

MUDFORD PARISH COUNCIL

Clerk: Petra Galloway

Tel: 07552 509707 E-mail: clerk@mudfordpc.co.uk

Minutes of a Meeting of Mudford Parish Council held on Thursday 25th July 2024 at 19:00hrs

Present – Councillors (Cllrs): Jo Dalton-Leggett (Chair), Philip Edgeworth (Vice-Chair), Stephen Bartlett, Robin Bowring, David Brown.

In attendance: Petra Galloway – Parish Clerk and 11 members of the public.

PUBLIC COMMENTS

A resident raised concern about a planning application being granted (the PC objected to the proposal). The application was determined under delegated powers without being presented at a committee meeting.

The clerk will raise concerns about not being informed by Somerset Council when a planning application is granted and about the application being granted without being presented at a committee meeting.

ACTION: Clerk

OUTSIDE REPORTS FROM REPRESENTATIVES

- Outside bodies/groups

Village Hall Committee representative – Village Hall's broken windows were discussed. The Committee received a quote of £948 (VAT included) to have 8 window panes replaced. The Committee was told that the damage is likely caused by heavy vehicle vibrations. Clerk will contact Cllr Hobhouse to further investigate what can be done for speed reduction in the village.

ACTION: Clerk

19:24hrs – Meeting started

24/26 To receive apologies for absence and approve the reasons (LGA 1972 s85(1)).
Cllr Blackwood sent his apologies, and the reason was approved.

24/27 Declarations of interests. Council members to declare any interests, including any Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33 (b-e). (NB this does not preclude any later declarations).

None.

24/28 To approve and sign as a correct record the minutes of the previous meeting (LGA 1972 sch 12, para 41(1)).

RESOLVED: The minutes from the Annual Parish council meeting held on 30th May 2024 were **approved and signed** as a true and accurate record of the meeting held.

24/29 Matters to report from a previous meeting.

- a. New noticeboard delivery and installation (Cllr Brown) - Cllr Brown received a quote of £500 for the installation but will measure again for the precise location at the entrance to the playing field. The noticeboard is large (3 sections), and the location requires further planning. Cllr Bartlett will contact a parishioner who previously looked after the Grange notice board (access).

**ACTION: Cllr Brown;
Cllr Bartlett**

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- b. All Cllrs to attend Code of Conduct Training. (All Cllrs) - Cllr Edgeworth had internet connection issues so will attend the training again at a future date (free of charge). Cllr Snell will attend training organised by Yeovil Without Parish Council. All other councillors attended the training.

24/30 Planning decisions report.

None.

24/31 Planning applications.

The council received a consultation on applications 23/01986/LBC and 23/01985/HOU (Home Barn Sock Farm) - The council had no comments.

24/32 Finance – To **APPROVE** the Cashbook/Bank Reconciliation to 30th June 2024 and Review budget for FY Q1.

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MUDFORD PARISH COUNCIL 2024-25						
Receipts and Payments Summary for the year ending 31st March 2025						
	Last Year	This Year	Budget	Remaining	Remaining %	Variance
	2023-24	2024-25	2024-25	2024-25	2024-25	between yrs
RECEIPTS						
Precept	£ 46,705.00	£ 58,100.00				£ 11,395.00
Deposit Interest	£ 1,396.98	£ 597.19				-£ 799.79
Cemetery Fees	£ 7,710.00	£ 550.00				-£ 7,160.00
Grants	£ -	£ -				£ -
Grants - Other	£ 900.00	£ -				-£ 900.00
VAT repayment	£ 4,481.18	£ -				-£ 4,481.18
TOTAL RECEIPTS	£ 61,193.16	£ 59,247.19				-£ 1,945.97
PAYMENTS						
Salaries	£ 10,370.64	£ 2,467.12	£ 11,500.00	£ 9,032.88	79%	-£ 7,903.52
Administration	£ 1,557.33	£ 103.00	£ 6,200.00	£ 6,097.00	98%	-£ 1,454.33
Rec Gnd Maint	£ 4,689.46	£ 1,012.35	£ 4,000.00	£ 2,987.65	75%	-£ 3,677.11
Cemetery	£ 1,405.40	£ 326.18	£ 2,000.00	£ 1,673.82	84%	-£ 1,079.22
Parish Maint/Drains/Flood	£ -	£ -	£ 6,000.00	£ 6,000.00	100%	£ -
Subscriptions	£ 285.93	£ -	£ 250.00	£ 250.00	100%	-£ 285.93
Insurances	£ 831.83	£ 921.28	£ 1,500.00	£ 578.72	39%	£ 89.45
Training	£ 65.00	£ -	£ 300.00	£ 300.00	100%	-£ 65.00
Audit Charges	£ 444.50	£ 242.63	£ 500.00	£ 257.37	51%	-£ 201.87
Grants-S137	£ 5,586.89	£ 2,500.00	£ -	£ 2,500.00	#DIV/0!	-£ 3,086.89
Ranger	£ -	£ 652.09	£ 5,000.00	£ 4,347.91	87%	£ 652.09
Defibrillator	£ -	£ -	£ 200.00	£ 200.00	100%	£ -
Play Area	£ 472.82	£ -	£ 1,000.00	£ 1,000.00	100%	-£ 472.82
Parish Projects	£ 16,811.53	£ 1,675.78	£ 5,000.00	£ 3,324.22	66%	-£ 15,135.75
Legal Challenge- Primrose Ln	£ 3,000.00	£ 3,030.00	£ 10,000.00	£ 6,970.00	70%	£ 30.00
VAT incurred	£ 4,734.26	£ 1,118.05				-£ 3,616.21
Budget additions (To reserves)		£ -	£ 4,650.00	£ 4,650.00		
TOTAL PAYMENTS	£ 50,255.59	£ 14,048.48	£ 58,100.00	£ 45,169.57		
Exc of Recpt over Paymts	£ 10,937.57	£ 45,198.71				
plus balances b/fwd	£ 89,130.44	£ 100,068.01				
Balances c/fwd	£ 100,068.01	£ 145,266.72				
Reconciliation with bank accounts as at 30th JUNE 24						
Unity Trust Current Account	£ 57,567.11					
Unity Trust Savings Account	£ 87,699.61					
Less Outstanding payments	£ -					
Add Outstanding lodgements	£ -					
Total balances at bank	£ 145,266.72					

RESOLVED: The Cashbook/Bank Reconciliation to 30th June 2024 was **approved and signed**.
The budget for FY Q1 was **reviewed**.

24/33 Finance – To **NOTE** the receipts between 01.05.2024 and 15.07.2024.

Date	Particulars	Precept	Interest	Cemetery
29.05.2024	Cheque paid in: HAROLD F MILES			£ 150.00
30.06.2024	CREDIT INTEREST		£ 597.19	
15.07.2024	Cheque paid in: A J WAKELY			£ 1,400.00

RESOLVED: The receipts were **noted**.

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24/34 Finance – To **NOTE** the payment schedule for June 2024 (there was no PC meeting in June).

Mudford Parish Council June 2024 Payment Schedule				
Invoice	Payee	Particulars	Amount	Paid
1	STAFF	SALARY (MAY 2024)	£ 224.25	20.06.2024
2	P SARGENT	CEMETERY MAINTANANCE (APRIL 2024)	£ 165.18	20.06.2024
3	KM DIKE NURSERIES	GROUND MAINTENANCE (MARCH 2024)	£ 1,214.82	20.06.2024
4	HINTON FARM Ltd	WITHY BED GATE	£ 487.92	20.06.2024
	TOTAL		£ 2,092.17	

RESOLVED: The payment schedule was **noted**.

24/35 Finance – To **NOTE** bank account balances to 15.07.2024.

Current Account – £42,434.76

Instant Access Account - £97,699.61

RESOLVED: The bank account balances were **noted**.

24/36 Finance – To **NOTE** the payment schedule for July 2024 (prior to the PC meeting) and to **NOTE** the Authorisation Slip signed by the Clerk/RFO and the Chair for **£325 + VAT** (Financial Regulations 4.1.) for an increase price of the Chapel Roof Replacement/Repair. The Chapel Roof Replacement/Repair was approved in Motion 23/57 Minutes from the 25th May 2023.

Mudford Parish Council July 2024 Payment Schedule (before PC meeting)				
Invoice	Payee	Particulars	Amount	Paid
1	STAFF	SALARY (JUNE 2024)	£ 672.75	15.07.2024
2	HODDERS ROOFING LIMITED	CEMETERY CHAPEL ROOF INV 3665	£ 5,859.60	15.07.2024
	TOTAL		£ 6,532.35	

RESOLVED: The payment schedule was **noted**. The Authorisation slip was **noted**.

24/37 Finance – To **NOTE** that the Cemetery chapel roof was paid from the ringed-fenced reserves. To **APPROVE** for the remaining amount to stay in reserves.

RESERVES (inc. ring-fenced funds)	Reserves at 31/3/2024	Additions/spend from current year	Reserves at 31/3/2025	Notes
General maintenance around parish	£ 10,304.58			
Long term chapel maintenance (period?)	£ 6,767.00	£ 4,883.00	£ 1,884.00	Hodders Roofing Chapel roof repair (without VAT)
Long term cemetery maintenance (period ?)	£ 6,513.15			
Computer/printer replacement fund (5yr)	£ 596.00			
Parish Projects (identify & period?)	£ -			Finger posts/Bus shelter/ noticeboard/bridge
Play area equipment long term replacement fund (period?)	£ 8,000.00			
Cemetery land/consecration starter fund (Ring fenced - 5yr?)	£ 12,170.00			
Up Mudford Challenge	£ 17,000.00			
Highways & speed control fund	£ 2,595.14			
Defibrillator fund	£ 1,917.51			
Election (Ring fenced)	£ 1,295.53			
Admin reserve - 12 Months running costs buffer	£ 32,909.10			
Total Reserves	£ 100,068.01	£ 4,883.00	£ 1,884.00	

RESOLVED: The payment from ringed-fenced reserves was **noted** and the remaining reserves were **approved**.

24/38 Finance - To **NOTE** an Authorisation slip to spend **£477.00 + VAT** signed by the Clerk/RFO and the Chair (Financial Regulations 4.1.) for an engineer call out and Bluetooth device replacement for the Vehicle Activated Device.

RESOLVED: The Authorisation slip was **noted**.

24/39 Finance – To **NOTE** an Authorisation slip to spend **£195 + VAT** signed by the Clerk/RFO and the Chair (Financial Regulations 4.1.) for a one-off village tidy-up.

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Chair

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RESOLVED: The Authorisation slip was **noted**.

24/40 Finance – To **APPROVE** the payment schedule for July 2024.

Mudford Parish Council July 2024 Payment Schedule (after PC meeting)			
Invoice	Payee	Particulars	Amount
1	KM DIKE NURSERIES	GROUND MAINTENANCE (JUNE 2024)	£ 1,245.23
2	STAFF	SALARY (JULY)	£ 672.75
3	STAFF	EXPENSES JUNE AND JULY 2024	£ 108.09
	TOTAL		£ 2,026.07

RESOLVED: The payment schedule was **approved**. Clerk will set up the payments and two councillors will authorise it.

ACTION: Clerk, Cllrs Brown and Blackwood

24/41 Finance – To **NOTE** an internal fund transfer between the Current and Instant Access saving account.

An internal transfer of funds of £10,000 authorised by the clerk (as per 5.5. c Financial Regulations) from PC's Current Account to Instant Access saving account was made on 12.07.2024.

RESOLVED: The internal transfer was **noted**.

24/42 Finance – To **APPROVE** an internal fund transfer between the Current and Instant Access saving account.

RESOLVED: The council **approved** an internal transfer of **£30,000**. Clerk will set up the transfer, two councillors will authorise it.

ACTION: Clerk, Cllrs Brown and Blackwood

24/43 Finance – To **APPROVE** a set-up of STAFF's salary payment as a monthly direct debit. The contract of employment stipulates the STAFF being paid on or about 28th day of each month.

RESOLVED: The council has **approved** to set up a monthly payment (approved by two signatories) to cover the Staff's monthly salary. The salary is currently the same amount each month.

ACTION: Clerk

24/44 Finance – To **APPROVE** a quote for village maintenance.

Day rate for village maintenance:

Quote 1: £195 + VAT (waste disposal charged based on weight/scale of the work performed)

Quote 2: £260 + VAT (includes waste removal)

Quote 3 (Somerset Rangers): £338 (VAT included)

The clerk and the chair have approved a one-off tidy up (Quote 1) on 17th July (Motion 24/29).

Quote for clearing out the brambles/hedge trimming in the playing field. Especially on the right side after entering from village hall car park:

Quote 1: £850 + VAT (Hand trimming)

Quote 2: £410 + VAT (Using tractor)

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RESOLVED: Cllr Bowring has proposed to accept Quote 2 (hedge trimming by a tractor), Cllr Bartlett seconded the proposal. The council has **approved** an expenditure of £410 + VAT (Quote 2). The work to be arranged after the end of bird nesting season.

ACTION: Clerk

24/45 HR Committee – To RECEIVE a report from the HR Committee meeting.

The Chair of the HR Committee, Cllr Brown, has reported on the work the Committee has carried out in reviewing and agreeing 12 policies and two grant application templates during its meeting on the 17th July. Two further policies (Data protection and Complaints policy) were deferred and will be reviewed and adopted at the next council meeting.

Cllr Brown commented on the Clerk's two-month appraisal and congratulated the Clerk on her excellent work and conduct during the first two months in the post.

24/46 To review and adopt the HR Committee Terms of Reference.

RESOLVED: The HR Committee Terms of Reference were **reviewed and adopted**.

24/47 To adopt a new Financial Regulations.

RESOLVED: New Financial Regulations were **adopted**.

24/48 To review and adopt the Standing Orders.

RESOLVED: The Standing Orders were **reviewed and adopted**.

24/49 To review and adopt the Code of Conduct.

RESOLVED: The Code of Conduct was **reviewed and adopted**.

24/50 To review and adopt the Publication Scheme.

RESOLVED: The Publication Scheme was **reviewed and adopted**.

24/51 To review and adopt the Freedom of Information Policy.

RESOLVED: The Freedom of Information Policy was **reviewed and adopted**.

24/52 To review and adopt the Document Retention Policy.

RESOLVED: The Document Retention Policy was **reviewed and adopted**.

24/53 To review and adopt the Dignity at Work Policy.

RESOLVED: The Dignity at Work Policy was **reviewed and adopted**.

24/54 To review and adopt the Grievance Policy.

RESOLVED: The Grievance Policy was **reviewed and adopted**.

24/55 To adopt an Appraisal Policy.

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RESOLVED: The Appraisal Policy was **adopted**.

24/56 To review and adopt the Expenses Policy.

RESOLVED: The Expenses Policy was **reviewed and adopted**.

24/57 To review and adopt the Grant Funding Policy.

RESOLVED: The Grant Funding Policy was **reviewed and adopted**.

24/58 To review and adopt Grant Funding Application Form (One-Off Grant).

RESOLVED: The Grant Funding Application Form (One-Off Grant) was **reviewed and adopted**.

24/59 To review and adopt Grant Funding Application Form (Regular Funding).

RESOLVED: The Grant Funding Application Form (Regular Funding) was **reviewed and adopted**.

24/60 To agree Exclusive Rights to a burial plot at Mudford Cemetery.

RESOLVED: The Exclusive Rights to a purchase of burial plot D2-24 were **agreed**.

24/61 To agree to add the Withy gate to the Asset Register (Appendix 1).

RESOLVED: It was **agreed** to add the Withy gate to the Asset Register.

24/62 To receive Councillor reports¹.

- Cllr Edgeworth reported that the CCTV on the lamppost opposite the village hall is owned by RNAS Yeovilton. The police have access to the data.
- Representatives of the parish council have met with the representatives of Yeovil Without Parish Council and Wyndham Park Community Association to discuss the section 106 Agreement (Primrose Lane development).
- Cllr Bartlett explained the current situation with questions from the landscaping report (Primrose Lane development: 14/02554/OUT and 15/03942/FUL) produced by Andrew Burrows not being answered. Further engagement and payments to be discussed at the next meeting. There are currently two hydrologists being considered for producing a report on flooding issues potentially caused by the development. Cllr Bartlett will circulate hydrologists' proposals to the councillors. The clerk will put the discussion/approval on the next agenda.

ACTION: Clerk and Cllr Bartlett

24/63 To receive the Parish Clerk's report and any correspondence.

- Somerset Bus Partnership Survey – Clerk will put the link on the PC website.
- Somerset Council Dog Bin collection – change of charge from 2025. Councillor Edgeworth will count the bins as requested by Somerset Council and will provide the data to the Clerk.

ACTION: Cllr Edgeworth and Clerk

¹ *N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).*

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- Response to clerk's enquiry what can the parish council do to have a 20mph speed limit. Somerset Council Traffic Management responded that "mean speeds must be below 24mph". Clerk will pursue this further, gather information from the Speed Watch Group on pinch points and contact Cllr Hobhouse.

ACTION: Clerk

- Clerk has raised a question of communication with the parishioners, including using social media to share information. Item for the next agenda.

ACTION: Clerk

- Clerk raised cemetery policy questions, specifically the question of Exclusive Rights of burial purchased by non-parishioners. The cemetery caretaker will investigate costs in other parishes for comparison. The councillors agreed to discuss the topic further – Item for the next agenda.

**ACTION: Clerk,
Cemetery Caretaker**

RESOLVED: Clerk's report and correspondence were **noted**.

24/64 To receive traffic report from Vehicle Activated Devices.

Traffic data from the Vehicle active device at the bottom of the village have been downloaded:

From 22/04/2024 to 25/06/2024 – Total vehicles: 275,576.

From 26/06/2024 to 20/07/2024 – Total vehicles 104,109.

The Speed Watch group received the full reports for in-depth analysis.

The device at the top of the village is being repaired.

RESOLVED: The clerk will download the data monthly and will organise the repair of the device currently not working.

ACTION: Clerk

24/65 To discuss moving the PC's web domain to .gov.uk.

Clerk explained why the move was being discussed:

- It is recommended best practice (Practitioner's guide)
- There is Cabinet Office support until the end of 2024 available
- The web builder and the domain host are up for a renewal in September

RESOLVED: Clerk to gather more data regarding user experience/prices of other clerks. Cllr Bowring will contact the web designer of the village hall website for advice/feedback.

ACTION: Clerk, Cllr Bowring

20:56hrs The councillors have voted to extend the meeting to 21:30hrs.

24/66 To discuss community survey options.

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Chair

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The importance of community survey was discussed. Clerk is researching options. SALC can provide help in designing a survey if needed.

RESOLVED: Item for a future agenda (before December 2024).

ACTION: Clerk

21:00hrs - The council has voted to extend the meeting by 30 minutes to 21:30hrs.

24/67 To discuss bollard installation at Hundredstone Park.

Mudford Parish Council has never maintained the Hundredstone Park; it is maintained by Yeovil Town. It appears a low fence has been put around the park to prevent vehicular access.

RESOLVED: The clerk will email the parishioner who raised the issue and explain who maintains the park.

ACTION: Clerk

24/68 To note PC meeting dates for 2024.

RESOLVED: The dates were noted as follows: 29th August, 26th September, 31st October, 28th November, no meeting in December.

24/69 Items for the next agenda.

- Long-term policy for cemetery (exclusive rights for non-parishioners).
- To agree a payment to Andrew Burrows and the hydrologist.
- Traffic calming.
- Data protection and Complaints policy.
- Communication strategy – The Village Hall Committee has been working on a communication strategy which will be presented at the next meeting and the council will discuss if or how they want to be a part of it.
- Moving parish council's domain to .gov.uk to discuss whether the council wants the move, the timescale and what the next steps will be.

24/70 Date of next meeting – 29th August 2024 tbc. (Cllrs to note – all agenda items to be notified to the Parish Clerk by Monday 19th August 2024).

21:18hrs - Meeting closed

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Appendix 1

MUDFORD PARISH COUNCIL - Register of Fixed Assets - July 2024						
ITEM DETAILS	VALUE	VALUE	POLICY	POLICY		Checked?
	Historical Cost (if known)	Historical value per Insurance category	Insurance value 24-25	Insurance value 23-24	Location, installation dates & any serial numbers	Mar-24
Cemetery Chapel	£ 18,614.81	£ 18,614.81	£ 53,518.00	£ 49,099	Mudford cemetery	Y
Computer and office equipment (inc. General equipment)	£ 696.47	£ 696.47	£ 1,470.00	£ 1,387	HP 5CG8516PSO - laptop (chair's home) Filing cabinet (VH)	Y
Youth Shelter	£ 2,995.00				Recreation field	
Sports equipment (goal post, basketball hoop)	£ 8,135.02				Recreation field	
Play Area Equipment Safety Surfacing and Fencing (2018)	£ 15,924.00	£ 38,443.72	Playground equipment: £39,767 & Sports equip. £850	Playground equip. £26,515 & Sports equip. £802	Recreation field	
Skate Park Equipment	£ 10,030.60				Recreation field	
Picnic benches	£ 1,359.10				Rec field (2 installed 2012 - £899.10) (£460 - paid 27.2.20)	
Seating benches (2)	£ 1,232.00				Main Street	
Speed signs (2016)	£ 7,010.00				Main street 1 at top and 1 at bottom of village	Y
Highway 'gates' (x4)	£ 4,000.00				Main Street 2 at top of village, 2 at bottom of village	Y
Unknown Tommy figure (x 2)	£ 376.00	£ 19,671.14	Street furniture: £17,075	Street furniture: £12388	Stored in VH	
Bin	£ 191.14				Cemetery	Y
Noticeboards (x3)	£ 3,017.00				VH (£752 - paid 8/6/22) Hales Meadow (£2,265 - paid 03/10/23)	Y
Fingerposts (5)	£ Unknown				All around village	
Bus Shelter	£ 3,845.00				Main Street (£3,845 paid 30/01/2024)	Y
Withy Bed Gate	£ 406.60	£ 406.60	£ 1,674.00	£ 1,579.00	Withy Bed (£406.60 paid 20/06/24)	
Defibrillator, cabinet (x2) & airtag (x1).	£ 2,400.51	£ 2,400.51	£ 5,000.00	£ 5,000.00	VH (£1,650.51 - paid 13/03/23) Milton House (£750 - paid 27/12/23)	Y
						Y
Land - Basis of Valuation: Nominal Valuation						
Cemetery	£ 1.00				Top of village	Y
The Withy Bed	£ 1.00				Bottom of village	Y
TOTAL	£ 80,235.25					
Items' values added without VAT						