

Notice of a Mudford Parish Council Meeting

Dear Councillors,

You are hereby summoned to attend the following meeting:

Meeting of...	Mudford Parish Council
Time...	19:00hrs
Date...	Thursday 28th November 2024
Venue...	Mudford Village Hall

Petra Galloway

Petra Galloway – Mudford Parish Clerk
24th November 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.

MUDFORD PARISH COUNCIL

Clerk: Petra Galloway

Tel: 07552 509707 E-mail: 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

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

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).

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)).

24/180 Matters to report from a previous meeting.

- a. Path Diversion (Clerk).
- b. Traffic measures (Clerk).
- c. Small repairs at the playground (Cllrs Edgeworth and Blackwood).

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.

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.

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

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MUDFORD PARISH COUNCIL 2024-25						
Receipts and Payments Summary for the year ending 31st March 2025						
	Last Year 2023-24	This Year 2024-25	Reserves Transfer	Budget 2024-25	Remaining 2024-25	Remaining % 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					

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.

24/185 Finance:

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

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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

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

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.

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

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

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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

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

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

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".

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

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

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

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

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

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

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

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

24/200 To **REVIEW** and **ADOPT** 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.

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

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

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

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

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 tender process for grounds maintenance.
- d. To consider a community survey.
- e. Parish Council logo.

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).

End of Agenda