

# MUDFORD PARISH COUNCIL

Councillor Acting as Clerk: Josephine Dalton-Leggett

Tel: 07757 865575 E-mail: [clerk@mudfordpc.co.uk](mailto:clerk@mudfordpc.co.uk)

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## Notice of the Annual 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 30 May 2024</b>
Venue...	<b>Mudford Village Hall</b>

**Josephine Dalton-Leggett – Mudford Parish Clerk (Acting)**  
**23 May 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.*

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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**

**24/1 To elect a Chair** – Sign Declaration of Acceptance of Office.

**24/2 To receive apologies for absence and approve the reasons** (LGA 1972 s85(1)).

**24/3 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).

**24/4 To elect a Vice Chair** – Sign Declaration of Acceptance of Office.

**24/5 To approve and sign as a correct record the minutes of the previous meeting**  
(LGA 1972 sch 12, para 41(1)).

### **24/6 Matters to report from a previous meeting.**

- a. New noticeboard delivery and installation (Cllr Brown)
- b. All Cllrs to attend Code of Conduct Training. (All Cllrs)
- c.

**24/7 Planning decisions report.**

**24/8 Planning applications.**

**24/9 Finance** – To **NOTE** April 24 Receipts, to include the annual PRECEPT payment:

<b>PAYEE</b>	<b>PARTICULARS</b>	<b>AMOUNT</b>
Somerset Council	Precept	£58,100.00
Stuart Foster Funerals	Interment fee	£400.00

**24/10 Finance** – To **APPROVE** the payment schedule for May 2024.

<b>PAYEE</b>	<b>PARTICULARS</b>	<b>AMOUNT</b>
B. Appleby	Internal Audit and Report	£242.63
AJG	Insurance	£921.28
Pinnacle Accountancy	Payroll Services	£102

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**24/11 Finance** – To **APPROVE** the 2023-24 year end Cashbook/Bank Reconciliation and **NOTE** budget summary and Earmarked Reserves.

<b>MUDFORD PARISH COUNCIL 2023-24</b>					
<b>Receipts and Payments Summary for the year ending 31st March 2024</b>					
	Last Year	This Year	Budget	Remaining	Remaining %
	2022-23	2023-24	2023-24	2023-24	2023-24
<b>RECEIPTS</b>					
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			
<b>TOTAL RECEIPTS</b>	<b>£ 46,865.97</b>	<b>£ 61,193.16</b>			
<b>PAYMENTS</b>					
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	
<b>TOTAL PAYMENTS</b>	<b>£ 22,511.02</b>	<b>£ 50,255.59</b>	<b>£ 46,705.00</b>	<b>£ 1,183.67</b>	
Exc of Recept 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			
<b>Reconciliation with bank accounts as at 31 MAR 24</b>					
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				

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RESERVES (inc. ring-fenced funds)	Reserves at 31/3/2023	Additions/spend from current year	Reserves at 31/3/2024	Notes
General maintenance around parish	£ 7,904.58	£ 2,400.00	£ 10,304.58	
Long term chapel maintenance (period?)	£ 4,767.00	£ 2,000.00	£ 6,767.00	
Long term cemetery maintenance (period ?)	£ 5,513.15	£ 1,000.00	£ 6,513.15	
Computer/printer replacement fund (5yr)	£ 446.00	£ 150.00	£ 596.00	
Parish Projects (identify & period?)	£ 4,000.00	-£ 4,000.00	£ -	Finger posts/Bus shelter/ noticeboard/bridge
Play area equipment long term replacement fund	£ 7,000.00	£ 1,000.00	£ 8,000.00	
Cemetery land/consecration starter fund (Ring fenced)	£ 12,170.00	£ -	£ 12,170.00	
Up Mudford Challenge	£ 10,000.00	£ 7,000.00	£ 17,000.00	
Highways & speed control fund	£ 2,095.14	£ 500.00	£ 2,595.14	
Defibrillator fund	£ 2,703.51	-£ 786.00	£ 1,917.51	
Election (Ring fenced)	£ 1,295.53	£ -	£ 1,295.53	
Admin reserve - 12 Months running costs buffer	£ 31,235.53		£ 32,909.10	
<b>Total Reserves</b>	<b>£ 89,130.44</b>		<b>£ 100,068.01</b>	

**24/12 AUDIT** – To **NOTE** the Annual Internal Audit Report and consider any recommendations.

**24/13 FINANCE** – To **APPROVE** AGAR Section 1 – Annual Governance Statement.

**24/14 FINANCE** – To **APPROVE** AGAR Section 2 – Accounting Statements.

**24/15 FINANCE** – To **ANNOUNCE** and **NOTE** the period for the exercise of public rights – Monday 3 June 24 to Friday 12 July 24 and publication on MPC website on 31<sup>st</sup> May 24.

## **24/16 APPOINTMENT OF COMMITTEE MEMBERS, COUNCILLOR ROLES AND RESPONSIBILITIES**

- Human Resources Committee
- Flood Working Group
- Planning
- Tree Warden
- Footpaths & RoW
- Highways
- Cemetery Liaison
- Playing field and equipment
- Defibrillator
- Primrose Lane/FOMAG
- Speedwatch

**24/17 To agree exclusive rights to a burial plot in Mudford Cemetery**

**24/18 To receive a report from the Flood Working Group Meeting (Cllr Bowring)**

**26/19 To determine the next steps in response to the Sockhill and Primrose Lane Planning Applications**

**24/20 To consider what further measures could be taken to reduce speeding through the village**

**24/21 To receive Councillor reports<sup>1</sup>.**

<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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**24/22 To receive the Parish Clerk's report and any correspondence.**

**24/23 Items for the next agenda.**

**24/24 Date of next meeting** – 25 July 2024 tbc. (Cllrs to note – all agenda items to be notified to the Parish Clerk by Monday 15<sup>th</sup> July 2024).

**End of Agenda**