

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 30th January 2025
Venue...	Mudford Village Hall

Petra Galloway

Petra Galloway – Mudford Parish Clerk
24th January 2025

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

24/208 To receive apologies for absence and approve the reasons (LGA 1972 s85(1)).

24/209 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).

24/210 To approve and sign as a correct record the minutes of the previous Ordinary Meeting held on 28th November 2024.

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

24/211 Matters to report from a previous meeting.

- a. Path Diversion (Clerk).
- b. Traffic measures (Clerk).
- c. Additional bank account.

24/212 Planning decisions report.

1. 24/02472/HOU; 16 Stone Lane Yeovil. *Replacement garage/store.*
Application Permitted with Conditions.
2. 23/01148/FUL; Green Farm Green Acres Lane, Mudford.
Demolition of existing agricultural buildings with prior approval to form 5 dwellings under Class Q, and the erection of 5 No. replacement residential dwellings plus the conversion of existing traditional range of agricultural buildings to form an additional 7 no. C3 dwellinghouses plus garaging and including the change of use of agricultural land to residential curtilages, totalling 12 no. dwellinghouses in total.
Application Permitted with Conditions.
3. 24/02706/HOU; 7 Primrose Lane, Mudford. *Second storey side extension on existing single storey extension attached to the principal dwelling.*
Application Permitted with Conditions.

24/213 Planning applications.

1. 24/02706/HOU

MUDFORD PARISH COUNCIL

Clerk: Petra Galloway

Tel: 07552 509707 E-mail: clerk@mudfordpc.co.uk

*Second storey side extension on existing single storey extension attached to the principal dwelling.
7 Primrose Lane, Mudford.*

The Council had no comments on the application.

2. 24/02927/HOU

*Two storey side extension, single storey extension and revision to fenestration as consented under application 20/03274/HOU. Inclusion of an external covered deck to front and side of dwelling.
Broadview East Lanes, Mudford*

The Council had no comments on the application.

24/214 Finance – To **APPROVE** the Cashbook/Bank Reconciliation to 31.12.2024 and to **REVIEW** budget for FY 24-25 Q3.

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	£ 2,080.00					£ 683.02
Cemetery Fees	£ 7,710.00	£ 2,350.00					-£ 5,360.00
Grants	£ -	£ -					£ -
Grants - Other	£ 900.00	£ -					-£ 900.00
VAT repayment	£ 4,481.18	£ -					-£ 4,481.18
TOTAL RECEIPTS	£ 61,193.16	£ 62,530.00					£ 1,336.84
PAYMENTS							
Salaries	£ 10,370.64	£ 7,509.86		£ 11,500.00	£ 3,990.14	35%	-£ 2,860.78
Administration	£ 1,557.33	£ 3,307.01		£ 6,200.00	£ 2,892.99	47%	£ 1,749.68
Rec Gnd Maint	£ 4,689.46	£ 3,087.73		£ 4,000.00	£ 912.27	23%	-£ 1,601.73
Cemetery	£ 1,405.40	£ 5,879.18	£ 4,883.00	£ 2,000.00	£ 1,003.82	50%	£ 4,473.78
Parish Maint/Drains/Flood	£ -	£ 1,503.00		£ 2,000.00	£ 497.00	25%	£ 1,503.00
Subscriptions	£ 285.93	£ 616.08		£ 250.00	-£ 366.08	-146%	£ 330.15
Insurances	£ 831.83	£ 921.28		£ 1,500.00	£ 578.72	39%	£ 89.45
Training	£ 65.00	£ 190.00		£ 300.00	£ 110.00	37%	£ 125.00
Audit Charges	£ 444.50	£ 557.63		£ 500.00	-£ 57.63	-12%	£ 113.13
Grants	£ 5,586.89	£ 1,885.00		£ 4,000.00	£ 2,115.00	53%	-£ 3,701.89
Hedges and Trees	£ -	£ 2,272.09		£ 5,000.00	£ 2,727.91	55%	£ 2,272.09
Defibrillator	£ -	£ -		£ 200.00	£ 200.00	100%	£ -
Play Area	£ 472.82	£ 482.82		£ 1,000.00	£ 517.18	52%	£ 10.00
Parish Projects	£ 16,811.53	£ 1,568.78		£ 5,000.00	£ 3,431.22	69%	-£ 15,242.75
Legal Challenge- Primrose Ln	£ 3,000.00	£ 26,398.50	£ 17,000.00	£ 10,000.00	£ 601.50	6%	£ 23,398.50
VAT incurred	£ 4,734.26	£ 7,836.75					£ 3,102.49
Budget additions (To reserves)		£ -		£ 4,650.00	£ 4,650.00		
TOTAL PAYMENTS	£ 50,255.59	£ 64,015.71	£ 21,883.00	£ 58,100.00	£ 23,804.04		
s137 sub-total		£ 2,455.00					
Exc of Recept over Paymts	£ 10,937.57	-£ 1,485.71					
plus balances b/fwd	£ 89,130.44	£ 100,068.01					
Balances c/fwd	£ 100,068.01	£ 98,582.30					
Reconciliation with bank accounts at 31st DECEMBER 2024							
Unity Trust Current Account	£ 6,399.88						
Unity Trust Savings Account	£ 92,182.42						
Less Outstanding payments	£ -						
Add Outstanding lodgements	£ -						
Total balances at bank	£ 98,582.30						

MUDFORD PARISH COUNCIL

Clerk: Petra Galloway

Tel: 07552 509707 E-mail: clerk@mudfordpc.co.uk

24/215 Finance – To **NOTE** the receipts between 21.11.2024 and 15.01.2025.

Date	Particulars	Precept	Interest	Cemetery
06.12.2024	A J WAKELY & SONS INTERMENT FEE			£ 190.00
31.12.2024	CREDIT INTEREST		£ 676.39	

24/216 Finance: To **NOTE** payments approved under the delegated authority of the RFO.

Mudford Parish Council DECEMBER 2024 and JANUARY 2025 payments to NOTE in January				
Invoice	Payee	Particulars	Amount	Notes/Paid
1	STAFF	SALARY DECEMBER AND HMRC		30.12. AND 31.12. AND 10.01.
2	STAFF	SALARY JANUARY		28.01.2025
3	CITIZENS ADVICE	DONATION	£ 250.00	20.12.2024
4	SOMERSET COUNCIL	OPERATIONAL INSPECTIONS INV 30096659	£ 127.20	10.01.2025
5	SOMERSET COUNCIL	WEEKLY INSPECTIONS 3RD AND 4TH Q INV 30096601	£ 423.38	10.01.2025
	TOTAL		£ 2,620.47	

24/217 Finance: To **APPROVE** the payment schedule for January 2024.

Mudford Parish Council January 2025 Payment schedule				
Invoice	Payee	Particulars	Amount	
1	STAFF	REIMBURSE MONTHLY WIX WEBSITE BUILDER Dec and Jan	£	27.60
2	STAFF	EXPENSES DECEMBER AND JANUARY	£	145.72
3	P SARGENT	CEMETERY MAINTENANCE NOV AND DEC INV 22-74	£	21.00
4	SALC	TRAINING INV 1392	£	35.00
5	K M DIKE NURSERIES	GROUND MAINTENANCE INV 2166	£	1,245.23
	TOTAL		£	1,474.55

24/218 Finance – To **APPROVE** BUDGET for Financial Year 2025-2026.

MUDFORD PARISH COUNCIL 2025 - 2026 Budget Calculation					
Budget Line (Annual running costs)	Agreed FY23-24 Budget	FY23-24 Spent	Agreed Budget FY24-25	Draft Budget FY25-26	NOTES
OPERATIONS					
SALARIES	£ 9,500.00	£ 10,370.64	£ 11,500.00	£ 11,000.00	Gross
ADMIN	£ 2,635.00	£ 1,557.33	£ 6,200.00	£ 5,233.00	Allw.exp.web,IT,Clr exp,payroll, hall hire & storage
SUBSCRIPTIONS	£ 220.00	£ 285.93	£ 250.00	£ 724.00	NALC,SALC,ICO, CPRE, ICCM
INSURANCE	£ 1,500.00	£ 831.83	£ 1,500.00	£ 1,000.00	Insurance
TRAINING	£ 300.00	£ 65.00	£ 300.00	£ 1,345.00	Conduct, GDPR, Cemetery, CiLCA
AUDITS	£ 700.00	£ 444.50	£ 500.00	£ 650.00	Internal and External
PARISH MAINTENANCE					
GROUNDS MAINTENANCE CONTRACT	£ 4,000.00	£ 4,689.46	£ 4,000.00	£ 6,500.00	Contractor (new tender to start in April 2025)
HEDGES AND TREES	£ -	£ -	£ 5,000.00	£ 4,210.00	Playground pruning, strimming around the village
CEMETERY	£ 2,300.00	£ 1,405.40	£ 2,000.00	£ 2,080.00	Caretaker & maintenance, To reserves at EOY
PLAY AREA / INSPECTIONS	£ 2,000.00	£ 472.82	£ 1,000.00	£ 935.00	Weekly + annual
GENERAL PARISH MAINT / DRAINS & FLOOD	£ -	£ -	£ 2,000.00	£ 2,540.00	Bin Collections, Bus shelters/phone box/highway gates/benches
25-26 PROJECTS AND GRANTS					
GRANTS	£ 1,000.00	£ 5,586.89	£ 4,000.00	£ 5,300.00	Grants, Donations to charities
* Parish projects RESERVES	£ 5,000.00	£ 16,811.53	£ 5,000.00	£ 600.00	Fingerposts, noticeboard, bridge, bus shelter, To Reserves at EOY
*Up Mudford Challenge RESERVES	£ 10,000.00	£ 3,000.00	£ 10,000.00	£ -	Solicitors and Consultants, To reserves at EOY
PARISH PROJECTS & EARMARKED RESERVES					
*Long term Chapel maintenance RESERVES	£ 2,000.00	£ -	£ 2,000.00	£ 1,000.00	To reserves at EOY
*Long term Cemetery maintenance RESERVES	£ 1,000.00	£ -	£ 1,000.00	£ 500.00	To reserves at EOY
*Computer/printer replacement fund RESERVES	£ 150.00	£ -	£ 150.00	£ 150.00	To reserves at EOY
*Play area long term replacement fund RESERVES	£ 1,000.00	£ -	£ 1,000.00	£ 1,000.00	To reserves at EOY
*Cemetery land/consecration starter fund RESERVES	£ -	£ -	£ -	£ 1,000.00	To reserves at EOY
*Defibrillator project fund RESERVES	£ 500.00	£ -	£ 200.00	£ 200.00	To reserves at EOY
*Highways & speed control projects RESERVES	£ 500.00	£ -	£ 500.00	£ 500.00	To reserves at EOY
VAT		£ 4,734.26			
Total	£ 44,305.00	£ 50,255.59	£ 58,100.00	£ 46,467.00	

MUDFORD PARISH COUNCIL

Clerk: Petra Galloway

Tel: 07552 509707 E-mail: clerk@mudfordpc.co.uk

Budget Line (Annual running costs)	Agreed FY23-24 Budget	FY23-24 Spent	Agreed Budget FY24-25	Actual ytd (from cashbook)- 15th January 25	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 January 25)	Draft Budget FY25-26
OPERATIONS									
SALARIES	£ 9,500.00	£ 10,370.64	£ 11,500.00	£ 7,555.77	£ 3,944.23	£ 9,659.10	£ 2,103.33	£ 1,840.90	£ 11,000.00
ADMIN	£ 2,635.00	£ 1,557.33	£ 6,200.00	£ 3,307.01	£ 2,892.99	£ 4,311.01	£ 1,004.00	£ 1,888.99	£ 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	£ 345.00	£ 155.00	£ 45.00	£ 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	£ 2,727.09	£ -	£ 2,727.91	£ 4,210.00
CEMETERY	£ 2,300.00	£ 1,405.40	£ 2,000.00	£ 996.18	£ 1,003.82	£ 1,437.18	£ 441.00	£ 562.82	£ 2,080.00
PLAY AREA / INSPECTIONS	£ 2,000.00	£ 472.82	£ 1,000.00	£ 941.64	£ 58.36	£ 941.64	£ -	£ 58.36	£ 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	£ 1,885.00	£ 2,115.00	£ 1,885.00	£ -	£ 2,115.00	£ 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 RESERV	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 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	£ -	£ 7,928.51	£ -	£ -	£ -	£ -	£ -
Total	£ 44,305.00	£ 50,255.59	£ 58,100.00	£ 64,612.20	£ 18,416.31	£ 61,450.29	£ 4,766.60	£ 3,350.29	£ 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
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	£ 9,649.99	£ 42,559.09
Total Reserves	£ 89,130.44		£ 100,068.01	£ 3,350.29	£ 96,717.72

24/219 Finance – To APPROVE the precept request for FY 2025-2026.

Financial Year	Precept	Tax base/Band D
2025-2026	£ 46,467.00	Tax base 285.34, per band D 162.85
2024-2025	£ 58,100.00	Tax base 286.47, per band D £202.81
2023-2024	£ 46,705.00	Tax base 287.29, per band D £162.57

24/220 Finance – To AGREE to set up ICO (Information Commissioner's Office) fee payment as a direct debit.

24/221 To AMEND Standing Orders.

Proposal: To amend section 18 of Standing Orders to be in line with the Financial Regulations.

24/222 To CONSIDER and **AGREE** tender details and process for Grounds Maintenance.

24/223 To CONSIDER training:

1. Clerk and Councillor training.
2. Virement of funds to the Training budget line.

24/224 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.

MUDFORD PARISH COUNCIL

Clerk: Petra Galloway

Tel: 07552 509707 E-mail: clerk@mudfordpc.co.uk

1. To **CONSIDER** appointing a gov.uk Approved Registrar to register the new domain name and new email addresses and to provide support.
2. 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.
3. To **REVIEW** who will have/use gov.uk email addresses.
4. To **CONSIDER** not to renew current email address provider.
5. To **DELEGATE** the delivering of the process to the Clerk, including signing the contract on behalf of Mudford Parish Council.

24/225 To **REVIEW** Bus Shelter Agreement with Somerset Council and to **DELEGATE** signing of the agreement to the Clerk.

24/226 To **AGREE** and **ADOPT** new Health and Safety policy.

24/227 To **DISCUSS** Cemetery extension.

24/228 To **DISCUSS** Playing field (Recreation Ground) ownership.

24/229 To **RECEIVE** Councillor reports¹.

24/230 To **RECEIVE** the Parish Clerk's report and any correspondence.

- Parish Survey; Parish Council logo competition
- Correspondence:

Tour of Wessex Cycling Event 24th May 2025 – comments forwarded to the organisers.

Local Plan Workshop – Development of Somerset Local Plan- February 2025.

24/231 To **RECEIVE** traffic report from Vehicle Activated Devices.

24/232 Items for the next agenda.

- a. To consider Grounds maintenance contract.

24/233 Date of next meeting – 27th February 2025 tbc. (Cllrs to note – all agenda items to be notified to the Parish Clerk by Monday 17th February 2025).

24/234 Exempt Session – Exclusion of the Press & Public.

The Council is recommended to resolve that under section 1, paragraph 2 of The Public Bodies (admission to meetings) Act 1960, the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

24/235 To **DISCUSS** and **CONSIDER** the barrister's advice on the judicial review of Somerset Council's Primrose Lane development planning decision (14/02554/OUT and 15/03942/FUL) and to **CONSIDER** future steps.

End of Agenda

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).*