

St Teath Parish Council

Minutes of the Full Council Meeting of St Teath Parish Council held on Thursday, 12 June 2025 in St Teath Community Centre. St Teath at 7.00pm

Present: Cllr Kerri Kitto (Chairman), Cllr Grace Stewart, Cllr Jo Fleet, Cllr Linda Setiawan, Cllr Kirsty Burton and Cllr Geoff Gale.

In attendance: Julie Fairman (Parish Clerk). David Garrigan, Cornwall Councillor.

Item No.		Action by
1.	Welcome	,
	Cllr Kerri Kitto welcomed everyone to the meeting.	
2.	Apologies for absence	
	Cllr Will Kitto	
3.	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.	
	Cllr Geoff Gale and Cllr Kirsty Burton – Allotments Association	
	Cllr Kerri Kitto – Acrewood Project	
4.	Councillor Declaration of Acceptance of Office	
	It was RESOLVED that all Councillors signed their Declaration of Acceptance of Office forms	
	prior to the new Council being formed on 15 May 2025.	
5.	Annual Internal Audit 2025	
	The Council RESOLVED to adopt the Annual Governance Statement 2024/25 as well as	
	receiving and noting the contents of the Annual Auditor's Report 2024/25.	
6.	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)	
	None present.	
7.	Cornwall Council Report	
	Cllr David Garrigan outlined the new cabinet set-up within Cornwall Council as well as the	
	Council's thoughts on the handing of a number of the county's car parks to CORSERV before	
	sharing the work he had already been doing on:	
	- trying to combat the flooding on the A39	
	- a relook at possible traffic calming solutions for the Knightsmill area	
	- discussions over the 95 bus route	
8.	To receive and approve the Minutes of the Annual Council Meeting held on 15 May 2025	
	It was RESOLVED that the minutes of the Annual Council Meeting held on Thursday, 15 May	
	2025 be adopted and signed as a true and accurate record. Cllr Kerri Kitto then signed the	
	minutes.	

9.	Clerk's Report	
	The Clerk advised that following her time off sick, there was a lot of governance issues to	
	finalise following the election and internal audit and that attention was now firmly on	
	ongoing business for the Council. She also reported that she had been in touch with the	
	Clerk for Delabole Parish Council and it had been agreed that the simplest solution to the	
	ongoing issue surrounding the incorrect leaseholder arrangements for the public toilets	
	would be for St Teath Parish Council to serve notice on its lease allowing Delabole Parish	
	Council to then take up a new lease. Cllr Kerri Kitto PROPOSED that the Council RESOLVED	
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	to take this action which was SECONDED by Cllr Jo Fleet and UNANIMOUSLY SUPPORTED .	CLERK
10.	Parish Councillor's Reports	
	Cllr Jo Fleet shared her desire to become a Digital Champion as part of the new Cornwall	
	Council scheme to help more people in the Parish with any computer/internet issues.	JF
	Cllr Kerri Kitto shared that she had been approached regarding more 'kill your speed'	
	signage for the parish and it was agreed that this be referred once more to Cornwall	CLERK
	Council.	
11.	Scheme of Delegation	
	Council RESOLVED to adopt the new Scheme of Delegation document. This was PROPOSED	
	by Cllr Geoff Gale, SECONDED by Cllr Kerri Kitto and UNANIMOUSLY SUPPORTED.	ALL
12.	Standing Orders	
	Council RESOLVED to adopt the revised Standing Orders. This was PROPOSED by Cllr Kerri	
	Kitto, SECONDED by Cllr Grace Stewart and UNANIMOUSLY SUPPORTED.	ALL
13.	Financial Regulations	ALL
13.		
	Council RESOLVED to adopt the updated Financial Regulations. This was PROPOSED by Cllr	
	Kerri Kitto, SECONDED by Cllr Linda Setiawan and UNANIMOUSLY SUPPORTED.	ALL
14.	Review of Arrangements	
	It was resolved to approve the continuation of the current arrangements (including legal	
	support arrangements) with other local authorities, not-for-profit bodies and businesses.	
	This was PROPOSED by Cllr Kerri Kitto, SECONDED by Cllr Grace Stewart and	
	UNANIMOUSLY SUPPORTED.	ALL
15.	Appointments to External Bodies	
	It was RESOLVED to approve the continuation of the current arrangements with regards to	
	the Council's membership with external bodies. This was PROPOSED by Cllr Kerri Kitto,	
	SECONDED by Cllr Geoff Gale and UNANIMOUSLY SUPPORTED . Specifically, Cllr Kerri Kitto	
	and Cllr Geoff Gale will take it in turns to attend the quarterly CAP Meetings.	CLERK/KK/GG
16.	Code of Conduct	, , , , , , , , , ,
-01	It was RESOLVED to adopt the Code of Conduct for the new Council.	ALL
17.	Financial Arrangements	7122
-7.	It was RESOLVED to approve the continuation of the Internal Auditor for 2025/26.	
	It was RESOLVED to approve the continuation of the Payroll Clerk for 2025/26.	
18.	Conflict of Interest	
10.		
	It was RESOLVED that there was no conflict of interest with BDO LLP as the Eternal Auditor	
45	for 2024/25.	
19.	Asset Register Review	
	It was RESOLVED to adopt the updated Asset Register in line with the new insurance	
	provision for the Parish.	
20.	Arrangements for Insurance	
	It was RESOLVED that the Council has in place adequate insurance cover.	
21.	Insurance Declaration	
	It was RESOLVED that there are no personal or corporate situations that could compromise	
	the Council's financial security, and that if ever such an occurrence happen that this be	
	communicated to the Clerk forthwith.	ALL
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22.	Subscriptions	
	It was RESOLVED that the Council continue with its existing subscriptions.	CLERK
23.	Finance Matters	
	To approve the Accounting Statements 2024/25	
	The Accounting Statements for 2024/25 were received and considered. It was RESOLVED to	
	approve the document and Council witnessed the Chairman sign and date the statement.	
	PROPOSED by Cllr Kerri Kitto, SECONDED by Cllr Geoff Gale and UNANIMOUSLY	CLERK
	SUPPORTED.	
	To approve expenditure payments.	
	Payment of the June 2025 schedule of 11 expenditure payments were circulated for	GG
	payment. These were PROPOSED for payment by Cllr Geoff Gale, SECONDED by Cllr Grace	
	Stewart and UNANIMOUSLY APPROVED for payment.	
	To approve the Councillor responsible for authorising this month's electronic payments.	
	payments It was RESOLVED that Cilis Coeff Cala will outhorise the June paline normants	
	It was RESOLVED that Cllr Geoff Gale will authorise the June online payments.	
	To note income	
	Noted.	
	To approve any transfers of funds No transfers made.	
	To note account balances The bank balances with Unity Trust Bank were noted.	
	The bank balances with Unity Trust Bank were noted. • To discuss the timescale of the Annual Audit	
	The Clerk outlined the next steps in completing the Annual Audit.	
	To discuss current grant applications The Clark tabled two pays funding requests and it was agreed that Council set up a biannual.	CLERK
	The Clerk tabled two new funding requests and it was agreed that Council set up a biannual	
	Community Sparks Fund over the Summer to give all locally-based groups and organisations the chance to apply for funding for the second half of the year. This new pot will be funded	
	using the interest received to date from the Council's bank accounts. Cllr Jo Fleet	
	PROPOSED Council RESOLVED to ADOPT this proposal, which was SECONDED by Cllr Geoff	
	Gale and UNANIMOUSLY SUPPORTED.	
24.	Planning Matters and Planning Applications	
	a) PA25/03882 – Bostremyn Farm – pre approval for proposed conversion of barn	
	into 2 dwellings	
	The Council discussed the application and it was RESOLVED that a No Objection comment	
	be added to Cornwall Council's Planning Portal. PROPOSED by Cllr Kerri Kitto. SECONDED by	
	Cllr Grace Stewart. UNANIMOUSLY SUPPORTED.	CLERK
25.	Traffic Calming	- CILIT
	No progress to report.	
26.	Devolution	
	Cllr Kerri Kitto updated Council and is awaiting the lease sign-off.	
27.	Allotments	
	Cllr Geoff Gale tabled a letter from National Grid which had been passed to him regarding	
	the proposed painting of the pylon. Cllr Geoff Gale to liaise with the owner of the adjacent	
	property to the emergency vehicle entrance to the site and the Clerk to ask National Grid to	
	update its records.	GG/CLERK
28.	Biodiversity	
	No progress to report.	
29.	Funding Opportunities	
	A funding opportunity through the Prime Foundation has been identified.	
30.	Equipment Update	

		GG/CLERK					
	The annual RoSPA inspection reports for the Parish's two play areas have been received and						
	all amber actions to now be actioned. Cllr Kerri Kitto PROPOSED, SECONDED by Cllr Jo Fleet						
	and UNANIMOUSLY SUPPORTED.						
31.	Footpaths						
	Cllr Geoff Gale reported that a response had been received from Cornwall Council regarding						
	the possible re-opening of footpath 13 which states that once a more suitable new crossing						
	point has been agreed, it will need to look for/at suitable options for a PPO (Public Path						
	Order) diversion solution which will involve Cormac, a PROW Officer and the landowners to						
	enable this process. It was also noted that Cornwall Council had incorrectly stated it is St						
	Teath Parish Council's wish for the footpath to be reopened. The Council is in fact more						
	focused on the safety issue of any possible re-opening and will be liaising closely with						
	Cornwall Council to ensure this is front of mind throughout the process.						
32.	Upcoming Events						
	None noted.						
33.	Correspondence						
	Cllr Geoff Gale gave the Council an update on the 2019 liability claim against the Council						
	which is being handled by the previous insurance company.						
34.	Training and Meeting Attendance The Clerk to share the link for the Councillors to be able to attend the Code of Conduct						
	training.						
35.	To agree Matters for Next Meeting						
	Removal of the dog ban for the Carnival event Traffic calming Devolution Funding Requests Biodiversity Equipment Update						
36.	Diary Dates						
	25 June Deadline for receiving items for the next meeting's agenda						
	3 July 7pm Full Council Meeting						
	7 July CAP Meeting						
37.	Full Council Meeting Closed						
	The meeting closed at 9.15pm						

Signed:				Date:
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