ST. TEATH
PARISH COUNCIL

St Teath Parish Council

Minutes of the Full Council Meeting of St Teath Parish Council held on Thursday, 1 October 2026 in St Teath Community Centre. St Teath at 7.00pm

Present: Cllr Kerri Kitto (Chairman), Cllr Geoff Gale, Cllr Will Kitto, Cllr Grace Stewart and Cllr Linda Setiawan.

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

Item No.		Action by
1.	**Welcome** Cllr Kerri Kitto welcomed everyone to the meeting and also welcomed Emma Taylor as the Parish Council's new Deputy Clerk/Administrator.	
2.	**Apologies for absence** Cllr Kirsty Burton	
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 Will Kitto – St Teath Football Club Cllr Kerri Kitto, Cllr Will Kitto, Cllr Geoff Gale – supplier payments Cllr Grace Stewart – Callywith College buses Cllr Linda Setiawan – St Teath Community Centre	
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)** None present.	
5.	**Cornwall Council Report** Cllr David Garrigan updated the Councillors on the progress of the bathing water testing project which is now expanding across the county in a bid to improve water quality at our beaches. The official launch was this week and the initiative will create the most accurate data for monitoring, especially when there is no monitoring undertaken from September – May each year. In addition, Cllr David Garrigan informed the Council that Homes Cornwall is looking to build 4,000 homes on council land.	
6.	**To receive and approve the Minutes of the Full Council Meeting held on 3 September 2026** It was **RESOLVED** that the minutes of the Full Council Meeting held on Thursday, 3 September 2026 be adopted and signed as a true and accurate record. Cllr Kerri Kitto **PROPOSED** they were an accurate record of the meeting, Cllr Grace Stewart **SECONDED** the proposal which was **UNANIMOUSLY SUPPORTED**. Cllr Kerri Kitto then signed the minutes as Chair of this meeting.	
7.	**Clerk's Report**	

	The Clerk has been working with Cllr Geoff Gale to recruit the Council's new Deputy Clerk/Administrator as well as supporting the Council with the handover of the Pre School building.	
8.	**Parish Councillor's Reports** Cllr Linda Setiawan reported a number of queries from around the parish: • Parishioner concern over the dangerous parking on the road just past the village shop continues and the Council tasked the Parish Clerk with visiting homeowners in this particular area to explain the problem this was causing. **PROPOSED** by Cllr Linda Setiawan, **SECONDED** by Cllr Kerri Kitto and **UNANIMOUSLY SUPPORTED**. • Endless water has created potholes as well as a build-up of debris down Whitewells Road. The Parish Clerk advised a Report It submission through Cornwall Council's website for both issues was the quickest and most efficient way to get action. • Following the Parish Council's letter to Port Isaac Surgery regarding parishioners' concern over being able to book an appointment, Cllr Linda Setiawan asked if it was now appropriate for a summary of their reply to be submitted to Timepiece to help the community be more aware of the different ways that contact can be made with the surgery. Council agreed this was a sensible move. **PROPOSED** by Cllr Linda Setiawan, **SECONDED** by Cllr Kerri Kitto and **UNANIMOUSLY SUPPORTED**. Cllr Geoff Gale reported that he had been approached by a parishioner requesting whether a bench could be placed by the entrance of Rosewater Park, Council needs to establish ownership of this particular part of the verge but agreed in principle to acquiring a new bench for this location. Cllr Geoff Gale **PROPOSED** that the Parish Clerk investigate and report back at the next meeting, which was **SECONDED** by Cllr Kerri Kitto and **UNANIMOUSLY SUPPORTED**.	**CLERK** **LS** **CLERK** **CLERK**
9.	**Planning Matters and Planning Applications** No current applications for discussion. • ***To discuss the new Neighbourhood Priorities Statement opportunity*** Following the Community Consultation Meeting held before the Full Council Meeting, the Council is hopeful that a Steering Group will be formed to progress the NPS for the parish. Cllr Kerri Kitto also **PROPOSED** that further information be provided to the community to ensure everyone was aware of the opportunity to help shape the future of the parish up till 2050 alongside Cornwall Council's new Local Plan. Cllr Geoff Gale **SECONDED** the proposal which was **UNANIMOUSLY APPROVED**.	**CLERK**
10.	**Finance Matters** • ***To approve expenditure payments.*** The October 2026 schedule of 14 expenditure payments was circulated and Cllr Grace Stewart **PROPOSED** that they were correct for payment by the Parish Clerk, **SECONDED** by Cllr Geoff Gale and **UNANIMOUSLY APPROVED.** • ***To approve the Councillor responsible for authorising this month's electronic payments*** It was **RESOLVED** that Cllr Grace Stewart will authorise the October online payments. • ***To note income*** A credit payment of £20,000 has been received from Cornwall Council as part of its Precept payment. • ***To approve any transfers of funds*** None. • **T*o note account balances*** The bank balances with Unity Trust Bank were noted. • **To review the first draft of the 2027-2028 Proposed Budget.** The Parish Clerk presented a first draft of the proposed budget for 2027 – 2028 which was discussed in full with updates agreed for the draft to be amended ready for presenting at the next Full Council meeting.	**CLERK** **GS** **CLERK**

11.	**Parish Maintenance** Cllr Kerri Kitto reported that the resurfacing of the paths around the Village Green was now completed and the Parish Clerk said that the Council has received a number of complimentary comments about its investment.	
12.	**Footpaths** • ***To receive an update on the Enhanced LMP Grant opportunity*** Cllr Geoff Gale has sought opinion from a number of knowledgeable parishioners to help construct the Council's bid for enhanced Grant Funding for the Parish's footpath network and a local contractor willing to undertake the work has been approached. Cllr Geoff Gale **PROPOSED** that the submission will now be made to Cornwall Council once prices for the work has been obtained. This was **SECONDED** by Cllr Kerri Kitto and **UNANIMOUSLY SUPPORTED.**	**GG**
13.	**Equipment Update** • ***To receive an update on the repair works required following the annual Playground Inspection*** Councillors continue to undertake the weekly inspections of both play areas and Cllr Geoff Gale **PROPOSED** that everyone now share their report findings with all councillors so that any issues that have been identified can be checked the following week and monitored going forwards. This was **SECONDED** by Cllr Kerri Kitto and **UNANIMOUSLY SUPPORTED.** • **To receive an update on the repairs to the rocker, swing and gate options.** The parts have been received for the Rocker Chicken so this piece of equipment can be repaired and Cllr Kerri Kitto **PROPOSED** that the Parish Clerk liaise with the Council's Maintenance Contractor to complete this work asap now. This was **SECONDED** by Cllr Will Kitto and **UNANIMOUSLY SUPPORTED.** The Deputy Clerk/Administrator to now source three quotes for the replacement of the baby swing which had been removed due to health & safety concerns. This was **PROPOSED** by Cllr Kerri Kitto, **SECONDED** by Cllr Geoff Gale and **UNANIMOUSLY SUPPORTED.** Now that the paths have been completed around the Village Green, the Council will look to adjust the gates so that they close at the required speed. This was **PROPOSED** by Cllr Kerri Kitto, **SECONDED** by Cllr Geoff Gale and **UNANIMOUSLY SUPPORTED.**	**ALL** **CLERK** **DEP CLERK** **KK**
14.	**Callywith College Bus** Concern over the pick-up and drop-off points for the parishes' Callywith students remains unresolved and Cllr Kerri Kitto **PROPOSED** that the Council continues to support the parishioners' ongoing engagement with the College and transport operators to find a safer solution, including offering to attend a face-to-face meeting with the Principal of Callywith College. This was **SECONDED** by Cllr Linda Setiawan and **UNANIMOUSLY SUPPORTED**.	
15.	**Devolution – PreSchool Building** Cllr Kerri Kitto updated the Council that a number of potential tenants for the building had come forward and the Council will continue to discuss their interest. The Community Consultation event held before Full Council had also asked attendees to consider ideas for its future use for the community's benefit. Cllr Kerri Kitto, Cllr Geoff Gale and the Parish Clerk advised that all of the immediate actions have now been undertaken including obtaining a Rebuild Cost Assessment, insuring the building as well as fire and intruder alarms being tested. Due to the fact that the building is unoccupied the Council has to pay a high insurance premium and after discussion, Council **RATIFIED** the decision to pay the premium for now with a review on renewal in May. This was **PROPOSED** by Cllr Geoff Gale, **SECONDED** by Cllr Kerri Kitto and **UNANIMOUSLY SUPPORTED.** Cllr Geoff Gale had also sourced three quotes for obtaining a Fire Risk Assessment which the Council reviewed before Cllr Kerri Kitto **PROPOSED** that the cheapest supplier be instructed to undertake the work within the 30 day period specified by the Council's insurer. This was **SECONDED** by Cllr Geoff Gale and **UNANIMOUSLY SUPPORTED.**	**KK/CLERK** **CLERK** **GG**

	Council also agreed that work undertaken by the Parish Clerk in relation to the Pre School Building was not part of the Clerk's role and should be viewed as project work as per the employment contract. Cllr Kerri Kitto **PROPOSED** that as the extent of the work and time required is currently unknown, the Parish Clerk should keep a log of the time she works on this particular parish project, be mindful of costs, flag if this becomes unrealistic and to add this to the monthly wages invoice, which was **SECONDED** by Cllr Geoff Gale and **UNANIMOUSLY SUPPORTED.**	**CLERK**
16.	**Biodiversity** The Parish Clerk updated Council on correspondence from the Cornwall Association of Local Clerks which has written to all Parish Councils outlining their work in liaising with Cornwall Council over its concerns about Cornwall Council's weed management approach and future public realm arrangements. Since then, CALC and Cornwall Council have been working proactively with member councils to help shape a more practical and locally responsive solution. Local councils will shortly be invited to identify and rank weed-management hotspots for treatment from a Cornwall-wide long list, as well as nominate one additional location within their parish for consideration. This exercise is intended to gather information and local feedback rather than act as a formal consultation. Councils will therefore be given four weeks to nominate a single representative, ideally the Clerk, to complete a short online form on behalf of the council. Further information to follow directly from Cornwall Council in due course. There is also continuing discussion around the potential development of a two-year Service Level Agreement (SLA) style arrangement for public realm services from 2027 onwards. While details of public realm funding for 2027/28 and beyond are still being determined through Cornwall Council's internal budget-setting processes, officers advised that work is continuing to explore potential future delivery models and that further correspondence to councils may be issued during the autumn.	
17.	**Events** Council to confirm a date for an Open Day at the Pre School Building so that the community can view the space available and aid its thinking over its possible future use.	**ALL**
18.	**Correspondence** The Clerk shared new correspondence received with the Council which included: • A request from Delabole Parish Council to provide copies of paperwork in relation to the lease of the allotments in their parish as well as the land transfer documents submitted to the Land Registry. Cllr Kerri Kitto **PROPOSED** that the Parish Clerk liaise with the Delabole Clerk which was **SECONDED** by Cllr Will Kitto and **UNANIMOUSLY SUPPORTED**. • An offer from a playground equipment supplier to undertake a review of the two paly areas in the parish which comes at a time when the Council is reviewing its budget for 2027 – 2028 and the fact that a number of the pieces of equipment are now showing signs of age. Cllr Kerri Kitto **PROPOSED** that information be sourced which was **SECONDED** by Cllr Will Kitto and **UNANIMOUSLY SUPPORTED**. • A request for funding from Wadebridge Leisure Centre. This was discussed fully by Council and it was agreed that the community used a number of leisure locations in the area and therefore the Council could not justify supporting this one request at such a level. Equally, this is not represented in the current budget and would impact investment of funds in parish-specific projects. Cllr Kerri Kitto **PROPOSED** that the Parish Clerk respond to the request which was **SECONDED** by Cllr Will Kitto and **UNANIMOUSLY SUPPORTED**.	**CLERK** **CLERK/DEP CLERK** **CLERK**
19.	**Training and Meeting Attendance** Now that the new Deputy Clerk/Administrator is in post and with the Co-opted Councillor vacancy, the Parish Clerk asked that Clerking Skills and Code of Conduct training be booked.	

	Cllr Kerri Kitto **PROPOSED** that this be booked for the coming months which was **SECONDED** by Cllr Will Kitto and **UNANIMOUSLY SUPPORTED**.	**CLERK**
20.	**To agree Matters for Next Meeting** Budget Proposals for 2027 – 2028 Callywith College Bus update Community Sparks Footpaths Equipment Update Pre School Building Update Biodiversity	
21.	Diary Dates 22 Oct Deadline for receiving items for agenda for next meeting 29 Oct 7pm Full Council Meeting The Parish Clerk also tabled suggested dates for the 2027 Full Council meetings.	
22.	**Confidential Session** Cllr Kerri Kitto **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting, and that recording cease, during the consideration of the following item(s) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. • ***Staffing Matters*** Council tasked the Parish Clerk in setting up the appropriate payroll actions for the new Parish Clerk/Administrator. This was **PROPOSED** by Cllr Kerri Kitto, **SECONDED** by Cllr Geoff Gale and **UNANIMOUSLY SUPPORTED**. Cllr Kerri Kitto then re-opened the meeting to the public.	**CLERK**
23.	**Full Council Meeting Closed** The meeting closed at 9.15pm	

Signed: Date: