

St Teath Parish Council

Minutes of the Full Council Meeting of St Teath Parish Council held on Thursday, 6th July 2023 in the Community Centre, St Teath at 7.00pm

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

In attendance: Julie Fairman (Parish Clerk)

Item No.		Action by
1	Apologies for absence Cllr Will Kitto.	
2	Declarations of Interest. To receive registered and non-registered disclosable interests and non-registerable interests including any Conflict of Interest with auditors BDO LLP. To advise of any dispensations granted in line with the Code of Conduct. To declare any gifts over the value of £25.00. Cllr Kerri Kitto expressed an interest in Agenda Item 20 and Cllr Sam Burton and Cllr Tracey Kingdon expressed interest in Agenda Item 17.	
3	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) A member of the public attended to explain the very sad occurrence that had happened recently with the Parish’s Speedwatch team and asked for support in getting some support. Two other community group representatives asked for further information about how to apply for the new Community Sparks Funding.	
4	To receive and approve the Minutes of the Full Council Meeting held on 1st June 2023 It was RESOLVED that the minutes of the Full Council Meeting held on Thursday, 1 st June 2023 be adopted and signed as a true and accurate record. Cllr Kerri Kitto then signed the minutes.	
5	Clerk’s Report The Clerk explained that the new Unity Trust Bank account was now open and that Barclays were being advised the Council wished to close both accounts with them. Three updated Governance documents have been completed and new Councillor emails set up for the Full Council as well as a new letterhead design created. The Council would like to thank Anne Perisic for allowing the Parish Council to utilise part of the Timepiece header artwork. The Clerk had also prepared the new Combined Contract for grass cutting, footpath and general maintenance for the village and had dealt with several issues raised by residents whilst liaising with the contractors over the installation of the new play equipment on the Village Green.	
6	Parish Councillors’ Reports Cllr Kerri Kitto, along with the Clerk, recently attended the inaugural meeting of the new Community Area Partnership for the Camel Valley area and will be monitoring its role and contribution to supporting the Parish and its residents. Cllr Kerri Kitto and the Clerk also attended a very productive meeting with the	

	Chair of Delabole Parish Council to share ideas and look at ways to work together to solve any issues.	
7	Cornwall Council report – Cllr Dominic Fairman Cllr Dominic Fairman had also attended the recent new Camel Valley CAP meeting and updated the Full Council on his desire to push for more Active Travel options in the area.	
8	Planning – to receive a report on the following applications and any further applications received between the publication of the agenda and the meeting: a) PA22/11024 Sea View Farm Shop – construction of an extension to the existing farm shop The Council has no objection to the planning amendments but reiterated its views that careful consideration should be given to the AONB and access onto the busy road.	
9	Governance Documentation & Procedures The Parish Clerk had previously sent all Councillors the revised Standing Orders and Code of Conduct documents for review. It was PROPOSED by Cllr Nev Turner that these be adopted, this was SECONDED by Cllr Geoff Gale. The Parish Clerk will now work through updating the remaining 11 other Governance documents as required by the Parish Council.	Clerk
10	Finance Matters <ul style="list-style-type: none"> • To approve expenditure payments. The June schedule of 13 expenditure payments was circulated by the Parish Clerk. These were PROPOSED for payment by Cllr Kerri Kitto, SECONDED by Cllr Nev Turner and unanimously approved. • To note income None received. • To approve any transfers of funds As proposed at the 1st June Full Council meeting, both of the Barclays balances have now been transferred to the new Council Unity Trust bank accounts. • To note bank balances The bank balances with Barclays and Unity Trust banks as of 6th July 2023 were noted. • To receive an update on banking arrangements The Clerk updated the Council on the transfer of the Council's Barclays balances to the new Unity Trust accounts. The Barclays accounts will be closed on 20 July 2023. • To receive an update on the new St Teath Parish Council Community Sparks Fund The Clerk tabled the new Community Sparks application form for approval. This was PROPOSED for adoption by Cllr Kerri Kitto and SECONDED by Cllr Nev Turner before being unanimously approved. The Clerk to now disseminate the form to all Community Groups who attended the recent Annual Parish Meeting and continue to publicise the Fund through social media. 	Clerk
11	Devolution The Council is awaiting a response from Cornwall Council to enable progress.	
12	Parking and traffic calming around the School The Council is still awaiting costings and proposals from Cormac.	

13	<p>Disabled Parking Bay request The Council is still awaiting a response from Cormac but the Clerk to now chase up.</p> <p><i>Cllr Dominic Fairman left the meeting.</i></p>	Clerk
14	<p>Speedwatch The Council discussed the lack of response received by the Parish's Speedwatch team following the recent incident and Cllr Tracey Kingdon PROPOSED that a formal letter is sent to the Community Traffic Calming Unit to ascertain what can be done to support the members. This was SECONDED by Cllr Kerri Kitto before being unanimously approved. The Clerk will also make contact with the Office of the Police & Crime Commissioner.</p>	Clerk
15	<p>Clocktower The Council has now received the reinstatement valuation and Cllr Geoff Gale PROPOSED the Council adjusts the insurance valuation and reviews this annually. This was SECONDED by Cllr Kerri Kitto and unanimously approved. Cllr Kerri Kitto also updated the Council that although three specialist contractors had been asked to quote for refurbishing the Clocktower only one quote had been received. After hearing how many chases had been made for the other two contractors, Cllr Tracey Kingdon PROPOSED that this quote is now accepted and this was SECONDED by Cllr Kerri Kitto and unanimously approved.</p> <p>The planning decision from Cornwall Council is due early August and once this is received the Council will consult the Parish on the proposed works. Cllr Jo Fleet PROPOSED that the Council now update the parishioner who has kindly offered to donate funds to cover the cost of the refurbishment. This was SECONDED by Cllr Kerri Kitto and unanimously approved.</p>	GG KK Clerk
16	<p>Grass Cutting & General Maintenance Tender Cllr Nev Turner PROPOSED that the table tender document be adopted, SECONDED by Cllr Kerri Kitto. This will now be publicised throughout the Parish.</p>	Clerk
17	<p>Bus Shelter & Noticeboard Following the approach made by the Council, the Community Centre Committee have kindly agreed for a noticeboard to be placed on its railings in exchange for six months free rent of the hall for Full Council meetings and the ability to utilise part of the new board to publicise its own activities. Cllr Keri Kitto PROPOSED that this be accepted and this was SECONDED by Cllr Geoff Gale.</p>	
18	<p>Equipment update Following a report of cat fouling in the sand pit in the playing field paly area, the Council sought advice from RoSPA who advised that it should not be removed but instead a maintenance regime introduced. The Council agreed that this should be part of the new Combined Grass Cutting, Footpath & General Maintenance contract. Cllr Kerri Kitto also PROPOSED that the sand be topped up, which was SECONDED by Cllr Jo Fleet and unanimously approved. The new play equipment is being installed on the Village Green and it was RESOLVED that the Parish Clerk keep liaising with the supplier to ensure the installation is completed ahead of the Carnival. Cllr Nev Turner also PROPOSED that some new picnic benches be purchased for siting on the Green, SECONDED by Cllr Tracey Kingdon and unanimously approved.</p>	Clerk Clerk Clerk

	<p>The Clerk tabled a new dog bin option to replace the broken one in Trevilley Lane. Cllr Kerri Kitto PROPOSED this be actioned, SECONDED by Cllr Tracey Kingdon and unanimously agreed.</p> <p>The Clerk has been approached by the Department of Health & Social Care to ensure both of the Parish's defibrillators are registered on the national defibrillator network database which provides information on where defibrillators are located to enable all emergency services to be able to locate the nearest publicly-accessible equipment more easily. Cllr Kerri Kitto PROPOSED this be actioned, SECONDED by Cllr Tracey Kingdon and unanimously agreed.</p>	<p>Clerk</p> <p>Clerk</p>
19	<p>Funding Opportunities Update</p> <p>The Council discussed the various funding opportunities available and all Councillors to come to the September meeting with thoughts on which projects we could submit for funding.</p> <p>Cllr Kerri Kitto also updated the Council that its recent expression of interest for its CIL funding application had been accepted and therefore the application pursued ahead of the October deadline.</p> <p>Cllr Tracey Kingdon to also recontact the parishioner who had offered funding for a possible parking enhancement within the village sports field.</p>	<p>All</p> <p>Clerk</p> <p>TK</p>
20	<p>Carnival</p> <p>In response to the member of public's response for funding to pay for the children's activities at this year's Carnival, it was PROPOSED by Cllr Nev Turner that the Council cover half of the costs. This was SECONDED by Cllr Jo Fleet.</p> <p>It was also noted that this kind of request will in future be viewed as a Community Sparks funding request but due to the timings of the Carnival it would be approved ahead of the Funding deadline this year.</p>	<p>Clerk</p>
21	<p>Correspondence</p> <p>6/6 Unity Bank Application success</p> <p>7/6 CALC Newsletter</p> <p>7/6 NALC Joint Funding Event</p> <p>8/6 St Endellion PC Contractor advice</p> <p>8/6 Cornwall Council Local planning training event</p> <p>9/6 Unity Bank Switching details</p> <p>10/6 Resident Village events request</p> <p>12/6 NALC Small Council Team Meeting</p> <p>13/6 CAP Network Inaugural meeting</p> <p>14/6 Duchy Defibs Annual invoice</p> <p>15/6 SLCC Cornwall Branch meeting</p> <p>16/6 Cornwall Council Clocktower Planning Application received</p> <p>20/6 Cornwall Council Levelling up funding opportunity</p> <p>20/6 Cornwall Council Forest for Cornwall opportunity</p> <p>20/6 Wicksteed Installation update</p> <p>21/6 Duchy Defib Guardian details</p> <p>21/6 Resident Allotments access</p> <p>22/6 Cornwall Council Enforcement</p> <p>22/6 Biffa Replacement bin</p> <p>27/6 Wicksteed Installation date</p> <p>27/6 CALC Legionella training</p> <p>28/6 Resident Footpath concern</p> <p>29/6 Cornwall Council Footpaths</p> <p>29/6 Community Centre Funding advice</p>	

	30/6 CALC Defibrillator database	
22	Training and Meeting Attendance Councillors to attend one of the consultation events for the proposed Tesco store in Camelford (14-19 July).	
23	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"> • Grass cutting & general maintenance tender • Planning • Clocktower • Equipment update 	
24	Diary Dates 3 Aug 7pm Full Council Meeting 18 Sept 5.30pm CAP meeting	
25	Open Meeting Closed The meeting was closed at 9.30pm.	

Signed:

Date: