



MINUTES OF THE 994th MEETING OF BUDOOCK PARISH COUNCIL HELD ON MONDAY 26TH JANUARY 2026 IN THE BUDOOCK VILLAGE HALL

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

IN ATTENDANCE: Miss T Hladkij (Clerk) Cllr D Saunby Cornwall Council divisional member **Members of the public:** Two

25-153 SAFETY PROCEDURES

The Chairman explained the safety procedures.

25-154 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Cllr Hume (personal appointment)

It was proposed by Cllr Chatterjee and seconded by Cllr Burnett and:

RESOLVED: that the apologies from Cllr Hume for non-attendance at the full council meeting held on 26th January 2026 were accepted.

On a vote being taken the matter was approved unanimously

25-155 MEMBERS TO DECLARE ANY DISCLOSABLE PECUNIARY AND NON-REGISTERABLE INTERESTS AND ANY GIFTS OR HOSPITALITY OVER £25

None.

25-156 TO CONSIDER REQUESTS FOR DISPENSATIONS FROM MEMBERS

None

25-157 PUBLIC PARTICIPATION (LIMITED TO ITEMS ON THE AGENDA)

One member of the public spoke on behalf of PA25/09470

25-158 CHAIRMAN'S REPORT

Cllr Bastin reported that he has sent a letter to the Falmouth Packet about housing issues on new estates within the parish and is concerned about allocations of housing.

Cllr Saunby has been asked by the chairman to follow up on this item.

25-159 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 24TH NOVEMBER 2025 AND THE CHAIRMAN TO SIGN THEM.

It was proposed by Cllr Burnett and seconded by Cllr Chatterjee and:

RESOLVED that the minutes of the Council Meeting held on the 24th November 2025 are received and approved.

On a vote being taken this was unanimously agreed by all those who had been present at that meeting.

The Chairman to sign them.

25-160 TO REPORT MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA (for information only)

None

25-161 TO RECEIVE A REPORT FROM THE CORNWALL COUNCIL DIVISIONAL MEMBER

Cllr Saunby reported on:

He has been busy in the parish due to the storms and power cuts etc.

There has been a lot of issues with trees at No Mans Land

Busy also with issues with tree damage since the storms.

Continue to have issues with access and the barrier at Eve Park and motorists abusing the current signage there.

He has donated £500 from his community Chest grant to the Budoock Village Hall for a new fridge and freezer in the kitchen.

25-162 TO RECEIVE CORRESPONDENCE AND AGREE RESPONSES – (for information only)

None

25-163 TO NOTE PLANNING DECISIONS RECEIVED FROM CORNWALL COUNCIL

APPROVED 25/11/2025 **PA25/07344** Location: The Office 1 Tresooth Farm Barns Penwarne Road Mawnan Smith Falmouth Cornwall TR11 5PF Proposal: Works to trees subject to a Tree Preservation Order (TPO), works include T1 Ash Fell due to Class 3 ash dieback infection and evidence of stem failure at approximately 5 metres. Replant with one Sessile Oak (*Quercus petraea*) adjacent to the original stump, within the established group of trees. T2 Beech Reduce the lateral spread of the lower canopy in the south quadrant from 8 metres to 6.5 metres. T3 Sycamore Fell due to a significant structural wound extending from the base to approximately 3 metres. Replant with one Sessile Oak (*Quercus petraea*) adjacent to the original stump.
<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=sum-mary&keyVal=T3AWAAFGLF00>

Closed - advice given 08/01/2026 **PA26/00120** Location: Penjerrick House Penjerrick Budock Water Cornwall TR11 5ED Proposal Electricity Act 1989: Overhead Lines (Exemption) (England and Wales) Regulations 2009
<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T8JZOSFG0IS00>

Not acceptable as amendment 13/01/2026 **PA25/09542** Location: Roscarrack Farm Roscarrack Road Maen Valley Falmouth TR11 5BL Proposal Non-material amendment in relation to decision notice PA25/03088 dated 07/08/2025 to move entrance door to opposite side, make three small window changes and minor amendments to the layout. <https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T7GUZ0FGGQE00>

25-164 TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL

Application PA25/09542 **Proposal** Non-material amendment in relation to decision notice PA25/03088 dated 07/08/2025 to move entrance door to opposite side, make three small window changes and minor amendments to the layout. **Location** Roscarrack Farm Roscarrack Road Maen Valley Falmouth TR11 5BL (**Case Officer - Chloe Britten**)

WAIVERED THE INVITATION TO COMMENT DUE TO DEADLINE OF 28TH DEC 26

- 1. Application** PA25/09533 **Proposal** Proposed Extension to Listed Dwelling , construction of a car port and improvement of pre-existing access track. **Location** Roscarrack Farm Roscarrack Road Maen Valley Falmouth TR11 5BL **Grid Ref** 179049 / 31376 (Case Officer - Chloe Britten)
It was proposed by Cllr Hennell and seconded by Cllr Chatterjee and
RESOLVED that the following comment be submitted: - Budock Parish Council consider this application is obsolete, superseded by PA26/00155
On a vote being taken this was unanimously agreed.
- 2. Application** PA25/09470 **Proposal** Temporary change of use of part of Budock Village Hall to operate as a village shop **Location** Budock Village Hall Trewen Road Budock Water Falmouth Cornwall TR11 5DR **Grid Ref** 178398 / 32121 (Case Officer - Chloe Britten)
It was proposed by Cllr Hennell and seconded by Cllr Chatterjee and
RESOLVED that the following comment be submitted: - Budock Parish Council supports this application. We endorse many of the points made in the submitted Statement of the Applicant
On a vote being taken this was unanimously agreed.
- 3. Application** PA26/00155 **Proposal** Listed Building Consent for proposed extension to listed dwelling , construction of a car port and improvement of pre-existing access track. **Location** Roscarrack Farm Roscarrack Road Maen Valley Falmouth TR11 5BL **Grid Ref** 179049 / 31376 (Case Officer - Chloe Britten)
It was proposed by Cllr Burnett and seconded by Cllr Chatterjee and
RESOLVED that the following comment be submitted: - Budock Parish Council note this latest application regarding part of a wider site under development. Many of our concerns previously have been addressed, but we are concerned that an additional access onto the Public Highway is under consideration.
On a vote being taken this was unanimously agreed.

25-165 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.

None

25-166 TO RECEIVE REPORTS FROM COMMITTEES AND REPRESENTATIVES

Footpaths and rights of way – Cllr Hennell has reported footpath 202/9/1 (part adjacent to Treverva VH) as being blocked by fallen tree/bushes. Report ref CDK7X2D2-101007961558 during storm Goretti.

Tree Warden - Email from a resident: asking for advice and support regarding a number of trees located along the public footpath and their property in Watersmead Parc, Budock Water.

Treverva Village Hall – Nothing to report other than a window broken in the storm.

Playing Field – The Playing Field held its AGM on 11 November 2025. Darren Jan-Janin was re-elected as Chair, Matt Brierley as Secretary, and Will Leggett as Treasurer. Reports were received from both the Chair and the Treasurer. The Association's

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finances remain strong, with a healthy level of contingency funds. Owing to the significant grant payments made during the last financial year to support the Playing Field regeneration, the accounts now require independent sign-off (by someone other than a trustee) prior to submission to the Charity Commission. As this had not previously been required, it has taken some time to arrange. A standard committee meeting followed the AGM. The constitution of the Association was reviewed, and it was agreed that work should proceed to amend it so that it better reflects the Association's current circumstances. The lights switch-on was scheduled for Friday 28 November from 6pm. It is hoped that feedback gathered at the Christmas event will help inform priorities for future spending and fundraising.

The playing field is currently closed due to a tree that was damaged in the storms and is currently unsafe.

25-167 TO APPROVE THE PAYMENT OF ACCOUNTS FOR THE MONTH OF DECEMBER 2025

It was proposed by Cllr Burnett and seconded by Cllr Chatterjee and: -

RESOLVED that accounts totalling **£3,944.21** for the month of December 2025 are approved for payment.

On a vote being taken this was unanimously agreed

DATE	PAYABLE TO	DESCRIPTION	NET	VAT	GROSS
31/12/2025	Staffing costs combined	December 2025	1658.76	0.00	1658.75
10/12/2025	EE	Mobile Phone & Router	38.50	7.70	46.20
15/12/2025	CALC Ltd	COD Training	27.50	5.50	33.00
20/12/2025	Budock Village Hall	Hall Hire	42.00	0.00	42.00
22/12/2025	Lloyds Bank	Bank Interest	4.25	0.00	4.25
05/12/2025	GBUK Systems	6 Dell Laptops for councillors	1800.00	360.00	2160.00
		Total for payment	£3,571.01	£373.20	£3,944.21

25-168 TO APPROVE THE PAYMENT OF ACCOUNTS FOR THE MONTH OF JANUARY 2026

It was proposed by Cllr Chatterjee and seconded by Cllr Burnett and: -

RESOLVED that accounts totalling **£2,523.73** for the month of January 2025 are approved for payment.

On a vote being taken this was unanimously agreed

DATE	PAYABLE TO	DESCRIPTION	NET	VAT	GROSS
23/01/2026	Staffing costs combined	January 2026	1658.76	0.00	1658.76
10/01/2026	EE	Mobile phone and Router	38.50	7.70	46.20
19/01/2026	Zoom	Annual subscription 26/27	129.90	25.98	155.88
20/01/2026	Lloyd's bank	Monthly Interest Nov / Dec 25	4.25	0.00	4.25
01/01/2026	Objective IT Services	Monthly IT service cost December 25	236.50	47.30	283.80
05/01/2026	Budock Village Hall	Annual Storage Charge Aug 25 to July 26 plus £12 electric costs defibrillator	200.00	0.00	200.00
26/01/2026	Budock Community Committee	Grant towards the Budock Christmas lights	100.00	0.00	100.00
02/01/2026	Complete	Inks	38.14	7.63	45.77
26/01/2026	Reimbursement	Travel, Office supplies and postage.	29.07	0.00	29.07
		Total for payment	£2,435.12	£88.61	£2,523.73

Bank Reconciliation to 31st December 2025 attached.

25-169 TO APPROVE THE BUDGET FOR THE YEAR 2026/2027

The proposed budget was explained to councillors.

It was proposed by Cllr Burnett and seconded by Cllr Hennell and: -

RESOLVED that the budget for the year 2026/27 was approved.

On a vote being taken this was unanimously agreed

25-170 TO APPROVE THE PRECEPT FIGURE FOR THE YEAR 2026/2027

Councillors discussed figures presented. The Band D figure for 2026/27 would be £44.34.

It was proposed by Cllr Chatterjee and seconded by Cllr Burnett and: -

RESOLVED that the precept figure for 2026/27 of **£32,917.50** be approved and will be submitted to Cornwall Council.

On a vote being taken this was unanimously agreed.

25-171 TO RESOLVE THAT RECENT CHANGES TO COUNCILLORS THAT ARE DESIGNATED AS SIGNATORIES ON THE COUNCILS BANK ACCOUNT ARE NOT ACTED UPON UNTILL A PROCEDURE IS ADOPTED AND IN PLACE

A policy will be written by liaising with Lloyds and CALC to ensure the security of the parish councils finances. This policy will then be taken to a full council meeting for voting upon. When that procedure is in place any correspondence will be issued to the new signatories such as cards and card readers and the new procedures will commence. It will remain that two of the three authorised signatures will be required to make authorisations on the account in addition to the clerk inputting the original entry ready for authorisation by two of the other three authorised signatures.

25-172 TO UPDATE AND AGREE PROCEDURES AND AGREE ASSOCIATED COSTS RELATING TO IT EXPENDITURE (SET UP COSTS, LICENCES, MAINTENANCE, IT LINK COUNCILLOR)

The following expenditure relates to IT and the new laptops purchased for the use of the councillors, some figures are an estimate from the supplier and may change slightly when actioned any additional issues will currently be charged at £80 per hour..

Councillors suggested that in their opinion the current IT software used, and procedures are not suitable for the current IT requirements of the council.

INVOICES AND QUOTES TO BE DISCUSSED

1. We have received an invoice no 0003765 for £283.80 which is for the monthly IT management for the month of December 2025 for the clerk's laptop only which is in the January accounts sheet for payment.

It was proposed by Cllr Burnett and seconded by Cllr Hennell and:

RESOLVED that the invoice for the monthly management of the clerk's computer for December 2025 for the sum of £283.80 is paid.

On a vote being taken this was unanimously agreed

2. Monthly from January 2026 onwards a charge of around £220 pm for monthly monitoring of the councils' computers.

This will be a monthly invoice for computer monitoring and limited support for the clerk's laptop. As each councillor's computer is added the costs will increase apart from the hourly retainer. If any additional work is required that will be charged at the hourly rate currently standing at £80 ph.

Noted the clerk's recommendation is that this is a large ongoing revenue spend each year potentially around £2,500 from a small precept and has not been required as a regular commitment previously. If actioned, it should also be revisited every 12 months to see if it is still required or if one off expenditure is a better way ahead as work is required and it should not be considered an indefinite agreed payment.

It was proposed by Cllr Burnett and seconded by Cllr Chatterjee and:

RESOLVED that a monthly payment be made in the region of £220 (increasing when co-options are made) to our computer contractor for the monitoring and management of our computer system.

On a vote being taken this was unanimously agreed

3. The Office 365 Business Premium for 7 laptops is £1419.60 pa this year (costing around £200 per laptop), this would be paid direct to Microsoft increasing when any new co-options are made. This is a yearly commitment which is likely to increase each year from Microsoft.

Noted the clerks recommendation is that this is a large yearly revenue commitment, as the councillors are not the legal administrators for the council and will only require their laptops for meeting information, investigation work, and online meetings which potentially could be run on the lower spec Office 365 Personal and not Business Premium as has been quoted, the clerks laptop has for the past 6 years has run adequately on the Office 365 Personal delivering all of the requirements of the council.

It was proposed by Cllr Burnett and seconded by Cllr Chatterjee and:

RESOLVED that we enter into an agreement with Microsoft and supply all laptops with Office 365 Business Premium at a yearly cost currently of £1,419.60.

On a vote being taken this was unanimously agreed

4. Each laptop (up to 10 or 11 if a spare is purchased) will be required to be set up this would take approximately 1 to 2 hours each at £80 ph.

Our IT consultant currently has the purchased laptops at his office and has advised that to set up each laptop it will take about 1 to 2 hours his current hourly rate is £80 ph. This will see an estimated charge between £560 to £1,120.

It was proposed by Cllr Burnett and seconded by Cllr Chatterjee and:

RESOLVED that our IT consultant be instructed to set up each laptop estimated cost £560 to £1,120.

On a vote being taken this was unanimously agreed

5. To migrate the clerk's computer from Office 365 Personal to Office 365 Business

Our IT consultant has advised it is estimated to be a day's work to migrate to Office 365 Business at a cost of £80 X 8 = £640

Noted the clerk recommendation is that for the last 6 years the council has run adequately without the increased costs to migrate to Business and is concerned this is not a necessary expenditure.

It was proposed by Cllr Burnett and seconded by Cllr Chatterjee and:

RESOLVED that the consultant migrates the clerk's laptop to Office 365 Business at an estimated costs up to £640.

On a vote being taken this was unanimously agreed

6. Clerks Windows 11 Home to Office upgrade one off licence cost £119.99 plus the hours of time needed possibly a couple of hours if no issues charged at £80 ph.

This has been advised that this is required upgrade.

It was proposed by Cllr Burnett and seconded by Cllr Chatterjee and:

RESOLVED that the clerk's laptop be upgraded from Windows 11 Home to Business at a cost of £119.99 paid to Microsoft plus the hours it takes to upgrade at the hourly rate of £80 ph.

On a vote being taken this was unanimously agreed

Noted each new co-option will result in all of the set-up costs above and an increase in monthly maintenance costs along with the initial purchase and software licence costs.

The Clerk also noted that these are significant ongoing capital commitments and revenue costs that may not be sustainable in the years ahead without increases in the precept.

INSURANCE FOR ALL NEW LAPTOPS

A quote has been received from our insurers Community Insurance to insure up to 10 laptops for sole use by our councillors. To cover the councillors laptops on the policy with the assumption of 10 the annual premium to cover for all risks would be £30.24 (based on rates with the current LTA inc IPT) As these items will be covered for all risks, cover will apply whilst in the home of the PC members/councillors and also if using within the parish including council meetings.

It was proposed by Cllr Burnett and seconded by Cllr Hennell and:

RESOLVED that the clerk insurers the laptops with Community Insurance as additional cover and adds them to the asset register.

On a vote being taken this was unanimously agreed

IT LINK COUNCILLOR

Cllr Bastin requested Cllr Chatterjee as the point of contact for all IT. Advice has been taken from CALC and the briefing note below was produced by the clerk and distributed to all councillors.

Briefing Note:

The council may appoint an IT Link Councillor each year at the Annual Meeting to provide underlying support to the Clerk in matters relating to digital systems and technology. The purpose of this role is to act as a point of advice and encouragement, helping the council maintain effective IT practices without assuming operational responsibility.

The IT Link Councillor works under the direction of the Clerk and does not hold authority to instruct contractors or make decisions on behalf of the council. The role is advisory and supportive, ensuring that governance and statutory responsibilities remain with the Proper Officer. The Councillor should be suitably trained and skilled, with an understanding of data protection, cyber security, and IT governance principles. The appointment is intended to strengthen resilience in a small council by providing a nominated councillor who can assist with strategic thinking, digital engagement, and troubleshooting guidance. The Councillor will liaise with the Clerk to identify areas for improvement and report progress to the council, maintaining transparency and accountability at all times. This role is not intended to replace professional IT support or the Clerk's statutory duties but to complement them by offering informed assistance

and advocacy for digital development within the council. The nominated Councillor must complete training GDPR, cyber security, and basic IT governance training.

It was proposed by Cllr Bastin that all contact with our IT contractor would be made through Cllr Chatterjee.

It was proposed by Cllr Burnett and seconded by Cllr Bastin and:

RESOLVED that Cllr Chatterjee is the point of contact to the council's IT consultant and all issues must go to him in the first instance.

On a vote being taken this was unanimously agreed

25-173 TO DISCUSS A NEW IT POLICY INCLUDING THE RECENT PURCHASE OF LAPTOPS FOR COUNCILLORS

Cllr Chatterjee has submitted a proposed IT strategy for approval to the members. The clerk unknowing that Cllr Chatterjee was working on this had also investigated a starting policy for discussion.

After discussion it was agreed that the Clerk and Cllr Chatterjee would bring a combined version to a future meeting for discussion.

It was proposed by Cllr Burnett and seconded by Cllr Hennell and:

RESOLVED that the Clerk and Cllr Chatterjee work on a combined version for a future meeting this been in place before the laptops are given to all councillors as they will need to have read and signed the policy.

On a vote being taken this was unanimously agreed

25-174 TO RECEIVE AND AGREE ASSOCIATED COSTS FOR THE FITTING OF THE REPLACEMENT NOTICE BOARD IN BUDOCK

A quote has been received for the fitting of the new notice board in Budock the clerk has reminded the councillors that given the location for both installation and ongoing situation the contractor needs to hold all relevant insurance and safety certificates to carry out this work.

RESOLVED that the clerk will seek two more quotes from local companies and then it will be returned to a future meeting for an agreement. Currently the notice board is been stored until this can be agreed.

On a vote being taken this was unanimously agreed

25-175 TO DISCUSS A POLICY FOR A COMMUNITY EMERGENCY PLAN

Cllr Bastin asked for this to be placed on the agenda a copy of the template for an emergency plan has been circulated to all prior to the meeting and it has been agreed that Cllr Bastin will raise at the next CAP meeting and it will then be brought to a future meeting for discussion again.

RESOLVED that Cllr Bastin will raise at the next CAP meeting and report back for an informed decision to be undertaken.

On a vote being taken this was unanimously agreed

25-176 TO CONSIDER AN APPLICATION FOR CO OPTION

One application has been received and was considered. Councillors discussed this application and welcomed Jerusha Moon as a co-opted member of Budock Parish Council. After the meeting Cllr Moon signed the acceptance of office forms and associated papers. Her code of conduct training is booked for 10th February 2026. She will return her registration of interest forms to Cornwall Council asap.

Cllr Moon was welcomed to the parish council.

It was proposed by Cllr Chatterjee and seconded by Cllr Burnett and:

RESOLVED that Jerusha Moon be co-opted onto Budock Parish Council. After the meeting she signed the acceptance of office and associated papers, and her code of conduct training will be arranged for the 10th February 2026. An additional laptop will be purchased as per the spec and company of the others purchased in December 2025. All associated costs for insurance, set up costs, licences etc. will be provided at a cost to the parish council as previously agreed.

On a vote being taken this was unanimously agreed

25-177 TO UPDATE ON ENFORCEMENT ISSUES WITHIN THE PARISH.

None reported this month.

25-178 COUNCILLORS' AND CLERK'S ITEMS

None

25-179 DATE AND TIME OF NEXT MEETING

The next scheduled meeting will be held on Monday 23rd February 2026 at the Budock Village Hall at 7.30 pm (adhering to all government guidelines current at the time).

There being no further business the meeting closed 9.20 pm.

Signed:23rd February 2026
Chairman

Bank reconciliation

Name of authority:

BUDOCK PARISH COUNCIL

Financial year ending 31st March 2026

Prepared by

CLERK / RFO

Date:

31/12/2025

			£	£
Balance per bank statements as at 31/12/25				
	Current	S/T119	34,597.02	
	Earmarked	S/T114	53,482.02	
	Earmarked	S/T 15	8,038.86	
				96,117.90
				0.00
Less: any un-presented cheques as at 31/12/25				0.00
Add: any un-banked cash as at 31/03/25				0.00
Net balances as at 31/03/26				<u>96,117.90</u>