BUDOCK PARISH COUNCIL

Minutes of the **1000th** Ordinary Meeting of Budock Parish Council

Date	Monday, 28 September 2026
Time	19.00
Venue	Budock Village Hall, Budock Water
Present	• Chair John Bastin • Cllr Kerry Bailey • Cllr David Chatterjee • Cllr Nigel Hennell • Cllr Shelagh Hume
In attendance	• Cllr David Saunby, Cornwall Council Divisional Member • Daniela Farina, Clerk

Minutes

26/60 Safety procedures

The Chair explained the safety procedures.

26/61 Apologies for absence

Apologies were received from Cllr Philip Burnett.

26/62 Declarations of interest, gifts and hospitality

No declarations were made.

26/63 Dispensations

No requests for dispensations had been received.

26/64 Public participation

No members of the public were present and no matters were raised.

26/65 Minutes of the previous meetings

It was proposed by Cllr Nigel Hennell, seconded by Cllr David Chatterjee, and RESOLVED that the minutes of the Full Council Meeting held on 27 July 2026 and the Extraordinary Planning Meeting held on 1 September 2026 be approved as a true and accurate record and signed by the Chair.

26/66 Actions and matters arising

The Council noted that there were no outstanding actions or matters arising from previous meetings.

26/67 Variation of order of business

The order of business was amended to enable councillors who needed to leave the meeting early to participate in discussions and voting on key agenda items.

26/68 Exclusion of the press and public

The Chair proposed that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting due to the confidential nature of the business to be transacted, and it was RESOLVED accordingly. The Clerk and Cllr David Saunby then withdrew from the meeting for the consideration of the following items.

26/69 Clerk's contract of employment

Members reviewed the principal terms of the Clerk's Contract of Employment. It was unanimously resolved to approve the Contract of Employment for the Clerk on the terms presented to the Council and to authorise the Chair to sign the Contract on behalf of the Council.

26/70 Appointment of Responsible Financial Officer (RFO)

Members considered the appointment of a Responsible Financial Officer and unanimously resolved to appoint the Clerk as Responsible Financial Officer (RFO) and to authorise the necessary access to the Council's online banking facilities to enable the duties of the role to be carried out.

26/71 Readmission of the press and public

The press and public were readmitted to the meeting. The Clerk and Cllr Saunby returned to the meeting.

26/72 Appointment of Budock Water Village Hall representative

Members considered the appointment of a Parish Council representative to Budock Water Village Hall Management Committee and unanimously resolved to appoint Cllr Nigel Hennell as the Council's representative.

26/73 Policies, governance and compliance

Members considered the draft IT Policy. The Clerk explained that the policy had been prepared with input from the Council's IT provider and would help ensure the secure and appropriate use of Council IT equipment and systems. The Clerk thanked Cllr David Chatterjee for preparing the initial draft of the policy. It was proposed by Cllr David Chatterjee, seconded by Cllr Kerry Bailey and unanimously resolved to adopt the IT Policy.

26/74 Council assets, insurance and maintenance

26/74.1 Members considered the updated Asset Register. The Clerk explained the amendments made to the register, including updates relating to Council IT equipment, and sought clarification regarding assets held by the Council as owner and as trustee. Members discussed the implications of those dual responsibilities. Following consideration, Members unanimously resolved to approve the Asset Register as presented.

26/74.2 Members noted the renewal of the Council's insurance arrangements and the sums insured.

26/75 Finance

26/75.1 Payment Schedules: Members considered the August and September 2026 payment schedules. It was proposed by Cllr Kerry Bailey, seconded by Cllr Shelagh Hume and unanimously resolved to approve the August and September 2026 payment schedules.

26/75.2 Printer Purchase: Members noted the purchase of a printer for Council administration at a cost of £277.42 excluding VAT.

26/75.3 Internal Audit Appointment: Members considered the appointment of an Internal Auditor for the 2025/26 financial year and unanimously resolved to appoint Aalgaard Renshaw Business Solutions Ltd as Internal Auditor for the 2025/26 financial year.

26/76 Cornwall Council Divisional Member's report

Cllr Dave Saunby reported that vegetation continued to obstruct visibility of the Vehicle Activated Sign (VAS). He advised that the matter had been raised with Cornwall Council and that he had recently received confirmation that works would be carried out shortly.

Cllr Saunby provided an update regarding safety concerns at the gateway feature on Bickland Hill, near the football ground. He reported that he had raised concerns with Cornwall Council officers regarding the gaps on either side of the gateway feature, which could allow pedestrians, particularly children, to enter the carriageway. He stated that measures were needed to close the gaps.

Cllr Saunby reported that Cornwall Council Enforcement was progressing matters relating to the recently completed development at Bickland Water. He advised that concerns remained regarding the site entrance following the removal of granite blocks and that enforcement action was being pursued to secure the installation of alternative measures.

Cllr Saunby reported on a major Active Travel improvement scheme for Bickland Water Road, expected to commence in October 2026 and continue until approximately October 2027. The £2 million scheme will provide widened shared pedestrian and cycle facilities, new signal-controlled crossings, upgraded street lighting, resurfacing works and other highway improvements. Members were advised that temporary traffic management arrangements, including manually controlled traffic signals and some night-time road closures, would be required during the works.

The report was received.

26/77 Chair's report

The Chair formally welcomed the Clerk to Budock Parish Council and thanked Cllr Phil Burnett for his work in supporting the Council during the period in which the Clerk's post was vacant.

The Chair highlighted the need to recruit additional councillors to improve resilience and ensure that the Council remains quorate when members are unavailable.

The following updates were also reported:

- Budock Carnival and associated fundraising events had been very successful;
- Churchtown Rd would be closed on 17 and 18 November 2026 to facilitate tree works; and
- the Community Area Partnership (CAP) meeting taking place on 29 September 2026, with the agenda to be circulated to Members.

The report was received.

26/78 Reports from committees and representatives

26/78.1 Footpaths and Rights of Way: Cllr Shelagh Hume reported that a site visit had been undertaken to inspect local footpaths and rights of way. Further work was planned to review and update the Council's records.

26/78.2 Tree Warden: Cllr Shelagh Hume, in her capacity as Tree Warden, reported concerns regarding the condition of a number of mature trees within the parish, particularly beech trees affected by recent dry weather conditions.

26/78.3 Playing Field: Cllr David Chatterjee reported on the success of the Fun Day and Budock Carnival. The Council noted its support through grants towards carnival insurance and Fun Day medals. Members were advised that the Playing Field Committee was considering arrangements for Christmas lights and associated accessibility considerations.

26/78.4 Budock Water Village Hall: No report was received.

26/78.5 Treverva Village Hall: Cllr Nigel Hennell reported that the Village Hall AGM would take place shortly and that the committee was currently operating at or near full capacity.

26/79 Planning decisions

Members noted the planning decisions received from Cornwall Council since the previous meeting.

26/80 Previous consultation responses

Members noted the consultation responses submitted by the Parish Council under delegated authority since the previous meeting.

26/81 Planning applications

PA26/06239 – Pendrea, Merry Meet Lane, Budock Water

Proposal: Works to trees subject to a Tree Preservation Order (TPO).

It was proposed, seconded and resolved that the Parish Council defer to the opinion of a suitably qualified tree specialist.

PA26/01024/PREAPP – Penjerrick Lodge, Budock Water

Proposal: Pre-application advice for the construction of an annex linked to the existing building by a connecting passage.

Members noted that the proposal was a pre-application submission and that no formal consultation response was required at this stage.

26/82 Planning enforcement

No planning enforcement matters were reported.

26/83 Parish projects and community matters

26/83.1 Parish Council Website

The Clerk presented proposals to redesign the Parish Council website to improve accessibility, navigation and public engagement. Members supported the creation of councillor profiles to improve public understanding of the Council's work and to encourage future councillor recruitment. It was noted that the anticipated cost of the proposed improvements would be approximately £300. It was proposed, seconded and resolved to authorise the Clerk to progress the website improvements and to report any further costs to the Council as required.

26/83.2 Records Review and Archiving

Members noted the Clerk's ongoing review of historic Council records held at Budock Village Hall. The Clerk reported that obsolete and non-archival material was being identified for disposal, while historic minutes and other significant records would be transferred to the Kresen Kernow, in accordance with archival guidance. Members further noted that certain records, including financial records, would continue to be retained locally in accordance with statutory retention requirements.

26/84 Items for a future agenda

Members identified the following matters for inclusion on a future agenda:

26/84.1 Community Policing Update

Cllr David Chatterjee reported that he had investigated local policing contacts and advised that the local PCSOs for Budock Water are Lisa Woods and Rebecca Bromley. A discussion followed regarding police visibility within the parish and ways to strengthen engagement with the community. Members suggested inviting representatives from the local policing team to attend a future Parish Council meeting and exploring opportunities for community drop-in sessions.

26/84.2 Road Signage

Cllr Shelagh Hume raised concerns regarding sign clutter and a missing sign at the junction of No Mans' Land Road and Penwarne Road. Members discussed whether the matter should be reported to Cornwall Council for investigation and appropriate action.

26/84.4 Budock Water Pump and Noticeboard Area

The Clerk raised a question received from a parishioner regarding responsibility for maintaining the paved area around the village water pump. Concern was expressed regarding the appearance of the area, including several planters containing dead plants. Members noted that maintenance had previously been undertaken by a local volunteer. The Clerk agreed to explore options for improving its appearance.

26/85 Date of next meeting

Members noted that the next ordinary meeting of the Council would be held on Monday 26 October 2026 at 7.00 pm at Treverva Village Hall.

There being no further business, the meeting closed at 8.25 pm

Signed: J. Bastin

Cllr John Bastin
Chair of Budock Parish Council

Date: 26.10.2026