

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 March 2026**
Venue: **Mudford Village Hall, BA21 5TE**

P. Galloway

Petra Galloway
Parish Clerk
20th March 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

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

25/341 To receive and consider apologies for absence and approve the reasons (LGA 1972 s 85(1)).

25/342 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).

25/343 To approve and sign as a correct record the minutes of the previous meeting held on 26th February 2026 (LGA 1972 Sch 12, para 41(1)).

25/344 To receive Public Comments.

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

25/345 To receive outside reports from Representatives.

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

25/346 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. Pavement (top of the village) (Clerk)
- iii. Land north of Mudford Road 25/02769/REM (Clerk)
- iv. Footpath diversion (Clerk)
- v. Withy Bed land registration (Clerk, Cllr Bartlett)
- vi. Cattle issue - Ashington Lane (Cllr Bartlett)
- vii. 35 Day's Notice Account (Clerk)
- viii. Act to Adapt (Clerk)

25/347 To receive planning decisions report:

- i. 26/00130/S73A; Cedars West, Mudford Road, Mudford, BA21 5TJ.
S73A application to remove condition 2 (agricultural occupancy condition) of approval 751010 dated 13.6.1975 for erection of agricultural bungalow and garage at West Mudford Farm.
Application was permitted.

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- ii. 25/02160/LBC; Castle Cottage, Main Street, Mudford, BA21 5TE.
Relocation of kitchen and associated works, installation of wet under floor heating system and remedial work to internal cement rendering and gypsum plaster.
Application was permitted with conditions.

- iii. 25/02159/LBC; Castle Cottage, Main Street, Mudford, BA21 5TE.
Removal of a 3.2m section of a 4.85m brick wall (front garden - boundary wall) and the creation of a block paving parking space with an EV charging point.
Application was permitted with conditions.

25/348 To consider the planning applications and agree any comments, including any delegations to the clerk as required:

- i. 26/00299/FUL; Rosemary, Main Street, Mudford.
Proposal: Proposed new dwelling and garage.

- ii. 25/01367/S73; Land Os 3400, North of Mudford Road, Yeovil.
Proposal: S73 application to vary condition 5 and remove conditions 9 & 14 of planning permission 22/00695/OUT (as granted under appeal APP/E3335/W/23/3328322) for 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.

25/349 To consider commenting on planning applications received on and after 20th March 2026.

25/350 FINANCE: To approve the Cashbook/Bank Reconciliation to 28th February 2026.

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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
RECEIPTS								
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	£ 7,400.00						£ 5,020.00
Grants	£ -	£ 5,500.00						£ 5,500.00
Other	£ 35.00	£ -						£ 35.00
VAT repayment	£ 8,349.53	£ 4,742.75						£ 3,606.78
TOTAL RECEIPTS	£ 71,527.37	£ 65,293.01						£ 6,234.36
PAYMENTS								
Operations								
Salaries	£ 9,504.51	£ 9,482.58		£ 11,000.00		£ 1,517.42	14%	£ 21.93
Admin	£ 4,018.58	£ 3,768.55		£ 5,233.00		£ 1,464.45	28%	£ 250.03
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
Parish Maintenance								
Grounds Maintenance Contract	£ 4,125.42	£ 4,600.19		£ 6,500.00		£ 1,899.81	29%	£ 474.77
Hedges and Trees	£ 2,676.27	£ 1,685.00		£ 4,210.00		£ 2,525.00	60%	£ 991.27
Cemetery	£ 5,963.18	£ 598.57		£ 2,080.00		£ 1,481.43	71%	£ 5,364.61
Play Area/Inspections	£ 941.64	£ 913.82		£ 935.00		£ 21.18	2%	£ 27.82
General Parish Maint/Drains/Flood	£ 1,503.00	£ 4,840.90	£ 2,117.00	£ 2,540.00	£ 183.90	£ 2,300.90	-91%	£ 3,337.90
25-26 Projects and Grants								
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	£ 5,562.22						£ 2,642.23
Budget additions (To Reserves)				£ 4,350.00				
TOTAL PAYMENTS	£ 68,907.14	£ 54,692.28						
s137 sub-total								
		£ 2,853.78						
Exc of Recpt over Paymts	£ 2,620.23	£ 10,600.73						
plus balances b/fwd	£ 100,068.01	£ 102,688.24						
Balances c/fwd	£ 102,688.24	£ 113,288.97						
Reconciliation with bank accounts at 28th FEBRUARY 2026								
Unity Trust Current Account	£ 4,540.45							
Unity Trust Savings Account	£ 48,748.52							
Redwood Bank 95 day notice	£ 30,000.00							
Redwood Bank 1 yr Bond	£ 30,000.00							
Less Outstanding payments	£ -							
Add Outstanding lodgements	£ -							
Total balances at bank	£ 113,288.97							

25/351 FINANCE:

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

Invoice	Payee	Particulars	Amount	Date of payment
1	South West Locksmiths	Inv 4076	£65.00	09.03.2026
2	D&S Air Ambulance	Donation 25/329	£750.00	09.03.2026

- ii. To **note** the Corporate Purchasing Card transactions.

Date	Particulars	Amount	Notes
19.01.2026	Monthly fee	£3.00	Card fee

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20.01.2026	Protec Direct Inv 44/148196	£76.92	VH Grant in lieu 25/90
20.01.2026	Jax First Aid inv113932	£44.74	VH Grant in lieu 25/90
17.02.2026	Monthly fee	£3.00	Card fee
27.02.2026	Snell Print Limited	£72.00	Leaflet printing 25/327
10.03.2026	Monthly fee	£3.00	Card fee

iii. To **note** the receipts from 17.02.2026 to 19.02.2026.

Date	Particulars	Amount	Notes
03.03.2026	David C Rivett	£400.00	Interment fee for E11 and E12
09.03.2026	HMRC VTR XTV126000103114	£784.02	VAT return December-February
19.03.2026	Cheque paid in: FOMAG	£5,000.00	Donation towards the cost of the judicial review

25/352 Judicial Review of planning decision 14/02554/OUT:

To note that a donation of £5,000 has been received from the Friends of Mudford Action Group (FOMAG) on 19.03.2026 to assist with the legal costs of the judicial review (JR) of planning decision 14/02554/OUT. To agree to vire the funds to earmarked reserves. To review the current and projected earmarked and general reserves and reconsider the withdrawals previously agreed under motion 25/241. To agree any withdrawals from reserves required for the cost of one-day substantive JR hearing 14/02554/OUT.

25/353 To approve a payment to the Mudford Village Hall committee for ordinary meetings room hire and storage for the period April 2026 – March 2027. To agree to pay for any additional meetings separately by bank transfer as required.

25/354 FINANCE:

i. To **approve** the payment schedule for March 2026 and April 2026 and any invoices received after 20th March 2026.

Invoice	Payee	Particulars	Amount
1	Staff	Salary March	
2	Staff	Expenses and Allowances 02 and 03	£82.00
3	KM Dike Nurseries	Grounds Maintenance Inv 2466	£427.50
4	HMRC	794PL00149285 mo 12	TBC
5	P D Sargent	Cemetery Maintenance Inv 2305	£68.20
6	Somerset Council	Inv 32016164 Weekly bin collection (4Q)	£709.80
7	Richard Buxton Solicitors	MUD1/1 Fees to be held on account	£18,240.00
8	Mudford Village Hall	Inv 26/27/1 Room hire and storage for FY 26-27 – to be paid on 1 st April	£730.00

ii. To **approve** an internal virement of funds from the Unity Trust Bank Instant Access Account to Unity Trust Bank Current Account.

25/355 To receive and review Community Grant Monitoring Forms from the Mudford Village Hall committee and 3VFG for grants approved in 2025–2026 and 2024-2025. To agree any actions arising from the forms, including but not limited to

underspends, compliance issues, requests for extensions, required clarifications, or any other matters identified through the monitoring process.

25/356 To review the Grounds Maintenance contract and agree any changes if required. To agree an amendment to reflect the firm's change of business name and address.

25/357 To receive and consider the Community Grant Application from the Ark Magazine, and to agree the action to be taken.

25/358 Payroll services:

- i. To note that 3 quotes were requested for the provision of payroll services of the council employee(s).
- ii. To receive 3 quotes.
- iii. To agree actions to be taken.

25/359 Bin collection of parish council's owned bins:

- iv. To note that 3 quotes were requested for the weekly and operational playground inspections.
- v. To receive a quote.
- vi. To agree actions to be taken.

25/360 To receive an update on the Community Assembly event and agree a date for the presentation of the event's executive summary.

25/361 To receive and consider the report from the meeting with Somerset Council's street-lighting designer regarding street-lighting provision from East Lanes towards the village, and to agree any actions to be taken.

25/362 To review and agree the Data Protection Road Map.

25/363 To agree and adopt the Information Technology (IT) Policy.

25/364 To review and adopt the Investment Policy.

25/365 To review and adopt:

- i. Risk Management Policy
- ii. Risk Management Scheme

25/366 To review and agree the Asset Register.

25/367 To consider reducing EROB fees for a non-resident of the parish.

25/368 To receive a report on Public Rights of Way and agree the next steps.

25/369 To consider participation in the Road Closure Pilot and agree the next steps.

25/370 To receive Councillor reports¹.

- i. Defibrillators
- ii. Internal controls

25/371 To note that the clerk and councillors attended GDPR training.

25/372 To receive the Parish Clerk's report and any correspondence.

Report:

Drains (Enhanced Highways Maintenance Scheme)

Councillor Register of Interest

Correspondence:

NALC's events newsletter and chief's executive bulletin

SALC's newsletter

SALC Parish, Town and City council survey

SPARK and SALC Community Roadshow

CPRE – Love your countryside awards

Somerset Council Budget meeting

25/373 To agree to participate in the SALC Parish, Town & City Council Survey and to delegate completion of the survey to the Clerk.

25/374 To receive the traffic report from Vehicle Activated Devices.

25/375 To receive a report from Somerset Council on road repairs.

25/376 To receive weekly play inspection reports.

25/377 Items for the next agenda.

- i. To review the insurance provision
- ii. To agree Community Survey timeline
- iii. To receive Cemetery Chapel building survey quotes
- iv. To receive accounting software quotes
- v. To review Redwood Bank 1 Year Bond

25/378 To agree the date and time of the Annual Parish Meeting.

25/379 Date of next meeting – 30th April 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 20th April 2026).

End of Agenda

¹ 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).