

St Teath Parish Council

Minutes of the Full Council Meeting of St Teath Parish Council held on Thursday, 1st June 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, Cllr Sam Burton and Cllr Nev Turner

In attendance: Julie Fairman (Parish Clerk)

Item No.		Action by
1	Apologies for absence No absences.	
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. None declared.	
3	Annual Audit 2022/23 It was RESOLVED that the Audit Accounting Statement be adopted and was duly signed by the Chair and Parish Clerk ready for submission. The Annual Internal Audit's Report 2022/23 was received.	
4	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 public present.	
5	To receive and approve the Minutes of the Annual Council Meeting held on 2nd May 2023 It was RESOLVED that the minutes of the Annual Council Meeting held on Tuesday, 2 nd May 2023 be adopted and signed as a true and accurate record. Cllr Kerri Kitto then signed the minutes.	
6	Clerk's Report The Clerk explained that it had been another busy month confirming the end of year Audit, liaising with Unity Bank over the new bank account, finally confirming our new payment arrangements with Biffa, updating the Council's Standing Orders governance and Asset Register documents, arranging a series of meetings with key stakeholders for the community and finalising the set-up of new email accounts for all councillors. The Clerk also reminded everyone that a free defibrillator training course had been booked with FLEET on 20 th June in the Community Centre and deadlines were approaching for the new CIL Fund as well as the new Rural England Prosperity Fund.	
7	Parish Councillors' Reports Cllr Kerri Kitto recently attended a meeting at St Teath Pre-School to understand the school's current situation and aspirations for the future. Cllr Kerri Kitto and Cllr Will Kitto also attended a meeting with Cllr Dominic Fairman and representatives from Cormac and St Teath School to ascertain possible solutions to traffic calming and parking in the area.	

	A further meeting took place with Cllr Dominic Fairman to begin the planning of the devolution of the play area, football pitch and Preschool building.	
8	<p>Cornwall Council report – Cllr Dominic Fairman</p> <p>Cllr Dominic Fairman had attended the recent meeting with some of the Parish Councillors regarding traffic and parking around the school and offered his support in helping to find possible solutions.</p> <p>He also reported back on the meeting held with North Cornwall Learning Trust and representatives from St Teath School and Pre-School alongside some of the Parish Councillors to progress feasibility of the devolution of the play area, football pitch and Preschool building. acknowledging that this was going to be a lengthy process.</p>	
9	<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 style="padding-left: 40px;">a) PA23/03476 Little Dinnabroad, St Teath – Additional solar PV array</p> <p>Cllr Will Kitto PROPOSED that this application be supported and this was SECONDED by Cllr Kerri Kitto.</p> <p style="padding-left: 40px;">b) PA23/03161 Land East of Trewennan Hill, St Teath – Full planning application for one new dwelling, together with associated works</p> <p>Cllr Nev Turner PROPOSED that this application be supported and this was SECONDED by Cllr Kerri Kitto.</p> <p style="padding-left: 40px;">c) Carkeen Farm, St Teath</p> <p>The Council also discussed the recent construction of a new entrance onto the B3267. It was unanimously agreed that this should be referred to Cornwall Council’s Planning Enforcement team.</p>	
10	<p>Governance Documentation & Procedures</p> <p>The Parish Clerk tabled the list of Governance documentation which is now being updated on behalf of the Parish Council.</p> <p>Cllr Nev Turner PROPOSED that the updated Register of Assets be adopted and this was SECONDED by Cllr Kerri Kitto. Cllr Nev Turner also PROPOSED that a new lid be secured for the dog bin located at Trevilly Lane as itemised on the Register. This was SECONDED by Cllr Geoff Gale.</p> <p>The Parish Clerk requested all Councillors to review the proposed new Standing Orders document and it was PROPOSED by Cllr Kerri Kitto that this be adopted at the June meeting. This was SECONDED by Cllr Geoff Gale.</p> <p>The Parish Clerk to also circulate the updated Code of Conduct document for all Councillors to view ahead of the 6 July Full Council meeting before beginning to work through the remaining 11 documents.</p>	<p>Clerk</p> <p>ALL</p> <p>ALL</p>
11	<p>Insurance</p> <p>It was RESOLVED to approve the proposed new insurance policy as arranged and presented by Cllr Geoff Gale.</p>	
12	<p>Finance Matters</p> <ul style="list-style-type: none"> • To approve the Annual Audit Accounting Statements 2022/23 <p>It was RESOLVED to approve the Annual Audit Accounting Statements 2022/23 which were duly signed by the Chair ready for submission.</p> <ul style="list-style-type: none"> • To approve expenditure payments. <p>The June schedule of 8 expenditure payments was circulated by the Parish Clerk. These were PROPOSED for payment by Cllr Kerri Kitto, SECONDED by Cllr Geoff Gale and unanimously approved.</p>	

	<ul style="list-style-type: none"> • To note income A credit from Biffa for £458.54 has been received. • To approve any transfers of funds None made. • To note bank balances The bank balances as of 1 June 2023 were noted. • To receive an update on banking arrangements The Clerk updated the Council on the application to open bank accounts with Unity Bank with a view to moving the existing Parish Council accounts from Barclays. 		
13	Devolution Following the meeting with Cllr Dominic Fairman and associated stakeholders, the Parish Council resolved to continue to push forward with the devolution project and is now awaiting a letter in principle from Cornwall Council.		
14	Parking and traffic calming around the School Following the site meeting, the Parish Council is now awaiting costings and proposals from Cormac.		
15	Disabled Parking Bay request Following the site meeting to look at traffic and parking issues around the school, the Parish Council is now awaiting a response from Cormac.		
16	Clocktower Cllr Nev Turner PROPOSED and SECONDED by Cllr Tracey Kingdon that it was RESOLVED to approve payment for the provision of professional drawings of the proposed works as required by Cornwall Council Cllr Geoff Gale PROPOSED and SECONDED by Cllr Kerri Kitto that it was RESOLVED to approve payment of a desktop reinstatement valuation of the asset for inclusion in Parish Council's new insurance policy.	KK GG	
17	Grass Cutting Tender Cllr Nev Turner PROPOSED that a tender document be created and publicised which covers both grass cutting and general maintenance in the Parish. This was SECONDED by Cllr Kerri Kitto.	Clerk	
18	Bus Shelter & Noticeboard Cllr Nev Turner PROPOSED that Cllr Jo Fleet be reimbursed £200 for the regular painting and repair of the shelter. This was SECONDED by Cllr Tracey Kingdon. Following an inspection of the shelter and surrounding area by Cllr Geoff Gale and the Parish Clerk, it was RESOLVED to approach the Community Centre regarding the possible siting of a new Community Noticeboard on its railings.	TK	
19	Equipment update The new equipment is yet to be installed and it was RESOLVED that the Parish Clerk chase up the installation date with the supplier.	Clerk	
20	Correspondence		
	Cormac	5 May	Completion of works confirmation
	Cllr Fairman	9 May	Rural Funding opp
	Groundworks	9 May	NDP grant closure
	Cornwall Council	10 May	Footpath enquiry
	Biffa	12 May	23/24 contract
	CAP	12 May	Update & meeting details
	Unity Bank	18 May	Application requirement
	Cornwall Council	22 May	CIL Payments 22/23

	Linda Coles Tanist Cornwall Council CALC Parishioner Trueform	23 May 25 May 25 May 25 May 26 May 1 June	Internal Audit paperwork Credit Cornwall car parking charge changes Training opps Carkeen Farm entrance Jubilee benches	
21	Training and Meeting Attendance It was RESOLVED that all members of the Council attend the upcoming Code of Conduct training on 20 June.			Clerk
22	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 • Grass cutting & general maintenance tender • Devolution • Traffic calming and parking • Disabled parking bay request • Clocktower • Speedwatch • Noticeboard • Rural Grant • Equipment update 			
21	Diary Dates 20 June 6.30pm Code of Conduct training 20 June 7 – 9pm FLEET Defibrillator Training event 21 June 5.30pm CAP meeting 6 July 7pm Full Council Meeting			
21	Open Meeting Closed The meeting was closed at 8.55pm.			

Signed:

Date: