

St Teath Parish Council

Minutes of the Annual Council Meeting of St Teath Parish Council held on Thursday, 16 May 2024 in the Community Centre, St Teath at 7.00pm

Present: Cllr Kerri Kitto (Chairman), Cllr Geoff Gale, Cllr Will Kitto, Cllr Jo Fleet and Cllr Nev Turner.

In attendance: Julie Fairman (Parish Clerk).

Item No.		Action by
1	Election of Chairman for the year 2024/25 It was resolved that Cllr Kerri Kitto be elected Chairman for the year 2024/25.	
2	Chairman Declaration of Acceptance of Office Cllr Kerri Kitto signed the Declaration of Acceptance of Office of the newly elected Chairman which was witnessed and signed by the Proper Officer.	
3	Election of Vice Chairman for the year 2024/25 It was resolved that Cllr Geoff Gale be elected Vice Chairman for the year 2024/25.	
4	Vice Chairman Declaration of Acceptance of Office Cllr Geof Gale signed the Declaration of Acceptance of Office of the newly elected Vice Chairman which was witnessed and signed by the Proper Officer.	
5	Apologies for absence Cllr Dominic Fairman	
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 Geoff Gale declared an interest regarding St Teath Allotment Association. Cllr Will Kitto and Cllr Nev Turner declared an interest regarding St Teath Football Club. All Councillors present also updated their Declarations of Interest forms.	
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.	
8	To receive and approve the Minutes of the Full Council Meeting held on Thursday, 4 April 2024 It was RESOLVED that the minutes of the Full Council Meeting held on Thursday, 4 April 2024 be adopted and signed as a true and accurate record. Cllr Kerri Kitto then signed the minutes.	
9	Councillor Resignation The Parish Council noted the resignation of Cllr Sam Burton and thanked him for all his support over the past year.	
10	Co-option An application was received by Grace Stewart and Cllr Jo Fleet PROPOSED that she be co-opted on to the Council. This was SECONDED by Cllr Geoff Gale and UNANIMOUSLY SUPPORTED .	

11	<p>Declaration of Acceptance of Office New Council Member to complete the Declaration of Acceptance of Office paperwork at the next Full Council Meeting due to being on holiday.</p>	
12	<p>Clerk's Report The Clerk reported that the Audit documentation for 2023/24 was now completed and that support had centred around the CIL funding for the Football Club and the admin work surrounding the Clocktower works. The annual Playground Inspections had taken place with their findings noted. The Parish Clerk to ascertain who is legally allowed to undertake any necessary maintenance to this equipment. At this point, it was also agreed that the bench in Whitewells Road be removed due to safety issues. Cllr Kerri Kitto PROPOSED that the Parish Clerk task the Council's Maintenance Contractor which was SECONDED by Cllr Geoff Gale and UNANIMOUSLY SUPPORTED. The Annual Parish Meeting had also been well attended and it was good to see local groups sharing their ideas and thinking of ways to support each other. The Clerk also tabled the new designs for the Parish Council branding which were well received. Cllr Nev Turner PROPOSED these be adopted. This was SECONDED by Cllr Kerri Kitto and UNANIMOUSLY SUPPORTED.</p>	<p>CLERK CLERK</p>
13	<p>Parish Councillors' Reports Cllr Kerri Kitto reported that she had written to the CEO of North Cornwall Learning Trust regarding the Council's concerns over the proposed extension in timing of the St James Smith school day which will mean that the two school buses which pass through the village will now do so at the same time St Teath Primary School finishes. After the extensive liaison on traffic calming in the village, especially around the school area, the Council feels that the implication of this move has not been properly considered and could cause additional issues now. In light of no reply to Cllr Kerri Kitto's follow-up correspondence, the Council discussed the issue again and Cllr Kerri Kitto PROPOSED that the Council suggest the double decker buses be replaced with single decker vehicles to help ease the congestion this move is likely to create. This was SECONDED by Cllr Will Kitto and UNANIMOUSLY SUPPORTED.</p>	KK
14	<p>Cornwall Council report – Cllr Dominic Fairman No report received.</p>	
15	<p>Standing Orders Cllr Nev Turner PROPOSED that the Council continue to use the current Standing Orders. This was SECONDED by Cllr Kerri Kitto and UNANIMOUSLY SUPPORTED.</p>	
16	<p>Financial Regulations Cllr Nev Turner PROPOSED that the Council continue to use the current Financial Regulations. This was SECONDED by Cllr Kerri Kitto and UNANIMOUSLY SUPPORTED.</p>	
17	<p>Review of Arrangements It was RESOLVED to approve the continuation of the current arrangements (including legal arrangements) with other local authorities, not-for-profit bodies and businesses.</p>	
18	<p>Appointments to External Bodies It was RESOLVED to approve the continuation of the current arrangements with regards to the Council's membership with relevant external bodies.</p>	
19	<p>Code of Conduct It was RESOLVED to re-adopt the Code of Conduct for the forthcoming year.</p>	
20	<p>Asset Register Review The Parish Clerk tabled the updated Asset Register and it was RESOLVED that this be an accurate account of the Parish Council's assets.</p>	
21	<p>Insurance Review Cllr Geoff Gales gave an update on the Council's insurance arrangements including the 2023 renewal which was moved from Zurich Municipal (ZM) to Aviva via BHIB Councils (since acquired by Clear Councils) for a premium of £1,272.23 compared to £2,500 terms from ZM.</p>	

	<p>The Clock Tower was valued in June 23 and Sum Insured reduced from £600,000 to £210,000 resulting in a pro-rata refund of £309.11.</p> <p>It was RESOLVED to remain with Clear Councils for the forthcoming year and the 2024 renewal terms are £952.42 within a three year Long Term Undertaking (fixed rates). Premium includes 2.4% index-linking on Clock Tower increasing Sum Insured from £210,000 to £215,040 and 1% index-linking on play equipment increasing the Sum Insured from £106,800 to £107,868.</p> <p>Fidelity Guarantee section is subject to us notifying Aviva should any additional wording have been included in the last external audit report.</p> <p>It was also RESOLVED to increase the insurance cover for the Clock Tower by £10,000 in light of the installation of the bespoke windows.</p>	<p>GG</p> <p>GG</p>
22	<p>Subscriptions</p> <p>It was RESOLVED to approve the continuation of the current arrangements with regards to the Council's current subscriptions.</p>	
23	<p>Financial Arrangements</p> <p>It was RESOLVED to appoint Linda Coles as the Internal Auditor for 2024/25. It was RESOLVED to appoint Sam Roy as the Payroll Provider for 2024/25.</p>	
24	<p>Conflict of Interest</p> <p>It was RESOLVED that there was no conflict of interest with BDO LLP as the External Auditor for 2024/25.</p>	
25	<p>Finance Matters</p> <ul style="list-style-type: none"> • To approve expenditure payments. <p>The December schedule of 14 expenditure payments was circulated by the Parish Clerk. These were PROPOSED for payment by Cllr Kerri Kitto, SECONDED by Cllr Geoff Gale and unanimously APPROVED for payment.</p> <ul style="list-style-type: none"> • To note income <p>The VAT reclaim payment for the previous three month period has been received along with the annual rental of the Allotments site and the third CIL payment claim.</p> <ul style="list-style-type: none"> • To approve any transfers of funds <p>It was RESOLVED to transfer £10,000 from the Current Account back into the Deposit Account</p> <ul style="list-style-type: none"> • To note account balances <p>The bank balances with Unity Trust banks of 16 May 2024 were NOTED.</p>	<p>CLERK</p>
26	<p>Biodiversity Duty</p> <p>The Parish Clerk tabled a paper outlining the Council's obligations and it was RESOLVED to discuss this again at the next Full Council meeting.</p>	
27	<p>Planning Matters & Planning Applications</p> <p>The blocked footpath behind the old butcher's shop in the village was discussed and it was PROPOSED by Cllr Kerri Kitto that the owner's power of attorney be approached to facilitate the best solution for the problem as no preference had been given by the Parish following the Timepiece article regarding the situation. This was SECONDED by Cllr Geoff Gale and UNANIMOUSLY SUPPORTED.</p>	<p>KK</p>
28	<p>Funding Opportunities</p> <p>Cllr Kerri Kitto updated the Council on the purchase of the land adjacent to the Football Club and outlined the immediate need for the area to be fenced off as per the terms of the purchase agreement. It was PROPOSED by Cllr Keri Kitto that the Council ringfence a payment of £3,250 to cover the cost of fencing so that this can be undertaken asap. This was SECONDED by Cllr Geoff Gale.</p> <p>The Council's application to improve and extend the play facilities in the parish has been rejected sadly but the Council is committed to finding other ways to make these</p>	<p>CLERK</p>

	improvements. In relation to this, three responses had been received regarding the future of the sand pit following the piece in Timepiece asking for the Parish's views and it was RESOLVED that the sand pit remain in place for another year.										
29	Traffic Calming Cllr Kerri Kitto updated Members that the Council is still awaiting costs for the VAS equipment from Cornwall Council as well as the promised training.										
30	D Day Landing Commemorations Cllr Geoff Gale updated the Council on the Parish's plans to commemorate the D Day Landings on 6 June which include the Proclamation being read at 8am, the School reading the official poem at 11am and a coffee morning being organised to coincide with the Proclamation from 8.15am. The Parish Council is pleased to see different parts of the Parish coming together to commemorate this important date.										
31	Clock Tower All external works are now completed with the final internal clock works taking place over the coming week. The Parish Clerk tabled the updated budget for the works and the Council again wished to thank the two parishioners who have made the restoration possible. The Council is now arranging for a Restoration Celebration on the morning of Friday, 14 June to officially unveil the new windows and it was RESOLVED to ringfence a budget of £250 to cover the costs of the event.	CLERK									
32	Correspondence A list of all correspondence received during April is attached as an appendix to these minutes which included a request from the St Teath Allotments Association asking for the Council's approval for them to install a second water trough. It was PROPOSED by Cllr Nev Turner that this be undertaken which was SECONDED by Cllr Will Kitto.										
33	Training and Meeting Attendance No opportunities discussed.										
34	To agree Matters for the next Meeting The following items to be added to the agenda for the December meeting: <ul style="list-style-type: none"> • Clock Tower update • Traffic calming update • Equipment Update • Funding Update • Biodiversity Duty • Footpaths All agenda submissions to be received by 3 June 2024.										
17	Diary Dates <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">3 June</td> <td style="width: 30%;">Deadline for receipt of June Full Council Meeting Agenda submissions</td> <td style="width: 40%;"></td> </tr> <tr> <td>13 June</td> <td>7pm</td> <td>Full Council Meeting</td> </tr> <tr> <td>14 June</td> <td>11am</td> <td>Clocktower Renovation Celebration</td> </tr> </table>	3 June	Deadline for receipt of June Full Council Meeting Agenda submissions		13 June	7pm	Full Council Meeting	14 June	11am	Clocktower Renovation Celebration	
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13 June	7pm	Full Council Meeting									
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18	Open Meeting Closed The meeting was closed at 21.03pm										

Signed:

Date:

St Teath Parish Council
Monthly Correspondence

Month: April 2024

Date	Author	Subject	Any action
1/4	The Circuit	Defib check reminder	Actioned
2/4	Interested party	Section 106 enquiry	Actioned
4/4	ICO	Confirmation of payment	
5/4	Cornwall Council	Town & Parish Bulletin	Forwarded
7/4	The Circuit	Defib check reminder	Actioned
9/4	Cornwall Council	Planning Notice PA24/02894	Noted
10/4	Allotment Association	Infrastructure request	Agenda item
10/4	Ocean Housing	Corporate Strategy Summary	Forwarded
10/4	Parishioner	Report of damaged road sign	Actioned
10/4	Forest for Cornwall	Spring newsletter	Forwarded
11/4	Cornwall Council	Leader of the Council roadshow	Forwarded
11/4	Clean Cornwall	Newsletter	Forwarded
11/4	Cornwall Council	PC Casual vacancy	Actioned
12/4	Royal British Legion	D Day Landings info	Forwarded
18/4	Cornwall Council	PC Casual vacancy	Actioned
23/4	Wildanet	Works in village response to query	Noted
24/4	Cornwall Council	10 th anniv of Cornish Language Minority status	Forwarded
26/4	CAP	Climate Change invite	Forwarded
26/4	CAP	Vision for Cornwall Local Plan invite	Forwarded
26/4	Parishioner	King Charles portrait	Responded