

MUDFORD PARISH COUNCIL

Clerk: Julie Ferguson

Tel: 07365 293954 E-mail: clerk@mudfordpc.co.uk

Minutes of a Meeting of Mudford Parish Council held on Thursday 4th April 2024 at 19:00hrs

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

In attendance: Julie Ferguson - Parish Clerk, SCLlr Henry Hobhouse and 12 members of the public.

PUBLIC COMMENTS (15 minutes)

The following topics were raised:

- Request for action regarding cars being repaired on the kerbside (future agenda item).
- Discussion regarding the continuation of the Ranger scheme in the parish.

OUTSIDE REPORTS FROM REPRESENTATIVES

- Somerset Councillors (SCLlrs)

SCLlr Hobhouse provided a brief report on how the work on the A303 upgrade is causing flooding affecting Podimore village.

- Outside bodies/groups

None.

19:15 – Meeting started

23/187 To receive apologies for absence and approve the reasons (LGA 1972 s85(1)).

Phil Edgeworth and Peter Blackwood sent their apologies (personal) which were accepted.

23/188 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.

23/189 To approve and sign as a correct record the minutes of the previous meeting (LGA 1972 sch 12, para 41(1)).

RESOLVED: To **APPROVE** and sign the minutes of the meeting held on 29th February 2024 as a true and accurate record of the meeting held.

23/190 Matters to report from a previous meeting.

- a. Cemetery Risk Assessment (Cllr Edgeworth/Cemetery caretaker). Complete.
- b. New noticeboard delivery and installation (Cllr Brown). Ongoing.
- c. All Cllrs to attend Code of Conduct Training. (All Cllrs). Ongoing.
- d. Gate installation progress at Withy Bed. (Cllr Bartlett). Ongoing.
- e. Defib weekly test plan and registration on The Circuit (Cllrs Bowring and Blackwood). Complete.

23/191 Planning decisions report.

None.

23/192 Planning applications.

None.

23/193 Finance – To **APPROVE** the payment schedule for March 2024.

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Mudford Parish Council March 24 Payment Schedule

Invoice	Payee	Particulars	Amount
1	SOMERSET COUNCIL	RANGER (FEB)	£ 422.51
2	ICO	DATA PROTECTION FEE	£ 40.00
3	P S SERVICES	VILLAGE CEMETERY MAINTENANCE JAN 24 & FEB 24	£ 39.00
4	SOMERSET TREE CARE	WORK AT MUDFORD SPINNEY	£ 565.00
5	BURROWS HUTCHINSON LTD	CONSULTANCY FEE - PRIMROSE LANE	£ 3,636.00
TOTAL			£ 4,702.51

RESOLVED: To **APPROVE** the March payment schedule and for 2 councillors to approve the payments at the bank.

ACTION: Cllrs Brown, Bartlett, Blackwood

23/194 Finance – To APPROVE the Cashbook/Bank Reconciliation to 31st March 2024.

MUDFORD PARISH COUNCIL 2023-24

Receipts and Payments Summary for the year ending 31st March 2024

	Last Year	This Year	Budget	Remaining	Remaining %
	2022-23	2023-24	2023-24	2023-24	2023-24
RECEIPTS					
Precept	£ 42,000.00	£ 46,705.00			
Deposit Interest	£ 108.98	£ 1,396.98			
Cemetery Fees	£ 3,305.00	£ 7,710.00			
Grants	£ -	£ -			
Grants - Other	£ 273.32	£ 900.00			
VAT repayment	£ 1,178.67	£ 4,481.18			
TOTAL RECEIPTS	£ 46,865.97	£ 61,193.16			
PAYMENTS					
Salaries	£ 9,481.76	£ 10,370.64	£ 9,500.00	-£ 870.64	-9%
Administration	£ 1,959.55	£ 1,557.33	£ 2,000.00	£ 442.67	22%
Rec Gnd Maint	£ 1,637.60	£ 4,689.46	£ 2,500.00	-£ 2,189.46	-88%
Cemetery	£ 2,769.40	£ 1,405.40	£ 3,800.00	£ 2,394.60	63%
Computer & Website	£ 386.88	£ -	£ 500.00	£ 500.00	100%
Subscriptions	£ 255.19	£ 285.93	£ 220.00	-£ 65.93	-30%
Insurances	£ 809.13	£ 831.83	£ 1,500.00	£ 668.17	45%
Training	£ 385.00	£ 65.00	£ 300.00	£ 235.00	78%
Audit Charges	£ 501.50	£ 444.50	£ 700.00	£ 255.50	37%
Grants-S137	£ 330.00	£ 5,586.89	£ 1,000.00	-£ 4,586.89	-459%
Publications & Data Protection	£ 35.00	£ -	£ 35.00	£ 35.00	100%
Councillors Expenses	£ -	£ -	£ 100.00	£ 100.00	100%
Play Area	£ 312.00	£ 472.82	£ 2,000.00	£ 1,527.18	76%
Parish Projects	£ 2,106.11	£ 16,811.53	£ 5,000.00	-£ 11,811.53	-236%
Legal Challenge	£ -	£ 3,000.00	£ 10,000.00	£ 7,000.00	70%
VAT incurred	£ 1,541.90	£ 4,734.26			
Budget additions (To reserves)		£ -	£ 7,550.00	£ 7,550.00	
TOTAL PAYMENTS	£ 22,511.02	£ 50,255.59	£ 46,705.00	£ 1,183.67	
Exc of Recpt over Paymts	£ 24,354.95	£ 10,937.57			
plus balances b/fwd	£ 64,775.49	£ 89,130.44			
Balances c/fwd	£ 89,130.44	£ 100,068.01			
Reconciliation with bank accounts as at 31 MAR 24					
Unity Trust Current Account	£ 12,965.59				
Unity Trust Savings Account	£ 87,102.42				
Less Outstanding payments	£ -				
Add Outstanding lodgements	£ -				
Total balances at bank	£ 100,068.01				

RESOLVED: To **APPROVE** the Cashbook/Bank Reconciliation to 31 Mar 2024.

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23/195 Finance – To APPROVE the asset register and insurance provision 2024-25.
RESOLVED: To **APPROVE** the asset register and insurance provision for 2024-25.

23/196 Finance – To CONSIDER quotes for ditch clearing.

Cllr Dalton-Legett had been advised that this needed to be considered later in the year, therefore it was agreed to seek quotes in readiness for work to be completed in September 2024.

23/197 Finance – To APPROVE the engagement of a solicitor and agree a spend limit for legal advice relating to Primrose Lane Housing development.

RESOLVED: To instruct Lisa Foster, Solicitor, to provide a legal undertaking and represent Mudford Parish Council in their opposition to the Primrose Lane development with costs not to exceed £4000. In addition to approve a further authority to incur costs of up to £7000 for Andrew Burrows, landscaping and development planning consultant services.

23/198 HR Committee – To REPORT the resignation of the Parish Clerk/RFO and recruitment process, including timescales.

Cllr Dalton-Leggett thanked the Clerk for her work serving the Parish Council over the last 5 years and wished her well with her new employment. The HR Committee had drafted a job description and supporting documents, which would be circulated along with the application form and job advertisement. Cllrs were asked to provide any comments with the aim of the campaign 'going live' on the 12th April and closing date for applications 30th April 2024.

23/199 To receive Councillor reports¹.

Cllr Bartlett reported on the recent flooding incident in the Parish, with 2 cars having become stuck in the flood. Thankfully nobody needed rescuing from the vehicles. He further reported that he had been approached by a local school who were interested in doing a conservation project at the Withy Bed.

23/200 To receive the Parish Clerk's report and any correspondence.

1. SC Sandbag Policy & Flood Prevention signposting (inc. NEWSLETTER protecting yourself from the impact of flooding).
 2. Avon & Somerset Victim Support – request for donation.
 3. SC Local Nature Reserve Strategy – Public consultation
- All noted.

23/201 Items for the next agenda.

- To consider any actions regarding cars being repaired on the kerbside
- To provide an update on a potential conservation project at the Withy Bed.
- To provide an update on the footpath diversion and understand the reasons for objections
- To report on the actions of the Flood Working Group.

23/202 Date of next meeting – 25 April 2024 - APM (Cllrs to note – all agenda items to be notified to the Parish Clerk by Monday 15 April 2024).

21:00 – Meeting closed

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).*