



Dear Councillor,

You are hereby summoned to attend an ordinary meeting of Budock Parish Council on Monday 23rd February 2026 commencing at 7.30pm to discuss the business set out in the Agenda below. This meeting will be held in the Budock Village Hall,

Yours Faithfully

Tracy Hladkij
Clerk to Budock Parish Council

17th February 2026

THE MEETING WILL COMMENCE WITH PUBLIC PARTICIPATION FOR A MAXIMUM OF 15 MINUTES IN TOTAL, LIMITED TO 3 MINUTES PER SPEAKER

Any member of the public wishing to speak during Public Participation at the start of the meeting on a subject itemised on the agenda is asked to contact the parish clerk, by emailing clerk@budockparish.net and state the nature of the question or comments you wish to raise during the public speaking period, by noon on Friday 20th February 2026 so we have time to distribute out to all interested parties.

The Chair will start the meeting by making a brief introduction and explain the format of the meeting, along with information on how the public will be able to participate.

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1. SAFETY PROCEDURES
 2. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE
 3. MEMBERS TO DECLARE ANY DISCLOSABLE PECUNIARY AND NON-REGISTERABLE INTERESTS AND ANY GIFTS OR HOSPITALITY OVER £25
 4. TO CONSIDER REQUESTS FOR DISPENSATIONS FROM MEMBERS
 5. PUBLIC PARTICIPATION (LIMITED TO ITEMS ON THE AGENDA)
 6. CHAIRMAN'S REPORT
 7. TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON THE 26TH JANUARY 2026 AND THE CHAIRMAN TO SIGN THEM
 8. TO REPORT MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA (*For information only*)

9. TO RECEIVE A REPORT FROM THE CORNWALL COUNCIL DIVISIONAL MEMBER
10. TO RECEIVE CORRESPONDENCE AND AGREE RESPONSES – *(for information only)*
11. TO NOTE PLANNING DECISIONS RECEIVED FROM CORNWALL COUNCIL
12. TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL
 1. **Application PA25/09562 Proposal** Certificate of lawfulness for existing use of Small incinerator for burning wood for hot water on farm **Location** Higher Kergilliack Farm Hillhead Road Kergilliack Falmouth Cornwall TR11 5PB **Grid Ref** 177959 / 33010 (**Case Officer - Marc Delpeche**)
 2. **Application PA26/00623 Proposal** Technical Details Consent for the Construction of two dwellings, following approval of Permission in Principle (PA25/03699) **Location** The Annexe At Belle Vista Hillhead Road Kergilliack Falmouth Cornwall TR11 5PA **Grid Ref** 178248 / 33504 (**Case Officer – Mark Webb**)
 3. **Application PA26/00422 Proposal** Extensions and alterations to an approved conversion of a former cattery building to a self-build residential dwelling with variation of Condition 2 of Decision Notice PA25/03088 dated 07.08.2025 **Location** Long Barn Roscarrack Farm Roscarrack Road Maen Valley Falmouth Cornwall **Grid Ref** 179086 / 31365 (**Case Officer - Chloe Britten**)
13. **PLANNING APPLICATIONS TO RECEIVE CONSULTATION RESPONSE REQUESTS AND TO RESOLVE A RESPONSE. FORMAL REQUESTS FROM THE PLANNING AUTHORITY RECEIVED BEFORE THE START OF THE MEETING WILL BE CONSIDERED.**
14. TO RECEIVE REPORTS FROM COMMITTEE REPRESENTATIVES
 - i) Footpaths & Rights of Way
 - ii) Tree Warden
 - iii) Treverva Village Hall
 - iv) Playing Field
15. TO APPROVE THE PAYMENT OF ACCOUNTS FOR THE MONTH OF FEBRUARY 2026
16. TO APPROVE THE APPOINTMENT OF AALGAARD RENSHAW BUSINESS SOLUTIONS LTD AS THE INTERNAL AUDITORS FOR THE YEAR ENDED 25/26
17. TO ACCEPT THE OFFER OF £1,862.60 FOR THE LOCAL MAINTENANCE PARTNERSHIP 2026 / 2027 FROM CORNWALL COUNCIL
18. TO CONSIDER AND APPROVE CHANGES ON STAFFING WITH THE RESIGNATION OF THE CLERK
 - TO APPOINT A COUNCILLOR (UNPAID) TO RECEIVE AND MONITOR COUNCIL CORRESPONDENCE AND UNDERTAKE BASIC ADMINISTRATIVE DUTIES UNTIL EITHER A LOCUM CLERK OR PERMANENT CLERK IS IN PLACE
 - TO AGREE TO EMPLOY THE SERVICES OF A LOCUM IF NECESSARY
 - TO AGREE A FUTURE DATE FOR THE STAFFING COMMITTEE TO CONFIRM THE JOB DESCRIPTION AND OTHER DETAILS OF THE VACANT CLERK/RFO ROLE AND TO AGREE ASSOCIATED EXPENDITURE TO ADVERTISE.
 - TO AGREE THE TIMETABLE AND PANEL MEMBERS INVOLVED IN SHORTLISTING, INTERVIEWING AND APPOINTING A NEW CLERK AND TO CONFIRM DELEGATED AUTHORITY TO ENACT THIS AS PER THE STAFFING COMMITTEE TERMS OF REFERENCE AGREED FEBRUARY 2025
 - TO AGREE THAT THE STAFFING COMMITTEE MOVING FORWARD WILL MONITOR QUARTERLY THE CLERKS ANNUAL LEAVE ALLOWANCE AND PROVIDE ADDITIONAL STAFFING COVER IF REQUIRED FOR ANY PERIODS OF SICKNESS IN ORDER FOR THE ANNUAL LEAVE TO BE TAKEN
19. TO CONFIRM NAMED COUNCILLORS AS BANK SIGNATURES AND AUTHORISE PAYMENTS TO BE MADE BY SIGNATORIES (FOLLOWING COUNCIL APPROVAL OF THE PAYMENT SCHEDULE) UNTIL SUCH TIME AS A PERMANENT CLERK/RFO IS IN PLACE. TO CONFIRM THE NUMBER OF SIGNATURES TO BE REQUIRED TO MAKE EACH PAYMENT IN THE INTERIM.

20. TO RESOLVE THAT RECENT CHANGES TO COUNCILLORS THAT ARE DESIGNATED AS SIGNATORIES ON THE COUNCILS BANK ACCOUNT ARE CONFIRMED AFTER THE APPOINTMENT OF A CLERK/RFO AND TO THEN APPROVE AND ADOPT A PROCEDURE FOR MAKING PAYMENTS AND MAINTAINING THE BANK ACCOUNTS
21. TO DISCUSS A NEW IT POLICY INCLUDING THE RECENT PURCHASE OF LAPTOPS FOR COUNCILLORS
22. TO RECEIVE AND AGREE ASSOCIATED COSTS FOR THE FITTING OF THE REPLACEMENT NOTICE BOARD IN BUDOCK
23. TO DISCUSS A POLICY FOR A COMMUNITY EMERGENCY PLAN
24. TO UPDATE ON ENFORCEMENT ISSUES WITHIN THE PARISH
25. COUNCILLORS' AND CLERK'S ITEMS - including Agenda items for next meeting (*for information only*).
26. DATE AND TIME OF NEXT MEETING

The Next regular meeting of the Parish Council will be held on Monday 30th March 2026, at the Budock Village Hall at 7.30 pm.