

# Notice of a Mudford Parish Council Meeting

Dear Councillors,

You are hereby summoned to attend the following meeting:

Meeting of...	<b>Mudford Parish Council</b>
Time...	<b>19:00hrs</b>
Date...	<b>Thursday 26<sup>th</sup> September 2024</b>
Venue...	<b>Mudford Village Hall</b>

*Petra Galloway*

**Petra Galloway – Mudford Parish Clerk**  
**21st September 2024**

## Equality Act 2010

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, and any disability), Gender Equality, Crime & Disorder, Biodiversity, Health & Safety and Human Rights.*

## Recording of Council Meetings

*The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).*

*Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e., clearly visible to anyone at the meeting), but non-disruptive. This permission does not extend to private meetings or parts of meetings which are not open to the public.*

*Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.*

# MUDFORD PARISH COUNCIL

Clerk: Petra Galloway

Tel: 07552 509707 E-mail: [clerk@mudfordpc.co.uk](mailto:clerk@mudfordpc.co.uk)

Members of the Public and Press are invited to attend all Council Meetings  
(Public Bodies (Admission to Meetings) Act 1960)

## **PUBLIC COMMENTS (15 minutes)**

*This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes will not be produced. Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.*

## **OUTSIDE REPORTS FROM REPRESENTATIVES**

- Somerset Councillors (3 minutes)
- Outside bodies/groups (3 minutes)

## **Mudford Parish Council will be discussing all the items listed below:**

*The agenda specifies the business that it is proposed to transact (Local Government Act 1972 Sch.12 para 10 (2)(b)) and the Council cannot lawfully decide any matter which is not specified in the agenda (Longfield Parish Council v Wright (1918) 88 LJ Ch 119).*

## **AGENDA**

**24/111 To receive apologies for absence and approve the reasons** (LGA 1972 s85(1)).

**24/112 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).

**24/113 To approve and sign as a correct record the minutes of the previous Ordinary Meeting held on 29<sup>th</sup> August 2024.**

(LGA 1972 sch 12, para 41(1)).

**24/114 To approve and sign as a correct record the minutes of the Extraordinary Meeting held on 9<sup>th</sup> September 2024.**

(LGA 1972 sch 12, para 41(1)).

**24/115 Matters to report from a previous meeting.**

- a. Traffic calming measures (Clerk).
- b. Path Diversion (Clerk).

**24/116 Planning decisions report.**

**24/117 Planning applications.**

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## 24/118 Finance – To APPROVE the Cashbook/Bank Reconciliation to 31st August.

MUDFORD PARISH COUNCIL 2024-25							
Receipts and Payments Summary for the year ending 31st March 2025							
	Last Year	This Year	Reserves	Budget	Remaining	Remaining %	Variance
	2023-24	2024-25	Transfer	2024-25	2024-25	2024-25	between yrs
<b>RECEIPTS</b>							
Precept	£ 46,705.00	£ 58,100.00					£ 11,395.00
Deposit Interest	£ 1,396.98	£ 597.19					£ 799.79
Cemetery Fees	£ 7,710.00	£ 1,950.00					£ 5,760.00
Grants	£ -	£ -					£ -
Grants - Other	£ 900.00	£ -					£ 900.00
VAT repayment	£ 4,481.18	£ -					£ 4,481.18
<b>TOTAL RECEIPTS</b>	<b>£ 61,193.16</b>	<b>£ 60,647.19</b>					<b>£ 545.97</b>
<b>PAYMENTS</b>							
Salaries	£ 10,370.64	£ 4,485.37		£ 11,500.00	£ 7,014.63	61%	£ 5,885.27
Administration	£ 1,557.33	£ 2,752.09		£ 6,200.00	£ 3,447.91	56%	£ 1,194.76
Rec Gnd Maint	£ 4,689.46	£ 2,050.04		£ 4,000.00	£ 1,949.96	49%	£ 2,639.42
Cemetery	£ 1,405.40	£ 5,417.18	£ 4,883.00	£ 2,000.00	£ 1,465.82	73%	£ 4,011.78
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	£ -		£ -	£ -	#DIV/0!	£ 5,586.89
Hedges and Trees	£ -	£ 1,217.09		£ 5,000.00	£ 3,782.91	76%	£ 1,217.09
Defibrillator	£ -	£ -		£ 200.00	£ 200.00	100%	£ -
Play Area	£ 472.82	£ -		£ 1,000.00	£ 1,000.00	100%	£ 472.82
Parish Projects	£ 16,811.53	£ 1,110.78		£ 5,000.00	£ 3,889.22	78%	£ 15,700.75
Legal Challenge- Primrose Ln	£ 3,000.00	£ 5,730.00		£ 10,000.00	£ 4,270.00	43%	£ 2,730.00
VAT incurred	£ 4,734.26	£ 2,850.39					£ 1,883.87
Budget additions (To reserves)		£ -		£ 4,650.00	£ 4,650.00		
<b>TOTAL PAYMENTS</b>	<b>£ 50,255.59</b>	<b>£ 26,776.85</b>	<b>£ 4,883.00</b>	<b>£ 58,100.00</b>	<b>£ 39,056.54</b>		
Exc of Recpt over Paymts	£ 10,937.57	£ 33,870.34					
plus balances b/fwd	£ 89,130.44	£ 100,068.01					
Balances c/fwd	£ 100,068.01	£ 133,938.35					
<b>Reconciliation with bank accounts as at 31st AUGUST 24</b>							
Unity Trust Current Account	£ 6,238.74						
Unity Trust Savings Account	£ 127,699.61						
Less Outstanding payments	£ -						
Add Outstanding lodgements	£ -						
Total balances at bank	£ 133,938.35						

## 24/119 Finance – To NOTE the receipts between 19.08.2024 and 19.09.2024.

Date	Particulars	Precept	Interest	Cemetery
10.09.2024	DAVID C RIVETT			£ 150.00

## 24/120 Finance – To NOTE August and September payments approved under the delegated authority of the RFO and to NOTE the Easyspace domain payment was made by a bank transfer.

Mudford Parish Council August and September 2024 payments to NOTE in September				
Invoice	Payee	Particulars	Amount	Paid
1	BURROWS - HUTCHINSON Ltd	CONSULTANCY FEE 040824	£ 3,240.00	30.08.2024
2	SALC	TRAINING INVOICES 1755, 3232,3279	£ 150.00	02.09.2024
3	SOMERSET COUNCIL	PLAYGROUND INSPECTIONS INV 30079006	£ 423.38	10.09.2024
4	EASYSACE LTD	YEARLY DOMAIN FEE INV 221816921	£ 16.82	20.09.2024
	<b>TOTAL</b>		<b>£ 3,830.20</b>	

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**24/121 Finance** – To **NOTE** Internal Bank transfer between the Instant Access Saving Account and the Current Account approved under the delegated authority of the RFO.

			Amount	Transfer Date
	INTERNAL TRANSFER	From Instant Access Saving Account to Current Account	£ 5,000.00	02.09.2024

**24/122 Finance** – To **NOTE** bank account balances on 20.08.2024.

Current Account – £8,942.00

Instant Access Account – £122,699.61

**24/123 Finance** – To **NOTE** the change from the original quote and to **APPROVE** the monthly expenditure for the website builder: £13.80.

**24/124 Finance** – To **APPROVE** the payment schedule for September 2024.

Mudford Parish Council September 2024 Payment schedule				
Invoice	Payee	Particulars	Amount	Notes
1	THE PLAY INSPECTION COMPANY	ANNUAL INSPECTION INV 71493	£ 156.00	
2	AWCOCK WARD PARTNERSHIP	FLOOD RISK AND DRAINAGE REVIEW INV 5035	£ 1,800.00	
3	THE COUNTRYSIDE CHARITY	MEMBERSHIP 2024 - 2025 INV 11/09/2024	£ 60.00	
4	ICCM	MEMBERSHIP 2024 - 2025 INV 18448	£ 50.00	
4	PKF	EXTERNAL AUDIT INV SB20242055	£ 378.00	
5	D BROWN	NOTICEBOARD INSTALLATION	£ 458.00	
6	STAFF	SALARY SEPTEMBER		Standing order
7	STAFF	REIMBURSE MONTHLY WIX WEBSITE BUILDER September	£ 13.80	
8	STAFF	EXPENSES AUGUST AND SEPTEMBER	£ 82.00	
9	P SARGENT	CEMETERY MAINTENANCE AUGUST INV 22-59	£ 63.00	
10	THE CURIOUS COW ANTIQUES & REC	SUPPLY AND INSTALL FIREPROOF DOCUMENT CABINET	£ 50.00	
11	SOMERSET LANDSCAPES Ltd	HEDGE CUTTING INV SLL34993	£ 492.00	
12	RICHARD BUXTON SOLICITORS	INTERIM BILL PROFESSIONAL CHARGES INV 2321	£ 2,512.20	
	<b>TOTAL</b>		<b>£ 6,787.75</b>	

**24/125 Finance** - To **APPROVE** an internal bank transfer from the Instant Access Saving account to the Current account.

**24/126 Finance** – To **NOTE**:

- Changes to the Current account bank charges from quarterly to monthly. Last service charge was deducted on the 30.06.2024 – sum of £18. Effective of 22<sup>nd</sup> September 2024 the account will be charged £6 per month.
- Reduction of interest charges on the Instant Access Saving Account.  
Existing rate: 2.75% (2.77% AER)  
New rate from 5.11.2024: 2.60% (2.62% AER)

**24/127 Finance** – To **DISCUSS** Financial Risks associated with the Financial Services Compensation Scheme (FSCS) and to **DISCUSS** options to mitigate the risks.

**24/128 Finance** – To **DISCUSS** and **CONSIDER** an application for a Unity Corporate MultiPay Card.

**24/129 Finance** – To **NOTE** the Annual External Audit report 2023 – 2024 and to **CONSIDER** steps to mitigate future financial risks.

**24/130 Finance** – To **RECEIVE** quotes for Play area shrub pruning and to **APPROVE** the expenditure.

**24/131** To **DISCUSS** the council's position on the section 106 agreement as presented by the Somerset Planning consultant and deferred from the extraordinary meeting held on the 9<sup>th</sup> September, and to **AGREE**:

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1. that Mudford Parish Council seeks the right nominate tenants to 5 units of affordable housing.
2. that Mudford Parish Council requests an assurance that if the council finds if necessary to undertake projects such as traffic calming and extending the car park and the cemetery before the trigger points are reached, any expenditure incurred will be reimbursed from monies in the s106 designated for Mudford PC Infrastructure once the trigger point is reached.
3. the wording of the council's answers to the Planning Officer's three questions.

**24/132** To **NOTE** Mudford Parish Council's hydrologist Flood Risk and Drainage review for Primrose Lane Development (14/02554/OUT) challenge.

**24/133** To **NOTE** Primrose Lane development's (14/02554/OUT) Viability Report.

**24/134** To **REVIEW** the budget and earmarked reserves for Primrose Lane Development (14/02554/OUT) Legal Challenge and Mudford Parish Council's consultants and to **APPROVE** future expenditure.

**24/135** To **DISCUSS** and to **CONSIDER** 'Rule 6 status' application for Primrose Lane development (14/02554/OUT).

**24/136** To **RECEIVE** The Annual Play Area Inspection report and to **AGREE** any improvements required.

**24/137** To **RECEIVE** Councillor reports<sup>1</sup>.

**24/138** To **RECEIVE** the Parish Clerk's report and any correspondence.

**24/139** To **RECEIVE** traffic report from Vehicle Activated Devices.

**24/140** To **DISCUSS** and **AGREE** the term of the exclusive right of burial at Mudford Cemetery.

**24/141** To **REVIEW** and **ADOPT** the Data Protection Policy.

**24/142** To **REVIEW** and **ADOPT** the Complaints Policy.

**24/143** Items for the next agenda.

**24/144** Date of next meeting – 31<sup>st</sup> October 2024 tbc. (Cllrs to note – all agenda items to be notified to the Parish Clerk by Monday 21<sup>th</sup> October 2024).

**24/145** Exempt Session – Exclusion of the Press & Public.

The Council is recommended to resolve that under section 1, paragraph 2 of The Public Bodies (admission to meetings) Act 1960, the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

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<sup>1</sup> 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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**24/146 To review and agree the Clerk's terms and conditions of employment.**

**End of Agenda**