and applications as required
- Reduced IT costs

Secure access will be achieved via a traditional user name and password log-in to a Citrix hosted environment. With the migration to the hosted environment, users can access hosted applications from any location with an Internet connection, from a variety of devices, allowing users especially working from home, to work efficiently and effectively.

An annual fee would be payable to Microshade for the provision of the hosted environment and all Microsoft software and Citrix licencing. The annual fee also includes server support based on the number of users accessing the system.

If your Council wishes to take advantage of the Community Cloud Hosting option, which is fully GDPR compliant and provides additional data security, please contact us to provide a quotation.

2 Quotation

2.1 Year One

Data Audit	Total Cost
<ul style="list-style-type: none"> • Provide a data audit as described in Section 1.1 	£75.00
<ul style="list-style-type: none"> • Provide DPO services as described in 1.2 	£75.00
<ul style="list-style-type: none"> • Provide a remote computer audit as described in 1.3 (£25 per computer) 	£25.00
	£175.00

2.2 Years Two and Three

Description	Total Cost
<ul style="list-style-type: none"> • Remote desktop security audit per computer 	£25.00
<ul style="list-style-type: none"> • Data Protection Officer Service 	£75.00
<ul style="list-style-type: none"> • Updated Template Documentation 	Included
<ul style="list-style-type: none"> • Newsletter 	Included
<ul style="list-style-type: none"> • Email support 	Included
	£100.00

2.3 Terms and Conditions

- Quotation valid for 60 days.
- Payment due on completion of Audit and development of the action plan.
- Prices are subject to VAT at the standard rate.

Powell Cindy

From: St Kew Parish <stkewparish@gmail.com>
Sent: 10 May 2018 20:07
To: Powell Cindy
Subject: Fwd: Tree Wardens

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

From: Forestry Team (Natural Environment Service) <forestry@cornwall.gov.uk>
Date: Thursday, May 10, 2018
Subject: Tree Wardens
To: "Forestry Team (Natural Environment Service)" <forestry@cornwall.gov.uk>

Dear Parish Council Chair

You may or may not be aware of the tree warden scheme that the Tree Council has been running since 1991. More information can be found [here](#) on the Tree Council website. There are already a number of tree wardens within Cornwall and following a number of enquiries we are seeking interest in revitalising and extending this initiative within Cornwall to interested parishes.

Trees are of fundamental importance to the sense of place of a parish and there is often considerable interest in existing tree and indeed planting new trees. In addition many parishes and towns are considering trees and other greenspaces in their Neighbourhood planning (see attached information note).

Tree Wardens can work closely with their local community to better understand and share information about their local trees and to capture opportunities that the community may be interested in – for example the Ancient Tree Hunt – identify veteran trees within the parish; tree planting where appropriate and accessing funds or trees (for example at present the Woodland Trust are offering [free trees](#) to communities at the moment). In addition they can often see issues developing before our officers become aware of it to ensure appropriate responses.

As part of re-vitalising the existing network of tree wardens and extending it within Cornwall we will be offering some free awareness raising sessions for tree wardens on the role during the summer and to explore what support we might be able to provide

for this network – for example some training events on trees and planning, cultural associations of tree (e.g. in place names etc.) keep in touch network newsletter etc.

The purpose of this email is to ask if your parish council wishes to nominate a tree warden or indeed to reconfirm that your parish has a tree warden and they wish to continue in this role. If you would like to have a tree warden in principle but do not yet have someone in mind then please let us know that you would like to be kept in touch.

*We would welcome a response by **end of June** to this email address to ensure that we do not miss anyone off our initial awareness raising sessions. If you already have a tree warden and they have any views on potential topics for meetings then we would like to hear their views.*

Thank you

Laura Jones MSc MICFor

Forestry Team Leader

Sent By :

Steve Kempthorne

Administration and Professional Support Apprentice

On behalf of the Forestry Team

forestry@cornwall.gov.uk

Natural Environment

Environment Service

Neighbourhoods Directorate

Cornwall Council

L4A Pydar House