

## **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 28<sup>th</sup> August 2025**  
Venue: **Mudford Village Hall, BA21 5TE**

*P. Galloway*

**Petra Galloway – Mudford Parish Clerk**  
**22<sup>nd</sup> August 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**

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**

**25/154 To receive and consider apologies for absence and approve the reasons (LGA 1972 s 85(1)).**

**25/155 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).

**25/156 To approve and sign as a correct record the minutes of the previous meeting held on 31<sup>st</sup> July 2025 (LGA 1972 Sch 12, para 41(1)).**

**25/157 To approve and sign as a correct record the minutes of the Extraordinary meeting held on 19<sup>th</sup> August 2025 (LGA 1972 Sch 12, para 41(1)).**

**25/158 To receive Public Comments.**

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

**25/159 To receive outside reports from Representatives.**

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

**25/160 To receive an update on matters arising from previous meetings and to review the action list.**

- i. Flood Warden equipment purchase (Clerk).
- ii. Parish Online Mapping Software trial (Clerk).
- iii. FOI request – soil testing 14/02554/OUT (Clerk).
- iv. SID repair (Clerk).
- v. Footpath diversion Y 18/1 (Clerk).
- vi. Mudford Park and Octagon ownership (Clerk).

**25/161 To consider commenting on planning applications received on and after 22<sup>nd</sup> August 2025.**

**25/162 FINANCE: To approve the Cashbook/Bank Reconciliation to 31st July 2025.**

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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 based on initial budget	Remaining % based on initial budget	Variance
	2024-25	2025-26	during 25-26	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	£ 597.35					-£ 2,065.49
Cemetery Fees	£ 2,380.00	£ 400.00					-£ 1,980.00
Grants	£ -	£ -					£ -
Other	£ 35.00	£ -					-£ 35.00
VAT repayment	£ 8,349.53	£ -					-£ 8,349.53
<b>TOTAL RECEIPTS</b>	<b>£ 71,527.37</b>	<b>£ 47,464.35</b>					<b>-£ 24,063.02</b>
<b>PAYMENTS</b>							
<b>Operations</b>							
Salaries	£ 9,504.51	£ 3,075.30		£ 11,000.00	£ 7,924.70	72%	-£ 6,429.21
Admin	£ 4,018.58	£ 2,707.00		£ 5,233.00	£ 2,526.00	48%	-£ 1,311.58
Subscriptions	£ 663.08	£ 447.32		£ 724.00	£ 276.68	38%	-£ 215.76
Insurance	£ 921.28	£ 1,391.32		£ 1,000.00	£ 391.32	-39%	£ 470.04
Training	£ 380.00	£ 450.00		£ 1,345.00	£ 895.00	67%	£ 70.00
Audits	£ 557.63	£ 295.00		£ 650.00	£ 355.00	55%	-£ 262.63
<b>Parish Maintenance</b>							
Grounds Maintenance Contract	£ 4,125.42	£ 1,750.19		£ 6,500.00	£ 4,749.81	73%	-£ 2,375.23
Hedges and Trees	£ 2,676.27	£ 685.00		£ 4,210.00	£ 3,525.00	84%	-£ 1,991.27
Cemetery	£ 5,963.18	£ 168.50		£ 2,080.00	£ 1,911.50	92%	-£ 5,794.68
Play Area/Inspections	£ 941.64	£ -		£ 935.00	£ 935.00	100%	£ 941.64
General Parish Maint/Drains/Flood	£ 1,503.00	£ 105.00		£ 2,540.00	£ 2,435.00	96%	-£ 1,398.00
<b>25-26 Projects and Grants</b>							
Grants	£ 1,885.00	£ 1,908.00		£ 5,300.00	£ 3,392.00	64%	£ 23.00
Parish Projects	£ 1,164.60	£ -		£ 600.00	£ 600.00	100%	-£ 1,164.60
Up Mudford Challenge	£ 26,398.50	£ 1,300.00	£ 8,000.00	£ -	£ 1,300.00	N/A	-£ 25,098.50
VAT incurred	£ 8,204.45	£ 630.24					-£ 7,574.21
Budget additions (To Reserves)				£ 4,350.00			
<b>TOTAL PAYMENTS</b>	<b>£ 68,907.14</b>	<b>£ 14,912.87</b>					
<b>s137 sub-total</b>		<b>£ 1,908.00</b>					
Exc of Recpt over Paymts	£ 2,620.23	£ 32,551.48					
plus balances b/fwd	£ 100,068.01	£ 102,688.24					
Balances c/fwd	£ 102,688.24	£ 135,239.72					
<b>Reconciliation with bank accounts at 31st JULY 2025</b>							
Unity Trust Current Account	£ 2,077.11						
Unity Trust Savings Account	£ 63,162.61						
Redwood Bank 95 day notice	£ 40,000.00						
Redwood Bank 1 yr Bond	£ 30,000.00						
Less Outstanding payments	£ -						
Add Outstanding lodgements	£ -						
Total balances at bank	£ 135,239.72						

**25/163 FINANCE:**

- i. To **note** payments made in August 2025 under the delegated authority of the Clerk/RFO.

Invoice	Payee	Particulars	Amount	Notes
1	Zen Computers	IT Support Inv 19215	£84.00	Paid on 07.08.2025
2	Zen Computers	OFF365 Inv 19187	£138.24	Paid on 07.08.2025
3	Falcon Signs	Signs Deposit Inv 4376	£389.64	Paid on 07.08.2025

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- ii. To **note** the final cost of the Microsoft Business Standard license was £115.20 + VAT; the Clerk used her delegated authority agreed in 25/94 to agree the difference in price previously agreed in 24/281 (online pricing).
- iii. To **note** an internal virement of £1,000 from the Unity Trust Bank Instant Access Saving Account to Unity Trust Bank Current Account on 26<sup>th</sup> August 2025.
- iv. To **note** a receipt of £1,200 on 4<sup>th</sup> August 2025 for the purchase of EROB for plot A2 26.
- v. To **note** the interest rate on the 95 Day Notice Account is to be lowered from AER (yearly interest) 4.20% to 3.95% on 13<sup>th</sup> September and to 3.75% on 16<sup>th</sup> November 2025.

**25/164 FINANCE: To approve the payment schedule for August 2025.**

Invoice	Payee	Particulars	Amount
1	Staff	Salary August	
2	KM Dike Nurseries	Grounds Maintenance Inv 2316	£427.50
3	Westcotec	Vehicle Activated Sign repair Inv 17096	£234.00
4	HMRC	794PL00149285 mo 5	£69.74
5	P D Sargent	Cemetery Maintenance Inv 22-89	£16.00
6	SALC	Training Inv 2183	£25.00

**25/165 To receive and consider Safe Haven Grant Application from Mudford Village Hall Committee.**

**25/166 To agree to sign up for Parish Online Mapping software and to delegate the Clerk to apply for the APGB license.**

**25/167 Tree surgery in the Recreation Ground, Cemetery and Withy Bed:**

- i. To note that 4 quotes were requested for tree surgery.
- ii. To receive 4 quotes.
- iii. To agree actions to be taken.

**25/168 To receive the Annual Inspection Report (play area, skate park and outdoor gym) and agree any actions to be taken.**

**25/169 Small repairs in the play area and skate park (Recreation Ground):**

- i. To note that 3 quotes were requested for the repairs suggested in the annual inspection report 2024.
- ii. To receive 2 quotes.
- iii. To agree actions to be taken.

**25/170 Community plan (survey):**

- i. To agree the Terms of Reference for the Community Survey Steering Group.
- ii. To receive updates and any recommendations from the Steering Group.
- iii. To receive and consider updates on SALC's Community Health & Wellbeing Community Grant Application and agree actions to be taken.
- iv. To receive and consider first draft of the Community Survey questions and to suggest any changes.

**25/171 To review and adopt the Expenses Policy and to agree to pay the cost of Clerk's SLCC membership of £300.**

**25/172 To receive Councillor reports<sup>1</sup>.**

**25/173 To appoint** Cllr Edgeworth as the Bus Representative to become part of a working group helping to roll out a new initiative Enhanced Partnership Plus on behalf of the Better Buses for Somerset.

**25/174 To appoint** Cllr Bowring as the Mudford Parish Council Representative (Trustee) on the Village Hall Management Committee.

**25/175 To receive the Parish Clerk's report and any correspondence.**

Report:

EROB for A2 26 granted

Correspondence:

NALC – Chief Executive's bulletin, Council of the Year and Events newsletter

SC – Playing Pitch Strategy

SC – Invest Somerset Showcase

CPRE – Countryside Day 6<sup>th</sup> September

SALC – Somerset Parishes Conference 2025 – 3<sup>rd</sup> October

SC Local Transport Plan Consultation – Q&A session

**25/176 To receive the traffic report from Vehicle Activated Devices.**

**25/177 Items for the next agenda.**

- i. Review of effectiveness of internal controls (September/October)
- ii. Unity Trust Bank MultiCard

**25/178 Date of next meeting** – 25<sup>th</sup> September 2025 at 19:00 at Mudford Village Hall, BA21 5TE, (Cllrs to note – all agenda items to be notified to the Parish Clerk by Monday 15<sup>th</sup> September 2025).

**End of Agenda**

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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).