



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

**MINUTES OF THE 986th MEETING OF BUDOCK PARISH COUNCIL HELD ON MONDAY 28TH APRIL 2025 IN THE TREVERVA VILLAGE HALL**

**PRESENT:** Cllrs Bastin, Brierley, Burnett, Chatterjee, Grounds, Hart (Chairman), and Palmer.

**IN ATTENDANCE:** Miss T Hladkij (Clerk)      Cllr D Saunby Cornwall Council divisional member      **Members of the public:** None

**25-1 SAFETY PROCEDURES**

The Chairman explained the safety procedures.

**25-2 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Cllr Hennell (Away)

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

**RESOLVED:** that the apologies from Cllr Hennell for non-attendance at the full council meeting held on 28<sup>th</sup> April 2025 were accepted.

On a vote being taken the matter was approved unanimously

**25-3 MEMBERS TO DECLARE ANY DISCLOSABLE PECUNIARY AND NON-REGISTERABLE INTERESTS AND ANY GIFTS OR HOSPITALITY OVER £25**

None.

**25-4 TO CONSIDER REQUESTS FOR DISPENSATIONS FROM MEMBERS**

None

**25-5 PUBLIC PARTICIPATION (LIMITED TO ITEMS ON THE AGENDA)**

None

**25-6 CHAIRMAN'S REPORT**

Cllr Hart commented that himself Cllr Bastin and Cllr Hennell attended a meeting with members of Budock Parish Church and the architect regarding the proposed new Wayfield Community Building on a very wet Tuesday 15th April. The Chairman will be attending a function at Penryn on the 3<sup>rd</sup> May 2025. He also thanked all councillors for the last 4 years of service to the parish.

Cllr Brierley arrived 7.33 pm.

**25-7 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 31<sup>st</sup> MARCH 2025 AND THE CHAIRMAN TO SIGN THEM.**

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

**RESOLVED** that the minutes of the Council Meeting held on the 31<sup>st</sup> March 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.

**25-8 TO REPORT MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA (for information only)**

None

**25-9 TO RECEIVE A REPORT FROM THE CORNWALL COUNCIL DIVISIONAL MEMBER**

Cllr Saunby had nothing new to report in the parish this month. He said it had been his honour and privilege to serve as the Cornwall Council divisional member for the last four years in the Budock Parish.

Thanks were given to Cllr Saunby by all Budock Parish councillors for his hard work in the last four years on behalf of Budock Parish.

**25-10 TO RECEIVE CORRESPONDENCE AND AGREE RESPONSES – (for information only)**

None

## 25-11 TO NOTE PLANNING DECISIONS RECEIVED FROM CORNWALL COUNCIL

**02/04/2025 PA24/08604 APPROVED Location:-** Land Off Trellis Lane Budock Water TR11 5DY **Proposal** Loft extension and creation of detached garage (following previous approval PA23/04890 Conversion of barn to dwelling) **Ward: Falmouth Trescobeas And Budock Parish:- BUDOCK**

**09/04/2025 PA25/00115/PRE Closed - advice given Location:-** Payzaran Hillhead Road Kergillack Falmouth Cornwall TR11 5PA **Proposal** Pre application advice for construction of new bungalow. **Ward: Falmouth Trescobeas And Budock Parish:- BUDOCK**

**15/04/2025 PA25/00353/PRE Closed - advice given Location:-** The Cove Maenporth Estate Maenporth Falmouth Cornwall TR11 5HN **Proposal** Do I need planning permission for 12 wedding ceremonies a year with a maximum of 100 people and Parking **Ward: Falmouth Trescobeas And Budock Parish:- BUDOCK**

**17/04/2025 PA24/09122 APPROVED Location:-** Keepers Cottage Trewen Farm Lane Budock Water Falmouth Cornwall TR11 5DZ **Proposal** Works to Trees covered by a Tree Preservation Order (TPO) - T1 - Monterey Pine - End weight reduction on the branches overhanging the garden. T2 - Monterey Cypress - Large scaffold limb weight removal or bracing to support. **Ward: Falmouth Trescobeas And Budock Parish:- BUDOCK**

## 25-12 TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL

1. **Application PA25/01926 Proposal** Construction of Additional Storage Building for Established Business **Location** Unit 3 New Development Bickland Industrial Park Falmouth TR11 4TA **Grid Ref** 178620 / 32846 (**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 has no objection to this proposal.

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

2. **Application PA25/01678 Proposal** Conversion of two barns to form holiday dwellings, erection of a cattery, erection of a storage barn and alterations and extension to dwelling without compliance with condition 2 of decision notice PA03/01134/F dated 16.06.2004. **Location** Roscarrack Farm Roscarrack Road Maen Valley Falmouth TR11 5BL **Grid Ref** 179049 / 31376 (**Case Officer - Chloe Britten**)

It was proposed by Cllr Brierley and seconded by Cllr Hart and:

**RESOLVED** that the following comment be submitted:- Budock Parish Council has no objections.

On a vote being taken this was unanimously agreed. With two abstentions.

3. **Application PA25/01205 Proposal** Conversion of garage to office and occasional holiday let. Internal alterations to main farmhouse **Location** Roscarrack Farm Roscarrack Road Maen Valley Falmouth **Grid Ref** 179049 / 31376 (**Case Officer - Chloe Britten**)

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

**RESOLVED** that the following comment be submitted:- Unfortunately there does not appear to be an application form listed, so it is not possible for Budock Parish Council to comment.

On a vote being taken this was unanimously agreed. With two abstentions.

4. **Application PA25/01206 Proposal** Listed building consent for conversion of garage to office and occasional holiday let. Internal alterations to main farmhouse **Location** Roscarrack Farm Roscarrack Road Maen Valley Falmouth **Grid Ref** 179049 / 31376 (**Case Officer - Chloe Britten**)

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

**RESOLVED** that the following comment be submitted:- Budock Parish Council does not feel sufficiently knowledgeable to be able to comment on this application. We would be guided by the remarks from Historic Environment Planning when these are to hand.

On a vote being taken this was unanimously agreed. With two abstentions

5. **Application PA25/02336 Proposal** Outline application for the construction of two self/custom build dwellings with access reserved. **Location** Land East Of Roscarrack Farm Roscarrack Road Maen Valley Falmouth TR11 5BL **Grid Ref** 179099 / 31376 (**Case Officer - Chloe Britten**)

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

**RESOLVED** that the following comment be submitted:- Budock Parish Council objects to this application as we feel it is over development of the site. We also have concerns over the access and the fact that this is a ANOB site.

On a vote being taken this was unanimously agreed. With two abstentions

**Enquiry reference** PA25/02482 **Proposal** Non-material amendment in relation to decision notice PA23/08160 dated 05/12/2024, namely 1) Alternative Brick: Change from 'Wienerberger Warm Golden Buff' to 'Forterra Village Golden Thatch'.  
**Location** Pen Bethan, Hillhead Rd, Falmouth TR11 5PA (**Case Officer - Mark Ball**) **14 Day Turnaround request comment given.**

**COMMENT SUBMITTED:-** Budock Parish Council has no objections.

- 25-13 URGENT APPLICATIONS** To discuss and resolve any planning applications that have been received after publication of the agenda and that cannot, due to time constraints, be dealt with at a future meeting of this committee.  
None

**25-14 REPORTS FROM COMMITTEES AND REPRESENTATIVES**

**Footpaths and rights of way** – Cllr Chatterjee attended a meeting of the IFG (Integrated Footpaths Group) at the university on wed 16th April, the meeting was also attended by Martyn Alvey CCC and Dave Wood of Cormac. The group heard from Dave wood CCC & Cormac's plans for footpaths & ROW networks across Cornwall. The group also presented the groups proposals to Martyn & Dave regarding creating a partnership with the IFG. There is also possibly some extra amount of monies in the LMP for extended projects within each parish which needs to be applied for so we will investigate this.

**Tree Warden** - Nothing to report.

**Budock Village Hall** – Unfortunately, the hall was unsuccessful with their bid for funds from CLUP.

Work is going ahead with the removal of asbestos from the front entrance, followed by the other work required to bring the fire compliance up to the latest standards.

The committee have organised an event to mark VE day on Monday 5<sup>th</sup> May in the hall comprising of old photos etc and including the provision of cream teas..

**Treverva Village Hall** – The Speed watch in Treverva has a new radar gun. Next meeting is in May.

**Playing Field** – Nothing to report.

**25-15 TO APPROVE THE PAYMENT OF ACCOUNTS FOR THE MONTH OF APRIL 2025**

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

**RESOLVED** that accounts totalling **£2,770.21** for the month of April 2025 are approved for payment. This total includes salaries, contractual payments, hall hire, bank charges, subscriptions, annual internal audit charges and stationery.

On a vote being taken this was unanimously agreed

**25-16 TO APPROVE THE REGULAR PAYMENTS' SCHEDULE FOR THE YEAR 2025/26**

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

**RESOLVED** that the regular payments schedule for the year 2025/26 be approved. .

On a vote being taken this was unanimously agreed

**25-17 TO CONSIDER AND APPROVE THE ANNUAL CONTRIBUTION TO CRPE**

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

**RESOLVED** that the annual contribution of £70 be paid to CRPE for the year 2025. .

On a vote being taken this was unanimously agreed

**25-18 TO ACCEPT THE COUNCILLORS AUDIT FOR OCTOBER 2024 TO MARCH 2025**

Cllr Brierley and Cllr Chatterjee conducted the audit for this period and confirmed all entries as correct.

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

**RESOLVED** that the councillors audit for October 2024 to March 2025 be accepted. .

On a vote being taken this was unanimously agreed. With two abstentions

**25-19 TO CONFIRM IF ANY CONFLICT OF INTEREST EXISTS BETWEEN BDO LLP AND BUDOCK PARISH COUNCIL**

As part of the AGAR process, we must confirm any conflict of interest with the company BDO LLP

It was proposed by Cllr Palmer and seconded by Cllr Brierley and: -

**RESOLVED** that no conflict of interest exists between BDO LLP and Budock Parish Council .

On a vote being taken this was unanimously agreed

**25-20 RECEIVE AND APPROVE THE END OF YEAR AUDIT REPORT FOR THE YEAR ENDING 31ST MARCH 2025**

The annual internal audit has been completed by Aalgaard Renshaw and a satisfactory report received.

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

**RESOLVED** that the annual internal audit report by conducted by Aalgaard Renshaw for 2024/25 be accepted.

On a vote being taken this was unanimously agreed

**25-21 TO CONSIDER AND APPROVE THE AGAR STATEMENT FOR THE YEAR ENDING 31ST MARCH 2025 SECTION 1 ANNUAL GOVERNANCE STATEMENTS 2024/25**

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

**RESOLVED** and accepted the Agar statement Section 1 annual governance statements 2024/25 for the year ending 31<sup>st</sup> March 2025.

On a vote being taken this was unanimously agreed

**25-22 TO CONSIDER AND APPROVE THE AGAR STATEMENT FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2025 SECTION 2 ACCOUNTING STATEMENTS 2024/25**

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

**RESOLVED** and accepted the Agar statement Section 2 annual accounting statements 2024/25 for the year ending 31<sup>st</sup> March 2025

On a vote being taken this was unanimously agreed

**The Public notice for inspection of the accounts will run from 6th June 2025 to 18th July 2025 by arranged appointment via [clerk@budockparish.net](mailto:clerk@budockparish.net)**

**25-23 TO UPDATE THE BANK SIGNATORIES**

Deferred to the May 2025 meeting after the new councillors are in office.

**25-24 COUNCILLORS' AND CLERK'S ITEMS**

Bank Signatories

**25-25 DATE AND TIME OF NEXT MEETING**

**The next scheduled meeting will be held on Monday 19<sup>th</sup> May 2025 at the Budock Village Hall at 7.30 pm (adhering to all government guidelines current at the time). The Annual parish Meeting will precede this.**

**Cllr Saunby left the meeting 8.13 pm.**

**25-26 Exclusion of the Public and Press Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, from the meeting for agenda item 27 as it relates to confidential matters.**

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

**RESOLVED** that under the 1960 Public Bodies (Admission to Meetings) Act to exclude the press and public from the meeting due to the confidential nature of the matter to be discussed.

On a vote being taken this was unanimously agreed

**The Clerk left the meeting 8.14 pm.**

**25-27 TO CONFIRM THE ANNUAL INCREMENT WITHIN THE CLERKS CONTRACT WITH EFFECT FROM 1<sup>ST</sup> APRIL 2025**

Cllr Hart explained the conclusion of the staffing committee and the contract details to the councillors.

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

**RESOLVED** that the minutes from the staffing committee meeting held on 25 April 2025 be accepted and after a positive staff appraisal and in line with the clerks contract her annual increment be awarded from April 2025.

On a vote being taken this was unanimously agreed

**There being no further business the meeting closed 8.45 pm.**

Signed: .....19<sup>th</sup> May 2025  
Chairman