

St Teath Parish Council

Minutes of the Annual Council Meeting of St Teath Parish Council held on Thursday, 7th May 2026 in the Community Centre, St Teath at 7.00pm

Present: Cllr Kerri Kitto, Cllr Grace Stewart, Cllr Jo Fleet, Cllr Will Kitto, Cllr Kirsty Burton and Cllr Geoff Gale.

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

Item No.		Action by
1	Election of Chairman Cllr Geoff Gale PROPOSED that Cllr Kerri Kitto be elected Chairman. This was SECONDED by Cllr Grace Stewart and UNANIMOUSLY SUPPORTED .	
2	Chairman Declaration of Acceptance of Office Clerk received the signed Declaration of Acceptance of Office of the newly elected Chairman.	
3	Election of Vice Chairman Cllr Will Kitto PROPOSED that Cllr Geoff Gale be elected Vice Chairman. This was SECONDED by Cllr Kirsty Burton and UNANIMOUSLY SUPPORTED .	
4	Vice Chairman Declaration of Acceptance of Office Clerk received the signed Declaration of Acceptance of Office of the newly elected Vice Chairman.	
5	Apologies for absence Cllr Linda Setiawan	
6	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 Will Kitto – St Teath Football Cub Cllr Kirsty Burton & Cllr Geoff Gale – St Teath Allotments	
7	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 as meeting followed Annual Parish Meeting.	
8	To receive and approve the Minutes of the Full Council Meeting held on 30 March 2026 It was RESOLVED that the minutes of the Full Council Meeting held on Monday, 30 March 2026 be adopted and signed as a true and accurate record. Cllr Kerri Kitto then signed the minutes.	
9	Clerk's Report The Clerk reported that the Annual Audit had been completed ready for the Internal Auditor's view.	
10	Parish Councillor's Reports Cllr Kerri Kitto updated the Council on her meeting with the Cornwall Council Devolution team to see if the current devolution project could be moved on due to the concern over the building's deterioration. Council agreed with Cllr Kerri Kitto's PROPOSAL to give Cornwall Council 14 days to respond before we then hand the issue over to Ben Maguire MP. SECONDED by Cllr Geoff Gale and UNANIMOUSLY SUPPORTED .	

	<p>Cllr Kerri Kitto and the Parish Clerk attended Cornwall Council’s briefing on the new Neighbourhood Priorities Statement scheme.</p> <p>Cllr Jo Fleet suggested the Council could use a locally designed ‘thank you’ card and PROPOSED that she include a competition to find the design in the next issue of Timepiece. SECONDED by Cllr Kerri Kitto and UNANIMOUSLY SUPPORTED.</p>	
11	<p>Cornwall Councillor Report</p> <p>Cllr David Garrigan updated Council on the recent response from Cornwall Council following the glyphosate weed control suggestion which means the Council is halting the decision and consulting with local councils before agreeing action. Cllr Garrigan also updated the Council on the unlikelihood of the bus route 95 being reinstated and that plans are now in place to investigate a community bus solution instead to link Trelill to existing services before explaining how a proposal has been brought before Cornwall Council to seek ways for gaining more access to dentistry for children.</p>	
12	<p>Standing Orders</p> <p>Cllr Kerri Kitto PROPOSED that the current Standing Orders be approved for continued use. This was SECONDED by Cllr Geoff Gale and UNANIMOUSLY SUPPORTED.</p>	
13	<p>Financial Regulations</p> <p>Cllr Will Kitto PROPOSED that the current Financial Regulations – Accounts & Audi Regulations 2025 be approved for continued use. This was SECONDED by Cllr Grace Stewart and UNANIMOUSLY SUPPORTED.</p>	
14	<p>Review of Arrangements</p> <p>Cllr Kerri Kitto PROPOSED the continuation of the current arrangements. This was SECONDED by Cllr Will Kitto and UNANIMOUSLY SUPPORTED.</p>	
15	<p>Appointment to External Bodies</p> <p>Cllr Kerri Kitto PROPOSED that the current representatives continue to attend on the Council’s behalf. This was SECONDED by Cllr Will Kitto and UNANIMOUSLY SUPPORTED.</p>	
16	<p>Code of Conduct</p> <p>Cllr Kerri Kitto PROPOSED that the Council re-adopt the current Code of Conduct for the forthcoming year. This was SECONDED by Cllr Geoff Gale and UNANIMOUSLY SUPPORTED.</p>	
17	<p>Asset Register Review</p> <p>The Clerk had previously tabled the current Asset Register and it was agreed that it remains up to date with no actions required.</p>	
18	<p>Arrangements for Insurance</p> <p>Cllr Geoff Gale shared with Council that the annual renewal notice had been received and he will review before circulating any recommendations. Cllr Gale also PROPOSED to Council that the Clock Tower be index linked at renewal stage as sufficient for the Council and therefore not pay the revaluation for insurance purposes. This was SECONDED by Cllr Kerri Kitto and UNANIMOUSLY SUPPORTED.</p>	GG
19	<p>Insurance Declaration</p> <p>Council noted the points listed on the agenda.</p>	
20	<p>Subscriptions</p> <p>Cllr Kerri Kitto PROPOSED that the current subscriptions to NALC, CALC and ICO remain in place. This was SECONDED by Cllr Grace Stewart and UNANIMOUSLY SUPPORTED.</p>	
21	<p>Financial Arrangements</p> <p>Cllr Kerri Kitto PROPOSED that Sam Roy be appointed Internal Auditor 2025/2026. This was SECONDED by Cllr Kirsty Burton and UNANIMOUSLY SUPPORTED.</p>	
22	<p>Conflict of Interest</p> <p>It was noted that there is no conflict of interest with the external auditor BDO LLP and the form duly signed by the Chair.</p>	
23	<p>Finance Matters</p> <ul style="list-style-type: none"> • To approve expenditure payments. 	

	<p>Payment of the May 2026 schedule of 13 expenditure payments were circulated for payment. These were then PROPOSED for payment by Cllr Geoff Gale, SECONDED by Cllr Kirsty Burton and UNANIMOUSLY APPROVED.</p> <ul style="list-style-type: none"> • To appoint a Councillor to oversee the authorisation of the electronic payments. <p>Council PROPOSED that Cllr Geoff Gale authorise the electronic payments for this month.</p> <ul style="list-style-type: none"> • To note income <p>The VAT refund for the last quarter of 2025/2026 had been received.</p> <ul style="list-style-type: none"> • To approve any transfers of funds <p>No transfers undertaken.</p> <ul style="list-style-type: none"> • To note account balances <p>The bank balances with Unity Trust were NOTED.</p> <ul style="list-style-type: none"> • To discuss latest development regarding the Council's waste collection service and agree way forward <p>The Clerk shared with Council a letter from Cornwall Council with an amendment to its waste collection service. Cllr Kerri Kitto PROPOSED the Council accepts the offer which was SECONDED by Cllr Will Kitto and UNANIMOUSLY SUPPORTED.</p> <ul style="list-style-type: none"> • To discuss the latest round of Community Sparks funding submissions and award funding for this round <p>The Clerk had shared the three applications received and after much debate the Council decided to award St Teath Community Gardeners, St Teath Garden Allotments Association and St Teath Church Hall this time round. This was PROPOSED by Cllr Jo Fleet, SECONDED by Cllr Grace Stewart and SUPPORTED by Councillors with no declarations of interest.</p>	<p>CLERK</p> <p>GG</p> <p>CLERK</p> <p>CLERK</p>
24	<p>Biodiversity</p> <p>The Council had already covered its concern over the glyphosate weed treatment proposal and welcomed Cornwall Council's intervention.</p>	
25	<p>Planning Matters and Planning Applications</p> <ul style="list-style-type: none"> • PA2/01068 – Local Development Order regarding the upgrade of septic tanks and small sewage treatment plants within the Camel Valley Special Area of Conservation (domestic only) <p>The contents of the LDO were duly noted.</p> <ul style="list-style-type: none"> • To receive an update on the new Neighbourhood Priorities Statement opportunity <p>The Clerk updated Council on the opportunity for the Parish. Cllr Kerri Kitto PROPOSED that the Council look at preparing one for the Parish which was SECONDED by Cllr Geoff Gale.</p>	
26	<p>Parish Assets</p> <p>Cllr Kerri Kitto updated the Council on the transfer of land assets back to Delabole Parish Council.</p>	
27	<p>Parish Maintenance</p> <ul style="list-style-type: none"> • To discuss the works required to restore the rocker and ensure the correct closure time for the gate into the playing field <p>The Clerk shared the invoice for the parts required to repair the rocker in the playing field. Cllr Kerri Kitto PROPOSED that the Clerk go back and query the warranty again before we agree to pay the costs quoted. The closure issue with the gate to also be queried. This was SECONDED by Cllr Will Kitto and UNANIMOUSLY SUPPORTED.</p> <ul style="list-style-type: none"> • To receive an update on potential funding for the proposed enhancements to the Village Green. <p>The Council's CIL submission had been unsuccessful so Cllr Kerri Kitto PROPOSED the Clerk revisit current quotes regarding the repair to the pathways. SECONDED by Cllr Will Kitto and UNANIMOUSLY APPROVED.</p> <ul style="list-style-type: none"> • To receive an update on the Parish's defibrillator provision at Rosewater Park and agree way forward. <p>The Clerk updated Council on the fact the unit had to be removed as part of the renovations to its current location. It was agreed that the unit should ideally not be erected on the side of a person's home and that alternative locations be sought. It was also agreed that the Council</p>	<p>CLERK</p> <p>CLERK</p>

	should pay for the electric for the unit and the Clerk to ascertain what the likely costs for both will be. PROPOSED by Cllr Kerri Kitto, SECONDED by Cllr Jo Fleet and UNANIMOUSLY SUPPORTED .	CLERK
28	Devolution Update Already covered.	
29	Assertion 10 Update The Clerk updated the Council on all the actions that have been undertaken to ensure the Council is Assertion 10 compliant.	
30	Correspondence The Clerk has received notification that the payroll charge will increase by £2 per month. Cllr Keri Kitto PROPOSED this be accepted, which was SECONDED by Cllr Geoff Gale and UNANIMOUSLY SUPPORTED . A survey from the National Allotments Association had been received and it was suggested this be forwarded to St Teath Garden Allotments Association. A parishioner has raised concern over the missing public footpath signs around the village and asked the Council to help lobby Cornwall Council for these to be replaced. Cllr Kerri Kitto PROPOSED that the Clerk obtain exact locations from the parishioner and liaise with Cornwall Council. This was SECONDED by Cllr Jo Fleet and UNANIMOUSLY SUPPORTED . Cornwall Council has once again offered an extended grant to its LMP provision. Cllr Geoff Gale asked that this be forwarded to him so he can review the possibilities for the Parish.	CLERK CLERK
31	Training and Meeting Attendance Nothing to report.	
32	To agree Matters for the next Meeting The following items to be added to the agenda for the June meeting: <ul style="list-style-type: none"> • Devolution • Biodiversity • Parish Assets • Equipment • Annual Audit • Insurance • Footpaths • Parish Maintenance • Neighbourhood Priority Statement All agenda submissions to be received by 4 June 2026.	
33	Diary Dates 4 June Deadline for receiving items for the next meeting's agenda 11 June 7pm Full Council Meeting 15 June 6.30pm CAP Valley Area Network AGM	
34	Confidential Session Cllr Kerri Kitto closed the meeting to the general public so that confidential matters could be discussed. <ul style="list-style-type: none"> • Staffing Matters Cllr Kerri Kitto re-opened the meeting.	
35	Meeting Closed The meeting closed at 9.25pm	

Signed:

Date: