

## **Notice of a Mudford Parish Council Meeting**

Dear Councillors,

You are hereby summoned to attend the following:

Meeting of: **Mudford Parish Council**  
Time: **19:00**  
Date: **Thursday 26th February 2026**  
Venue: **Mudford Village Hall, BA21 5TE**

*P. Galloway*

Petra Galloway  
Parish Clerk  
20th February 2026

The following members of Mudford Parish Council are summoned to attend:

J. Dalton-Leggett (Chairman), R. Bowring, D. Brown, P. Blackwood, P. Edgeworth, S. Bartlett and J. Snell.

### Equality Act 2010

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, and any disability), Gender Equality, Crime & Disorder, Biodiversity, Health & Safety and Human Rights.

### Recording of Council Meetings

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e., clearly visible to anyone at the meeting), but non-disruptive. This permission does not extend to private meetings or parts of meetings which are not open to the public.

**MUDFORD PARISH COUNCIL**

www.mudford-pc.gov.uk

Clerk: Petra Galloway

Tel: 07552 509707 E-mail: clerk@mudford-pc.gov.uk

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**Members of the Public and Press are invited to attend all Council Meetings (Public Bodies (Admission to Meetings) Act 1960).**

**Mudford Parish Council will be discussing all the items listed below:**

The agenda specifies the business that it is proposed to transact (Local Government Act 1972 Sch 12, para 10 (2)(b)) and the Council cannot lawfully decide any matter which is not specified in the agenda (Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

**AGENDA**

**25/310 To receive and consider apologies for absence and approve the reasons (LGA 1972 s 85(1)).**

**25/311 To receive 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 s 33 (b-e). (NB this does not preclude any later declarations).

**25/312 To approve and sign as a correct record the minutes of the previous meeting held on 15<sup>th</sup> January 2026 (LGA 1972 Sch 12, para 41(1)).**

**25/313 To approve and sign as a correct record the minutes of the last meeting of the Human Resources Committee held on 6<sup>th</sup> November 2025 (LGA 1972 Sch 12, para 41(1)).**

**25/314 To receive Public Comments.**

This section is at the Chairman's discretion and may last up to 15 minutes.

**25/315 To receive outside reports from Representatives.**

- i. Somerset Councillors (3 minutes)
- ii. Outside bodies/groups (3 minutes)

**25/316 To receive an update on matters arising from previous meetings and to review the action list.**

- i. Judicial Review of 14/02554/OUT (Clerk)
- ii. Flood warden equipment 25/90 (Clerk)
- iii. Pavement (top of the village) (Clerk)
- iv. Land north of Mudford Road 25/02769/REM (Clerk)
- v. Footpath diversion (Clerk)
- vi. Street lighting - East Lanes (Clerk)

**25/317 To receive planning decisions report:**

26/00130/S73A Cedars, West Mudford Road, Mudford, Yeovil.

S73A application to remove condition 2 (agricultural occupancy condition) of approval 751010 dated 13.06.1975 for erection of agricultural bungalow and garage at West Mudford Farm.

Awaiting decision: deadline for comments has passed.

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**25/318 To consider commenting on planning applications received on and after 20<sup>th</sup> February 2026.**

**25/319 FINANCE: To approve the Cashbook/Bank Reconciliation to 31<sup>st</sup> January 2026.**

MUDFORD PARISH COUNCIL 2025-26								
Receipts and Payments Summary for the year ending 31st March 2026								
	Last Year	This Year	Transfer from Reserves	Budget	Remaining including transfers from Reserves	Remaining based on initial budget	Remaining % based on initial budget	Variance
	2024-25	2025-26	during 25-26	2025-26	2025-26	2025-26	2025-26	between years
<b>RECEIPTS</b>								
Precept	£ 58,100.00	£ 46,467.00						£- 11,633.00
Deposit Interest	£ 2,662.84	£ 1,183.26						£- 1,479.58
Cemetery Fees	£ 2,380.00	£ 7,250.00						£ 4,870.00
Grants	£ -	£ 5,000.00						£ 5,000.00
Other	£ 35.00	£ -						£- 35.00
VAT repayment	£ 8,349.53	£ 4,742.75						£- 3,606.78
<b>TOTAL RECEIPTS</b>	<b>£ 71,527.37</b>	<b>£ 64,643.01</b>						<b>£- 6,884.36</b>
<b>PAYMENTS</b>								
<b>Operations</b>								
Salaries	£ 9,504.51	£ 8,712.99		£ 11,000.00		£ 2,287.01	21%	£- 791.52
Admin	£ 4,018.58	£ 3,469.30		£ 5,233.00		£ 1,763.70	34%	£- 549.28
Subscriptions	£ 663.08	£ 806.72		£ 724.00		£ 82.72	-11%	£ 143.64
Insurance	£ 921.28	£ 1,391.32		£ 1,000.00		£ 391.32	-39%	£ 470.04
Training	£ 380.00	£ 800.00		£ 1,345.00		£ 545.00	41%	£ 420.00
Audits	£ 557.63	£ 610.00		£ 650.00		£ 40.00	6%	£ 52.37
<b>Parish Maintenance</b>								
Grounds Maintenance Contract	£ 4,125.42	£ 4,243.94		£ 6,500.00		£ 2,256.06	35%	£ 118.52
Hedges and Trees	£ 2,676.27	£ 1,685.00		£ 4,210.00		£ 2,525.00	60%	£- 991.27
Cemetery	£ 5,963.18	£ 575.87		£ 2,080.00		£ 1,504.13	72%	£- 5,387.31
Play Area/Inspections	£ 941.64	£ 913.82		£ 935.00		£ 21.18	2%	£- 27.82
General Parish Maint/Drains/Flood	£ 1,503.00	£ 4,249.40	£ 2,117.00	£ 2,540.00	£ 407.60	£- 1,709.40	-67%	£ 2,746.40
<b>25-26 Projects and Grants</b>								
Grants	£ 1,885.00	£ 3,426.78		£ 5,300.00		£ 1,873.22	35%	£ 1,541.78
Parish Projects	£ 1,164.60	£ -		£ 600.00		£ 600.00	100%	£- 1,164.60
Up Mudford Challenge	£ 26,398.50	£ 16,205.63	£ 20,000.00	£ -	£ 3,794.37	£- 16,205.63	N/A	£ 10,192.87
VAT incurred	£ 8,204.45	£ 5,316.47						£- 2,887.98
Budget additions (To Reserves)				£ 4,350.00				
<b>TOTAL PAYMENTS</b>	<b>£ 68,907.14</b>	<b>£ 52,407.24</b>						
<b>s137 sub-total</b>		<b>£ 2,853.78</b>						
Exc of Recept over Paymts	£ 2,620.23	£ 12,235.77						
plus balances b/fwd	£ 100,068.01	£ 102,688.24						
Balances c/fwd	£ 102,688.24	£ 114,924.01						
<b>Reconciliation with bank accounts at 31st JANUARY 2026</b>								
Unity Trust Current Account	£ 1,175.49							
Unity Trust Savings Account	£ 43,748.52							
Redwood Bank 95 day notice	£ 40,000.00	£10,000-notice given-funds will be available on 04.02.2026						
Redwood Bank 1 yr Bond	£ 30,000.00							
Less Outstanding payments	£ -							
Add Outstanding lodgements	£ -							
Total balances at bank	£ 114,924.01							

**25/320 FINANCE:**

- i. To note payments made in February 2026 under the delegated authority of the Clerk/RFO.

Invoice	Payee	Particulars	Amount	Date of payment
1	Somerset Council	Inv 32013814 Bins collection 3Q	£709.80	11.02.2026
2	Pinnacle Accountancy	Inv 19564 Payroll	£49.20	11.02.2026

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- ii. To **note** interest rate changes to Unity Trust Bank Instant Access account from 2.12% AER to 1.96% AER from 23.03.2026.
- iii. To **note** interest rate changes to Redwood Bank 95 Days Notice Business Account from AER 3.75% to 3.50% 29.03.2026 to 3.25% 30.05.2026.
- iv. To **note** the withdrawal of £10,000 from Redwood Bank 95 Days Notice Business Account to the Unity Trust Bank Current Account was completed on 04.02.2026.
- v. To **note** the Corporate Purchasing Card transactions.

Date	Particulars	Amount	Notes
15.01.2026	Tesco stores 3493	£9.25	Printing paper
19.01.2026	Monthly fee	£3.00	Card fee

- vi. To **note** the receipts from 09.01.2026 to 16.02.2026.

Date	Particulars	Amount	Notes
09.02.2026	Fine Memorials Ltd – memorial Fee T66	£100	Insufficient amount
16.02.2026	Fine Memorials Ltd – memorial Fee T66	£50	Total of £150 as invoiced
16.02.2026	Viridor Wast Ltd Bin	£500	WeShare Community Grant (Community Survey and Plan)

**25/321 FINANCE:**

- i. To **approve** the payment schedule for February 2026 and any invoices received after 20<sup>th</sup> February 2026.

Invoice	Payee	Particulars	Amount
1	Staff	Salary February	██████
2	Parish Online (Local Authority Technology CIC)	Parish Online Website Services Inv 40UD080-0004	£288.00
3	KM Dike Nurseries	Grounds Maintenance Inv 2443	£427.50
4	HMRC	794PL00149285 mo 11	TBC
5	P D Sargent	Cemetery Maintenance Inv 23-02	£22.70
6	ICO – Direct Debit	Data protection fee – 12.03.2026	£47.00

- ii. To **approve** a training expenditure of £50 (The Council as an employer).
- iii. To **agree** to earmark the £500 grant received from Viridor for the Community Survey and Plan and place it in Community Survey and Plan earmarked reserves for use in FY 2026–2027.
- iv. To **approve** an internal virement of funds from the Unity Trust Bank Current Account to Unity Trust Bank Instant Access Account.
- v. To **approve** an internal virement of funds from Unity Trust Bank Instant Access Account to Current Account for solicitor’s payment on account for as much as required (one day substantive hearing cost).

**25/322 FINANCE: To review the council’s existing banking arrangements and investments and to agree any changes:**

- i. Unity Trust Bank accounts
- ii. Corporate Purchasing Card
- iii. Redwood Bank’s 1 Year Bond and 95 Days (Notice) Business Savings Account

**25/323 FINANCE: To consider opening the 35 Days (Notice) Business Savings Account (monthly interest) with Redwood Bank and to agree the details including:**

- i. 4 signatories
- ii. Nominated Bank
- iii. A sum to transfer to the new account upon opening

**25/324 Withy Bed:**

- i. To receive and consider advice on the registration of the Withy Bed land.
- ii. To note that 3 cost estimates were requested for the solicitor's work on registering the land in Mudford Parish Council's name.
- iii. To receive 3 cost estimates.
- iv. To agree actions to be taken.

**25/325 Weekly and operational inspections (play area, skate park and outdoor gym):**

- i. To note that 2 quotes were requested for the weekly and operational playground inspections.
- ii. To receive 2 quotes.
- iii. To agree actions to be taken.

**25/326 Noticeboard:**

- i. To note that 2 quotes were requested for the change of lock on Tor View Close Noticeboard.
- ii. To receive the quotes.
- iii. To agree actions to be taken.

**25/327 Community Survey and Plan and Community Assembly:**

- i. To note a grant of £500 was received from Viridor's WeShare Community Fund and to note the grant application to National Lottery Community Fund was unsuccessful.
- ii. To agree that sufficient grant funding has been secured to carry out the Community Survey and Plan (25/182) by Clout Ltd.
- iii. To review and agree the contract with the provider and delegate the clerk to sign the contract.
- iv. To receive the draft minutes from the last meeting and any recommendations from the Community Plan Steering Group.
- v. To consider and agree the project plan and program outline for the Community Assembly and Community Survey and Plan.
- vi. To agree the expenditure for promotion, refreshments and other supplies for the Community Assembly.
- vii. To agree to donate any food and drink surplus to Mudford Village Hall Committee.
- viii. To agree to delegate further decisions to the clerk.

**25/328 Act to Adapt:** To receive an update on the workshop carried out on 25<sup>th</sup> February 2026.

**25/329 To receive and consider grant applications:**

- i. Crimestoppers South West

- ii. Dorset and Somerset Air Ambulance

**25/330 Cemetery:**

- i. To agree to seek quotes for the Cemetery Chapel drainage work.
- ii. To receive clerk's report on grave spacing and shallow depth grave policy.
- iii. To receive clerk's report on land consecration cost and timeline and agree the next steps.

**25/331 To update and adopt all council policies to reflect the dissolution of the HR Committee and the appointment of the Governance and Resources Committee, including amending any references to the former committee accordingly:**

- i. Appraisal Process
- ii. Complaints Policy
- iii. Grievance Policy
- iv. Training Policy
- v. Home Working Policy
- vi. Flexible Working Policy
- vii. Sickness Absence Policy
- viii. Compassionate Leave Policy
- ix. Emergency/Dependants Leave Policy
- x. Maternity Leave and Pay Policy

**25/332 To update and adopt the Scheme of delegation.**

**25/333 To agree and adopt:**

- i. Data Breach Policy
- ii. Subject Access Request Policy

**25/334 To agree the council's position as set out in the collective letter from Yeovil Surrounding Parishes to Secretary of State regarding the Leonardo NMH contract and delegate any future related statements to the clerk.**

**25/335 To agree the wording and publication of a position regarding current complaint.**

**25/336 To receive Councillor reports<sup>1</sup>.**

**25/337 To receive the Parish Clerk's report and any correspondence.**

Report:

Interment E11 and E12

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<sup>1</sup> N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA 1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

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Correspondence:

NALC's events newsletter and chief's executive bulletin

Citizens Advice Somerset Update and reflections 2025

Somerset Council and Sarah Dyke MP - Major incident reports and briefings

CPRE – Centenary news and events

Every Life Matters and Somerset Council - Suicide Prevention (free training)

Crimestoppers South West, Dorset and Somerset Air Ambulance

**25/338 To receive the traffic report from Vehicle Activated Devices.**

**25/339 Items for the next agenda.**

- i. To review the Asset Register
- ii. To review, amend and adopt the Risk Management Policy and Risk Management Scheme
- iii. To review the Investments Policy
- iv. To review the Grounds Maintenance contract

**25/340 Date of next meeting** – 26<sup>th</sup> March 2026 at 19:00 at Mudford Village Hall, BA21 5TE, (Cllrs to note – all agenda items to be notified to the Parish Clerk by Monday 16<sup>th</sup> March 2026).

**End of Agenda**