

MUDFORD PARISH COUNCIL

Clerk: Julie Ferguson. Chilthorne Knapp, Chilthorne Domer, Yeovil, BA22 8QZ

Tel: 07783 475200

E-mail: clerk@mudfordpc.co.uk

Minutes of a Meeting of Mudford Parish Council held on Thursday 23rd February 2023 at 19:00hrs

Present – Councillors (Cllrs): Peter Blackwood, Robin Bowring, David Brown, Stephen Bartlett, Phil Edgeworth (Chair), John Snell

In attendance: Julie Ferguson - Parish Clerk, District Cllr Tony Capozzoli, County Councillor Mike Lewis and 10 members of the public

i) Public Open Session

The following issues were raised and discussed:

- A request from a local farmer for permission to move his cattle across the 'Withy Bed' (agreed – clerk asked to write to farmer to grant permission for a 5yr term)
- The current situation with the bridge at Hinton Weir (agenda item)
- Flooding (agenda item)

ii) County & District Councillors Report

Cllr Capozzoli presented his final report and thanked the PC for many enjoyable years working with the parish. Cllrs thanked him for his support over the years and agreed he would be missed.

Cllr Lewis reported on the proposals for a planning committee and county budgets.

19:25 – Meeting opened

22/115 To receive apologies for absence and to approve the reasons given (LGA 1972 s85(1))

Jo Dalton-Leggett had sent her apologies (family commitments) which were accepted.

22/116 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)

Cllr Bartlett declared an interest in item 22/120, as the applicant.

22/117 To approve and sign as a correct record the minutes of the previous meeting (LGA 1972 sch 12, para 41(1))

RESOLVED: The minutes of the meeting held on 19th January 2023 were approved & signed as a true and accurate record of the meeting held.

22/118 Matters to report from a previous meeting

The clerk and Cllr Bowring agreed to provide details of the defibrillator to enable the Village Hall Committee to purchase the unit and cabinet on behalf of the PC.

Cllrs Bartlett and Bowring provided a report on a recent meeting with SCC Highways to discuss proposals of work required and agreements reached to alleviate the flood risk by Mudford Church and Hinton. It was understood that the work was subject to funding being approved.

Cllr Edgeworth was still obtaining quotes for the footpath around the recreation ground, the extension to the car park and the parish tree work.

Cllr Bowring was still looking into alternative website solutions and would report back at a future meeting.

The fingerpost wording had been agreed and the chosen contractor given the go-ahead.

22/119 Planning decisions report

None.

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22/120 Planning applications - 23/00245/FUL & 23/00246/LBC. 1 & 2 Hinton Farm Cottages, Mudford. Proposed extension and internal alterations to Number 1 & 2 Hinton Farm cottages.

RESOLVED: To SUPPORT the planning application.

22/121 Finance – To approve the payment schedule for February 2023

Mudford Parish Council February 23 Payment Schedule			
Invoice	Payee	Particulars	Amount
1	STAFF	SALARY	£773.92
2	SLCC	MEMBERSHIP	£59.00
3	SALC	TRAINING	£40.00
4	PINNACLE	PAYROLL FEES	£42.00
5	SSDC	PLAY INSPECTIONS	£127.20
TOTAL		Feb-23	£1,042.12

RESOLVED: To approve all payments totalling £1042.12.

22/122 Finance – To approve the cashbook and bank reconciliation to 31 Jan 23

MUDFORD PARISH COUNCIL 2022-23			
Receipts and Payments Summary for the year ending 31st March 2023			
	Last Year		This Year
	2021-22		2022-23
RECEIPTS			
Precept	£	36,000.00	£ 42,000.00
Deposit Interest	£	7.38	£ 108.96
Cemetery Fees	£	3,000.00	£ 3,205.00
Grants	£	-	£ -
Grants - Other	£	605.00	£ 373.32
VAT repayment	£	4,081.90	£ -
TOTAL RECEIPTS	£	43,694.28	£ 45,687.28
PAYMENTS			
HMRC	£	1,215.60	£ 1,724.96
Cemetery	£	3,457.61	£ 2,769.40
Rec Gnd Maint	£	1,662.61	£ 1,637.60
Clerks Emoulements	£	4,863.16	£ 6,426.76
Administration	£	2,193.16	£ 1,845.55
Computer & Website	£	200.28	£ 218.88
Subscriptions	£	188.18	£ 196.19
Insurances	£	672.80	£ 809.13
Training	£	-	£ 345.00
Audit Charges	£	600.00	£ 501.50
Grants-S137	£	100.00	£ 330.00
Publications & Data Protection	£	35.00	£ -
Councillors Expenses	£	-	£ -
Election Expenses	£	-	£ -
Play Area	£	95.00	£ 206.00
Parish Projects	£	4,094.35	£ 455.60
Legal Challenge	£	8,222.60	£ -
VAT incurred	£	3,606.08	£ 1,150.47
TOTAL PAYMENTS	£	31,206.43	£ 18,617.04
Exc of Recpt over Paymts	£	12,487.85	£ 27,070.24
plus balances b/fwd	£	52,287.64	£ 64,775.49
Balances c/fwd	£	64,775.49	£ 91,845.73
Reconciliation with bank accounts as at 31 Jan 2023			
Unity Trust Current Account	£	93,662.19	
Unity Trust Savings Account	£	-	
NatWest Accounts (3)	£	118.32	
Less Outstanding payments	£	1,934.78	
Add Outstanding lodgements	£	-	
Total balances at bank	£	91,845.73	

RESOLVED: It was unanimously agreed to approve the cashbook and bank reconciliation to the 31 January 2023.

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22/123 Finance – To agree to add councillors to the Parish Council bank mandate

RESOLVED: To add Cllrs Bowring and Brown to the bank mandate with approval authority.

ACTION: Parish Clerk

22/124 Finance – To consider any quotes for parish tree surgery work.

Quotes were still being obtained, so this was deferred to a future meeting.

ACTION: Cllr Edgeworth

22/125 Parish Matters – To consider installing a bus shelter in the parish

The clerk had contacted SCC Highways who had advised that the PC agree suitable locations with the bus companies in the first instance. Cllr Blackwood had made contact and would report back at the next meeting.

ACTION: Cllr Blackwood

22/126 Parish Matters - To consider requesting parking restrictions at the top of Stone Lane

The clerk had been forwarded a request from Yeovil Without Parish Clerk on behalf of its residents to request yellow lines to be installed at the top of Stone Lane, as cars were regularly being parked at the junction with Coombe Street Lane creating a hazard to vehicles entering and exiting Stone Lane.

RESOLVED: To request double yellow lines to be installed at the top of Stone Lane.

ACTION: Parish Clerk

22/127 To consider a lease agreement for PC owned land to the rear of the Cemetery

Cllr Brown agreed to speak to the person who had made enquiries to understand if they would be interested in leasing the land, before considering what other plans the PC might have for the land.

ACTION: Cllr Brown

22/128 To agree to remove the Hinton Weir Bridge as it does not meet the requirements for Parish Council public liability insurance.

Additional information had come to light since the last meeting with respect to the manner in which the bridge had been installed, meaning that Hinton Weir could be damaged if not removed sympathetically. It was agreed to set up a Working Group (WG) to consider how the bridge can be removed without damage to the Weir. Further aims of the WG would be to ascertain who owns the land on either side of the bridge, who has responsibility for the Weir and to obtain any quotes for specialist removal once the situation was fully understood. The clerk was asked to contact SCC Rights of Way – Bridges to arrange a meeting with the WG and organise Heras fencing for securely closing off the bridge from the public. It was agreed to set a time limit of 4 months (to the 1st July 2023) by which time the bridge removal would be agreed with a secured quotation, or the PC public liability issue would be resolved.

RESOLVED: To agree to form a Hinton Weir Bridge Working Group (HWBWG), with members consisting of Cllrs Bowring, Blackwood and Snell to understand all issues around the removal of the bridge from the Weir and to present a satisfactory solution to the PC by 1st July 2023.

ACTION: Cllrs Bowring, Blackwood and Snell

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22/129 To receive Councillor reports¹

Cllr Edgeworth knew a local person with a drone licence, who could carry out an aerial survey of the PC assets, should one be required. It was agreed that this was not a requirement at this time.

22/130 To receive the Parish Clerk's report and correspondence

The following items of correspondence had been circulated by email:

- SSDC Improvements in SEND Services
- SALC Newsletters
- SWP briefings
- SSDC Member briefings
- SCC Social Care recruitment
- PCC Mark Shelford personal invitation councillor forum
- Dementia community building event
- Marie Curie Somerset leaflet
- Somerset Heritage Centre Book of Condolence update
- SDSC Environmental portfolio holder update
- SCC volunteer drivers
- NHS Somerset stroke services public consultation
- SCC Domestic Abuse Services
- Local Planning Policy Consultation Notification
- SCC HIV test week
- Update threshold for Contract Finder
- St Margaret's Hospice update
- SCC new recycling regulations update
- Ground Maintenance contractors prices for the 2023-24 year. Accepted.
- Correspondence relating to issues with public footpaths (signage and stiles) in the parish

22/131 Items for the next agenda

- To appoint members to a Human Resources Working Group (HRWG) and agree Terms of Reference (TORs)
- To receive a report from the HWBWG
- To approve the asset list
- To approve the Risk Assessment
- To discuss any PC/Parish plans for the Kings Coronation weekend
- To agree an application for a Mudford Parish Council credit card

22/132 To note meeting dates for 2023

The following dates were agreed:

- 30th March 2023
- 27th April 2023
- 25th May 2023 (APM)
- 29th June 2023
- 27th July 2023
- NO AUGUST MEETING
- 28th September 2023
- 26th October 2023

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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- 30th Nov 2023
- NO DECEMBER MEETING
- 25th January 2024

22/133 Date of next meeting – 30th March 2023

22/134 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.

The Parish Council considered how best they could support the clerk, as an employer, as it was recognised that some policies were not in place and processes had not been followed. It was agreed that all Councillors should have PC email addresses, the use of WhatsApp and text for PC business should cease and a Human Resources Working Group, with agreed TORs be formed.

ACTION: Parish Clerk

21:30 – Meeting closed