

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 27th November 2025**
Venue: **Mudford Village Hall, BA21 5TE**

P. Galloway

Petra Galloway
Clerk
21st November 2025

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

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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

25/243 To receive and consider apologies for absence and approve the reasons (LGA 1972 s 85(1)).

25/244 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).

25/245 To approve and sign as a correct record the minutes of the previous meeting held on 30th October 2025 (LGA 1972 Sch 12, para 41(1)).

25/246 To approve and sign as a correct record the minutes of the extraordinary meeting held on 18th November 2025 (LGA 1972 Sch 12, para 41(1)).

25/247 To receive Public Comments.

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

25/248 To receive outside reports from Representatives.

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

25/249 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 purchase 25/90 (Clerk)
- iii. Swing and basketball post repairs (Clerk)
- iv. Pavement (top of the village) (Clerk)

25/250 To receive planning decisions report:

25/02354/FUL; Parsonage Farm, West Mudford Road, Mudford, Yeovil
Application Refused

25/251 To consider commenting on planning applications:

25/00943/FUL; The Trough Farm shop and Café, Stone Lane, Yeovil

25/252 To consider commenting on planning applications received on and after 21st November 2025.

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25/253 FINANCE: To approve the Cashbook/Bank Reconciliation to 31st October 2025.

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	£ 949.21						£ 1,713.63
Cemetery Fees	£ 2,380.00	£ 5,600.00						£ 3,220.00
Grants	£ -	£ 5,000.00						£ 5,000.00
Other	£ 35.00	£ -						£ 35.00
VAT repayment	£ 8,349.53	£ -						£ 8,349.53
TOTAL RECEIPTS	£ 71,527.37	£ 58,016.21						£ 13,511.16
PAYMENTS								
Operations								
Salaries	£ 9,504.51	£ 5,757.00		£ 11,000.00		£ 5,243.00	48%	£ 3,747.51
Admin	£ 4,018.58	£ 3,237.30		£ 5,233.00		£ 1,995.70	38%	£ 781.28
Subscriptions	£ 663.08	£ 747.32		£ 724.00		£ 23.32	-3%	£ 84.24
Insurance	£ 921.28	£ 1,391.32		£ 1,000.00		£ 391.32	-39%	£ 470.04
Training	£ 380.00	£ 750.00		£ 1,345.00		£ 595.00	44%	£ 370.00
Audits	£ 557.63	£ 610.00		£ 650.00		£ 40.00	6%	£ 52.37
Parish Maintenance								
Grounds Maintenance Contract	£ 4,125.42	£ 3,175.19		£ 6,500.00		£ 3,324.81	51%	£ 950.23
Hedges and Trees	£ 2,676.27	£ 685.00		£ 4,210.00		£ 3,525.00	84%	£ 1,991.27
Cemetery	£ 5,963.18	£ 220.50		£ 2,080.00		£ 1,859.50	89%	£ 5,742.68
Play Area/Inspections	£ 941.64	£ 471.34		£ 935.00		£ 463.66	50%	£ 470.30
General Parish Maint/Drains/Flood	£ 1,503.00	£ 1,957.42	£ 2,117.00	£ 2,540.00	£ 2,699.58	£ 582.58	23%	£ 454.42
25-26 Projects and Grants								
Grants	£ 1,885.00	£ 2,836.78		£ 5,300.00		£ 2,463.22	46%	£ 951.78
Parish Projects	£ 1,164.60	£ -		£ 600.00		£ 600.00	100%	£ 1,164.60
Up Mudford Challenge	£ 26,398.50	£ 11,675.63	£ 20,000.00	£ -	£ 8,324.37	£ 11,675.63	N/A	£ 14,722.87
VAT incurred	£ 8,204.45	£ 3,649.80						£ 4,554.65
Budget additions (To Reserves)				£ 4,350.00				
TOTAL PAYMENTS	£ 68,907.14	£ 37,164.60						
s137 sub-total		£ 2,603.78						
Exc of Recpt over Paymts	£ 2,620.23	£ 20,851.61						
plus balances b/fwd	£ 100,068.01	£ 102,688.24						
Balances c/fwd	£ 102,688.24	£ 123,539.85						
Reconciliation with bank accounts at 31st OCTOBER 2025								
Unity Trust Current Account	£ 1,525.38							
Unity Trust Savings Account	£ 52,014.47							
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	£ 123,539.85							

25/254 FINANCE:

- i. To note payments made in October and November 2025 under the delegated authority of the Clerk/RFO.

Invoice	Payee	Particulars	Amount	Notes
1	Pinnacle Accountancy Services	Inv 19187 Payroll 1 st and 2 nd Q	£98.40	Paid on 31.10.2025
2	True Brands Ltd	Order 0000085304/ Inv 0000095301 VH Grant 25/90	£408.00	Paid on 06.11.2025
3	Somerset Council	Inv 32008098, Bin Collection 1 st and 2 nd Q	£1,419.60	Paid on 13.11.2025

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4	Richard Buxton Solicitors	Inv 3134	£3,914.20	Paid on 13.11.2025
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- ii. To **note** an internal virement of £8,000 from the Unity Trust Bank Current Account to Unity Trust Bank Instant Access Saving Account on 31st October 2025.
- iii. To **note** an internal virement of £6,500 from Unity Trust Bank Instant Access Saving Account to Unity Trust Bank Current Account on 12th November 2025.
- iv. To **note** the receipts from 24th October to 20th November 2025.

Date	Particulars	Amount	Notes
27.10.2025	Somerset Association SALC/HWB GRANT	£5,000	Community Survey and Plan Grant

25/255 To agree to earmark the £5,000 grant received from SALC for the Community Survey and Plan and place it in earmarked reserves for use in FY 2026–2027.

25/256 FINANCE:

- i. To approve the payment schedule for November 2025 and any invoices received after 21st November 2025.

Invoice	Payee	Particulars	Amount
1	Staff	Salary November	██████
2	Staff	Expenses and Allowances 10 and 11	£82.00
3	KM Dike Nurseries	Grounds Maintenance Inv 2385	£427.50
4	HMRC	794PL00149285 mo 8	£55.64
5	SALC	Training Inv 2433 (Assertion 10)	£50.00
6	Lockett Tree Surgery	Tree Surgery Inv 443	£1,200.00
7	CPRE	Membership Inv 071125	£60.00
8	P D Sargent	Cemetery Maintenance (Sept and Oct) Inv 22-95	£65.00
9	RBL	Donation	£250.00

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

25/257 FINANCE: To review and discuss 2nd draft budget for FY 2026-2027 and consider any changes.

25/258 FINANCE: To appoint Cllr Blackwood as the second Programme administrator for the Corporate Purchasing Card (MultiPay card).

25/259 To receive and consider a grant application from Mudford Community Speed Watch.

25/260 Annual Playground (play area, skate park and outdoor gym) Inspection:

- i. To note that 2 quotes were requested for the annual playground inspection to be carried out in summer 2026
- ii. To receive 2 quotes
- iii. To agree actions to be taken

25/261 To receive an update on Community Survey and Plan funding and delegate the clerk to complete further grant applications.

25/262 To receive the minutes and recommendations from the last meeting of the Human Resources Committee.

25/263 To agree and adopt HR policies:

- i. Home Working Policy
- ii. Flexible Working Policy
- iii. Sickness Absence Policy
- iv. Compassionate Leave Policy
- v. Emergency/Dependants Leave Policy
- vi. Maternity Leave and Pay Policy

25/264 Mudford Cemetery:

- i. To review and adopt Cemetery Regulations and Fees
- ii. To consider implementing an increased distance between grave plots

25/265 To agree and adopt Community Grant Monitoring Form.

25/266 To receive an update on 3VFG's meeting with FWAG, Yeovil Rivers Community Trust, and Wessex Water, and to agree the next steps.

25/267 To discuss the recent meeting with Somerset Wildlife Trust regarding the *Act to Adapt* climate adaptation initiative, and to agree the Parish Council's participation in the project in collaboration with 3VFG.

25/268 To receive an update on low-cost traffic measures and agree the next steps.

25/269 To receive an update on Withy Bed land status as unregistered land and agree the next steps.

25/270 To consider waiving memorial permit installation fees for the Exclusive Right of Burial (EROB) grave space T 66.

25/271 To receive Councillor reports¹.

25/272 To receive the Parish Clerk's report and any correspondence.

Report:

FSCS deposit limit news

Correspondence:

Somerset Rivers Authority – grants and events

NALC's newsletter and bulletin

25/273 To receive the traffic report from Vehicle Activated Devices.

25/274 Items for the next 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).

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- i. PC Budget FY 2026-2027
- ii. Precept
- iii. HR Committee ToR

25/275 Date of next meeting – 15th January 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 5th January 2025).

25/276 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.

25/277 Cemetery Contractor:

- i. To review current arrangements
- ii. To agree and sign a new contract for the cemetery contractor

25/278 To consider remuneration for the clerk's overtime, including hours worked on the Community Survey and Plan.

End of Agenda