



*Budock, A Climate Conscious Parish*

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

**MINUTES OF THE 977th MEETING OF BUDOOCK PARISH COUNCIL HELD ON THURSDAY 23rd MAY 2024 IN THE BUDOOCK VILLAGE HALL**

**PRESENT:** Cllrs Bastin, Grounds (Vice Chair), Hart (Chairman) Hennell and Spear.

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

**24-25 SAFETY PROCEDURES**

The Chairman explained the safety procedures.

**24-26 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Cllr Brierley, Burnett, Chatterjee, and Palmer

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

**RESOLVED:** that the apologies from Cllr Brierley, Burnett, Chatterjee, and Palmer for non-attendance at the full council meeting held on 23<sup>rd</sup> May 2024 were accepted.

On a vote being taken the matter was approved unanimously

**Clerk took the chair.**

**24-27 TO ELECT A CHAIRMAN FOR THE YEAR 2024/25**

It was proposed that Cllr Hart be re-elected as Chairman for another year.

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

**RESOLVED** that Cllr Hart be elected as Chairman for the year 2024/25.

On a vote being taken this was unanimously approved.

**Cllr Hart took the chair as the elected Chairman and signed the declaration of office.**

**24-28 TO ELECT A VICE CHAIRMAN FOR THE YEAR 2024/25**

This was deferred to the next meeting.

**24-29 MEMBERS TO DECLARE ANY DISCLOSABLE PECUNIARY AND NON-REGISTERABLE INTERESTS AND ANY GIFTS OR HOSPITALITY OVER £25**

None.

**24-30 TO CONSIDER REQUESTS FOR DISPENSATIONS FROM MEMBERS**

Cllr Spear for PA24/03277

**24-31 PUBLIC PARTICIPATION (LIMITED TO ITEMS ON THE AGENDA)**

None

**24-32 CHAIRMAN'S REPORT**

Cllr Hart reported: that there had only been one event this month and that was attending the Mayor Making ceremony in Falmouth on Monday 13 May.

**24-33 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 29<sup>TH</sup> APRIL 2024 AND THE CHAIRMAN TO SIGN THEM.**

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

**RESOLVED** that the minutes of the Council Meeting held on the 29<sup>th</sup> April 2024 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.

**24-34 TO REPORT MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA (for information only)**

None

**24-35 TO RECEIVE A REPORT FROM THE CORNWALL COUNCIL DIVISIONAL MEMBER**

Cllr Saunby gave an update on enforcement issues in the parish.

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**24-36 TO RECEIVE CORRESPONDENCE AND AGREE RESPONSES – (for information only)**

None

**24-37 TO NOTE PLANNING DECISIONS RECEIVED FROM CORNWALL COUNCIL**

**25/04/2024 PA24/00980 APPROVED Location:-** Roseladen House Roscarrack Road Maen Valley Falmouth Cornwall TR11 5BL **Proposal** Proposed extension to existing dwelling with garage **Ward: Falmouth Trescobeas And Budock Parish:- BUDOCK**

**29/04/2024 PA24/02478 Prior approval not req'd(PA/AF/TEL/DEM/) Location:-** Kergilliack Close Hillhead Road Kergilliack Falmouth Cornwall TR11 5PA **Proposal** Notification for Prior Approval for a proposed larger home extension namely proposed namely one storey rear extension with flat roof and complete internal refurbishment to facilitate reasonable provision for wheelchair users to access and enter the dwelling and access habitable rooms and sanitary facilities on the entrance level. **Ward: Falmouth Trescobeas And Budock Parish:- BUDOCK**

**13/05/2024 PA24/02055 APPROVED Location:-** Bosahan Roscarrack Road Maen Valley Falmouth Cornwall TR11 5BL **Proposal** Extension and renovation to an existing dwelling house **Ward: Falmouth Trescobeas And Budock Parish:- BUDOCK**

**24-38 TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL**

**1. Application PA24/02902 Proposal** Proposed rear single storey extension **Location** Poor House Cottage School Lane Budock Water Falmouth TR11 5DJ **Grid Ref** 178236 / 32293 (**Case Officer – Chloe Britten**)

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

**RESOLVED** that the following comment be submitted:-. Budock Parish Council Budock Parish Council has no objection to this application.

On a vote being taken this was agreed with one abstention

**Cllr Spear left the meeting 7.50 pm.**

**2. Application PA24/03277 Proposal** Works to trees subject to a Tree Preservation Order (TPO), works include Trebah Coppice sycamore to approximately 1.5 metres **Location** Menehay Farm Bickland Water Road Falmouth Cornwall TR11 5BY **Grid Ref** 178704 / 32088 (**Case Officer – Mark Webb**)

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

**RESOLVED** that the following comment be submitted:-. Budock Parish Council comment is in view of the present state of this sycamore tree we would agree with the agent's report and say that we have no objections.

On a vote being taken this was agreed with one abstention

**Cllr Spear returned to the meeting 7.55 pm.**

**3. Application PA24/03292 Proposal** 'Demolition of existing dwelling and detached garages and construction of replacement dwelling, parking, associated landscaping and installation of a ground mounted solar PV array.' without compliance of condition 2 of decision PA23/04750 dated 02/11/2023. **Location** Belle Vista Hillhead Road Kergilliack Falmouth Cornwall TR11 5PA **Grid Ref** 178254 / 33523 (**Case Officer – Mark Webb**)

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

**RESOLVED** that the following comment be submitted:-. Budock Parish Council has no objection to this application.

On a vote being taken this was agreed with one abstention

**Application PA24/02852 Proposal** Proposed extension to north west of the existing house. Proposed extension over ground and first floor levels. **Location** Ponds Cottage Roscarrack Road Maen Valley Falmouth **Grid Ref** 178801 / 31345 (**Case Officer – Helen Trebilcock**)

**THIS APPLICATION WAS WITHDRAWN BY CORNWALL COUNCIL AT THE PRESENT TIME.**

**24-39 REPORTS FROM COMMITTEES AND REPRESENTATIVES**

**Footpaths and rights of way** –. No report received.

**Tree Warden** - Nothing to report. Everything growing slowly

**Budock Village Hall** - . A quote for a roof survey is being considered and plans for refurbishment of Hall are imminent.

Matt Brierley and the band representative stood down from the committee.

**Trevera Village Hall** – Nothing to report.

**Playing Field** –. No report received.

**24-40 TO APPROVE THE PAYMENT OF ACCOUNTS FOR THE MONTH OF MAY 2024**

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

**RESOLVED** that accounts totalling **£2,162.41** for the month of May 2024 are approved for payment. This total includes salaries, contractual payments, hall hire, insurance, annual subscriptions, annual audit, and stationery.

On a vote being taken this was unanimously agreed

**24-41 TO ELECT MEMBERS AS REPRESENTATIVES FOR THE FOLLOWING COMMITTEES**

Councillors discussed and appointed the following members to each committee or group.

**FOUR MEMBERS AS THE PLANNING WORKING GROUP**

Cllr Burnett, Grounds, Hart, and Spear were selected to form the Planning Working Group

**FOOTPATHS & RIGHTS OF WAY**

This was deferred to the next meeting.

**TREE WARDEN**

Cllr Grounds was selected as the tree warden representative.

**BUDOCK VILLAGE HALL**

Cllr Hennell was selected as the Budock Village Hall representative.

**TREVERVA VILLAGE HALL**

Cllr Burnett was selected as the Treverva Village Hall representative.

**BUDOCK WATER PLAYING FIELD**

This was deferred to the next meeting.

**STAFFING COMMITTEE**

This was deferred to the next meeting.

**CAP REPRESENTATIVE**

Cllr Burnett was selected as the representative on the CAP group.

**24-42 TO CONFIRM THE CO-OPTION TIMETABLE FOR THE VACANT POST OF COUNCILLOR WITH BUDOCK PARISH COUNCIL**

Cllr George submitted her resignation. The vacancy was advertised as per the regulations and as no election was requested the vacancy will now go for co-option. This vacancy will be advertised on the website and should be taken to our July 2024 meeting.

**24-43 TO ACCEPT THE COUNCILLORS AUDIT FOR THE PERIOD NOVEMBER 2023 TO MARCH 2024**

Cllrs Palmer and Spear conducted a satisfactory audit for this period.

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

**RESOLVED** that the councillors audit for the period November 2023 to March 2024 be accepted.

On a vote being taken this was unanimously agreed

**24-44 TO CONFIRM IF ANY CONFLICT OF INTEREST EXISTS BETWEEN BDO LLP AND BUDOCK PARISH COUNCIL**

As part of the AGAR process with this year's auditors we must confirm any conflict of interest with the company BDO LLP

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

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

On a vote being taken this was unanimously agreed

**24-45 RECEIVE AND APPROVE THE END OF YEAR AUDIT REPORT FOR THE YEAR ENDING 31ST MARCH 2024**

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

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

**RESOLVED** that the annual internal audit report 2023/24 be accepted.

On a vote being taken this was unanimously agreed

**24-46 TO CONSIDER AND APPROVE THE AGAR STATEMENT FOR THE YEAR ENDING 31ST MARCH 2024 SECTION 1 ANNUAL GOVERNANCE STATEMENTS 2023/24**

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

**RESOLVED** and accepted the Agar statement Section1 annual governance statements 2023/24 for the year ending 31<sup>st</sup> March 2024.

On a vote being taken this was unanimously agreed

**24-47 TO CONSIDER AND APPROVE THE AGAR STATEMENT FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2024 SECTION 2 ACCOUNTING STATEMENTS 2023/24**

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

**RESOLVED** and accepted the Agar statement Section 2 annual accounting statements 2023/24 for the year ending 31<sup>st</sup> March 2024

On a vote being taken this was unanimously agreed

**The Public notice for inspection of the accounts will run from 7th June 2024 to 19th July 2024 by arranged appointment via [clerk@budockparish.net](mailto:clerk@budockparish.net)**

**24-48 TO AGREE THE COSTS OF A REPLACEMENT NOTICE BOARD FOR BUDOCK VILLAGE**

This was deferred to the next meeting.

**24-49 TO APPROVE THE 'REGULAR PAYMENTS' SCHEDULE FOR THE YEAR 2024/25**

The list details all the agreed payments scheduled for the year.

Monthly – EE, HMRC, Salaries

Biannually - Grass Cutting

Annually - Insurance, Subscriptions to SLCC, CALC, NALC and Zoom, Membership to AAT, IT software licence, Website domain and email subscriptions. Auditor internal and external, maintenance of bus shelters, weed spraying. GDPR./ Data Protection.

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

**RESOLVED** that the regular payments schedule for the year 2024/25 be adopted and approved.

On a vote being taken this was unanimously approved

**24-50 TO AGREE A TIMETABLE AND COSTS FOR A TRIAL OF MONTHLY SURGERIES HELD BY THE COUNCILLORS**

The councillors discussed this and agreed that a trial test will be organised to see if there is enough interest from residents within the parish. It will be a monthly surgery with two councillors on the last Saturday of the month from 10 am to 12 noon. Venues and costs are to be investigated and will be confirmed.

The first confirmed surgery will be held on Saturday 29<sup>th</sup> June 2024 at the Treverva Village Hall from 10am to 12 noon.

**24-51 COUNCILLORS' AND CLERK'S ITEMS**

To investigate the sighting of a traffic mirror in Treverva.

To investigate the implications of agendas and minutes of the two village halls been displayed on the parish council's website.

All deferred items from this meeting.

**24-52 DATE AND TIME OF NEXT MEETING**

**The next scheduled meeting will be held on Monday 24<sup>th</sup> June 2024 at the Treverva Village Hall at 7.30 pm (adhering to all government guidelines current at the time).**

Cllr Saunby left the meeting 8.40 pm.

**24-53 TO 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 29 AS IT RELATES TO CONFIDENTIAL MATTERS**

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

**RESOLVED** to 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 31 as it relates to confidential matters.

On a vote being taken this was unanimously agreed

The Clerk left the meeting 8.42 pm.

**24-54 TO AGREE THE MINUTES OF THE STAFFING COMMITTEE AND TO CONFIRM A SATISFACTORY APPRAISAL REPORT FOR THE CLERK AND SUBSEQUENT SALARY INCREMENT FROM 1<sup>ST</sup> APRIL 2024 TOGETHER WITH LEGAL CHANGES TO THE CLERKS CONTRACT**

Cllr Hart briefed the members on the staffing meeting.

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

**RESOLVED** to agree the minutes of the staffing committee and to confirm a satisfactory appraisal report for the clerk and subsequent salary increment from 1st April 2024 together with legal changes to the clerk's contract .

On a vote being taken this was unanimously agreed

**There being no further business the meeting closed 8.50 pm.**

Signed: .....24<sup>th</sup> June 2024

Chairman

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