



BUDOCK PARISH COUNCIL

Summons and agenda - Ordinary meeting of the Council

Date	Monday, 28 September 2026
Time	19.00
Venue	Budock Village Hall, Budock Water

Councillors are summoned to attend the meeting of Budock Parish Council on the date and at the time and venue shown above. The business to be considered is set out in this agenda. Members of the public and press are welcome to attend.

Daniela Farina

Daniela Farina, Clerk and Responsible Financial Officer
21 September 2026

Public participation

Up to 15 minutes is set aside at item 5 for members of the public to speak on matters included in the agenda, with a maximum of three minutes per speaker.

Recording

Under the Openness of Local Government Bodies Regulations 2014, the open parts of this meeting may be filmed, photographed, audio-recorded or reported on by the media or members of the public. If you do not wish to be filmed or recorded, please inform the Clerk before the meeting.

Agenda key

NOTE = Information is provided for the Council to note. No decision is required.

RECEIVE = Information, a report or update is formally presented to the Council. No decision is required.

CONSIDER = The Council is asked to discuss a matter and decide what, if anything, should happen next.

RESOLVE = The Council is asked to make a formal decision on a specific matter.

Agenda

1. Safety procedure

To NOTE the Council's safety information provided by the Chair.

2. Apologies

To RECEIVE apologies for absence.

3. Declarations of interest, gifts and hospitality

To NOTE any disclosable pecuniary interests, non-registerable interests, and gifts or hospitality exceeding £25 in respect of items on this agenda.

4. Dispensations

To APPROVE written requests for dispensations.

5. Public participation

To RECEIVE representations, questions and evidence from members of the public in respect of items of business included in the agenda.

6. Minutes of the previous meetings

To RESOLVE to approve the minutes of the meetings listed below as a true and accurate record, and for the Chair to sign them.

Minutes of the Full Council meeting held on 27 July 2026, and the Planning Sub-Group meeting held on 1 September 2026.

Paper 6a and 6b — draft minutes of 27 July 2026 and 1 September 2026.

7. Actions and matters arising

To NOTE any updates on outstanding actions from previous meetings that are not covered elsewhere on this agenda.

8. Cornwall Council Divisional Member's report

To RECEIVE a report from the Divisional Member.

9. Chair's report

To RECEIVE the Chair's report on Council and parish matters.

10. Reports from committees and representatives

To RECEIVE reports from the Council's committees and representatives.

10.1 Footpaths and rights of way.

10.2 Tree Warden.

10.3 Playing Field. To NOTE recent grants toward carnival insurance and Fun Day medals

10.4 Budock Water Village Hall.

10.5 Treverva Village Hall.

11. Council Assets, Insurance and Maintenance

To RECEIVE an update on the Council's assets, insurance, inspection and maintenance arrangements, and consider any actions or works required

11.1 To RESOLVE to approve the updated [Asset Register](#), which supports the Council's asset figure reported in the Annual Governance and Accountability Return (AGAR).

Paper 11.1 — Updated Asset Register

11.2 To NOTE the renewal of the [Council's insurance cover](#) and the current sums insured in relation to the Council's asset register.

Paper 11.2 — Insurance

11.3 To NOTE and review the inspection and maintenance arrangements for Council assets, including play equipment, street furniture, defibrillators and any other assets subject to periodic inspection, and identify any inspections or checks due or outstanding.

12. Correspondence

To RECEIVE correspondence requiring the Council's attention and, where appropriate, CONSIDER and AGREE any response or further action.

13. Planning

Planning decisions, applications, and other formal consultation requests received after publication of this agenda and before the meeting will be added to the agenda and considered where appropriate.

13.1 Planning decisions

To NOTE planning decisions received from Cornwall Council as local planning authority.

Reference	Site	Proposal	Decision
28/07/2026 PA26/02781 Mr T Anik	Payizaran Hillhead Road Kergilliack Falmouth Cornwall TR11 5PA	Proposed extension and alterations	REFUSED
27/07/2026 PA26/04775 Mr Timothy Webster	Trelil Barn Trelil Lane Budock Water Falmouth TR11 5DY	Proposal Submission of details to discharge Conditions 7, Contaminated Land - Risk Assessment and 8, Contaminated Land - Remediation Scheme, in respect of Decision Notice PA23/04890 dated 12.10.2023	S52/S106 and discharge of condition apps
17/09/2026 PA26/05209 Mr William Leggett	Poor House Cottage School Lane Budock Water Falmouth Cornwall TR11 5DJ	Proposal Works to trees with a Tree preservation order. G1- This group consists of mainly sycamore coppice to 0.5 metres. T1-Apple-reduce by approximately 30%. T2-Sycamore- Fell- This tree has basal decay.	APPROVED
21/09/2026 PA26/06429 Mr & Mrs Felix & Claire ROWE	Treverva Chapel Treverva Penryn Cornwall TR10 9BN	Proposal Submission of details to discharge conditions 3 (Mortar) in relation to Decision notice PA26/04199 dated 24.08.26 https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TLELLOFGJTK00	S52/S106 and discharge of condition apps

Reference	Site	Proposal	Decision
21/09/2026 PA26/05769 Mr Ben Gilpin	Hillhead Reservoir Hillhead Road Kergilliack Cornwall	EIA Screening request for proposed secondary reservoir water tank on land at Kergilliack WTW, https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TJZ0B9FG24E0018	Screening Opinion - EIA Not Required

13.2 Previous Parish Council consultation responses

To NOTE the Parish Council's previous consultation responses to planning applications, as set out below.

Reference	Site	Proposal	BPC Comments
PA26/04928	Argal Home Farm, Kergilliack, Falmouth	Certificate of Lawfulness (Existing) for use of building for full commercial uses falling within Use Class E(g)	BPC note this retrospective application following the 10 year anniversary of documented established commercial use. We can find no reference to the new access road installed at approximately the same time as the commercial premises, and exiting onto the busy highway immediately opposite a strip of land adopted by the public over many years for parking. We seek assurance that this now commercial access point is deemed safe by Cornwall Highways.
PA26/05362	48 Watersmead Parc, Budock Water	Proposed two-storey rear extension and extension to existing porch	BPC have no objection
PA26/05394	Cob Barn, Roscarrack Farm, Roscarrack Road, Maen Valley, Falmouth	Use of an existing holiday unit as an unrestricted dwellinghouse (Use Class C3)	BPC object to this application and its assertion that ongoing permanent use of a holiday home effectively equates to conferring residential status. We understand that holiday home status specifically restricts use to 10 months per year and is offered to benefit the local economy by welcoming visitors to areas where residential permissions are not encouraged or supported. The preceding applications around this specific building and the other buildings within the curtilage have been for use as holiday homes. This in keeping with numerous established developments within the vicinity. Granting this requested change of status might have an undermining effect on local property prices in so much as the precedent might trigger a glut of similar applications to release a residential premium to owners of what were previously holiday homes.

13.3 Planning applications

To CONSIDER and RESOLVE the Council's consultation response to each planning application received from Cornwall Council and listed below.

Reference	Site	Proposal
PA26/06239	Pendrea, Merry Meet Lane, Budock Water, Falmouth	Works to trees subject to a TPO: T1 Sycamore — reduce height from 15m to 10m and reduce the southern side by 5m, with the remainder reduced to match; T2 Sycamore — reduce to previous pruning points, approximately 1.5m above ground level. Determination deadline 03 Nov.
Nigel Kirk - PA26/01024/PREAPP	Penjerrick Lodge Penjerrick Budock Water Falmouth Cornwall TR11 5ED	Pre application advice for build annex with link passage to existing building. Determination deadline 03 Nov.

14. Planning enforcement

To RECEIVE an update on planning enforcement cases already referred to Cornwall Council. To CONSIDER and RESOLVE responses to any formal consultation requests received from Cornwall Council before the start of the meeting.

15. Finance

15.1 To RESOLVE to approve the schedule of payments for August 2026.

15.2 To RESOLVE to approve the schedule of payments for September 2026.

15.3 To acknowledge the purchase of a printer for the Parish Council's administrative requirements, at a cost of ££277.42 ex. VAT

15.4 Internal audit: To RESOLVE to appoint Aalgaard Renshaw Business Solutions Ltd to undertake the 2025/26 internal audit at a cost of £350 plus VAT and to approve any additional work reasonably required to reconstruct missing figures or paperwork necessary to complete the audit, at £75 per hour plus VAT.

Paper 15 — payment schedule, reconciliation, budget report and supporting documents.

16. Parish projects and community matters

16.1 To CONSIDER exit from Eve Parc onto Hillhead Road.

16.2 To CONSIDER proposed improvements to the Parish Council website, including a more rural and traditional design, improved navigation, Councillor profiles and making information more accessible and useful to residents, and RESOLVE to agree any further actions and associated expenditure.

16.3 To NOTE the Clerk's work to review and clear old paperwork and other stored items from the Village Hall, with items to be appropriately archived or disposed of in accordance with the Council's records management requirements.

17. Employment and staffing

To CONSIDER and RESOLVE training and development for Councillors and staff, including associated expenditure.

17.1 To update on the proposed Clerk's contract and terms of employment.

17.3 To discuss appointment of the Clerk to RFO and grant full access to BPC online banking.

17.2 To nominate and appoint a Parish Council's representative to Budock Water Village Hall.

18. Policies, governance and compliance

18.1 As a smaller authority, the Parish Council is required to have an IT Policy in place. To **CONSIDER** and **RESOLVE** to adopt the Budock Parish Council IT Policy, which sets out the arrangements for the secure and appropriate use of IT and digital systems for Parish Council business.

Paper 18 — draft IT policy

19. Items for a future agenda

To **NOTE** matters raised for information and identify items for inclusion on a future agenda.

20. Exclusion of the press and public

If necessary, to **RESOLVE**, under the Public Bodies (Admission to Meetings) Act 1960, to exclude the press and public from the meeting, as publicity would prejudice the public interest due to the confidential nature of the business.

21. Date of next meeting

To **NOTE** that the next ordinary meeting will be held on Monday 26 October 2026 at 7.00pm at **Treverva** Village Hall.

Safety Notice

- In an emergency, leave the building promptly by the nearest safe exit and do not stop to collect belongings.
- Please take note of the emergency exits and assembly point before the meeting begins.
- Please take note of the location of the first aid kit and defibrillator.
- In an emergency, remain calm and follow the instructions of the Chair or staff.
- If you would need assistance to evacuate, please inform the Clerk before the meeting begins.
- Do not re-enter the building following an evacuation until advised that it is safe to do so.