

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 25th May 2023 at 19:00hrs

Prior to the start of the meeting, the Chairman expressed sorrow at the news of the sudden passing of County Councillor Mike Lewis, the perfect gentleman who had served the parish and residents of Mudford impeccably for many years.

There followed a minute's silence for all members to quietly reflect and pay respects.

Present – Councillors (Cllrs): Stephen Bartlett, Phil Edgeworth (Chair), Jo Dalton-Leggett, John Snell

In attendance: Julie Ferguson - Parish Clerk, 13 members of the public

i) Public Open Session

A member of the public suggested that a Facebook page could be set up to assist with parish communications. Whilst it was considered a good idea, the clerk advised that someone with the relevant skills would need to come forward to set up and manage it.

ii) County Councillors Report

There was no report.

19:03 – Meeting opened

23/30 To elect a Chair

Cllr Edgeworth was proposed and seconded, Cllr Dalton-Leggett was proposed by Cllr Bartlett but did not have a seconder. Cllrs Snell, Dalton-Leggett and Edgeworth voted for Cllr Edgeworth to be Chair.

During the voting proceedings, Cllr Bartlett was disruptive and declared that the voting was 'crooked' and he would be writing to the Monitoring Officer. Cllr Edgeworth formally served a warning to Cllr Bartlett, advising of Standing Order 2a – Code of Conduct and asking Cllr Bartlett to moderate and improve his conduct.

RESOLVED: To elect Cllr Edgeworth as Chair. The Declaration of Acceptance of Office was signed.

23/31 To receive apologies for absence and approve the reasons (LGA 1972 s85(1))

Robin Bowring, Peter Blackwood and David Brown had sent their apologies.

23/32 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)

None.

23/33 To elect a Vice-Chair

RESOLVED: To elect Cllr Dalton-Leggett as Vice-Chair

23/34 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 27th April 2023 were approved & signed as a true and accurate record of the meeting held. Cllr Bartlett was in dispute of the accuracy of the minutes

Chairman

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which was not upheld by the rest of the council. The clerk had circulated the extract of the recording of the point in question to all members present at the last meeting, which clearly demonstrated that the minutes were correct. The clerk agreed to retain the extract, in the case that Cllr Bartlett continues to dispute the accuracy of the minutes.

23/35 Matters to report from a previous meeting

- Removal of Hinton Weir bridge – progressing and on this agenda. **ACTION: HBWG**
- Instructing the SC Ranger – waiting for a response. **ACTION: Clerk**
- Cemetery Risk Assessment – ongoing. **ACTION: Cllr Edgeworth**
- Bus Shelter – progressing. **ACTION: Cllr Blackwood**
- Footpath around recreation field – quotes being obtained. **ACTION: Cllr Edgeworth**
- First meeting of HR Committee held and draft TORs produced. **ACTION: HR Committee**

23/36 Planning decisions report

None.

23/37 Planning applications – None.

23/38 review and adopt the Standing Orders

RESOLVED: To adopt the Standing Orders.

23/39 To review and adopt the Financial Regulations

RESOLVED: To adopt the Financial Regulations.

23/40 To review and adopt the Dignity at Work/Bullying and Harassment Policy

RESOLVED: To defer to adopt until the HR Committee have reviewed and recommended for adoption.

ACTION: HR Committee

23/41 To review and adopt the Freedom of Information Policy

RESOLVED: To adopt the Freedom of Information Policy.

23/42 To review and adopt the Publication Scheme

RESOLVED: To adopt the Publication Scheme.

23/43 To review and adopt the Code of Conduct

RESOLVED: To defer to adopt until the HR Committee have reviewed and recommended for adoption.

ACTION: HR Committee

23/44 To review and adopt a Data Protection Policy

RESOLVED: To adopt a Data Protection Policy.

23/45 To adopt the Document Retention Policy

RESOLVED: To adopt the Document Retention Policy.

23/46 To adopt a Complaints Policy

RESOLVED: To defer to adopt until the HR Committee have reviewed and recommended for adoption.

ACTION: HR Committee

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23/47 To adopt a Grievance Policy

RESOLVED: To defer to adopt until the HR Committee have reviewed and recommended for adoption.

ACTION: HR Committee

23/48 To agree Councillor Roles and Responsibilities

It was agreed to defer this until more Councillors were present.

23/49 Finance – To note receipt of the precept

Noted.

23/50 Finance – To receive and note the Annual Internal Audit Report

The full report had been circulated to all Councillors and noted, with no comments from the PC.

23/51 Finance – To approve AGAR Section 1 – Annual Governance Statement

RESOLVED: To approve AGAR Section 1 – Annual Governance Statement.

23/52 Finance – To approve AGAR Section 2 – Accounting Statements

RESOLVED: to approve AGAR Section 2 - Accounting Statements.

23/53 Finance – To announce and note the period for the exercise of public rights – Monday 5th June 2023 to Friday 14th July 2023.

Noted. The clerk reported that the notice was in the noticeboard and on the website.

23/54 Finance – To approve the payment schedule for May 2023

Mudford Parish Council May 23 Payment Schedule			
Invoice	Payee	Particulars	Amount
1	STAFF	SALARY & EXPENSES MAY23	£1,072.81
2	B APPLEBY	INTERNAL AUDIT FEE	£234.50
3	AJG COMMUNITY SCHEMES	ANNUAL INSURANCE	£831.83
4	PINNACLE ACCOUNTANCY	YEAR END PAYROLL FEE	£96.00
	TOTAL		£2,235.14

RESOLVED: To approve all payments totalling £2,235.14 and for Cllr Blackwood and Bartlett to approve.

ACTION : Cllr Blackwood and Bartlett

23/55 Finance – To approve a quote for a new noticeboard

This was deferred until the next meeting when 3 quotes would be available for consideration.

ACTION: Clerk and Cllr Edgeworth

23/56 Finance – To approve a quote for the work required in the Cemetery field

RESOLVED: To accept the quote provided for a cost of £1250 + VAT for fence and soil removal/spreading and installation of wooden posts and gates (fixtures and fittings to be provided by Mudford PC).

ACTION: Clerk

23/57 Finance – To select and approve a quote for the work on the Chapel

2 Quotes had been secured for the Chapel roof repairs:

Quote 1 - £4950 + VAT

Quote 2 - £4558 + VAT

RESOLVED: To accept Quote 2, at a cost of £4558 + VAT for carrying out Chapel roof repairs.

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ACTION: Clerk

23/58 To discuss progress made by Hinton Weir Bridge Working Group (HWBWG) and agree any further actions

Cllr Bartlett had sent an email to the rest of the PC with the following information:

Extract from email *"Attached is the invoice Hinton Farm paid for moving/finishing/ installing/ Weir bridge, £500 was paid by the EA {Environment Agency}. Half the bridge on HFL land is covered by HFL Public liability up to £10,000,000. While workmen are working on and around the bridge they are also covered. The EA are considering legal action as an emergency service being denied access to measure flood levels on the weir from the bridge."*

An invoice for £1500 (no VAT) from Andrew Habberfield to Hinton Farm Limited was also provided for "Completion and Installation of Hinton Weir Bridge".

Cllr Snell, as a member of HWBWG asked the clerk to request evidence in the form of legal records from the 3 landowners/parties (Cllr Bartlett and 2 neighbouring landowners), who have claimed ownership of the weir, so the next steps can be agreed at the next meeting.

During these discussions, Cllr Bartlett made some highly inappropriate comments of a personal and financial nature, regarding a parishioner who was not present. Cllrs Snell, Edgeworth and the clerk told Cllr Bartlett to stop speaking immediately, which he did not.

ACTION: Clerk

23/59 To receive Councillor reports¹

Cllr Edgeworth reported that residents of Hales Meadow were trying to arrange for a defibrillator to be installed in their locality, with an initial request to Abri.

He further reported that the standard of grass cutting recently in the cemetery and recreation field was poor and correspondence had been sent and received from the contractors. It was hoped that things would be improved in the future, but the situation would be monitored.

23/60 To receive the Parish Clerk's report and correspondence

The clerk reported that correspondence had been circulated relating to closure of the Stroke Unit at Yeovil District Hospital and encouraged any concerned members of the public to sign the petition.

23/61 Items for the next agenda

- To approve the HR Committee Terms of Reference (TORs)
- To approve the polices for adoption as recommended by the HR Committee
- To report on the ownership of Hinton Weir
- To approve a quote for an additional parish noticeboard
- To agree councillor roles and responsibilities

23/62 To note the Parish Council meeting dates for 2023-24

The following dates were announced:

- 29th June 2023
- (July – no meeting due to clerk on Jury Service)
- (August – no meeting)
- 28th Sept 2023
- 26th October 2023
- 30th November 2023
- (December – no meeting)

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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- 25th January 2024
- 29th February 2024
- 28th March 2024
- 25th April 2024

23/63 Date of next meeting – 29th June 2023

20:54 – Meeting closed