

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 28th November 2024 at 19:00hrs

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

In attendance: SCLlr Henry Hobhouse, SCLlr Kevin Messenger, Petra Galloway – Parish Clerk/RFO and 12 members of the public.

PUBLIC COMMENTS

- A member of public commented on a development in the village starting before the full planning permission was obtained and the wall of the neighbouring property collapsing as a result of the work. The issue has been reported to the authorities by the member of the public.

OUTSIDE REPORTS FROM REPRESENTATIVES

- Somerset Councillors (SCLlrs):

From Cllr Hobhouse – Cllr Hobhouse has visited the flooded villages (Limington and Yeovilton were cut-off). He stated funding is available through SRA (Somerset Rivers Authority). He has also sent an email to the property portfolio holder to consider flooding not based on the historical data but to consider the impact of climate change. In addition, Cllr Hobhouse stated the flood prevention scheme of A303 is not effective (retention ponds not sufficient) and this issue will be discussed at a meeting with Highways management team on 11th December 2024.

The budget deficit of Somerset Council (SC) has decreased to £58m, the budget for social care forms 2/3 of the total budget.

- Outside bodies/groups:

Village Hall Committee representative – The Chair of the Committee summarised successful past events and planned future events such as Bingo (06/12/2024) and Christmas lunch (12/12/2024). First café morning of 2025 will be held on 9th January.

Three Villages Flood group – The Chair of the Group's Committee provided a summary of the work the group has accomplished since its establishment on 7th October 2024. The group has been featured on ITV West news with its campaign "Adopt a drain". The last flood event provided the group with insight of what improvements could be made in emergency response (some emergency numbers did not work and it took a while for the road to close). The group is planning to do more mapping of the area (drains) and how to reach vulnerable people. A leaflet campaign and press release has been prepared, a Facebook page and a new website is being planned. The group is applying for grants (including SRA) and planning a community event to recruit more flood wardens and inform the public of the work of the group.

19:22hrs – Meeting started.

24/177 To receive apologies for absence and approve the reasons (LGA 1972 s85(1)).

No apologies were received. Cllr Snell was absent.

24/178 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).

Cllrs Bartlett and Bowring declared interest - membership in the Three Villages Flood Group. The councillors will leave the room when motion 24/192 is discussed.

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Chair

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24/179 To approve and sign as a correct record the minutes of the previous Ordinary Meeting held on 31st October 2024.

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

RESOLVED: The minutes from the Parish council Ordinary Meeting held on 31st October 2024 were **APPROVED** and **SIGNED** as a true and accurate record of the meeting held.

24/180 Matters to report from a previous meeting.

- a. Path Diversion (Clerk) – The Clerk has received an email from Somerset Council (SC) stating that there were no objections but there were representations. SC cannot confirm the order if there are representations unless those are confirmed (in writing) not to be objections. SC is waiting for a confirmation from one correspondent.
- b. Traffic measures (Clerk) – The Clerk has received a response from SC's Traffic management team with proposed traffic measures to be implemented by the team and paid for by Somerset Council out of 2025-2026 FY budget. The measures include:
 - Introduction of 3/6/9 yellow marking on the southern approach to the village.
 - Replacing 40mph signs with a slightly larger version.
 - New bend/junction warning signs to be introduced at northern approach.
 - New 40 roundels between Mudford and Yeovil without.
 - Speed limit: Traffic Management's Speed compliance tool has been examined for the section of the A359 through the village and the data shows an average speed of 26mph.

The Council noted the proposed improvements. The Clerk will (with the help of Speedwatch) examine the SID data to show why the average speed is not a good indicator of the speeding issue in the village. The same information will also be reported to the police. The Clerk will also ask whether the centre line could be removed as the traffic team has stated there is not enough room to introduce the measure.

ACTION: Clerk, Speedwatch

- c. Small repairs at the playground (Cllrs Edgeworth and Blackwood). Cllrs Edgeworth and Blackwood will attend to the repairs in due course, item to be removed from the Matters to report.

24/181 Planning decisions report.

1. 24/02261/HOU - Application Permitted with Conditions (13th November 2024).
Demolition of existing single skin single storey extension and erection of new single and two storey extensions with minor internal alterations. 70 Stone Lane.
2. 21/03050/LBC - Application Permitted with Conditions (7th November 2024).
Alterations to existing house and outbuildings and conversion of attached former cider barn to self-contained holiday let. Formation of new vehicular access and parking area. Green Acres Lane.

RESOLVED: The planning decisions were noted.

24/182 Planning applications.

1. 24/02438/FUL
Retention of an Existing Agricultural Building for the Purposes of Fodder and Machinery Storage (Retrospective). Ashington Lane, Limington.
2. 24/02472/HOU
Replacement garage/store. 16 Stone Lane.

RESOLVED: The Council had no comments for the applications.

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24/183 Finance – To APPROVE the Cashbook/Bank Reconciliation to 19th November 2024.

MUDFORD PARISH COUNCIL 2024-25						
Receipts and Payments Summary for the year ending 31st March 2025						
	Last Year	This Year	Reserves	Budget	Remaining	Remaining %
	2023-24	2024-25	Transfer	2024-25	2024-25	2024-25
RECEIPTS						
Precept	£ 46,705.00	£ 58,100.00				
Deposit Interest	£ 1,396.98	£ 1,403.61				
Cemetery Fees	£ 7,710.00	£ 2,130.00				
Grants	£ -	£ -				
Grants - Other	£ 900.00	£ -				
VAT repayment	£ 4,481.18	£ -				
TOTAL RECEIPTS	£ 61,193.16	£ 61,633.61				
PAYMENTS						
Salaries	£ 10,370.64	£ 5,830.87		£ 11,500.00	£ 5,669.13	49%
Administration	£ 1,557.33	£ 2,985.51		£ 6,200.00	£ 3,214.49	52%
Rec Gnd Maint	£ 4,689.46	£ 3,087.73		£ 4,000.00	£ 912.27	23%
Cemetery	£ 1,405.40	£ 5,867.18	£ 4,883.00	£ 2,000.00	£ 1,015.82	51%
Parish Maint/Drains/Flood	£ -	£ 1,503.00		£ 2,000.00	£ 497.00	25%
Subscriptions	£ 285.93	£ 618.94		£ 250.00	£ 368.94	-148%
Insurances	£ 831.83	£ 921.28		£ 1,500.00	£ 578.72	39%
Training	£ 65.00	£ 190.00		£ 300.00	£ 110.00	37%
Audit Charges	£ 444.50	£ 557.63		£ 500.00	£ 57.63	-12%
Grants	£ 5,586.89	£ 250.00		£ 4,000.00	£ 3,750.00	94%
Hedges and Trees	£ -	£ 2,272.09		£ 5,000.00	£ 2,727.91	55%
Defibrillator	£ -	£ -		£ 200.00	£ 200.00	100%
Play Area	£ 472.82	£ 482.82		£ 1,000.00	£ 517.18	52%
Parish Projects	£ 16,811.53	£ 1,568.78		£ 5,000.00	£ 3,431.22	69%
Legal Challenge- Primrose Ln	£ 3,000.00	£ 26,398.50	£ 17,000.00	£ 10,000.00	£ 601.50	6%
VAT incurred	£ 4,734.26	£ 7,788.39				
Budget additions (To reserves)		£ -		£ 4,650.00	£ 4,650.00	
TOTAL PAYMENTS	£ 50,255.59	£ 60,322.72	£ 21,883.00	£ 58,100.00	£ 27,448.67	
s137 sub-total		£ 1,070.00				
Exc of Recpt over Paymts	£ 10,937.57	£ 1,310.89				
plus balances b/fwd	£ 89,130.44	£ 100,068.01				
Balances c/fwd	£ 100,068.01	£ 101,378.90				
Reconciliation with bank accounts at 19th NOVEMBER 24						
Unity Trust Current Account	£ 4,872.87					
Unity Trust Savings Account	£ 96,506.03					
Less Outstanding payments	£ -					
Add Outstanding lodgements	£ -					
Total balances at bank	£ 101,378.90					

The Clerk has asked the council to consider a virement of funds to the "Subscription" budget line (-158% of funds remaining) to even out the budget line but explained it is not a requirement.

RESOLVED: The Cashbook/Bank reconciliation was **APPROVED**. The Council has **DECIDED** not to vire funds to the "Subscription" budget line as the Council prefers to see the percentage overspend.

24/184 Finance – To NOTE the receipts between 30.09.2024 and 19.11.2024.

Fine Memorials (inscription fee) - £30 paid in on 21.10.2024.

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Chair

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RESOLVED: The receipt was **NOTED**.

24/185 Finance:

1. To **NOTE** payments approved under the delegated authority of the RFO.

Mudford Parish Council October 2024 payments to NOTE in November				
Invoice	Payee	Particulars	Amount	Notes/Paid
1	PINNACLE ACCOUNTANCY SERVICES	WAGES RECORDS TILL SEPTEMBER INV 18310	£ 49.20	05.11.2024
2	RICHARD BUXTON SOLICITOR	INVOICE (FUNDS ON ACCOUNT)	£ 6,600.00	08.11.2024
3	RBL POPPY APPEAL	DONATION	£ 250.00	05.11.2024
4	F.E ATTWELL & SONS	BROOK DREDGING INV 7435	£ 984.00	19.11.2024
TOTAL			£ 7,883.20	

2. To **NOTE** internal bank transfer under the delegated authority of the RFO.

		Amount	Transfer date
INTERNAL TRANSFER	From Instant Access Saving Account to Current Account	£ 7,000.00	05.11.2024

RESOLVED:

1. The payments were **NOTED**. The Council has **NOTED** it will not be invoiced for the flail trimming in regard to Cold Brook dredging (£180 plus VAT, Motions 24/84 and 24/149) as the task was performed by the riparian owner.
2. The internal bank transfer was **NOTED**.

24/186 Finance – To **APPROVE** an internal bank transfer of £5,000 from the Instant Access Saving account to the Current account.

RESOLVED: The internal bank transfer of £5,000 from the Instant Access Saving account to the Current account was **APPROVED**.

24/187 Finance:

1. To **APPROVE** the payment schedule for November 2024.

Mudford Parish Council November 2024 Payment schedule				
Invoice	Payee	Particulars	Amount	
1	STAFF	REIMBURSE MONTHLY WIX WEBSITE BUILDER November	£	13.80
2	STAFF	EXPENSES OCTOBER AND NOVEMBER	£	82.00
3	STAFF	SALARY		
4	P SARGENT	CEMETERY MAINTENANCE OCTOBER INV	£	12.00

2. To **APPROVE** a change to the Staff salary Standing Order to accommodate changes to staff remuneration adopted in motion 24/175.

RESOLVED:

1. The payment schedule for November 2024 was **APPROVED**.
2. The change to Staff salary Standing Order was **APPROVED**.

24/188 Finance – To **DISCUSS** DRAFT BUDGET for Financial Year 2025-2026.

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MUDFORD PARISH COUNCIL 2025-26 Budget Calculation										
Budget Line (Annual running costs)	Agreed FY23-24 Budget	FY23-24 Spent	Agreed Budget FY24-25	Actual ytd (from cashbook)- 19th Nov 24	Predicted remaining expenditure based on budget	Projected total expenditure FY24-25	Projected spend by the end of the year	EOY Projected Budget Remainder FY24-25 (as of Nov 24)	Draft Budget FY25-26	
OPERATIONS										
SALARIES	£ 9,500.00	£ 10,370.64	£ 11,500.00	£ 5,830.87	£ 5,669.13	£ 9,845.70	£ 4,014.83	£ 1,654.30	£	£ 11,000.00
ADMIN	£ 2,635.00	£ 1,557.33	£ 6,200.00	£ 2,985.51	£ 3,214.49	£ 3,534.00	£ 548.49	£ 2,666.00	£	£ 5,233.00
SUBSCRIPTIONS	£ 220.00	£ 285.93	£ 250.00	£ 616.08	£ 366.08	£ 616.08	£ -	£ 366.08	£	£ 724.00
INSURANCE	£ 1,500.00	£ 831.83	£ 1,500.00	£ 921.28	£ 578.72	£ 921.28	£ -	£ 578.72	£	£ 1,000.00
TRAINING	£ 300.00	£ 65.00	£ 300.00	£ 190.00	£ 110.00	£ 225.00	£ 35.00	£ 75.00	£	£ 1,345.00
AUDITS	£ 700.00	£ 444.50	£ 500.00	£ 557.63	£ 57.63	£ 557.63	£ -	£ 57.63	£	£ 650.00
PARISH MAINTENANCE										
GROUNDS MAINTENANCE CONTRACT	£ 4,000.00	£ 4,689.46	£ 4,000.00	£ 3,087.73	£ 912.27	£ 4,151.00	£ 1,063.27	£ 151.00	£	£ 6,500.00
HEDGES AND TREES	£ -	£ -	£ 5,000.00	£ 2,272.09	£ 2,727.91	£ 2,272.09	£ -	£ 2,727.91	£	£ 4,210.00
CEMETERY	£ 2,300.00	£ 1,405.40	£ 2,000.00	£ 984.18	£ 1,015.82	£ 1,535.00	£ 550.82	£ 465.00	£	£ 2,080.00
PLAY AREA / INSPECTIONS	£ 2,000.00	£ 472.82	£ 1,000.00	£ 482.82	£ 517.18	£ 836.00	£ 353.18	£ 164.00	£	£ 935.00
GENERAL PARISH MAINT / DRAINS & FLOOD	£ -	£ -	£ 2,000.00	£ 1,503.00	£ 497.00	£ 1,503.00	£ -	£ 497.00	£	£ 2,540.00
25-26 PROJECTS AND GRANTS										
GRANTS	£ 1,000.00	£ 5,586.89	£ 4,000.00	£ 250.00	£ 3,750.00	£ 2,000.00	£ 1,750.00	£ 2,000.00	£	£ 5,300.00
* Parish projects RESERVES	£ 5,000.00	£ 16,811.53	£ 5,000.00	£ 1,568.78	£ 3,431.22	£ 1,568.78	£ -	£ 3,431.22	£	£ 600.00
*Up Mudford Challenge RESERVES	£ 10,000.00	£ 3,000.00	£ 10,000.00	£ 26,398.50	£ 601.50	£ 26,398.50	£ -	£ 16,398.50	£	£ -
PARISH PROJECTS & EARMARKED RESERVES										
*Long term Chapel maintenance RESERVES	£ 2,000.00	£ -	£ 2,000.00	£ 4,883.00	£ 2,883.00	£ 4,883.00	£ -	£ 2,883.00	£	£ 1,000.00
*Long term Cemetery maintenance RESERVES	£ 1,000.00	£ -	£ 1,000.00	£ -	£ 1,000.00	£ -	£ -	£ 1,000.00	£	£ 500.00
*Computer/printer replacement fund RESERVES	£ 150.00	£ -	£ 150.00	£ -	£ 150.00	£ -	£ -	£ 150.00	£	£ 150.00
*Play area long term replacement fund RESERVES	£ 1,000.00	£ -	£ 1,000.00	£ -	£ 1,000.00	£ -	£ -	£ 1,000.00	£	£ 1,000.00
*Cemetery land/consecration starter fund RESERVES	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£	£ 1,000.00
*Defibrillator project fund RESERVES	£ 500.00	£ -	£ 200.00	£ -	£ 200.00	£ -	£ -	£ 200.00	£	£ 200.00
*Highways & speed control projects RESERVES	£ 500.00	£ -	£ 500.00	£ -	£ 500.00	£ -	£ -	£ 500.00	£	£ 500.00
VAT	£ -	£ 4,734.26	£ -	£ 7,791.25	£ -	£ -	£ -	£ -	£	£ -
Total	£ 44,305.00	£ 50,255.59	£ 58,100.00	£ 60,322.72	£ 22,568.53	£ 60,847.06	£ 8,315.59	£ 2,747.06	£	£ 46,467.00

RESERVES (inc. EARMARKED funds)	Reserves at 31/3/2023	Additions/ Spend in 2023/2024	Reserves at 31/3/2024	Projected Additions/ Spend to/from Reserves 2024/2025	Projected Reserves at 31/3/2025 (as of Nov 24)
General maintenance around parish	£ 7,904.58	£ 2,400.00	£ 10,304.58	£ -	£ 10,304.58
Long term chapel maintenance (period?)	£ 4,767.00	£ 2,000.00	£ 6,767.00	£ 2,883.00	£ 3,884.00
Long term cemetery maintenance (period ?)	£ 5,513.15	£ 1,000.00	£ 6,513.15	£ 1,000.00	£ 7,513.15
Computer/printer replacement fund (5yr)	£ 446.00	£ 150.00	£ 596.00	£ 150.00	£ 746.00
Parish Projects (identify & period?)	£ 4,000.00	£ 4,000.00	£ -	£ 3,431.22	£ 3,431.22
Play area equipment long term replacement fund (period?)	£ 7,000.00	£ 1,000.00	£ 8,000.00	£ 1,000.00	£ 9,000.00
Cemetery land/consecration starter fund (Ring fenced - 5yr?)	£ 12,170.00	£ -	£ 12,170.00	£ -	£ 12,170.00
Up Mudford Challenge	£ 10,000.00	£ 7,000.00	£ 17,000.00	£ 16,398.50	£ 601.50
Highways & speed control fund	£ 2,095.14	£ 500.00	£ 2,595.14	£ 500.00	£ 3,095.14
Defibrillator fund	£ 2,703.51	£ 786.00	£ 1,917.51	£ 200.00	£ 2,117.51
Election (Ring fenced)	£ 1,295.53	£ -	£ 1,295.53	£ -	£ 1,295.53
Admin reserve - 12 Months running costs buffer	£ 31,235.53	£ -	£ 32,909.10	£ 10,253.22	£ 43,162.32
Total Reserves	£ 89,130.44		£ 100,068.01	£ 2,747.06	£ 97,320.95

The Clerk has presented the Draft budget to the Council, including the earmarked reserves, some of which could be partially allocated to different earmarked reserve lines as required. There has been no correspondence from Somerset Council to date regarding precept request for FY 2025-2026; the Clerk is expecting a communication to arrive in December.

RESOLVED: The budget was **DISCUSSED**, no changes to the draft were required. The Budget will be presented to the Council for approval at the meeting to be held on 30th January 2025.

24/189 Finance – To **CONSIDER** a donation to Citizens Advice Somerset.

RESOLVED: Proposed by Cllr Brown, seconded by Cllr Bowring, the Council has **APPROVED** a donation of £250 (LGA 1972 s142) and for the donation to come out of the Grants budget line.

24/190 To **CONSIDER** new internal audit provision.

The Council's existing internal auditor is not available for an internal audit FY 2024-2025. The Clerk has contacted 6 internal auditors from the Internal Audit forum. One responded with a quote, 3

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responded they do not take on new clients, 2 have not responded. The Council has discussed that waiting for a more potential quotes could result in no auditors being available. The Clerk has asked for a reference for PATAS (Parish and Town Auditing Services) from the town councils PATAS provided internal audit for, one favourable reference was received, the Clerk is expecting more responses shortly. The cost of the last internal audit was £242.63.

RESOLVED: Proposed by Cllr Bowring, seconded by Cllr Blackwood, the Council has **APPROVED** an engagement of PATAS for internal audit for FY 2024-2025 to be carried out in April 2025 for a sum of £295. The Council has delegated the Clerk to sign the letter of engagement as required.

24/191 To CONSIDER an amendment to the Community Grant Funding policy.

Proposal: To add "Running costs will be considered and agreed at the discretion of the council".

RESOLVED: Proposed by Cllr Brown, seconded by Cllr Blackwood, the Council has **RESOLVED** to amend the Community Grant Funding policy and to replace the sentence (The grant scheme is unable to support): "Routine running costs, including salary or administration costs" with "*Running costs will be considered and agreed at the discretion of the council*".

24/192 To CONSIDER a grant application from Three Villages Flood Group.

Cllrs Bartlett and Bowring have left the room for the discussion and decision.

The Chair of the Three Villages Flood Group (3VFG) Committee has presented the grant application for communication costs which included:

- Funding for a community engagement event (to explain the role of the group and to facilitate recruitment of volunteers and flood wardens).
- Funding for visuals for the event.
- Funding for external communications (website).
- Funding for the hire of the village hall for community events and meetings.

RESOLVED: Proposed by Cllr Blackwood, seconded by Cllr Brown, the Council has **AWARDED** a grant of £1,385 to Three Villages Flood Group. The Grant has been awarded under the s137, the Council has **RESOLVED** the flood group provides a benefit to the community and the level of spend will be commensurate with the benefit obtained.

Cllrs Bartlett and Bowring have returned to the room.

24/193 To RECEIVE a report from the chair of the HR Committee.

The Chair of the HR Committee has provided updates on the first 6 months of the Clerk's employment and the review of the end of the probationary period.

The Council was also presented with the update on the policies collated and agreed by the Committee at its meeting held on 22nd November 2024.

RESOLVED: The Council has **NOTED** the end of the Clerk's probationary period and the report from the Chair of the HR Committee.

24/194 To CONSIDER remuneration for clerk's overtime over the last 6 months of employment.

RESOLVED: Proposed by Cllr Edgeworth, seconded by Cllr Bowring, the Council has **APPROVED** a remuneration of the Clerk's 24 hours of overtime accumulated in the last 3 months of the employment (August to October).

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24/195 To **ADOPT** new Scheme of Delegation policy.

RESOLVED: Proposed by Cllr Bowring, seconded by Cllr Bartlett, the Council has **ADOPTED** the Scheme of Delegation policy.

24/196 To **REVIEW** and **ADOPT** Privacy Notice.

RESOLVED: The notice was reviewed. Proposed by Cllr Bowring and seconded by Cllr Bartlett, the Council has **ADOPTED** the Privacy Notice.

24/197 To **REVIEW** and **ADOPT** Burial Grounds Table of Fees.

RESOLVED: The Table of fees was reviewed. Proposed by Cllr Bowring and seconded by Cllr Bartlett, the Council has agreed to **ADOPT** the new fees and the Burial Grounds Table of Fees. The fees will be reviewed annually.

24/198 To **ADOPT** new Cemetery Regulations policy.

RESOLVED: Proposed by Cllr Bowring and seconded by Cllr Bartlett, the Council has **ADOPTED** the Cemetery Regulations policy.

24/199 To **ADOPT** new Cemetery Privacy Notice.

RESOLVED: Proposed by Cllr Bartlett and seconded by Cllr Bowring, the Council has **ADOPTED** the Cemetery Privacy Notice.

24/200 To **REVIEW** and **ADOPT** Cemetery Interment Form.

RESOLVED: The form was reviewed. Proposed by Cllr Bowring and seconded by Cllr Bartlett, the Council has **ADOPTED** the Cemetery Interment Form.

24/201 To **ADOPT** new cemetery forms and certificates:

1. Form of Assent.
2. Form of Assignment.
3. Renunciation Form.
4. Exclusive Right of Burial Grant Application.
5. Grant of Exclusive Right of Burial.

RESOLVED: Proposed by Cllr Edgeworth and seconded by Cllr Brown, the Council has **ADOPTED** the:

1. Form of Assent.
2. Form of Assignment.
3. Renunciation Form.
4. Exclusive Right of Burial Grant Application.
5. Grant of Exclusive Right of Burial.

24/202 To **ADOPT** new Cemetery Invoice and Payment Receipt.

RESOLVED: Proposed by Cllr Bowring and seconded by Cllr Bartlett, the Council has **ADOPTED** the Cemetery Invoice and Payment Receipt.

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24/203 To **RECEIVE** Councillor reports¹.

Cllr Bartlett has reported on recent floods:

- Contacting emergency services to close the West Mudford road has proven inefficient - the 3VFG will be able to close the road in the future.
- Many Road signs need cleaning.
- Cllr Bartlett is writing a list of incidents for Cllr Hobhouse.

Cllr Edgeworth has expressed concerns for vulnerable parishioners and whether pensioners are informed of the pension credit top up. The Clerk will post an information leaflet on the Noticeboards.

ACTION: Clerk

24/204 To **RECEIVE** the Parish Clerk's report and any correspondence.

All correspondence has been circulated.

Bus shelter licence – The Clerk has received an email from SC: the shelter has been installed and fees approved and paid, Somerset Council is now ready to proceed to issue the licence. The Clerk will sign the licence on behalf of the Council.

24/205 To **RECEIVE** traffic report from Vehicle Activated Devices.

A summary of the traffic report is available on the parish council's website.

Top of the village (November 2024): 105,891 vehicles

Bottom of the village (November 2024): 119,203 vehicles.

24/206 Items for the next agenda.

- a. To approve the budget for 2025-2026.
- b. To approve the Precept request for 2025-2026.
- c. To consider a tender process for grounds maintenance.
- d. To consider a community survey.
- e. Parish Council logo.
- f. Extension of the carpark (and footpath) – quotes/grants.

24/207 Date of next meeting – 30th January 2025 tbc. (Cllrs to note – all agenda items to be notified to the Parish Clerk by Monday 20th January 2025)

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).*