



DRAFT MINUTES – NOT RATIFIED UNTIL SIGNED BY THE CHAIRMAN

MINUTES OF THE 995th MEETING OF BUDOOCK PARISH COUNCIL HELD ON MONDAY 23RD FEBRUARY 2026 IN THE BUDOOCK VILLAGE HALL

PRESENT: Cllrs Bailey, Bastin (Chairman), Burnett, Hennell, Hume and Moon

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

25-180 SAFETY PROCEDURES

The Chairman explained the safety procedures.

25-181 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Cllr Chatterjee (away)

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

RESOLVED: that the apologies from Cllr Chatterjee for non-attendance at the full council meeting held on 23rd February 2026 were accepted.

On a vote being taken the matter was approved unanimously

25-182 MEMBERS TO DECLARE ANY DISCLOSABLE PECUNIARY AND NON-REGISTERABLE INTERESTS AND ANY GIFTS OR HOSPITALITY OVER £25

None.

25-183 TO CONSIDER REQUESTS FOR DISPENSATIONS FROM MEMBERS

None

25-184 PUBLIC PARTICIPATION (LIMITED TO ITEMS ON THE AGENDA)

One member of the public spoke on behalf of PA26/00623

25-185 CHAIRMAN'S REPORT

Cllr Bastin reported that the next Community Area Partnership meeting will be held on the 24th March at the Pendennis Leisure Centre

25-186 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 26TH JANUARY 2026 AND THE CHAIRMAN TO SIGN THEM.

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

RESOLVED that the minutes of the Council Meeting held on the 26th of January 2026 are received and approved.

On a vote being taken by all those who had been present at that meeting with one abstention

The Chairman to sign them.

25-187 TO REPORT MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA (for information only)

None

25-188 TO RECEIVE A REPORT FROM THE CORNWALL COUNCIL DIVISIONAL MEMBER

Cllr Saunby reported on:

Cornwall Council Tax to increase:

He has again been involved with the access and signage at the Persimmon site in Budock.

His community Chest money is now fully spent with Budock receiving a substantial proportion of this.

Full discussions again about affordable housing in Budock with Cllr Saunby again continuing to gather more information on this to report back at a future meeting.

25-189 TO RECEIVE CORRESPONDENCE AND AGREE RESPONSES – (for information only)

None

25-190 TO NOTE PLANNING DECISIONS RECEIVED FROM CORNWALL COUNCIL

APPROVED 11/02/2026 PA25/09470 Location:- Budock Village Hall Trewen Road Budock Water Falmouth Cornwall TR11 5DR

Proposal Temporary change of use of part of Budock Village Hall to operate as a village shop **Ward: Falmouth Trescobeas And Budock Parish:- BUDOOCK**

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T7EL3QFGMVK00>

25-191 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**)

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

RESOLVED that the following comment be submitted: - Budock Parish Council note this application and have no comment.

On a vote being taken this was unanimously agreed.

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**)

It was proposed by Cllr Hennell and seconded by Cllr Hume and

RESOLVED that the following comment be submitted: - Budock Parish have no objection however we note that the Design and Access statement makes no reference to the point where the private access lane merges onto the Public Highway. We consider this to be a dangerous situation without splaying of the Cornish stone hedge on both sides to improve visibility.

On a vote being taken this was unanimously agreed.

Two members of the public left the meeting 8.06 pm.

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**)

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

RESOLVED that the following comment be submitted: - Budock Parish Council note that Condition 2 referenced above directs to submitted plans without detail. We are concerned by successive changes to the cattery site and development, and the wider accumulative changes to the nature and character of the site as a whole. We also repeat previous stated concerns regarding increased access onto the 40mph public highway which is a difficult double bend as it skirts the site.

On a vote being taken this was unanimously agreed.

25-192 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

25-193 TO RECEIVE REPORTS FROM COMMITTEES AND REPRESENTATIVES

Footpaths and rights of way – nothing to report this month

Tree Warden –nothing to report this month.

Treverva Village Hall –. The next meeting will be on 4th March 2026. The hall has received forms from the Valuation Office requiring information about the building.

Playing Field – nothing to report this month

25-194 TO APPROVE THE PAYMENT OF ACCOUNTS FOR THE MONTH OF FEBRUARY 2026

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

RESOLVED that accounts totalling **£2,965.29** for the month of February 2026 are approved for payment.

On a vote being taken this was unanimously agreed

DATE	PAYABLE TO	DESCRIPTION	NET	VAT	GROSS
23/02/2026	Staffing costs combined	February 2026	2822.84	0	2822.84
02/02/2026	EE	Mobile Phone and Router	38.50	7.70	46.20
16/02/2026	CALC	Cllrs Training	25.00	5.00	30.00
20/02/2026	Lloyds Bank	Monthly Interest Dec / Jan 26	4.25	0	4.25
16/02/2026	Budock Village Hall	Hall Hire	21.00	0	21.00
15/02/2026	Treverva Village Hall	Hall Hire	40.00	0	40.00
		Total for payment	2951.59	12.70	2964.29

Bank Reconciliation to 31st January 2026 attached.

25-195 TO APPROVE THE APPOINTMENT OF AALGAARD RENSHAW BUSINESS SOLUTIONS LTD AS THE INTERNAL AUDITORS FOR THE YEAR ENDED 25/26

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

RESOLVED that Budock Parish council approves the appointment of Aagaard Renshaw business solutions ltd as the internal auditors for the year ended 25/26.

On a vote being taken this was unanimously agreed

25-196 TO ACCEPT THE OFFER OF £1,862.60 FOR THE LOCAL MAINTENANCE PARTNERSHIP 2026 / 2027 FROM CORNWALL COUNCIL

The annual offer letter for the contribution towards the Local Maintenance Partnership was discussed and agreed to accept the partnership for 2026/27.

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

RESOLVED that Budock Parish Council will enter into the Local Maintenance partnership with Cornwall Council for 2026/27 at the agreed figure of £1,862.60.

On a vote being taken this was unanimously agreed.

25-197 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

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

RESOLVED that Cllr Bennett will take over the clerk's role (unpaid) to receive and monitor council correspondence and undertake basic administrative duties until either a locum clerk or permanent clerk is in place.

On a vote being taken this was unanimously agreed

TO AGREE TO EMPLOY THE SERVICES OF A LOCUM IF NECESSARY

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

RESOLVED that the Chairman and Vice Chairman will make the decision to employ the services of a locum if necessary.

On a vote being taken this was unanimously agreed

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.

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

RESOLVED that by the 10th March 2026 the staffing committee will confirm the job description and other details for the vacant post of clerk/RFO role and to agree associated expenditure to advertise.

On a vote being taken this was unanimously agreed

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

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

RESOLVED that this will be as per the Staffing Committee terms of reference agreed in February 2025. Those will consist of the Chairman and Vice Chair and Cllr Chatterjee

On a vote being taken this was unanimously agreed

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

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

RESOLVED 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.

On a vote being taken this was unanimously agreed

25-198 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

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

RESOLVED that Cllr Bastin, Burnett, and Chatterjee be fully set up on the bank account and that Cllr Burnett will have sole responsibility for making payments and control of the bank accounts with just one signature required. This is to be reviewed at the March 2026 meeting.

On a vote being taken this was unanimously agreed

25-199 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

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

RESOLVED that when the new clerk/RFO is in post it will be reviewed and confirmed which councillors will be designated as signatories on the council's bank account and how many signatures are required. Also to then approve and adopt a procedure for making payments and maintaining the bank accounts.

On a vote being taken this was unanimously agreed

25-200 TO DISCUSS A NEW IT POLICY INCLUDING THE RECENT PURCHASE OF LAPTOPS FOR COUNCILLORS

At January's meeting it was agreed that the Clerk and Cllr Chatterjee would bring a combined version of this policy to 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. Unfortunately, as Cllr Chatterjee is currently away this item will have to be deferred till the March 26 meeting.

25-201 TO RECEIVE AND AGREE ASSOCIATED COSTS FOR THE FITTING OF THE REPLACEMENT NOTICE BOARD IN BUDOCK

A quote had been received for the fitting of the new notice board in Budock it was agreed that the clerk would obtain at least two more quotes from local companies and return the item to full council. 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 conduct this work. The clerk reported that two of the four local contractors approached had said they were unable to quote at this time the remaining two quotes were discussed. Due to differences in the quotes Cllr Bennett will investigate the new notice board fully and report back to the March meeting for a decision.

25-202 TO DISCUSS A POLICY FOR A COMMUNITY EMERGENCY PLAN

Cllr Bastin will raise this at a Community Area Partnership meeting and report back to the council for discussion at a future meeting.

25-203 TO UPDATE ON ENFORCEMENT ISSUES WITHIN THE PARISH.

None reported this month.

25-204 COUNCILLORS' AND CLERK'S ITEMS

Affordable housing in Budock
Mobile Library in the parish and possible discontinuing of this service

The Chairman noted that as this was Tracy's last meeting as she will shortly be leaving Budock Parish Council he thanked her for the six years she has worked in this post and all she has contributed. We would like to wish her well in the future.

25-205 DATE AND TIME OF NEXT MEETING

The next scheduled meeting will be held on Monday 30th March 2026 at the Budock Village Hall at 7.30 pm.

There being no further business the meeting closed 9.30 pm.

Signed:30th March 2026

Chairman

Bank reconciliation 31ST JANUARY 2026

Name of smaller authority: BUDOCK PARISH COUNCIL

County area (local councils and parish meetings only): CORNWALL

Financial year ending 31st March 2026

Prepared by: MISS TRACY HLADKIJ - CLERK/RFO

Date: 31/01/2026

		£	£
Balance per bank statements as at 31/01/2026			
Current	S/T120	34,542.08	
Deposit	S/T 15	53,509.27	
Earmarked	S/T 15	8,743.00	
		_____	96,794.35
Petty cash float (if applicable)			0.00
Less: any un-presented cheques as at 31/03/26			0.00
		_____	0.00
Add: any un-banked cash as at 31/03/25			0.00
		_____	0.00
Net balances as at 31/03/26			<u>96,794.35</u>