

## 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.	<b>Welcome</b> Cllr Kerri Kitto welcomed everyone to the meeting.	
2.	<b>Apologies for absence</b> Cllr Will Kitto	
3.	<b>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.</b> Cllr Geoff Gale and Cllr Kirsty Burton – Allotments Association Cllr Kerri Kitto – Acrewood Project	
4.	<b>Councillor Declaration of Acceptance of Office</b> It was <b>RESOLVED</b> that all Councillors signed their Declaration of Acceptance of Office forms prior to the new Council being formed on 15 May 2025.	
5.	<b>Annual Internal Audit 2025</b> The Council <b>RESOLVED</b> 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.	<b>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)</b> None present.	
7.	<b>Cornwall Council Report</b> 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: <ul style="list-style-type: none"> <li>- trying to combat the flooding on the A39</li> <li>- a relook at possible traffic calming solutions for the Knightsmill area</li> <li>- discussions over the 95 bus route</li> </ul>	
8.	<b>To receive and approve the Minutes of the Annual Council Meeting held on 15 May 2025</b> It was <b>RESOLVED</b> 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.	<b>Clerk's Report</b> 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 <b>PROPOSED</b> that the Council <b>RESOLVE</b> to take this action which was <b>SECONDED</b> by Cllr Jo Fleet and <b>UNANIMOUSLY SUPPORTED</b> .	CLERK
10.	<b>Parish Councillor's Reports</b> 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. 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 Council.	JF CLERK
11.	<b>Scheme of Delegation</b> Council <b>RESOLVED</b> to adopt the new Scheme of Delegation document. This was <b>PROPOSED</b> by Cllr Geoff Gale, <b>SECONDED</b> by Cllr Kerri Kitto and <b>UNANIMOUSLY SUPPORTED</b> .	ALL
12.	<b>Standing Orders</b> Council <b>RESOLVED</b> to adopt the revised Standing Orders. This was <b>PROPOSED</b> by Cllr Kerri Kitto, <b>SECONDED</b> by Cllr Grace Stewart and <b>UNANIMOUSLY SUPPORTED</b> .	ALL
13.	<b>Financial Regulations</b> Council <b>RESOLVED</b> to adopt the updated Financial Regulations. This was <b>PROPOSED</b> by Cllr Kerri Kitto, <b>SECONDED</b> by Cllr Linda Setiawan and <b>UNANIMOUSLY SUPPORTED</b> .	ALL
14.	<b>Review of Arrangements</b> 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 <b>PROPOSED</b> by Cllr Kerri Kitto, <b>SECONDED</b> by Cllr Grace Stewart and <b>UNANIMOUSLY SUPPORTED</b> .	ALL
15.	<b>Appointments to External Bodies</b> It was <b>RESOLVED</b> to approve the continuation of the current arrangements with regards to the Council's membership with external bodies. This was <b>PROPOSED</b> by Cllr Kerri Kitto, <b>SECONDED</b> by Cllr Geoff Gale and <b>UNANIMOUSLY SUPPORTED</b> . Specifically, Cllr Kerri Kitto and Cllr Geoff Gale will take it in turns to attend the quarterly CAP Meetings.	CLERK/KK/GG
16.	<b>Code of Conduct</b> It was <b>RESOLVED</b> to adopt the Code of Conduct for the new Council.	ALL
17.	<b>Financial Arrangements</b> It was <b>RESOLVED</b> to approve the continuation of the Internal Auditor for 2025/26. It was <b>RESOLVED</b> to approve the continuation of the Payroll Clerk for 2025/26.	
18.	<b>Conflict of Interest</b> It was <b>RESOLVED</b> that there was no conflict of interest with BDO LLP as the External Auditor for 2024/25.	
19.	<b>Asset Register Review</b> It was <b>RESOLVED</b> to adopt the updated Asset Register in line with the new insurance provision for the Parish.	
20.	<b>Arrangements for Insurance</b> It was <b>RESOLVED</b> that the Council has in place adequate insurance cover.	
21.	<b>Insurance Declaration</b> It was <b>RESOLVED</b> 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

22.	<b>Subscriptions</b> It was <b>RESOLVED</b> that the Council continue with its existing subscriptions.	CLERK
23.	<b>Finance Matters</b> <ul style="list-style-type: none"> <li>• <b>To approve expenditure payments.</b> Payment of the June 2025 schedule of 11 expenditure payments were circulated for payment. These were <b>PROPOSED</b> for payment by Cllr Geoff Gale, <b>SECONDED</b> by Cllr Grace Stewart and <b>UNANIMOUSLY APPROVED</b> for payment.</li> <li>• <b>To approve the Councillor responsible for authorising this month's electronic payments</b> It was <b>RESOLVED</b> that Cllr Geoff Gale will authorise the June online payments.</li> <li>• <b>To note income</b> Noted.</li> <li>• <b>To approve any transfers of funds</b> No transfers made.</li> <li>• <b>To note account balances</b> The bank balances with Unity Trust Bank were noted.</li> <li>• <b>To discuss the timescale of the Annual Audit</b> The Clerk outlined the next steps in completing the Annual Audit.</li> <li>• <b>To discuss current grant applications</b> 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 <b>PROPOSED</b> Council <b>RESOLVE</b> to <b>ADOPT</b> this proposal, which was <b>SECONDED</b> by Cllr Geoff Gale and <b>UNANIMOUSLY SUPPORTED</b>.</li> </ul>	CLERK
24.	<b>Planning Matters and Planning Applications</b> <p>a) <b>PA25/03882 – Bostremyn Farm – pre approval for proposed conversion of barn into 2 dwellings</b></p> The Council discussed the application and it was <b>RESOLVED</b> that a No Objection comment be added to Cornwall Council's Planning Portal. <b>PROPOSED</b> by Cllr Kerri Kitto. <b>SECONDED</b> by Cllr Grace Stewart. <b>UNANIMOUSLY SUPPORTED</b> .	CLERK
25.	<b>Traffic Calming</b> No progress to report.	
26.	<b>Devolution</b> Cllr Kerri Kitto updated Council and is awaiting the lease sign-off.	
27.	<b>Allotments</b> 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.	<b>Biodiversity</b> No progress to report.	
29.	<b>Funding Opportunities</b> A funding opportunity through the Prime Foundation has been identified.	
30.	<b>Equipment Update</b> The annual RoSPA inspection reports for the Parish's two play areas has been received and all amber actions to now be actioned. Cllr Kerri Kitto <b>PROPOSED</b> , <b>SECONDED</b> by Cllr Jo Fleet and <b>UNANIMOUSLY SUPPORTED</b> .	GG/CLERK
31.	<b>Footpaths</b> 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 been incorrectly informed that the Council 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.	
<b>32.</b>	<b>Upcoming Events</b> None noted.	
<b>33.</b>	<b>Correspondence</b> Cllr Geoff Gale gave the Council an update on the 2019 liability claim against the Council which is being handled by the insurance provider.	
<b>34.</b>	<b>Training and Meeting Attendance</b> The Clerk to share the link for the Councillors to be able to attend the Code of Conduct training.	<b>CLERK</b>
<b>35.</b>	<b>To agree Matters for Next Meeting</b> Removal of the dog ban for the Carnival event Traffic calming Devolution Funding Requests Biodiversity Equipment Update	<b>ALL</b>
<b>36.</b>	<b>Diary Dates</b> <b>25 June</b> <b>Deadline for receiving items for the next meeting's agenda</b> <b>3 July</b> <b>7pm</b> <b>Full Council Meeting</b> <b>7 July</b> <b>CAP Meeting</b>	
<b>37.</b>	<b>Full Council Meeting Closed</b> The meeting closed at 9.15pm	

Signed:

Date: