

St Teath Parish Council

Minutes of the Annual Meeting of St Teath Parish Council held on Tuesday, 2nd May 2023 in the Community Centre, St Teath at 7.00pm

Present: Cllr Kerri Kitto (Chairman), Cllr Geoff Gale, Cllr Will Kitto, Cllr Tracey Kingdon, Cllr Jo Fleet and Cllr Nev Turner

In attendance: Julie Fairman (Parish Clerk)

Item No.		Action by
1	<p>Election of Chairman for the year 2023/24 It was RESOLVED that Cllr Kerri Kitto be elected as Chairman for the year 2023/24.</p>	
2	<p>Chairman Declaration of Acceptance of Office Cllr Kerri Kitto signed the Declaration of Acceptance of Office of the newly elected Chairman which was witnessed and signed by the Proper Officer.</p>	
3	<p>Election of Vice Chairman for the year 2023/24 It was RESOLVED that Cllr Geoff Gale be elected as Vice Chairman for the year 2023/24.</p>	
4	<p>Vice Chairman Declaration of Acceptance of Office Cllr Geoff Gale signed the Declaration of Acceptance of Office of the newly elected Vice Chairman which was witnessed and signed by the Proper Officer.</p>	
5	<p>Apologies for absence Councillor Sam Burton</p>	
6	<p>Declarations of Interest. To receive registered and non-registered disclosable interests and non-registerable interests. To advise of any dispensations granted in line with the Code of Conduct. To declare any gifts over the value of £25.00. None declared.</p>	
7	<p>Public Participation – members of the public are invited to speak on items on the agenda or raise items for future agendas. (Meeting then closes to the public) No questions raised.</p>	
8	<p>To receive and approve the amended Minutes of the Meeting held on 6th April 2023 It was RESOLVED that the minutes of the ordinary meeting held on Wednesday, 6th April 2023 be adopted and signed as a true and accurate record. The Chairman of that meeting, Cllr Geoff Gale, duly signed the minutes.</p>	
9	<p>Clerk's Report The Clerk explained that it had been another busy month due to the end of year Audit, moving the bank account, setting up the Information Commissioner's Office registration and completing reports for CIL payments and the Locality grant. In addition: The commemorative coins ordered have arrived and their handing out arranged with St Teath School. A FLEET Defibrillator training event has been arranged for Tuesday, 20th June.</p>	

	<p>The new TV screen has been purchased and installed in the Community Centre.</p> <p>The Annual Parish Meeting was arranged with 18 local community groups and organisations in attendance.</p> <p>The Clerk also advised that new email arrangements for accounts linked to the parish council.gov.uk website for both governance and security perspectives had now been set-up for all Councillors.</p>	
10	<p>Parish Councillors' Reports</p> <p>Cllr Kerri Kitto recently attended St Teath Parish Council's last Camelford Community Area Partnership Meeting and updated the meeting on the Parish Council's move into the new Community Area Partnership called Bodmin, Wadebridge, Padstow, St Teath and Tintagel CAP going forwards. She reiterated the importance of attending the CAP meetings, even more so now with the boundary change.</p> <p>Cllr Geoff Gale reported that he'd liaised with the owners of the property adjacent to the football field, asking for the overhanging branches to be cut back. He also updated the Council on the boundary hedge of a property in Trehannick Road which is overhanging the pavement and obstructing access. It was agreed that contact would be made to see if the owner could trim the hedge.</p>	GG
11	<p>Cornwall Council report – Cllr Dominic Fairman</p> <p>No report provided.</p>	
12	<p>Planning – to receive a report on the following applications and any further applications received between the publication of the agenda and the meeting:</p> <p>a) PA22/01300/PREAPP Knights Mill Cottage, Knights Mill, St Teath - Pre application advice to combine two separate dwellings to one large dwelling</p> <p>It was noted that this application had already been dealt with by Cornwall Council.</p>	
13	<p>Standing Orders</p> <p>Cllr Kerri Kitto PROPOSED that these were reviewed ready for adoption at the June Full Council meeting. This was SECONDED by Cllr Tracey Kingdon and unanimously supported.</p>	ALL
14	<p>Financial Regulations</p> <p>It was RESOLVED to approve the continued use of the current aforementioned document.</p>	
15	<p>Review of Arrangements</p> <p>It was RESOLVED to approve the continuation of the current arrangements (including legal arrangements) with other local authorities, not for profit bodies and businesses.</p>	
16	<p>The General Power of Competence</p> <p>It was PROPOSED by Cllr Keri Kitto that this is investigated further to ensure that St Teath Parish Council is eligible to use The General Power of Competence.</p>	Clerk
17	<p>Code of Conduct</p> <p>It was RESOLVED to re-adopt the Code of Conduct for the forthcoming year.</p>	
18	<p>Financial Arrangements</p> <p>It was RESOLVED to appoint Linda Coles as the Internal Auditor for 2023/24.</p> <p>It was RESOLVED to appoint Sam Roy as the Payroll Provider for 2023/24.</p>	

19	Asset Register Review Cllr Kerri Kitto gave a verbal report on the asset register review. It was RESOLVED that further investigation take place over the value of the Clocktower so that the aforementioned document can be adopted at the June Full Council Meeting.	Clerk
20	Insurance Review Cllr Geoff Gale gave a verbal report on the insurance review and in line with the investigations regarding the value of the Clocktower, it was PROPOSED to get the Clocktower professionally valued.	GG/WK
21	Finance Matters <ul style="list-style-type: none"> • To approve expenditure payments. The April schedule of 14 expenditure payments was circulated by the Parish Clerk. These were PROPOSED for payment by Cllr Kerri Kitto, SECONDED by Cllr Tracey Kingdon and unanimously approved. • To note income None received. • To approve any transfers of funds None made. • To note bank balances The bank balances as of 2 May 2023 were noted. • To receive an update on banking arrangements The Clerk updated the Council on the ongoing issues with Barclays and the move of the Parish Council's bank accounts to Unity Bank. 	
22	Parking and traffic calming around the school A site meeting has been arranged for Wednesday, 17 May for Councillors, Cllr Dominic Fairman, Oliver Jones from Highways and representatives from the school. Recommendations from this visit will be shared with the Council at the Full Council Meeting in June.	KK
23	Disabled Parking Bay request It was PROPOSED that this is deferred to the June Full Council Meeting after the site meeting takes place outside the school.	
24	Clocktower Cllr Will Kitto advised that the Parish Council is still awaiting quotes from a couple of specialist contractors as well as a response from Cornwall Council's Listing team.	
25	Devolution Cllr Dominic Fairman has requested a meeting with Cornwall Council's Devolution team.	
26	Grass Cutting Tender It was PROPOSED that the existing contract continue for the next three months whilst the Council assesses its requirements.	Clerk
27	Bus Shelter Cllr Jo Fleet has requested funds to enable her to continue to paint and repair the shelter and will bring expected costings to the June Full Council Meeting. The Clerk also reiterated Cllr Kerri Kitto's idea to consider a second noticeboard in this area and Cllr Geoff Gale and the Clerk to investigate and report back to the next Full Council meeting.	JF GG/Clerk

28	Equipment update The new equipment is due to be installed within the next three weeks. Once in place, the Council will organise an opening event for the local children and provide refreshments.	Clerk																														
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30	Training and Meeting Attendance The Clerk advised that she was still trying to arrange a bespoke Code of Conduct training session for the councillors.	Clerk																														
31	To agree Matters for the next Meeting The following items to be added to the agenda for the April meeting: <ul style="list-style-type: none"> • Review of Governance documentation • Devolution • Traffic calming and parking • Disabled parking bay request • Clocktower • Bus Shelter & Noticeboard 																															
21	Diary Dates <table border="0"> <tr> <td>17 May</td> <td>11.30am</td> <td>Site Meeting</td> </tr> <tr> <td>17 May</td> <td>2pm</td> <td>Devolution meeting</td> </tr> <tr> <td>1 June</td> <td>7pm</td> <td>Full Council Meeting</td> </tr> <tr> <td>20 June</td> <td>7pm</td> <td>Defibrillator Training event</td> </tr> </table>	17 May	11.30am	Site Meeting	17 May	2pm	Devolution meeting	1 June	7pm	Full Council Meeting	20 June	7pm	Defibrillator Training event																			
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21	Open Meeting Closed The meeting was closed at 8.55pm.																															

Signed:

Date: