

MUDFORD PARISH COUNCIL

Clerk: Julie Ferguson

Tel: 07365 293954 E-mail: clerk@mudfordpc.co.uk

Minutes of a Meeting of Mudford Parish Council held on Thursday 26th October 2023 at 19:00hrs

Present – Councillors (Cllrs): Stephen Bartlett, Peter Blackwood, Robin Bowring, David Brown, Phil Edgeworth (Chair), Jo Dalton-Leggett.

In attendance: Julie Ferguson - Parish Clerk and 7 members of the public.

i) Public Open Session

The following topics were raised:

- Question regarding the inclusion of public open session in the minutes.
- Information regarding CPR training being arranged by Cllr Bowring.

ii) Somerset Councillors Report

There were no SCllrs present and a report had not been received.

23/113 To receive apologies for absence and approve the reasons (LGA 1972 s85(1)). Cllr Snell had sent his apologies as he had a prior appointment.

23/114 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.

23/115 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 28th September 2023 were approved & signed as a true and accurate record of the meeting held.

23/116 Matters to report from a previous meeting.

- Cemetery Risk Assessment – ongoing. **ACTION: Cllr Edgeworth**
- Footpath around recreation field – additional quotes being obtained. **ACTION: Cllr Edgeworth**
- Transfer of funds to Unity Trust Instant Access Saver. **ACTION: Complete**
- Bus shelter installation progress – ongoing. **ACTION: Cllr Blackwood**
- Appointing specialists for Primrose Lane Development. **ACTION: Complete**
- Storage of bridge and sale of Heras Fences – ongoing. **ACTION: Cllr Bowring, Edgeworth and Clerk**
- Quotes for willow pollarding. Cllr Bartlett provided 3 quotes and the PC agreed to instruct the work as the growth needed to be cut back as a safety issue.

RESOLVED: To approve a spend of £565 for willow pollarding.

ACTION: Cllr Bartlett

23/117 Planning decisions report.

None.

23/118 Planning applications – 22/00695/OUT, APP/E3335/W/23/3328322. Land Os 3400 Mudford Road Yeovil Somerset. Outline planning application with all matters reserved except for access, for the erection of up to 252 dwellings, public open space (including community orchard and village green), woodland planting, ecological buffers, sustainable drainage systems, a biodiverse wetland habitat and other ancillary works.

No further comments were considered necessary in addition to those submitted previously.

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23/119 Finance – To approve the payment schedule for October 2023.

Mudford Parish Council October 23 Payment Schedule			
Invoice	Payee	Particulars	Amount
1	STAFF	SALARY & EXPENSES OCT 23	£903.91
2	SOMERSET COUNCIL	RANGER	£185.57
3	SALC	TRAINING & SUBSCRIPTION	£228.68
4	KM DIKE NURSERIES	GROUND MAINTENANCE SEPT23	£1,214.82
5	PINNACLE	PAYROLL	£45.60
	TOTAL		£2,578.58

RESOLVED: To approve the October payment schedule and for 2 councillors to approve the payments at the bank.

ACTION: Cllrs Bartlett and Blackwood

23/120 Finance – To approve the cashbook/BR/Q2 Budget to 30th Sept 2023.

MUDFORD PARISH COUNCIL 2023-24					
Receipts and Payments Summary for the year ending 31st March 2024					
	Last Year	This Year	Budget	Remaining	Remaining %
	2022-23	2023-24	2023-24	2023-24	2023-24
RECEIPTS					
Precept	£ 42,000.00	£ 46,705.00			
Deposit Interest	£ 108.98	£ 82.10			
Cemetery Fees	£ 3,305.00	£ 3,730.00			
Grants	£ -	£ -			
Grants - Other	£ 273.32	£ -			
VAT repayment	£ 1,178.67	£ -			
TOTAL RECEIPTS	£ 46,865.97	£ 50,517.10			
PAYMENTS					
Salaries	£ 9,481.76	£ 5,187.15	£ 9,500.00	£ 4,312.85	45%
Administration	£ 1,959.55	£ 756.42	£ 2,000.00	£ 1,243.58	62%
Rec Gnd Maint	£ 1,637.60	£ 969.63	£ 2,500.00	£ 1,530.37	61%
Cemetery	£ 2,769.40	£ 237.40	£ 3,800.00	£ 3,562.60	94%
Computer & Website	£ 386.88	£ -	£ 500.00	£ 500.00	100%
Subscriptions	£ 255.19	£ -	£ 220.00	£ 220.00	100%
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	£ 234.50	£ 700.00	£ 465.50	67%
Grants-S137	£ 330.00	£ 600.00	£ 1,000.00	£ 400.00	40%
Publications & Data Protection	£ 35.00	£ -	£ 35.00	£ 35.00	100%
Councillors Expenses	£ -	£ -	£ 100.00	£ 100.00	100%
Play Area	£ 312.00	£ 120.00	£ 2,000.00	£ 1,880.00	94%
Parish Projects	£ 2,106.11	£ 8,136.53	£ 5,000.00	£ 3,136.53	-63%
Legal Challenge	£ -	£ -	£ 10,000.00	£ 10,000.00	100%
VAT incurred	£ 1,541.90	£ 1,560.83			
Budget additions (To reserves)		£ -	£ 7,550.00	£ 7,550.00	
TOTAL PAYMENTS	£ 22,511.02	£ 18,699.29	£ 46,705.00	£ 29,566.54	
Exc of Recept over Paymts	£ 24,354.95	£ 31,817.81			
plus balances b/fwd	£ 64,775.49	£ 89,130.44			
Balances c/fwd	£ 89,130.44	£ 120,948.25			
Reconciliation with bank accounts as at 30 SEPT 24					
Unity Trust Current Account	£ 120,916.89				
Unity Trust Savings Account	-				
NatWest Acct	£ 31.36				
Less Outstanding payments	£ -				
Add Outstanding lodgements	£ -				
Total balances at bank	£ 120,948.25				

RESOLVED: To approve the cashbook/BR/Q2 Budget to 30th September 2023

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23/121 Finance – To consider a grant request from Mudford Village Hall Committee

RESOLVED: To approve a grant request for £3800 from Mudford Village Hall

23/122 Finance – To consider a grant request from Citizens Advice , Somerset (CAS).

It was agreed, due to the S137 limit having been reached for the current year not to offer CAS a grant at this time. The clerk was asked to send a copy of the grant application form to the CAS for any future requests.

ACTION: Clerk

23/123 Finance – To agree storage facility and costs for PC documents.

It was agreed that the VH could store the PC documents, with a fee to be agreed.

ACTION: Cllr Bowring & Dalton-Leggett

23/124 Finance - To agree the draft budget for 2024-25.

The draft budget was agreed and the clerk explained that the final budget would be approved in January 2024, in advance of the precept request being approved.

23/125 To hear a report on the sale of Abri properties within Hales Meadow (Cllr Edgeworth).

Cllr Edgeworth reported that Abri were selling properties at less than the market value when residents tenancies were coming to an end. The Parish Council were very concerned and Cllr Edgeworth further reported that Abri stated they were "selling due to raising capital for newer homes and the sale reflects the landlord prices within the area at the time of the sale". Cllr Edgeworth was intending on making a FOI request to gather further information and would report back at future meeting.

ACTION: Cllr Edgeworth

23/126 To receive Councillor reports¹.

Cllr Bartlett reported that he had attended a number of training sessions as he had assumed the role of Public Paths Liaison Officer on behalf of the PC. All Cllrs agreed to support him in this role.

Cllr Dalton-Leggett gave a report from a recent HR Committee meeting, the purpose being to understand the clerks contract and identify any employment issues that needed addressing. A number of recommendations were made:

- A dedicated HR Cllr (Cllr Dalton-Leggett) to approve the Clerks payslip which breaks out salary, expenses, PAYE & pension contributions. The reason to respect PC employees rights of confidentiality. The publicly reported figure is then rolled-up.
- A dedicated Cllr (Cllr Blackwood) to check the invoices presented for payment, against the payment schedule and/or payments set up at the bank.
- It was identified that an expenses policy and sickness policy was lacking and needed to be in place, being detailed in the clerks contract. These would be brought to the PC for approval at a future meeting.
- All Cllrs who had not attended Code of Conduct Training recently should sign up to the next available training session, as they committed to do this when approving the Code of Conduct.

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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- General point for all Cllrs to observe the Code of Conduct when carrying out their role as a Cllr, with the intention of presenting the best public view of the PC at all times.

23/127 To receive the Parish Clerk's report and any correspondence.

The clerk reported the following:

- No S106 monies were outstanding upon request to Somerset Council.
- Weekly Play area checks were being carried out and any minor issues from the reports (circulated to all) were being attended to by Cllr Brown.
- Next LCN agenda had been circulated and Cllr representation was encouraged, as the PC had a vote on each item agreed.

23/128 Items for the next agenda.

None identified at this time.

23/129 Date of next meeting – 30 November 2023 (Cllrs to note – all agenda items to be notified to the Parish Clerk by Monday 20 Nov 2023).

Noted.

23/130 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.

RESOLVED: To exclude the press and public from the meeting for the following items of business.

23/131 To discuss Code of Conduct

Cllr Dalton-Leggett explained the process for a Cllr to report concerns regarding Code of Conduct and non-declaration of interests to SC Monitoring Officer.

21:00 – Meeting closed