

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 29th August 2024
Venue...	Mudford Village Hall

Petra Galloway

Petra Galloway – Mudford Parish Clerk
23rd August 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.

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

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

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).

24/73 To approve and sign as a correct record the minutes of the previous meeting
(LGA 1972 sch 12, para 41(1)).

24/74 Matters to report from a previous meeting.

- a. New noticeboard delivery and installation (Cllr Brown).
- b. Data Protection and Complaints policy (Cllrs Brown and Dalton-Leggett).
- c. Traffic calming measures (Clerk).

24/75 Planning decisions report.

24/76 Planning applications.

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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						

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

None.

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	

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	

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

Current Account – **£10,151.49**

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

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.

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

24/84 Finance – To **RECEIVE** quotes for Cold Brook clearing and to **APPROVE** the expenditure.

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

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

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.

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

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

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

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

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

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

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.

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

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

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

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

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

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

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

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.

24/103 Items for the next agenda.

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).

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).*