

MUDFORD PARISH COUNCIL

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

Tel: 07783 475200

E-mail: clerk@mudfordpc.co.uk

Website: www.mudfordpc.co.uk

Minutes of a Meeting of Mudford Parish Council held on Thursday 27th October 2022 at 19:00hrs

Present – Councillors (Cllrs)

Stephen Bartlett, Peter Blackwood, Robin Bowring, Phil Edgeworth (Chair), Jo Dalton-Leggett

In attendance:

Julie Ferguson - Parish Clerk, District Cllr Tony Capozzoli & 2 members of the public.

19:00 – Meeting opened

i) Public Open Session

A previous member of the Parish Council gave an update and handover on projects that he had been looking after whilst a serving councillor and hoped that these projects and responsibilities would be picked up by current councillors. It was agreed that areas of responsibilities would be on the next agenda.

ii) County & District Councillors Reports

Cllr Capozzoli reported on ongoing planning issues and the processes involved in the changeover to a Unitary Authority.

19:15 – Meeting opened

22/52 To receive apologies for absence and to approve the reasons given (LGA 1972 s85(1))

Apologies received and accepted from Cllr Snell.

22/53 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.

22/54 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 May and 13th October 2022 were amended, approved & signed as a true and accurate record of the meeting held.

22/55 Matters to reports from the previous meeting

None.

22/56 Planning decisions report

- 22/01605/HOU. Hardingstone, Green Acres Lane, Mudford. Proposed replacement porch and new window to front elevation. **Application permitted with conditions.**
- 22/01047/FUL. 2 & 3 Hill View, Main Street, Mudford. Formation of a vehicular access and parking area (part retrospective). **Application permitted with conditions.**
- 22/01484/HOU. 3 Green Close Cottage, Hinton Road, Mudford. Demolition of existing conservatory and the erection of a single storey extension to the rear. **Application permitted with conditions.**
- 22/01638/HDG. Land at Up Mudford Road, Mudford. Removal of one 2m section of hedgerow to facilitate the installation of the rising main sewer. **Application permitted.**

Chairman

Date

MUDFORD PARISH COUNCIL

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

Tel: 07783 475200

E-mail: clerk@mudfordpc.co.uk

Website: www.mudfordpc.co.uk

- 22/01030/FUL. The Trough Farmshop and Café, Stone Lane, Yeovil. Proposed single storey extension. **Application permitted with conditions.**
- 22/01653/AGN. Land OS 4800 Yeovil Marsh, Yeovil. Notification to erect a new steel portal frame barn for storing hay and straw. The building is required for the 160 cows that are managed on the 230 acre farm. **Permission not required.**
- 22/00813.NMA. The Old Vicarage, West Mudford Road, Mudford. Non material amendment to approve d application 21/01450/HOU to allow for fenestration alterations. **Application withdrawn.**

Noted.

22/57 Planning applications – 22/02381/FUL. Winters Yard, Up Mudford Road, Mudford. Demolition of existing outbuildings and a replacement new single storey dwelling with associated car port.

RESOLVED: It was unanimously agreed to SUPPORT the application.

ACTION: Parish Clerk

22/58 Parish Council Matters – To agree the Exclusive Rights of Burial for Mr John Philip Walker in plot E19

RESOLVED: To agree the Exclusive Rights of Burial for Mr John Philip Walker in plot E19.

ACTION: Parish Clerk

22/59 Parish Council Matters – To agree the Exclusive Rights of Burial for Mr Metcalf in plot B2/21

RESOLVED: To agree the Exclusive Rights of Burial for Mr Metcalf in plot B2/21.

ACTION: Parish Clerk

22/60 Parish Council Matters – To adopt a Model Publication Scheme

RESOLVED: It was unanimously agreed to adopt a Model Publication Scheme.

ACTION: Parish Clerk

22/61 Parish Council Matters – To adopt a Freedom Of Information (FOI) Policy

RESOLVED: It was unanimously agreed to adopt a Freedom Of Information Policy.

ACTION: Parish Clerk

22/62 Parish Council Matters – To adopt a Data Protection Policy

RESOLVED: It was unanimously agreed to adopt a Data Protection Policy.

ACTION: Parish Clerk

22/63 Parish Council Matters – To receive the annual play inspection report.

The annual Play Inspection Report from the Play Inspection Company had been circulated via email and noted by all.

22/64 Finance – To report on payments made since the last meeting.

Chairman

Date

MUDFORD PARISH COUNCIL

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

Tel: 07783 475200

E-mail: clerk@mudfordpc.co.uk

Website: www.mudfordpc.co.uk

Date	Payee	Particulars	Amount
26/05/2022	JUBILEE EVENT	VILLAGE GRANT	£ 330.00
08/06/2022	NOTICEBOARD COMPANY	NOTICEBOARD	£ 901.90
24/06/2022	STAFF	GROSS SALARY JUN 22	£ 686.92
24/06/2022	STAFF	EXPENSES JUN 22	£ 41.30
29/07/2022	S MARTIN	TELEPHONE BOX	£ 250.00
29/07/2022	PINNACLE ACCOUNTANCY	PAYROLL	£ 42.00
29/07/2022	STAFF	GROSS SALARY JUL 22	£ 686.92
29/07/2022	STAFF	EXPENSES JUL 22	£ 38.60
29/07/2022	KM DIKE NURSERIES	GROUND MAINTENANCE	£ 1,163.56
31/08/2022	GLASDON	CEMETERY BIN	£ 229.37
31/08/2022	STAFF	EXPENSES AUG 22	£ 44.90
31/08/2022	PKF LITTLEJOHN	EXTERNAL AUDIT FEE	£ 240.00
31/08/2022	STAFF	GROSS SALARY AUG 22	£ 686.92
30/09/2022	SALC	INV-1571 - ANNUAL SUBS	£ 196.19
30/09/2022	P S SERVICES	CEMETERY MAINTENANCE	£ 173.59
30/09/2022	STAFF	GROSS SALARY SEP 22	£ 686.92
30/09/2022	PLAY INSPECTION CO,	ANNUAL INSPECTION MUD18334	£ 120.00
30/09/2022	STAFF	EXPENSES SEP 22	£ 41.75
30/09/2022	J FERGUSON	REIMBURSEMENTS - WEBSITE	£ 257.28
	Total	May 22 - Sept 22	£ 6,818.12

Noted.

22/65 Finance – To approve the Payment Schedule.

Invoice	Payee	Particulars	Amount
1&2	STAFF	SALARY	£686.92
1	STAFF	EXPENSES	£38.60
1	STAFF	REIMBURSEMENT - LITERATURE	£164.99
3	PINNACLE ACCOUNTANCY	PAYROLL FEE	£42.00
4	K M DIKE	GROUND MAINTENANCE	£1,163.56
5	P SARGENT	REIMBURSE - SPEEDWATCH MTG	£61.56
6	SALC	TRAINING	£25.00
	TOTAL	Oct-22	£2,182.63

RESOLVED: It was unanimously agreed to approve all payments.

22/66 Finance – To approve the cashbook and bank reconciliation

RESOLVED: It was unanimously agreed to approve the cashbook and bank reconciliation to the 30th September 2022.

22/67 Finance – To note the budget summary

The budget summary to 30th September 2022 was presented and noted.

22/68 Finance – To receive and note the External Auditors Report and Certificate

The clerk reported that the External Auditors Report and Certificate had been posted on the website upon receipt on the 5th August 2022.

Noted.

22/69 Finance – To receive an account report from the Jubilee Event

Cllr Dalton-Leggett reported on the Jubilee Event held on the 5th June 2022:

"A small group consisting of representatives of the church and village hall, a parish councillor and interested people from the community planned the event. A larger number assisted with the

Chairman

Date

MUDFORD PARISH COUNCIL

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

Tel: 07783 475200

E-mail: clerk@mudfordpc.co.uk

Website: www.mudfordpc.co.uk

preparations and helped on the day. The event followed a lovely service of celebration in the beautifully decorated church. There were gazebos, which had to be repaired following the torrential downpour of the previous evening, and plenty of bunting, excellent food and drink, and fun activities and organised games. It was well attended, with people able to sit outside as the weather remained fine well into the afternoon. It was a traditional and very enjoyable way of marking the occasion, with local folk of all ages mixing happily together.

The Parish Council provided funding, consisting of £50 as a prize for the best decorated house, £144 being the sum set aside for funding village events after the 'Make Mudford Merry' Christmas event and a further grant of £135 so that the Jubilee celebration could be advertised as a free event. This was a total of £330.

Total expenditure (breakdown & receipts provided) = £325.11 (Remainder from £330 = £4.89)

Donations received = £70.11

Sum returned to Parish Council for funding future community events = £75.00

Not only are the organisers grateful to the Parish Council and all who put in much of their time and efforts, they also wish gratitude to the Village Hall in particular, and to the church and many individuals who very generously provided food, games, decorations, publicity, transport and many other items, including the essential portaloos! All of these contributed to the success of the event."

22/70 Finance – To approve payment of hall hire and refreshments for village Speedwatch meeting up to a cost of £60

RESOLVED: To approve the costs incurred hosting the local area Speedwatch meeting.

22/71 Finance – To approve transfer of all parish council funds from Mudford Parish Council NatWest accounts to Unity Trust accounts

Cllrs Blackwood and Bartlett confirmed that they had successfully logged on to the new account therefore payments could now be made from the account. The clerk explained that she would need to go into a NatWest branch to complete the transfer as the automatic account transfer facility wasn't available for the type of switch account held at NatWest.

RESOLVED: To approve the transfer of all funds to the new Parish Council Unity Trust Account.

ACTION: Parish Clerk

22/72 Parish Matters – To report on defibrillator progress

The clerk reported that she had received recommendations from a local clerk who had been involved in the purchase of defibrillators for another parish council and that a lead councillor would be appointed at the next meeting to further this project.

ACTION: Parish Clerk

22/73 Highways, Footpaths & Rights of Way (RoW) Matters - Hinton Weir footbridge correspondence

The clerk had circulated correspondence from SCC Rights of Way liaison officer explaining numerous issues with the bridge at the current time. She further reported that, after speaking with the RoW officer it was understood that, regardless of efforts to address the current problems with the bridge, it was unlikely to be able to be adopted by SCC as it could not meet the stringent specification and accessibility regulations that were required for structures of this type. The officer had reiterated that the Weir itself was a cause for concern and would require a diving survey to be carried out before any structure would be put in place by SCC. The clerk explained that, at the current time the bridge was a significant liability to the Parish Council and recommended it be removed from the Weir crossing until such time as an agreement could be reached with SCC RoW officer. Cllr Bartlett believed that the Parish Council were not exposed to any public liability issues as the public RoW was closed (by SCC) and there was additional signage on the bridge advising

Chairman

Date

MUDFORD PARISH COUNCIL

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

Tel: 07783 475200

E-mail: clerk@mudfordpc.co.uk

Website: www.mudfordpc.co.uk

that people use the crossing do so at their own risk. The clerk advised that the insurance company would need to be informed of the existence of the bridge on the weir crossing.

ACTION: Parish Clerk

22/74 Clerks report & correspondence

- SCC Warm Spaces questionnaire
- LGA Webinars for Cllr safety and online safety
- Somerset Community Foundation accessible grant information
- SWP briefings
- Somerset Prepared Community Resilience Day on 13th Oct
- LGR Working Group meetings
- Clerks Foundation community grants available
- SCC roads – snow ploughing & assistance request
- SID data downloaded by clerk in support of Speedwatch meeting
- Correspondence from resident of Tor View Close relating to lack of maintenance of grassed areas (clerk is continually dealing with this issue)
- Correspondence from resident Main Street expressing concern over speeding vehicles (response provided)

22/75 Items for the next agenda

- Roles and Responsibilities
- To approve the draft 2023-24 Budget

22/45 Date of next meeting – 24th November 2022

21:15 – Meeting closed

Chairman

Date