



**MINUTES OF THE 986th MEETING OF BUDOCK PARISH COUNCIL HELD ON  
MONDAY 19TH MAY 2025 IN THE BUDOCK VILLAGE HALL, BUDOCK**

**PRESENT:** Cllrs Bastin (Chairman), Burnett, Chatterjee, and Hennell

**IN ATTENDANCE:** Mrs S Mason (Locum Clerk) **Members of the public:** 2

**25-28 TO ELECT A CHAIRMAN FOR THE YEAR 2025/26**

It was proposed by Cllr Hennell and seconded by Cllr D Chatterjee and **RESOLVED** that the Cllr J Bastin be elected as the Chairman for the year 2025/26.

Cllr Bastin signed his Declaration of Acceptance of Office, and took the Chair.

**25-29 SAFETY PROCEDURES**

The Chairman explained the safety procedures.

**25-30 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

It was proposed by Cllr Chatterjee and seconded by Cllr Hennell and **RESOLVED** that the apologies from C Cllr Saunby for non-attendance at the full council meeting held on May 19<sup>th</sup> 2025 were accepted.

**25-31 TO ELECT A VICE CHAIRMAN FOR THE YEAR 2025/26**

It was proposed by Cllr Hennell and seconded by Cllr Chatterjee and **RESOLVED** that the Cllr P Burnett be elected as the Vice Chairman for the year 2025/26.

**24-32 TO CONFIRM ALL NEW COUNCILLORS HAVE SIGNED THEIR DECLARATION OF  
OFFICE FORMS**

The Locum Clerk confirmed that all members had completed their declaration of office forms prior to this meeting beginning. This left six vacancies to be filled by co-option in due course.

**25-33 MEMBERS TO DECLARE ANY DISCLOSABLE PECUNIARY AND NON-  
REGISTERABLE INTERESTS AND ANY GIFTS OR HOSPITALITY OVER £25**

None.

**25-34 TO CONSIDER REQUESTS FOR DISPENSATIONS FROM MEMBERS**

None

**25-35 PUBLIC PARTICIPATION (LIMITED TO ITEMS ON THE AGENDA)**

None

**25-36 CHAIRMAN'S REPORT**

None

**25-37 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 28<sup>th</sup> APRIL 2025 AND THE CHAIRMAN TO SIGN THEM.**

It was proposed by Cllr Chatterjee and seconded by Cllr Burnett and **RESOLVED** that the minutes of the Council Meeting held on the 28<sup>th</sup> April 2025 were received and approved and signed by the Chair

**25-38 TO REPORT MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA (*for information only*)**

None

**25-39 TO RECEIVE A REPORT FROM THE CORNWALL COUNCIL DIVISIONAL MEMBER**

None

**25-40 TO RECEIVE CORRESPONDENCE AND AGREE RESPONSES – (*for information only*)**

None

**25-41 TO NOTE PLANNING DECISIONS RECEIVED FROM CORNWALL COUNCIL**

None

**25-42 TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL**

None

**25-43 URGENT APPLICATIONS** To discuss and resolve any planning applications that have been received after publication of the agenda and that cannot, due to time constraints, be dealt with at a future meeting of this committee.

None

**25-44 REPORTS FROM COMMITTEES AND REPRESENTATIVES**

None

**25-45 TO APPROVE THE PAYMENT OF ACCOUNTS FOR THE MONTH OF MAY 2025**

It was proposed by Cllr Chatterjee and seconded by Cllr Hennell and **RESOLVED** that accounts totalling £690.27 for the month of May 2025 are approved for payment. This total includes salaries, contractual payments, hall hire, bank charges.

**25-46 TO APPOINT MEMBERS TO PARISH COUNCIL COMMITTEES AND OUTSIDE BODIES**

Deferred

**25-47 TO CONFIRM THE CO-OPTION TIMETABLE FOR THE VACANT POSTS OF COUNCILLOR WITH BUDOCK PARISH COUNCIL**

The Locum Clerk reported that there were six vacancies on the council available to be filled by co-option. Information was available to download from the Council's website and members considered how to advertise the vacancies and receive applications.

After discussion it was proposed by Cllr Hennell, seconded Cllr Burnett and **RESOLVED** that :

- i) Co-option will take place in a closed session of an extra ordinary meeting of the Council to be held on Tuesday, June 24<sup>th</sup>, 2025 at 7pm at Budock Village Hall, with Mrs S Mason acting as locum clerk if necessary.
- ii) The closing date for applications will be Friday, June 20<sup>th</sup> at midday and should be submitted to the Chair.

**25-48 TO AGREE A FORM OF DELEGATION MOVING FORWARD IF A QUORUM IS NOT PRESENT AT A MEETING**

The Locum Clerk briefed members on options available to the council until such time as all seats had been filled. Members considered a scheme of delegation to ensure that the council was able to meet its obligations.

It was proposed by Cllr Hennell and seconded by Cllr Chatterjee and **RESOLVED** :

- i) To delegate to the Chair and Vice and Vice Chair, in consultation with members, to act on behalf of the council in the absence of a quorum.
- ii) That Cllr P Burnett be added to the bank mandate to ensure that the council is able to make payments.

**25-49 TO AGREE THE VENUES FOR THE NEXT TWELVE MONTHS MEETINGS 2025/26**

Deferred

**25-50 TO MAKE CHANGES TO THE STANDING ORDERS AS PER CALCS ADVISE**

The Locum Clerk advised that the NALC changes related to the Procurement Regulations and a move to make the document gender neutral. She advised that there were a number of other amendments required to complete the document and made recommendations.

It was proposed by Cllr Burnett and seconded by Cllr Hennell and **RESOLVED** to suspend Standing Order 18 and replace with the updated wording and thresholds within the NALC model published on March 31, 2025, and defer a full review to a later meeting with the assistance of the Locum Clerk.

**25-51 TO CONSIDER A PROGRAM OF COUNCILLORS MONTHLY SURGERIES FOR RESIDENTS**

Deferred

**25-52 TO AGREE ADDITIONS AND DELETIONS IN BANK SIGNATURES**

It was proposed by Cllr Hennell seconded by Cllr Bastin and **RESOLVED** that Cllr P Burnett be added to the bank mandate, and in the absence of the Clerk he would progress the matter.

**25-53 TO RESOLVE THAT UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED.**

It was proposed by Cllr Bastin, seconded by Cllr Hennell and **RESOLVED** to exclude the press and public due to the confidential nature of the business to be discussed.

## **25-54 STAFFING MATTERS**

Members received a verbal report from the Chairman, considered temporary arrangements for locum cover during the absence of the Clerk and agreed a number of actions.

## **25-54 DATE AND TIME OF NEXT MEETING**

The next scheduled meeting will be held on Monday 30<sup>th</sup> June 2025 at the Treverva Village Hall at 7.30 pm.

**There being no further business the meeting closed 8.35pm.**

Signed: .....Date :  
Chairman