



**DRAFT MINUTES – NOT RATIFIED UNTIL SIGNED BY THE CHAIRMAN**

**MINUTES OF THE 915<sup>TH</sup> MEETING OF BUDOOCK PARISH COUNCIL HELD AT BUDOOCK VILLAGE HALL  
ON MONDAY 24<sup>TH</sup> SEPTEMBER 2018**

**PRESENT:** Cllrs Bastin, Bennett (Chairman), Bownas, Mrs Clark, Fairbank, Hart, Heritage and Palmer.  
**IN ATTENDANCE:** Mrs L Iddon.

**18-101 SAFETY PROCEDURES**

The Chairman explained the Safety Procedures.

**18-102 PUBLIC PARTICIPATION**

There were no members of the public present.

**18-103 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies received and accepted from Cllrs Geraty and Hennell – both away.

**18-104 MEMBERS TO DECLARE ANY DISCLOSABLE PECUNIARY AND NON-REGISTERABLE INTERESTS AND ANY GIFTS OR HOSPITALITY OVER £25**

None were declared.

**18-105 TO CONSIDER REQUESTS FOR DISPENSATIONS FROM MEMBERS**

None were requested. It was noted that Cllr Bastin needs to leave the meeting by 8.30pm.

**18-106 TO RECEIVE AND APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 30<sup>TH</sup> JULY 2018 AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Mrs Clark and seconded by Cllr Hart and:

**RESOLVED** that the minutes of the Council Meeting held on the 30<sup>th</sup> July 2018 are received and approved.

On a vote being taken this was unanimously approved. The Chairman then signed them.

**18-107 TO REPORT MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA (for information only)**

The Clerk reported that a response has been received from Cornwall Council Planning Department regarding the letter sent as per Agenda item 18-46 of the last meeting. (Persimmon and Kergilliack Road issues). A meeting with the relevant parties is in the process of being arranged.

**18-108 TO RECEIVE ANY POLICE UPDATES**

The latest information on the Police website lists crimes in Budoock Parish in June and July. Further details can be found at <https://www.police.uk/devon-and-cornwall/CIOS.4068/>.

PCSO Fuller has informed us he is now no longer a PCSO and has started training to be a PC. Any queries we have are to be directed to PC Matt Cummins or PC Helen Newman on [falmouth@dc.police.uk](mailto:falmouth@dc.police.uk). Telephone numbers and email addresses for Emergency and Non-Emergency reports and queries remain the same.

**18-109 TO RECEIVE A REPORT FROM THE CORNWALL COUNCIL DIVISIONAL MEMBER**

Cllr Bastin reported the following:-

- Phil Mason is no longer Head of Planning at Cornwall Council – he is now the Strategic Director for Economic Growth. His post has not yet been filled.
- The current Divisional Boundary Review is now closed for comments. The review of Town and Parish Council boundaries will commence in November and will be led by Sarah Mason (CALC). The team considering the Divisional Boundaries will also consider the Town and Parish boundaries.
- When querying there being two separate sets of traffic lights on Bickland Water Road at the end of August/beginning of September, Cllr Bastin was advised that the need for traffic management for Utility Companies can overrule decisions made by Cornwall Council (in this case that there would be no more than one set of traffic lights on Bickland Water Road at any one time).

There were no questions for Cllr Bastin.

**18-110 TO DISCUSS AND RECEIVE ANY UPDATES ON THE ONGOING ELECTORAL BOUNDARY REVIEW**

The Boundary Review Consultation is now closed.

**18-111 TO RECEIVE A NEIGHBOURHOOD PLAN UPDATE AND TO CONSIDER ANY ACTIONS REQUIRED INCLUDING RESPONSES TO THE CURRENT SITE ALLOCATION DPD MODIFICATIONS CONSULTATION**

Cllr Heritage reported the following:-

- A further meeting has taken place with Sarah Furley from Cornwall Council's NDP team. Further advice was given regarding the Housing Policy.
- There is now a small core of people involved in writing various policies. The draft policies will be put on the Parish Council website when completed.
- The closing date for the consultation on the Site Allocations DPD Modifications closes on 22<sup>nd</sup> October. One part (Section 7.74) refers to the 'green buffer' between Falmouth and Budock.

It was proposed by Cllr Fairbank and seconded by Cllr Heritage and:-

**RESOLVED** that a Parish Council response is made to the DPD Modification 7.74 to support it.

On a vote being taken this was unanimously agreed.

**18-112 TO DISCUSS ONGOING ISSUES IN RELATION TO THE NEW GENERAL DATA PROTECTION REGULATIONS AND CONSIDER ANY FURTHER POLICIES FOR APPROVAL**

The Clerk informed the meeting that since the last meeting a full Data Audit of all paperwork and emails has taken place to meet the requirements of the Council's Data Retention Policy. In line with this all the Councillors were given forms for them to complete acknowledging they understand their individual responsibilities as Councillors.

**18-113 TO RECEIVE AN UPDATE ON HIGHWAYS MATTERS FOLLOWING THE RECENT MEETING WITH OUR LOCAL HIGHWAYS & ENVIRONMENT MANAGER**

An update was given on the points raised at the recent meeting with Viv Bidgood.

- Serious concerns regarding the apparent formalisation, (due to the area being tarmaced), of the road side by Argal Reservoir now being used as a parking area. Highways are aware of concerns regarding this, but there is no current evidence to suggest the practice is unsafe.
- It was confirmed that the road gullies in Treverva were last cleared in December 2017 (with no defects recorded) and they are due for cleansing again this December.
- The Draft Mobile Speed Activation Sign (MSAS) Guidance has now been received. The process that the Parish Council needs to follow is to identify suitable sites for the signs, then obtain approval of the sites from Highways. Once the sites are agreed as suitable, tenders are obtained from Highways Approved Contractors for the supplying and siting of the poles. Suitable signs can then be purchased.  
Discussion took place with regard to Speed Visor siting and 2 sites (one on each carriageway) in both Budock and Treverva will be identified.  
The Clerk will forward these suggestions to Highways and also query whether it is permissible to install static signs.

The Chairman thanked Cllr Bownas for the research he has done into the different types of mobile speed visors available.

**18-114 TO CONSIDER THE CORNWALL COUNCIL'S COMMUNITY INFRASTRUCTURE (CIL) CONSULTATION AND CONFIRM OUR RESPONSE**

A holding response had been sent to this Consultation and the responses were shown to the meeting.

It was then proposed by Cllr Fairbank and seconded by Cllr Bownas and:-

**RESOLVED** that the holding response becomes the official response of the Parish Council.

On a vote being taken this was agreed with one abstention.

The Clerk will advise the CIL Consultation team of this agreement.

**18-115 TO CONSIDER THE DRAFT 'WELCOME LETTER' FOR RESIDENTS ON THE NEW DEVELOPMENTS WITHIN THE PARISH**

Feedback to the draft 'Welcome Letter' was that the licensed premises at Pendra Loweth needs to be included under the Food and Drink section. Also information needs to be added regarding schools, doctors, dentists and vets all being located in nearby Falmouth and Penryn.

The letter will be updated and be an ongoing agenda item at the next meeting.

**18-116 TO CONSIDER AND APPROVE A SECTION 133 GRANT FOR REPLACEMENT LIGHTING IN THE STORAGE AREA OF BUDOCK VILLAGE HALL**

The background to this grant application for £311.40 for supplying and installing two new lights and a switch was given. It was proposed by Cllr Hart and seconded by Cllr Mrs Clark and:-

**RESOLVED** that payment is approved in respect of the Section 133 grant for the cost of replacement lights and a switch in the storage area of Budock Village Hall.

On a vote being taken this was unanimously agreed.

**18-117 TO CONSIDER THE PURCHASE OF REPLACEMENT SEATS WITHIN THE PARISH**

A report on the current condition of the seats within the parish was given. The seats located at Penjerrick and Parc Stepney are most in need of replacing. The cost of replacing seats has been budgeted for in the 2018-19 Budget and it was agreed that this be discussed further at the next meeting, with the Clerk sourcing 3 prices for both MMT (Man-made timber) and wooden seats for comparison.

**18-118 TO CONSIDER THE NOMINATION OF A TREE WARDEN FOR THE PARISH**

*Cllr Bastin left the meeting at 8.29pm.*

After discussion it was proposed by Cllr Fairbank and seconded by Cllr Mrs Clark and:-

**RESOLVED** that Cllr Bennett be nominated as the Tree Warden for Budock Parish Council.

Cllr Bennett confirmed he was agreeable to this nomination and on a vote being taken it was agreed unanimously.

**18-119 TO RECEIVE CORRESPONDENCE AND AGREE RESPONSES AS APPROPRIATE – (for information only)**

The following correspondence was received and noted:-

- Cornwall Council – *Cornwall Site Allocations Responses & Modifications / Gambling Act Consultation / Planning News August 18 / 2018 Highways Expressions of Interest for Fal-Penryn CNA / Planning Conference Information / Cornwall Site Allocations DPD – Schedule of Modifications.*
- Communities & Devolution – *Town & Parish Council Newsletter August 18.*
- Cornwall Community Foundation (CCF) – *September e-newsletter.*
- CALC – *July Newsletter + Enforcement Flowchart / CALC letter to Police Commissioner re proposed merger of D & C Police with the Dorset force and the response from the Police Commissioner / Public Participation in my Community course / Info on Cornwall Council's Community Infrastructure Levy / August Newsletter / Info from Truro City Council re World Peace Day Events.*
- NALC – *Newsletters.*
- CPRE – *Campaigns Updated – Rural Affordable Housing / Newsletter distribution / Activities Update / Info on a Saturday Ramble.*
- Cornwall Community Land Trust – *Housing / Invitation to a one day event.*
- Police - *Info regarding Police representation for our parish.*
- Cornwall Sports Partnership – *Job Vacancy Information.*
- Alan Percy – *North Cornwall Cluster Group – Neighbourhood Planning, Affordable Housing and Cornwall Local Plan Housing Allocation including reply from CC / Cornwall Local Plan Housing Apportionment / Public Availability for Economic Viability Appraisals.*
- Tree Charter – *Tree charter news – A big win for ancient woods & trees – Celebrate the Nation's top trees.*
- Cornwall Rural Housing Association – *Guest invitation to their Annual Review.*
- Cornwall AONB – *Survey on Review of Designated Landscapes.*
- Helford River Sailing Trust – *August Newsletter.*

**18-120 TO NOTE PLANNING DECISIONS RECEIVED FROM CORNWALL COUNCIL**

Following decisions were noted:-

**02.08.2018 PA18/03772 & PA18/03773 APPROVED** - Mrs Nicholls & Mrs Harris - Tregedna Farm, Access to Tregedna, Maenporth - Conversion and change of use of first floor section of the barn to create more space to be used as part of the existing Tregedna Lodge facility + Listed Building Consent for the change of use.

**06.08.2018 PA18/06334 APPROVED** - Mr D Muirhead - Pendrea Merry Meet Lane - Works to T1 Sycamore, T2 Sycamore, T3 Sycamore and T4 Oak

**23.08.2018 PA17/07617 REFUSED** - Mr & Mrs Deering - Roseladen Farm Trewen Road - Change of use of existing agricultural land and a small former orchard area to form a small scale campsite comprising of fixed "glamping" units, tents and a permanent campsite building.

**17.08.2018 PA18/05921 APPROVED** - Mr Ben Jordan - 1 Chapel Terrace Trewen Road -Application for existing openings to be enlarged to create single opening out onto garden. Construction of new entrance porch. Addition of 2 new roof lights

**30.08.2018 PA18/04414 APPROVED** - Mr Peter Valaitis – Land west of The Tennis Courts, Roscarrack Road, Maen Valley - Construction of a single dwelling.

**12.09.2018 PA18/07584 APPROVED** - Mrs R Morin - Penjerrick House, Penjerrick - T1. Common Beech (Fagus sylvatica) Crown reduction.

**18-121 TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL**

No Planning Applications had been received when the Agenda for this meeting was published. One application has been received since and an extension of time for our comments has been requested so it can be on the October Meeting Agenda.

**18-122 REPORTS FROM COMMITTEES AND REPRESENTATIVES**

- i. **Footpaths & Rights of Way** – The footpath across a ploughed field at Treverva has still not been reinstated – a report was made after the July meeting – the Clerk will chase this up.
- ii. **Budock Village Hall** – The Committee are looking to replace the two Noticeboards on the front of the hall – a grant request may be made to cover the cost of this. More Committee members are needed, along with more hall bookings. Feast Night is being celebrated on the 19<sup>th</sup> November with the Cadgwith Singers performing.
- iii. **Treverva Village Hall** – Another Quiz Night is planned – date yet to be decided. A long standing Committee member of Treverva Village Hall – Bernice Cole – has sadly passed away.
- iv. **Playing Field** – The Committee is currently without a Chairman. Hopefully this will be resolved at their forthcoming AGM on October 16<sup>th</sup>.
- v. **Community Speed Watch** – Regular Speed Watch sessions continue.

**18-123 TO RECEIVE STATEMENTS OF PAYMENTS, RECEIPTS AND BANK RECONCILIATIONS SINCE THE LAST MEETING**

These were received.

**18-124 TO RECEIVE A QUARTERLY BUDGET STATEMENT**

This was received and discussion followed. Several budgeted items still have to be purchased including Speed Visors and replacement Memorial seats.

**18-125 TO APPROVE THE PAYMENT OF ACCOUNTS FOR THE MONTHS OF AUGUST AND SEPTEMBER**

It was proposed by Cllr Fairbank and seconded by Cllr Hart and: -

**RESOLVED** that accounts totalling **£1,253.14** for the month of August and **£1,422.50** for the month of September are approved for payment.

On a vote being taken this was unanimously agreed.

**18-126 COUNCILLORS' AND CLERK'S ITEMS - including Agenda items for next meeting.**

Agenda items agreed to date are:- Further on the proposed Welcome Letter, Speed Visors, replacement seats. Agreeing the tendering process for the LMP and Playing Field Grass Cutting contracts and considering the budget for 2019/20.

The Clerk informed the meeting that a satisfactory External Audit report has been received – this is now on our website, along with the Closing Notice. The Clerk and two Councillors are attending refresher Code of Conduct training on September 27<sup>th</sup>.

**18-127 DATE AND TIME OF NEXT MEETING**

The next scheduled meeting will be held on Monday 29<sup>th</sup> October 2018 in Treverva Village Hall commencing at 7.30pm.

**There being no further business the meeting closed at 8.46pm.**

Signed: .....29<sup>th</sup> October 2018  
Chairman

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