

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 January 2024 at 19:00hrs

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

In attendance: Julie Ferguson - Parish Clerk, SCLlr Henry Hobhouse & Kevin Messenger and 32 members of the public.

PUBLIC COMMENTS (15 minutes)

The following topics were raised:

- Thanks to the Parish Council and Cllr Bartlett for the historical Mudford Village booklets.
- Report from a local landowner expressing dismay over the unauthorised removal of fencing and trees thereby risking his livestock escaping onto the highway.
- Report from a resident who has been flooded and is displaced from her home because of the damage.
- Concern regarding cars being repaired on the roadside.
- A number of residents spoke about the recent road flood at West Mudford, leaving residents isolated should they need an emergency service. Also the effects of the flood on businesses, road condition and drains.
- A member of Queen Camel Flood Committee explained how the committee organises emergency flood measures and how volunteers are needed to help when flooding occurs.

OUTSIDE REPORTS FROM REPRESENTATIVES

- Somerset Councillors (SCllrs)

SCLlr Hobhouse and Messenger reported on the challenges Somerset County faced in delivering, or rather not delivering its services.

- Outside bodies/groups

The Village Hall Committee (VHC) Chairman expressed sadness at the passing of Tony Cavalier, a long standing parish councillor and FOMAG member, she further reported on the installation of security cameras around the village hall. The sum that the VHC would be invoicing the PC for the coming year was also provided.

20:00 – Meeting started

23/149 To receive apologies for absence and approve the reasons (LGA 1972 s85(1)).

None.

23/150 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.

23/151 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 30th November 2023 were approved & signed as a true and accurate record of the meeting held.

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23/152 Matters to report from a previous meeting.

- a. Cemetery Risk Assessment (Cllr Edgeworth) - In preparation. **ACTION: Cllr Edgeworth**
- b. Bus shelter installation progress (Cllr Blackwood) – **COMPLETE.**
- c. Storage of bridge and sale of Heras Fences – ongoing. **ACTION: Cllr Snell**
- d. New noticeboard delivery and installation – ongoing. **ACTION: Cllr Brown.**
- e. All Cllrs to attend Code of Conduct Training. (All Cllrs) – ongoing. **ACTION: All Cllrs.**
- f. Website improvements with support. (Clerk). – **COMPLETE.**
- g. Installation of Defibrillator and cabinet at Hales Meadow. – Ongoing. **ACTION: Clerk**

23/153 Planning decisions report.

None.

23/154 Planning applications.

None.

23/155 Finance – To **NOTE** the payment schedule for December 2023.

Mudford Parish Council December 23 Payment Schedule			
Invoice	Payee	Particulars	Amount
1	STAFF	SALARY & EXPENSES DEC 23	£931.14
2	SOMERSET COUNCIL	RANGER (NOV)	£211.26
3	LONDON HEARTS	DEFIBRILLATOR & CABINET	£750.00
	TOTAL		£1,892.40

Noted.

23/156 Finance – To **APPROVE** the payment schedule for January 2024.

Mudford Parish Council January 24 Payment Schedule			
Invoice	Payee	Particulars	Amount
1	STAFF	SALARY & EXPENSES JAN 24	TBA
2	SOMERSET COUNCIL	RANGER (JAN)	£ 211.26
3	PETER RADMALL ASSOCIATES	LANDSCAPE ADVICE (PRIMROSE LANE DEVELOPMENT)	£ 1,800.00
4	ACE SHELTERS LTD	BUS SHELTER MANUFACTURE AND INSTALLATION	£ 4,614.00
5	K M DIKE NURSERIES	GROUND MAINTENANCE (DEC23)	£ 1,214.82
6	SLCC	SUBSCRIPTION	£ 57.25
7	APPLEBY AND CHILDS	REFUND - DUPLICATE PAYMENT	£ 30.00
8	P S SERVICES	CEMETERY MAINTENANCE (SEPT23-DEC23)	£ 175.50
	TOTAL		£ 8,102.83

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

ACTION: Cllrs Brown and Blackwood

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23/157 Finance – To APPROVE the cashbook/bank reconciliation to 31 Dec 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	£ 784.40			
Cemetery Fees	£ 3,305.00	£ 4,560.00			
Grants	£ -	£ -			
Grants - Other	£ 273.32	£ -			
VAT repayment	£ 1,178.67	£ -			
TOTAL RECEIPTS	£ 46,865.97	£ 52,049.40			
PAYMENTS					
Salaries	£ 9,481.76	£ 8,213.70	£ 9,500.00	£ 1,286.30	14%
Administration	£ 1,959.55	£ 1,103.36	£ 2,000.00	£ 896.64	45%
Rec Gnd Maint	£ 1,637.60	£ 3,501.06	£ 2,500.00	-£ 1,001.06	-40%
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	£ 228.68	£ 220.00	-£ 8.68	-4%
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	£ 444.50	£ 700.00	£ 255.50	37%
Grants-S137	£ 330.00	£ 5,586.89	£ 1,000.00	-£ 4,586.89	-459%
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	£ 11,151.53	£ 5,000.00	-£ 6,151.53	-123%
Legal Challenge	£ -	£ 1,500.00	£ 10,000.00	£ 8,500.00	85%
VAT incurred	£ 1,541.90	£ 2,869.72			
Budget additions (To reserves)		£ -	£ 7,550.00	£ 7,550.00	
TOTAL PAYMENTS	£ 22,511.02	£ 35,853.67	£ 46,705.00	£ 13,721.05	
Exc of Recpt over Paymts	£ 24,354.95	£ 16,195.73			
plus balances b/fwd	£ 64,775.49	£ 89,130.44			
Balances c/fwd	£ 89,130.44	£ 105,326.17			
Reconciliation with bank accounts as at 31 DEC 23					
Unity Trust Current Account	£ 8,836.33				
Unity Trust Savings Account	£ 96,489.84				
Less Outstanding payments	£ -				
Add Outstanding lodgements	£ -				
Total balances at bank	£ 105,326.17				

RESOLVED: To **APPROVE** the cashbook/bank reconciliation to 31 Dec 2024.

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23/158 Finance – To APPROVE the Budget for 2024 – 2025.

MUDFORD PARISH COUNCIL 2024-25 Budget		
Budget Line (Annual running costs)	Agreed FY23-24 Budget	Draft Budget FY24-25
SALARIES	£ 9,500.00	£ 11,500.00
ADMIN	£ 2,635.00	£ 6,200.00
GND MAINT CONTRACT	£ 4,000.00	£ 4,000.00
CEMETERY	£ 2,300.00	£ 2,000.00
SUBSCRIPTIONS	£ 220.00	£ 250.00
INSURANCES	£ 1,500.00	£ 1,500.00
TRAINING	£ 300.00	£ 300.00
AUDITS	£ 700.00	£ 500.00
PLAY AREA / INSPECTIONS	£ 2,000.00	£ 1,000.00
GRANTS S137	£ 1,000.00	£ -
GENERAL PARISH MAINT (NEW)	£ -	£ 1,000.00
RANGER (NEW)	£ -	£ 5,000.00
DEFIBRILLATOR (NEW)	£ -	£ 200.00
DRAINS & FLOOD MANAGEMENT		£ 5,000.00
* Parish projects RESERVES	£ 5,000.00	£ 5,000.00
*Up Mudford Challenge RESERVES	£ 10,000.00	£ 10,000.00
Parish Projects & ring fenced reserves		
*General maintenance around parish RESERVES	£ 2,400.00	£ -
*Long term Chapel maintenance RESERVES	£ 2,000.00	£ 2,000.00
*Long term Cemetery maintenance RESERVES	£ 1,000.00	£ 1,000.00
*Computer/printer replacement fund RESERVES	£ 150.00	£ 150.00
*Play area long term replacement fund RESERVES	£ 1,000.00	£ 1,000.00
*Cemetery land/consecration starter fund RESERVES	£ -	£ -
*Defibrillator project fund RESERVES	£ 500.00	£ -
*Highways & speed control projects RESERVES	£ 500.00	£ 500.00
VAT		
Total	£ 46,705.00	£58,100.00

	Reserves at 31/3/2023	Additions from current year	Projected Reserves at 31/3/2024
RESERVES (inc. ring-fenced funds)			
General maintenance around parish	£ 7,904.58	£ 2,400.00	£ 10,304.58
Long term chapel maintenance (period?)	£ 4,767.00	£ 2,000.00	£ 6,767.00
Long term cemetery maintenance (period ?)	£ 5,513.15	£ 1,000.00	£ 6,513.15
Computer/printer replacement fund (5yr)	£ 446.00	£ 150.00	£ 596.00
Parish Projects (identify & period?)	£ 4,000.00	-£ 4,000.00	£ -
Play area equipment long term replacement fund	£ 7,000.00	£ 1,000.00	£ 8,000.00
Cemetery land/consecration starter fund (Ring fenced)	£ 12,170.00	£ -	£ 12,170.00
Up Mudford Challenge	£ 10,000.00	£ 4,200.00	£ 14,200.00
Highways & speed control fund	£ 2,095.14	£ 500.00	£ 2,595.14
Defibrillator fund	£ 2,703.51	-£ 250.00	£ 2,453.51
Election (Ring fenced)	£ 1,295.53	£ -	£ 1,295.53
Admin reserve - 12 Months running costs buffer	£ 31,235.53	-£ 8,870.00	£ 25,608.09
Total Reserves	£ 89,130.44	-£ 1,870.00	£ 90,503.00

RESOLVED: To **APPROVE** the 2024-25 Budget.

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23/159 Finance – To **APPROVE** the Precept request for 2024-25.

RESOLVED: To **APPROVE** the Precept request of £58,100 for 2024-25.

ACTION: Clerk

23/160 Finance – To **APPROVE** a quote for removal of spoil/fly tipping on parish council land. The farmer who had livestock in the field had agreed to remove the spoil providing a gate was placed across the gap in the boundary.

RESOLVED: To **APPROVE** a budget of £1000 for a gate to be put in place of the soil preventing livestock escaping onto the highway.

ACTION: Cllr Bartlett

23/161 Finance – To **APPROVE** the cost of a replacement picnic table in the recreation field. Deferred to a future meeting.

23/162 Cemetery – To **APPROVE** the purchase of Exclusive Rights of Burial for burial plots B2-19 and A2-27.

RESOLVED: To **APPROVE** the purchase of Exclusive Rights of Burial for burial plots B2-19 and A2-27.

23/163 Cemetery – To hear a report and agree tree and chapel maintenance work.

The clerk gave a report on outstanding maintenance issues at the cemetery:

- Beech trees maintenance – Tree surgeon instructed as per quote. Work commencing soon.
- Chapel Roof maintenance – Roofing contractor instructed as per quote. Work commencing soon.
- Cemetery highway marker posts need replacing – Highways agreed to sort within 28 days.
- Request for PC to consider approaching owner of field behind the cemetery to purchase. No decision was made at this time.

23/164 To discuss parish flood management.

RESOLVED: To **APPROVE** a Flood Management Working Group (FMWG) with members Cllr Bartlett and Cllr Bowring. To identify training requirements and report back at a future meeting with agreed TOR and flood plan.

ACTION: Cllrs Bartlett, Bowring and Clerk

23/165 To note PC meeting dates for 2024.

The dates were agreed as follows:

29/2/24, 28/3/24, 25/4/24 (Annual Parish Meeting), 30/5/24 (Annual Parish Council Meeting), 25/7/24, 29/8/24, 26/9/24, 31/10/24, 28/11/24.

No meeting in June and December.

23/166 To receive Councillor reports¹.

Cllr Bartlett reported on his actions in the recent floods.

Cllr Dalton-Leggett reported on a recent HR Committee meeting, where the staff appraisal process was agreed. A report on the outcome of the appraisal will be provided (in confidence) once completed.

Cllr Bowring reported that he was continuing to carry out routine checks and reporting status of the defib in the phone box and suggested that Cllr Blackwood might take the responsibility for the additional unit at Hales Meadow, once installed. Cllr Blackwood agreed.

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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23/167 To receive the Parish Clerk's report and any correspondence.

The clerk gave an update on the re-routed footpath consultation which would be on the next agenda for comment.

23/168 Items for the next agenda.

- Consultation response to re-routing of public footpath (if received in time for agenda)
- Report from FMWG
- To agree the sale of the bridge

23/169 Date of next meeting – 29 February 2024 (Cllrs to note – all agenda items to be notified to the Parish Clerk by Monday 19 Feb 2024).

21:25 – Meeting closed.