

## St Teath Parish Council

**Minutes of the Full Council Meeting of St Teath Parish Council held on Thursday, 5 March 2026 in St Teath Community Centre. St Teath at 7.00pm**

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

**In attendance:** Cllr David Garrigan (Cornwall Council) and Julie Fairman (Parish Clerk).

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 Kirsty Burton – St Teath Allotments Cllr Linda Setiawan – St Teath Community Centre	
4.	<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.	
5.	<b>Cornwall Council Report</b> Cllr David Garrigan updated the Council on a number of County issues: <ul style="list-style-type: none"> <li>• Cornwall Council’s confirmed budget and its proposition for a 4.99% precept figure.</li> <li>• Cornwall Council to abandon its plan to introduce charges for off road parking following the many local people who objected to the proposal which would have included charges at key local leisure sites</li> <li>• A revised catchment area announced by Natural England which reduces the number of Parishes affected by its advice for development proposals with the potential to affect water quality resulting in adverse nutrient impacts on habitat sites.</li> <li>• The introduction of a new septic tank scheme</li> <li>• The proposed meeting with Go Cornwall to discuss the 95 bus route suspension</li> </ul>	
6.	<b>To receive and approve the Minutes of the Full Council Meeting held on 29 January 2026</b> It was <b>RESOLVED</b> that the minutes of the Full Council Meeting held on Thursday, 29 January 2026 be adopted and signed as a true and accurate record. Cllr Kerri Kitto then signed the minutes as Chair of that meeting.	
7.	<b>Clerk’s Report</b> The Clerk has been busy co-ordinating the tender process for the Combined Grass Cutting, Footpath and General Maintenance contract for the Parish as well as beginning to undertake the actions needed to ensure the Council is compliant for the new Assertion 10 annual audit requirement.	

	Th Clerk also tabled the timeline for this year's Community Sparks Fund which will be formally launched at the next Full Council meeting in April.	
8.	<p><b>Parish Councillor's Reports</b></p> <p>Cllr Jo Fleet raised concern over how those less able will be able to collect their prescriptions whilst the Post Office is closed for refurbishment. After much debate, a number of the Councillors agreed to be part of a rota system led by Cllr Jo Fleet providing pick-up assistance.</p> <p>A parishioner had also been in contact with Cllr Jo Fleet regarding the state of the footpath between Valley View and Trehennick Road edge cutting in the area. The Clerk reported that the Parish's Maintenance Contractor had already been down to check on the path and reported back that debris had now been cleared and dryer weather would help with the rutting left by the tractor.</p> <p>Cllr Kerri Kitto and the Clerk also attended a recent Cornwall Council meeting regarding the changes to the Planning Framework in light of the upcoming revised Local Plan, and Cllr Kerri Kitto had also worked with Cllr Jo Fleet on the submission of a new CIL application which if successful would provide an overhaul of the paths around the Village Green plus some new additions to the play equipment including items that are accessible for those with mobility issues.</p>	
9.	<p><b>Planning Matters and Planning Applications</b></p> <p>No applications.</p>	
10.	<p><b>Finance Matters</b></p> <ul style="list-style-type: none"> <li>• <b>To approve expenditure payments.</b></li> </ul> <p>Payment of the February 2026 schedule of six expenditure payments and the March 2026 schedule of 10 expenditure payments were circulated. The payments were <b>PROPOSED</b> for payment by Cllr Jo Fleet, <b>SECONDED</b> by Cllr Linda Setiawan and <b>UNANIMOUSLY APPROVED</b>.</p> <ul style="list-style-type: none"> <li>• <b>To approve the Councillor responsible for authorising this month's electronic payments</b></li> </ul> <p>It was <b>RESOLVED</b> that Cllr Keri Kitto will authorise the January online payments.</p> <ul style="list-style-type: none"> <li>• <b>To note income</b></li> </ul> <p>None.</p> <ul style="list-style-type: none"> <li>• <b>To approve any transfers of funds</b></li> </ul> <p>No transfers made.</p> <ul style="list-style-type: none"> <li>• <b>To note account balances</b></li> </ul> <p>The bank balances with Unity Trust Bank were noted.</p>	<p>CLERK</p> <p>KK</p>
11.	<p><b>Parish Assets</b></p> <p>The Clerk updated the Council on latest conversations with Delabole Parish Council regarding the final transfer of the parcels of land wrongly left in St Teath Parish Council's ownership following the split of the two Councils five years ago. After much debate it was agreed that the Clerk should strive to get this completed with the Delabole Parish Clerk as soon as possible as well as liaise with Cornwall Council, raising concern over how long this has been going on for now.</p>	<p>CLERK</p>
12.	<p><b>Parish Maintenance</b></p> <ul style="list-style-type: none"> <li>• <b>Combined Grass Cutting, Footpath &amp; General Maintenance contract</b></li> </ul> <p>The Clerk shared the tender responses with Full Council and after debate over these it was agreed that the contract be awarded to the existing contractor Growing Concern for the next two years. Cllr Kerri Kitto <b>PROPOSED</b> the award of the contract, <b>SECONDED</b> by Cllr Linda Setiawan and <b>UNANIMOUSLY SUPPORTED</b>. The Council also wished to formally thank Growing Concern for their ongoing support and commitment to ensuring that the paths and open spaces are well maintained in the Parish.</p> <ul style="list-style-type: none"> <li>• <b>Proposed enhancements to the Village Green</b></li> </ul> <p>The Council awaits the outcome of its recent CIL application.</p>	<p>CLERK</p>

13.	<p><b>Equipment Update</b></p> <ul style="list-style-type: none"> <li>• <b>Playground repairs</b></li> </ul> <p>The Council's Maintenance Contract is liaising with the supplier of the yellow gate onto the pavement from the Playing Field as this is a different design to the other gates in the Parish. Once there is more information received, the closing mechanism will be adjusted.</p> <ul style="list-style-type: none"> <li>• <b>Community Centre WiFi</b></li> </ul> <p>The Council awaits a response from the St Teath Community Centre committee regarding the cost of the WiFi for the building.</p>	
14.	<p><b>Devolution – PreSchool Building</b></p> <p>Cllr Kerri Kitto outlined the proposed costs that have been agreed for the handover of the building. Cllr Kerri Kitto <b>PROPOSED</b> that these be accepted which was <b>SECONDED</b> by Cllr Geoff Gale and <b>UNANIMOUSLY SUPPORTED</b>. The Council will then be able to take complete ownership and consultation will begin with the Parish to gather thoughts on how this new asset could be used for the benefit of the whole community.</p>	
15.	<p><b>Biodiversity</b></p> <p>No report or action made.</p>	
16.	<p><b>Events</b></p> <p>Following a request from the Sunflowers &amp; Choughs organisation, the Council liaised with the Church to have the Ukrainian flag flown to commemorate the anniversary of the invasion. The Council would like to formally thank Patrick Mewton for helping to source the flag for this occasion.</p>	
17.	<p><b>Assertion 10 Update</b></p> <p>The Clerk talked the Council through the raft of actions that need to be undertaken to ensure the Council is compliant with its upcoming Annual Audit which included new accessible document creation, data protection training and an updated IT Policy for the Council's adoption. Cllr Kerri Kitto <b>PROPOSED</b> that the IT Policy be adopted. Cllr Kerri Kitto also <b>PROPOSED</b> that as these actions required of the Clerk are beyond normal admin duties, the Clerk be able to submit additional project hours to undertake the work required. Both proposals were <b>SECONDED</b> by Cllr Geoff Gale and <b>UNANIMOUSLY SUPPORTED</b>.</p>	CLERK
17.	<p><b>Correspondence</b></p> <p>The Clerk shared all correspondence received over the previous month with the Council which included:</p> <ul style="list-style-type: none"> <li>• A request for the Council to complete an Age Friendly Community survey for Cornwall Council</li> <li>• National Grid's notification regarding work to the pylon within the allotments space</li> <li>• A request from the Reform Party to share the Parish's precept figures</li> <li>• A request by Cornwall Council to complete a community resilience survey which prompted the Council to use this theme for its upcoming Annual Parish Meeting</li> <li>• A request by Cornwall Hospice to for its posters to be displayed in the Parish noticeboards</li> </ul>	
18.	<p><b>Training and Meeting Attendance</b></p> <p>Nothing to note.</p>	
19.	<p><b>To agree Matters for Next Meeting</b></p> <p>Community Sparks Fund Neighbourhood Priorities Statement Parish Assets Assertion 10 Update Devolution Update Biodiversity Equipment Update</p>	
20.	<p><b>Diary Dates</b></p> <p><b>24 Mar</b>                      <b>Deadline for receiving items for agenda for next meeting</b></p>	

	<b>2 Apr 7pm Full Council Meeting</b>	
<b>21.</b>	<b>Full Council Meeting Closed</b> The meeting closed at 8.30pm	

Signed:

Date: