

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 29th August 2024 at 19:00hrs

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

In attendance: SCLlr Henry Hobhouse, SCLlr Kevin Messenger, Petra Galloway – Parish Clerk/RFO and 10 members of the public.

PUBLIC COMMENTS

No Public comments were raised.

OUTSIDE REPORTS FROM REPRESENTATIVES

- Somerset Councillors (SCLlrs)

From SCLlr Hobhouse:

- A response received from Traffic Management that a 20mph limit cannot be introduced unless mean speed is below 24mph. SCLlr Hobhouse has asked the MP (Sarah Dyke) to bring the issue up with the Department of Transport. SCLlr Hobhouse will report back with any news on the topic. The Clerk will send traffic data from the speed devices to SCLlr Hobhouse.
- SCLlr Hobhouse also wanted to address the tone of the email from the SC Planning consultant to the Clerk with the PC's permission – discussed in motion 24/93.
- SCLlr Hobhouse further informed parish council that the likely precept from the Primrose Lane development (should it be approved and built) would be £173,000.
- Parking/vehicle repairs on the street – any pictures should be sent to SCLlr Hobhouse.
- Outside bodies/groups

Village Hall Committee representative – Pizza evening was very successful and future dates have been planned (available on the Village Hall website). CCTV installation on hold – the Village Hall is a listed building and planning consent is required but there are difficulties to speak to someone from Somerset Council's planning department.

19:14hrs – Meeting started.

24/71 To receive apologies for absence and approve the reasons (LGA 1972 s85(1)).

Cllr Blackwood sent his apologies, and the reason was approved.

24/72 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.

24/73 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 Parish council meeting held on 25th July 2024 were **APPROVED and SIGNED** as a true and accurate record of the meeting held.

24/74 Matters to report from a previous meeting.

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Chair

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- a. New noticeboard delivery and installation (Cllr Brown) – The board has been installed. The Clerk has approved the installation expenditure (motion 24/29 a.) of £458. The Clerk will prepare laminated headings for each section of the board: Council, Village Hall, Church. A spare key will be needed and magnets to be purchased.

ACTION: Clerk

- b. Data Protection and Complaints Policy (Cllrs Brown and Dalton-Leggett) – Deferred to a future meeting.
- c. Traffic Calming Measures –SCllr Hobhouse has offered to contact Highways and raise the question of pinch points and sleeping policeman.

24/75 Planning decisions report.

None.

24/76 Planning applications.

14/02554/OUT – The Description of the development has been changed because Use class 'A' has now been reclassified as Use class 'E'.

24/77 Finance – To **APPROVE** the Cashbook/Bank Reconciliation to 31st July. To **NOTE** July's Cashbook incorrect attribution of an item under S137 budget instead of the admin budget.

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
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	£ 1,950.00					-£ 5,760.00
Grants	£ -	£ -					£ -
Grants - Other	£ 900.00	£ -					-£ 900.00
VAT repayment	£ 4,481.18	£ -					-£ 4,481.18
TOTAL RECEIPTS	£ 61,193.16	£ 60,647.19					-£ 545.97
PAYMENTS							
Salaries	£ 10,370.64	£ 3,812.62		£ 11,500.00	£ 7,687.38	67%	-£ 6,558.02
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
Ranger	£ -	£ 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	£ 3,030.00		£ 10,000.00	£ 6,970.00	70%	£ 30.00
VAT incurred	£ 4,734.26	£ 2,310.39					-£ 2,423.87
Budget additions (To reserves)		£ -		£ 4,650.00	£ 4,650.00		
TOTAL PAYMENTS	£ 50,255.59	£ 22,864.10	£ 4,883.00	£ 58,100.00	£ 42,429.29		
Exc of Recpt over Paymts	£ 10,937.57	£ 37,783.09					
plus balances b/fwd	£ 89,130.44	£ 100,068.01					
Balances c/fwd	£ 100,068.01	£ 137,851.10					
Reconciliation with bank accounts as at 31th JULY 24							
Unity Trust Current Account	£ 10,151.49						
Unity Trust Savings Account	£ 127,699.61						
Less Outstanding payments	£ -						
Add Outstanding lodgements	£ -						
Total balances at bank	£ 137,851.10						

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RESOLVED: The Cashbook/Bank Reconciliation to 31st July was **APPROVED** and July's Cashbook incorrect attribution of an item under S137 budget instead of the admin budget was **NOTED**.

24/78 Finance – To **NOTE** the receipts between 15.07.2024 and 19.08.2024.

None.

RESOLVED: The council has **NOTED** that there were no receipts.

24/79 Finance – To **NOTE** the payment schedule from July 2024 (payments after the July meeting's agenda was completed).

Mudford Parish Council July 2024 payments to NOTE in August				
Invoice	Payee	Particulars	Amount	Paid
1	PINNACLE ACCOUNTANCY	WAGES RECORDS TILL JUNE INV 18087	£ 49.20	23.07.2024
2	P SARGENT	CEMETERY MAINTENANCE MAY INV 22-52	£ 208.00	26.07.2024
	TOTAL		£ 257.20	

RESOLVED: The payments were **NOTED**.

24/80 Finance – To **NOTE** August Staff salary payment by Standing Order and to **NOTE** July 2024 Agenda incorrectly called the payment direct debit.

Mudford Parish Council August 2024 payments to NOTE in August				
Invoice	Payee	Particulars	Amount	Standing Order
1	STAFF	SALARY AUGUST	£ 672.75	28.08.2024
	TOTAL		£ 672.75	

RESOLVED: The staff salary pay and the correction were **NOTED**.

24/81 Finance – To **NOTE** bank account balances to 19.08.2024.

Current Account – **£10,151.49**

Instant Access Account - **£127,699.61**

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

24/82 Finance – To **NOTE** an Authorisation slip to spend **£206 + VAT** signed by the Clerk/RFO and the Chair (Financial Regulations 5.15) for replacement of solar panel on Westcotec Vehicle Activated Device.

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

24/83 Finance – To **APPROVE** the payment schedule for August 2024.

Mudford Parish Council August 2024 Payment schedule				
Invoice	Payee	Particulars	Amount	
1	SLCC	MEMBERSHIP FEE	£ 253.00	
2	SALC	MEMBERSHIP FEE April 24 - March 25	£ 215.94	
3	THREE COUNTIES LANDSCAPING	ONE OFF VILLAGE CLEAN UP INV 6837	£ 234.00	
4	P SARGENT	CEMETERY MAINTENANCE JUNE INV 22-53	£ 84.00	
5	P SARGENT	CEMETERY MAINTENANCE JULY INV 22-54	£ 210.00	
6	STAFF	REIMBURSE ICO FEE	£ 40.00	
7	WESTCOTEC LIMITED	CALL OUT AND BLUETOOTH DEVICE REPLACEMENT INV 16099	£ 572.40	
8	WESTCOTEC LIMITED	SOLAR PANEL INV 16098	£ 247.20	
	TOTAL		£ 1,856.54	

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

ACTION: Clerk, Cllrs Bartlett and Brown

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Chair

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24/84 Finance – To **RECEIVE** quotes for Cold Brook clearing and to **APPROVE** the expenditure. The Clerk has received two quotes for clearing/dredging and levelling of spoil of Cold Brook and an additional quote for flail trimming.

Q1 - £1100 + VAT

Q2 - £820 + VAT

Plus, an additional quote for flail trimming of the vegetation (to make the dredging easier)- **£180 + VAT**

The Clerk has contacted Somerset Council and The Drainage Board to ensure that no permissions (save the landowners') were required. SCllr Hobhouse recommended to also contact SRA (Somerset Rivers Authority) to enquire about a grant (and copy him in the email).

RESOLVED: Proposed by Cllr Bowring, seconded by Cllr Bartlett. The Council has **ACCEPTED** Quote 2 and has **APPROVED** the expenditure of **£820 + VAT**. The council has further **APPROVED** the quote and the expenditure of **£180 + VAT** for flail trimming. The Council has approved both expenditures regardless of the SRA Grant application being successful. The Clerk to contact SRA and to contact the firms who provided the quotes.

ACTION: Clerk

24/85 Finance – To **APPROVE** expenditure for the play area shrub pruning.

The concerns of villagers regarding lack of clear view into the area has been discussed. Some concerns regarding reduced protection from sun and wind if the shrubs are removed were raised. A concern about two fallen branches of a maple tree was raised.

RESOLVED: The council has resolved to coppice the hazel shrubs at ground level and to remove the damaged maple branches. Cllr Bartlett (The Tree Warden) will prepare a specification, and the Clerk will ask for quotes. The quotes will be presented at the next meeting. The Clerk to contact the Gardening club if they want to use the hazel branches.

ACTION: Clerk and Cllr Bartlett

24/86 Finance – To **APPROVE** a change of name for Ranger's budget heading.

The council is not in contract with Somerset Rangers, individual independent contractors are used instead.

RESOLVED: Proposed by Cllr Edgeworth, seconded by Cllr Bowring. The council has **APPROVED** to call the budget heading 'Hedges and Trees'.

24/87 Finance – To **REVIEW** the budget for Primrose Lane Legal Challenge and to **APPROVE** further engagement and expenditure for the solicitor and landscape consultant.

The approved expenditure for the solicitor, up to £4,000 has not been spent yet, the invoice is expected in the coming days.

The councillors have corrected the Clerk for using the term landscape consultant instead of planning consultant for Andrew Burrows.

The approved expenditure of up to £7,000 for Mr Burrows for his consultancy services has been almost reached (1. Invoice 3,636 + 2. Invoice £3,240 =Total £6,876). The council has debated

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whether to engage Mr Burrows further, considering the planning committee meeting is being held in October. However, the council has also acknowledged the value of having an expert to explain the minutiae of planning details including the s106 Agreement to the council. Furthermore, the council has decided that an extraordinary meeting which Mr Burrows would attend and answer any questions from the council and the parishioners would be beneficial. Other parishes such as Queen Thorne might also be interested to attend.

The budget for the legal challenge for 2024-2025 is £10,000. The budget has been almost used (when the invoice from the solicitor arrives and it is paid).

However, Cllr Bartlett pointed out there is £17,000 in ring-fenced reserves funds for the Up Mudford (Primrose Lane) Challenge.

RESOLVED: Proposed by Cllr Bartlett and seconded by Cllr Bowring, the council has **APPROVED** and additional expenditure of up to £2,000 for Andrew Burrows' consultancy services and to **TRANSFER** the ringed fenced reserves from up Mudford Challenge to fund the expenditure. The Clerk to contact Mr Burrows, enquire about his availability for the meeting and inform him of the new agreed expenditure. Any further expenditure to be revisited at PC meeting on the 26th September.

ACTION: Clerk

24/88 Finance – To **DISCUSS** and **APPROVE** an engagement of a hydrologist and to **APPROVE** the expenditure.

The Hydrologist, Mr Ian Awcock has quoted £1,500 + VAT for the initial survey. Cllr Bowring pointed out that Mr Awcock is also a traffic consultant which might be beneficial in the future.

RESOLVED: Proposed by Cllr Brown and seconded by Cllr Edgeworth, the council has **APPROVED** to engage the hydrologist and approved to spend up to £1,500 + VAT for his services.

24/89 Finance – To **APPROVE** expenditure for the Clerk's and the Chair's training.

RESOLVED: Proposed by Cllr Brown and Seconded by Cllr Edgeworth - An expenditure up to £40 for Clerk's Finance training and up to £40 for the Chair's training was **APPROVED**.

24/90 Finance – To **CONSIDER** membership to ICCM (Institute of Cemetery and Crematorium Management) and to approve the expenditure.

The Clerk has presented the benefits of the membership and the administrative work that should be done for the cemetery in the near future.

RESOLVED: Proposed by Cllr Bartlett and Seconded by Cllr Bowring. The council has **AGREED** to become a member of the ICCM and has **APPROVED** to spend £100 on the membership fee.

ACTION: Clerk

24/91 Finance – To **CONSIDER** membership to The Countryside Charity and to approve the expenditure.

The benefits of the membership were discussed.

RESOLVED: Proposed by Cllr Bartlett and Seconded by Cllr Bowring. The council has **AGREED** to become a member of the The Countryside Charity and has **APPROVED** to spend £60 on the membership fee.

ACTION: Clerk

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24/92 To **NOTE** the change of the insurance cover for street furniture.

The insurance cover for the street furniture was insufficient. This has been rectified, with the insurance cover updated at no additional cost.

RESOLVED: The council has **NOTED** the update.

24/93 To **DISCUSS** Section 106 Agreement for Primrose Lane development (14/02554/OUT).

The council has decided that the topic needs more attention and discussion than it can be given during a normal meeting. An extraordinary meeting will be scheduled to discuss it, Mr Burrows will be invited to answer any questions.

SCLlr Hobhouse was instructed by the council to address the tone of the email from a planning consultant to the Clerk with the Somerset Council.

RESOLVED: Proposed by Cllr Bartlett, Seconded by Cllr Edgeworth, the council has **RESOLVED** to ask SCLlr Hobhouse to act on its behalf and raise the tone of the consultant's email to the Clerk. The council will discuss the s106 Primrose Lane agreement at an extraordinary meeting held in September.

20:51 Proposed by Cllr Bartlett and seconded by Cllr Edgeworth, the council has voted to extend the meeting by 30 min.

24/94 To **DISCUSS** a proposal to change to a gov.uk domain, to **AGREE** the name of the new domain and to continue to own the current domain.

- a. To **CONSIDER** appointing a gov.uk Approved Registrar to register the new domain name and new email addresses and to provide support.
- b. To **REVIEW** the current provision of the website hosting and website builder and to **CONSIDER** a quote to convert the current website to .gov.uk and to **CONSIDER** a change of the website builder.
- c. To **REVIEW** who will have .gov.uk email addresses.

RESOLVED: The council **RESOLVED** that it is not ready to pursue the change at this moment in time. It has however been noted that CloudNext seems like the best option. The council will revisit the topic at a later date and continue with the current domain/email provider and website builder. Clerk will find out what domain provider is used by Somerset council as SCLlr Hobhouse mentioned that he has a good experience with his email.

ACTION: Clerk

24/95 To **APPROVE** expenditure on the current domain and website hosting and website builder.

RESOLVED: An expenditure of £14.09 + VAT for the current domain (paid by the Clerk's personal debit card) and an expenditure of £9/month (paid by the Clerk's personal debit card) has been **APPROVED**.

24/96 To **DISCUSS** a community communication strategy and to **APPROVE** future steps.

The Village Hall representatives decided to work on their own community communication strategy therefore no discussion with the council was needed.

RESOLVED: The Council will revisit the topic of its communication strategy in the future.

24/97 To **RECEIVE** an update on path diversion.

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The Clerk has received an update, Somerset Council decided to make an order and move to the formal consultation stage (lasting 28 days). If there are no objections then the order can be confirmed and SC can move forward with the project and install the bridge. If there are objections, then there will be further negotiation and if the objection is not withdrawn then SC will decide whether it should go to the Planning Inspectorate. SCllr Hobhouse stated that SC can make the order and if there is an objection it has to take the issue to the Planning Inspectorate.

RESOLVED: Wait for the update after 28 days. The Clerk to follow up.

ACTION: Clerk

24/98 To **RECEIVE** an update on the formation of a Flood Action Group.

The Flood Action Group met on the 8th August 2024, the group has decided to form an independent group with its own constitution. The Clerk is working on the constitution and the policies needed. A date for the next meeting to be confirmed.

ACTION: Clerk

24/99 To **RECEIVE** Councillor reports¹.

Cllr Bartlett:

- Somerset Pear – A TPO will be requested.
- Queen Thorne has been updated on the Primrose Lane development and is interested in supporting the parish council.

24/100 To **RECEIVE** the Parish Clerk's report and any correspondence.

- Annual playground report has been received and distributed. To be discussed at the next meeting.
- The Clerk has received questions from the External Auditors which have been answered.
- Wessex Water Community Outreach Sessions in Yeovil – The Clerk will put the information on the PC website.

ACTION: Clerk

- Grit Bins - The PC does not require any grit bins but asks to be informed when there is grit available to be collected.

24/101 To **RECEIVE** traffic report from Vehicle Activated Devices.

Top of the Village

6th August – 28th August: 84,993 vehicles

Bottom of the Village

1st August – 29th August: 201,013 vehicles

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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RESOLVED: The Traffic report was received. The Clerk will put the summary on the PC website.

ACTION: Clerk

24/102 To DISCUSS Exclusive rights of burial Terms and Conditions at Mudford Cemetery, to **DISCUSS** current occupancy levels and projections and to **CONSIDER** potential future cemetery expansion.

RESOLVED: Due to lack of time the Council has **DEFERRED** the discussion to the next meeting.

24/103 Items for the next agenda.

- Path diversion - Update after 28 days consultation.
- Cemetery discussion.

24/104 Date of next meeting – 26th September 2024 tbc. (Cllrs to note – all agenda items to be notified to the Parish Clerk by Monday 16th September 2024).

21:30hrs - Meeting Ended.

Draft