

Minutes of Mudford Parish Council Meeting held on Thursday 15th January 2026 at 19:00, Mudford Village Hall, BA21 5TE

Present – Councillors (Cllrs): Jo Dalton-Leggett (Chair), David Brown, Peter Blackwood, Robin Bowring and Philip Edgeworth.

Absent – Cllrs: Stephen Bartlett and John Snell.

In attendance: Petra Galloway – Parish Clerk/RFO and 7 members of the public.

19:00 – Meeting started.

25/285 To receive and consider apologies for absence and approve the reasons (LGA 1972 s 85(1)).

RESOLVED: No apologies were received. Cllrs Bartlett and Snell were absent.

25/286 Declarations of interests.

No declarations of interest were received.

25/287 To approve and sign as a correct record the minutes of the previous meeting held on 27th November 2025 (LGA 1972 Sch 12, para 41(1)).

RESOLVED: The minutes from the meeting were approved and signed as a true and accurate record of the meeting held.

25/288 To approve and sign as a correct record the minutes of the extraordinary meeting held on 15th December 2025 (LGA 1972 Sch 12, para 41(1)).

RESOLVED: The minutes from the extraordinary meeting were approved and signed as a true and accurate record of the meeting held.

25/289 To receive Public Comments.

- i. A parishioner raised concerns about roaming cattle on Ashington Lane.
ACTION: Clerk to seek update from Cllrs Bartlett and Snell
- ii. The cemetery caretaker updated the council on drainage issues in front of the cemetery chapel and the drain on A359 (in front of the village hall) for which he will seek quotes for the council to consider. The caretaker also explained how increasing the spaces between cemetery plots would reduce the number of available grave plots from 41 to 38 (6-8 years availability at the current purchase rate).
ACTION: Agenda item for next meeting

25/290 To receive outside reports from Representatives.

- i. Somerset Councillors (3 minutes)
Cllr Hobhouse – Somerset Council’s budget will go through Scrutiny Committee next week. The Government released a new paper on the Phosphate issue which will come in force in April 2026 – a single fee will be paid by households, and the funds will be received by Natural England.
Cllr Mesenger – recommendation for councils to consider their budget carefully and maintain reserves.

- ii. Outside bodies/groups (3 minutes)
Chair of the Village Hall (VH) Committee – the kitchen was decorated over the Christmas period. Committee meeting is planned for next week.
3VFG (3 Villages Flood Group) – the chair sent her apologies; a committee member provided an update. The AGM is scheduled for 22nd January at 6pm before an event: “Flood Mitigation through Nature-Based Solutions” at 7pm. All are welcome.

25/291 To receive an update on matters arising from previous meetings and to review the action list.

- i. Judicial Review of 14/02554/OUT (Clerk) – the court continuation fee has been paid; no date has yet been set for the one-day substantive hearing. Councillors have received the Defence and the Interested parties’ Grounds of Resistance.
- ii. Swing and basketball post repairs (Clerk) – completed. Invoice to be paid.
- iii. Pavement (top of the village) (Clerk) – no response received.
ACTION: Clerk to chase up.
- iv. Corporate Purchasing Card (Clerk) – application was successful.
- v. Community Survey and Plan grant applications (Clerk) – The Clark Foundation responded that the application did not meet their funding criteria; therefore, the clerk withdrew the application. However, an application for capital projects may be possible. Applications have been submitted to Viridor and The National Lottery Community Fund, and responses are awaited.
- vi. Land north of Mudford Road 25/02769/REM (Clerk) – a response to questions about Construction Management Plan and plan for controlling access onto the A359 was received: Construction traffic and access forms part of a planning condition and approval is being sought in early 2026. Management plan to address A359 access is in progress but the final version is not completed yet.

25/292 To receive planning decisions report:

- i. 25/02875/PIP; Quoins, Main Street, Mudford, Yeovil, BA21 5TE
Permission in principle for the erection of a minimum of 1 dwelling and a maximum of 3 dwellings.
Application Refused
- ii. 25/02827/COL; Cedars, West Mudford Road, Mudford, Yeovil, BA21 5TJ
Application for a Lawful Development Certificate for the Existing noncompliance with Condition 2 (Occupation) of Planning Application 751010 dated 13/06/1975.
Application Permitted
- iii. Provisional Tree Preservation Order – Mudford No 1 (Withy Bed)

25/293 To consider commenting on planning applications received on and after 8th January 2026.

25/02769/REM; Land Os 3400, Mudford Road, Yeovil, Somerset

RESOLVED: The council agreed that it had no comment at this time on the revised information for the above application.

25/294 FINANCE: To approve the Cashbook/Bank Reconciliation to 31st December 2025 and review budget for Q3 FY 2025-2026

RESOLVED: The council approved the Cashbook/Bank Reconciliation to 31st December 2025 and reviewed the budget for Q3 FY 2025-2026 (Appendix 1).

25/295 FINANCE:

- i. To **note** payments made in December 2025 and January 2026 under the delegated authority of the Clerk/RFO.

Invoice	Payee	Particulars	Amount	Date of payment
1	Staff	Salary December	██████	29.12.2025
2	HMRC	794PL00149285 mo 9	£134.69	19.12.2025
3	KM Dike Nurseries	Grounds Maintenance Inv 2404	£427.50	19.12.2025
4	Richard Buxton Solicitors	Inv 3231	£1,284.40	24.12.2025
5	Somerset Council	Inv 32011758 Operational inspections	£130.37	06.01.2026
6	Somerset Council	Inv 32011743 Weekly inspections	£400.61	06.01.2026

- ii. To **note** internal virements of funds.

Date	From Account	To Account	Amount
14.12.2025	Unity Trust Bank Current Account	Unity Trust Bank Instant Access Saving Account	£8,000
19.12.2025	Unity Trust Bank Current Account	Unity Trust Bank Instant Access Saving Account	£3,000
06.01.2026	Unity Trust Bank Current Account	Unity Trust Bank Instant Access Saving Account	£2,000

- iii. To **note** changes to Unity Trust Bank account charges.
- iv. To **note** the receipts from 20.11.2025 to 08.01.2026.

Date	Particulars	Amount	Notes
05.12.2025	Wakely & Sons	£1,650.00	EROB for D2 28
29.12.2025	HMRC VTR	£4,742.75	VAT return
31.12.2025	Credit Interest	£234.05	Unity Trust Bank Instant Access

RESOLVED: The council noted all items 25/295 i. - iv.

25/296 FINANCE:

- i. To approve the payment schedule for January 2026 and any invoices received after 8th January 2026.

Invoice	Payee	Particulars	Amount
1	Staff	Salary January	██████
2	Staff	Expenses and allowances 12 and 01	£82.00
3	KM Dike Nurseries	Grounds Maintenance Inv 2427	£427.50
4	HMRC	794PL00149285 mo 10	TBC
5	GB Sport & Leisure UK Ltd	Inv 19190 Swing and basketball post repairs	£1,299.60
6	P D Sargent	Cemetery Maintenance (11 and 12/2025) Inv 23-01	£290.37

RESOLVED: The council approved the payment schedule.

25/297 Withy Bed:

- i. To receive and consider advice on 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.

RESOLVED: The council agreed to defer the decision to the next meeting.

25/298 FINANCE: To approve the budget for Financial Year 2026-2027.

The council reviewed the projected reserves.

RESOLVED: The council approved the budget of £66,082 for Financial Year 2026-2027 (Appendix 2).

25/299 FINANCE: To approve the precept request for Financial Year 2026-2027.

RESOLVED: The council noted the precept will be paid in two instalments (in April and September 2026). The council approved the precept request of £55,082 for Financial Year 2026-2027.

25/300 To agree to dissolve the Human Resources Committee.

RESOLVED: The council agreed to dissolve the Human Resource Committee.

25/301 To agree to appoint a Governance and Resources Committee and to:

- i. Agree and adopt committee's Terms of Reference.
- ii. Appoint membership.
- iii. Appoint the chairman of the committee.

RESOLVED: The council agreed to appoint the Governance and Resources Committee and:

- i. The council agreed and adopted the committee's Terms of Reference.
- ii. The council appointed Cllr Brown, Cllr Blackwood, Cllr Dalton-Leggett and Kay Mackenzie as members of the committee.
- iii. The council appointed Cllr Brown as chairman of the committee.

25/302 To receive an update on enquiry for extending street lighting to East Lanes, Mudford, and to agree the next steps.

A resident raised an issue regarding the lack of lighting from East Lanes towards the village, which increases the risk of walking close to a busy road in the dark.

RESOLVED: The council agreed for the clerk to arrange a meeting with Somerset Council's Highways Lighting Group as soon as practicable. It was agreed the clerk and Cllrs Dalton-Leggett and Bowring will attend.

ACTION: Clerk

25/303 To receive an update on 'Act to Adapt' Climate Adaptation Public Workshop, and to agree the next steps.

RESOLVED: The council received the update and agreed the date of the workshop

shall be Friday 13th February.

ACTION: Clerk to book the hall and work with Somerset Wildlife Trust and 3VFG on the promotion of the workshop

25/304 To discuss the ditch clearing alongside Droveaway Lane in Mudford, and to agree the next steps.

The matter was raised by a resident. 3VFG is aware of the issue, and it is one of the areas identified for work in collaboration with Yeovil Rivers and FWAG (The Farming and Wildlife Advisory Group).

RESOLVED: The council discussed the issue and will await FWAG's suggestions to 3VFG. If required, the issue will be discussed at a future date.

ACTION: Clerk to update the resident

25/305 To receive Councillor reports¹.

Cllr Blackwood carried out the finance safeguard check (Internal Controls).

25/306 To receive the Parish Clerk's report and any correspondence.

Report:

EROB purchase and interment D2 28

VAT return

Awaiting A359 resurfacing images from councillors

Correspondence:

SALC newsletter and training events, NALC's events, etc.

MAID

Somerset Growth programme

Ditch clearing alongside Droveaway Lane – item 25/304

East Lanes's street lighting – item 25/301

Marston Magna PC – public rights of way footpaths

Alcoholics Anonymous

CPRE – 100 years

25/307 To receive the traffic report from Vehicle Activated Devices.

Total number of vehicles in December 2025: 252,193

25/308 Items for the next agenda.

- i. Withy bed
- ii. Cemetery
- iii. Review banking arrangements
- iv. Redwood Bank 35 days' notice account
- v. To amend relevant policies based on 25/300 and 25/301
- vi. Scheme of Delegation
- vii. Play area inspection quotes
- viii. Bin collection quotes

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).

25/309 Date of next meeting – 26th February 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 16th February 2026).

20:55 – Meeting ended.

MUDFORD PARISH COUNCIL

www.mudford-pc.gov.uk

Clerk: Petra Galloway

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

Appendix 1

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	£ 7,250.00						£ 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
TOTAL RECEIPTS	£ 71,527.37	£ 64,643.01						-£ 6,884.36
PAYMENTS								
Operations								
Salaries	£ 9,504.51	£ 7,943.40		£ 11,000.00		£ 3,056.60	28%	-£ 1,561.11
Admin	£ 4,018.58	£ 3,381.30		£ 5,233.00		£ 1,851.70	35%	-£ 637.28
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
Parish Maintenance								
Grounds Maintenance Contract	£ 4,125.42	£ 3,887.69		£ 6,500.00		£ 2,612.31	40%	-£ 237.73
Hedges and Trees	£ 2,676.27	£ 1,685.00		£ 4,210.00		£ 2,525.00	60%	-£ 991.27
Cemetery	£ 5,963.18	£ 285.50		£ 2,080.00		£ 1,794.50	86%	-£ 5,677.68
Play Area/Inspections	£ 941.64	£ 471.34		£ 935.00		£ 463.66	50%	-£ 470.30
General Parish Maint/Drains/Flood	£ 1,503.00	£ 3,166.40	£ 2,117.00	£ 2,540.00	£ 1,490.60	-£ 626.40	-25%	£ 1,663.40
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	£ 4,940.12						-£ 3,264.33
Budget additions (To Reserves)				£ 4,350.00				
TOTAL PAYMENTS	£ 68,907.14	£ 49,001.20						
s137 sub-total		£ 2,853.78						
Exc of Recept over Paymts	£ 2,620.23	£ 15,641.81						
plus balances b/fwd	£ 100,068.01	£ 102,688.24						
Balances c/fwd	£ 102,688.24	£ 118,330.05						
Reconciliation with bank accounts at 31st DECEMBER 2025								
Unity Trust Current Account	£ 6,581.53							
Unity Trust Savings Account	£ 41,748.52							
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	£ 118,330.05							

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Appendix 2

MUDFORD PARISH COUNCIL 2026 - 2027 Budget Calculation						
Budget Line (Annual running costs)	Agreed Budget FY24-25	FY 24-25 Spend	Agreed Budget FY25-26	Expenditure FY25-26 (as of 31st December 25)	EOY Projected Total Expenditure FY25-26 (as of 1st January 26)	Budget FY26-27
OPERATIONS						
SALARIES	£ 11,500.00	£ 9,504.51	£ 11,000.00	£ 7,943.40	£ 10,300.00	£ 11,500.00
ADMIN	£ 6,200.00	£ 4,018.58	£ 5,233.00	£ 3,381.30	£ 3,919.00	£ 3,492.00
Clerk allowance 12xE41						£ 492.00
Clerk expenses						£ 100.00
Chair/Councillor expenses/allowance						£ 100.00
Payroll						£ 300.00
Website						£ 350.00
Parish Online Mapping						£ 90.00
Printing and Stationary						£ 140.00
IT Support						£ 140.00
Accounting Software						£ 500.00
IT (MS Office)						£ 130.00
Unity Bank Multicard charge						£ 50.00
Bank charges 12xE7 min						£ 100.00
Hall hire and storage						£ 1,000.00
SUBSCRIPTIONS	£ 250.00	£ 663.08	£ 724.00	£ 806.72	£ 856.72	£ 960.00
SALC/NALC						£ 380.00
SLCC						£ 330.00
ICCM						£ 115.00
CPRE						£ 80.00
ICO						£ 55.00
INSURANCE	£ 1,500.00	£ 921.28	£ 1,000.00	£ 1,391.32	£ 1,391.32	£ 1,800.00
TRAINING	£ 300.00	£ 380.00	£ 1,345.00	£ 800.00	£ 905.00	£ 520.00
Councillor Conduct						£ 170.00
Councillor and Clerk GDPR						£ 200.00
ICCM						£ 150.00
AUDITS	£ 500.00	£ 557.63	£ 650.00	£ 610.00	£ 610.00	£ 700.00
Internal Audit						£ 300.00
External Audit						£ 400.00
PARISH MAINTENANCE						
GROUNDS MAINTENANCE CONTRACT	£ 4,000.00	£ 4,125.42	£ 6,500.00	£ 3,887.69	£ 5,235.00	£ 5,243.00
Contract						£ 4,403.00
Additional cuts						£ 840.00
HEDGES AND TREES	£ 5,000.00	£ 2,676.27	£ 4,210.00	£ 1,685.00	£ 1,685.00	£ 3,500.00
Tree survey						£ 1,000.00
Tree and hedges works						£ 1,500.00
Emergency tree works/biodiversity action plan						£ 1,000.00
CEMETERY	£ 2,000.00	£ 5,963.18	£ 2,080.00	£ 285.50	£ 890.00	£ 500.00
Caretaker average						£ 500.00
Maintenance						£ -
PLAY AREA INSPECTIONS and MAINTENANCE	£ 1,000.00	£ 941.64	£ 935.00	£ 471.34	£ 920.00	£ 3,455.00
Maintenance						£ 2,500.00
Weekly and operational inspections						£ 775.00
Yearly inspection						£ 180.00
GENERAL PARISH MAINT / DRAINS & FLOOD	£ 2,000.00	£ 1,503.00	£ 2,540.00	£ 3,166.40	£ 5,873.00	£ 6,412.00
Bins 52x7x£8						£ 2,912.00
Ditches (maintenance)						£ 1,500.00
Maintenance of assets						£ 2,000.00
26-27 PROJECTS AND GRANTS						
GRANTS	£ 4,000.00	£ 1,885.00	£ 5,300.00	£ 3,426.78	£ 4,000.00	£ 7,000.00
RBL and Citizens Advice						£ 500.00
Flood Group and others						£ 4,000.00
Village Hall and others						£ 2,500.00
PARISH PROJECTS	£ 5,000.00	£ 1,164.60	£ 600.00	£ -	£ -	£ 8,000.00
UP MUDFORD CHALLENGE	£ 10,000.00	£ 26,398.50	£ -	£ 16,205.63	£ 41,205.63	£ 5,000.00
LAND NORTH OF MUDFOR RD (Sockhill) CONSULTANTS	£ -	£ -	£ -	£ -	£ -	£ 2,000.00
BUDGET ADDITIONS TO EARMARKED RESERVES						
*Long term Chapel maintenance RESERVES	£ 2,000.00	£ 4,883.00	£ 1,000.00	£ -	£ 1,000.00	£ -
*Long term Cemetery maintenance RESERVES	£ 1,000.00	£ -	£ 500.00	£ -	£ 500.00	£ -
*Computer/printer replacement fund RESERVES	£ 150.00	£ -	£ 150.00	£ -	£ 150.00	£ 500.00
*Play area long term replacement fund RESERVES	£ 1,000.00	£ -	£ 1,000.00	£ -	£ 1,000.00	£ 1,000.00
*Cemetery land/consecration starter fund RESERVES	£ -	£ -	£ 1,000.00	£ -	£ 1,000.00	£ 1,000.00
*Defibrillator project fund RESERVES	£ 200.00	£ -	£ 200.00	£ -	£ 200.00	£ -
*Highways & speed control projects RESERVES	£ 500.00	£ -	£ 500.00	£ -	£ 500.00	£ 3,000.00
*Election RESERVES				£ -	£ -	£ 500.00
VAT		£ 8,204.45		£ 4,940.12	£ 10,744.12	
TOTAL	£ 58,100.00	£ 39,744.41	£ 46,467.00	£ 34,085.75	£ 92,884.79	£ 66,082.00
						FY26-27
INCOME						
Parish Precept						£ 55,082.00
Cemetery Income						£ 2,000.00
Interest Income						£ 3,500.00
Grant Income - transfer from reserves						£ 5,000.00
Community Survey and Plan - transfer from reserves						£ 500.00
TOTAL INCOME						£ 66,082.00
Variance						£ -

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List of November and December 2025 payments

PAYMENTS		FY 2025-2026		
No	Date	To Whom Paid	Particulars	Amount
P64	06.11.2025	B/P to: True Brands	Order 0000085304 VH25/90 Grant	-£ 408.00
P65	13.11.2025	B/P to: Somerset Council	32008098 Bins 1+2Q	-£ 1,419.60
P66	13.11.2025	B/P to: Richard Buxton Solicitors	Inv 3134 Mud1/1	-£ 3,914.20
P67	28.11.2025	B/P to: RBL Poppy Appeal	Donation-Mudford	-£ 250.00
P68	28.11.2025	B/P to: P D Sargent	Cemetery Oct Inv 22-95	-£ 65.00
P69	28.11.2025	B/P to: CPRE	0942523 Inv 071125	-£ 60.00
P70	28.11.2025	B/P to: Lockett Tree Surgery	Surgery Inv 443	-£ 1,200.00
P71	28.11.2025	B/P to: SALC	Training Inv 2433	-£ 50.00
P72	28.11.2025	B/P to: HMRC Cumbernauld	794PL00149285 mo 8	-£ 55.64
P73	28.11.2025	B/P to: KM Dike nurseries	Grounds maintenance MPC Inv 2385	-£ 427.50
P74	28.11.2025	B/P to: Mrs Petra Galloway	Staff Pay November	
P75	28.11.2025	B/P to: Mrs Petra Galloway	Expenses 10 and 11	-£ 82.00
P76	30.11.2025	SERVICE CHARGE	BANK CHARGES	-£ 6.00
P77	19.12.2025	B/P to: KM Dike nurseries	Grounds maintenance MPC Inv 2404	-£ 427.50
P78	19.12.2025	B/P to: HMRC Cumbernauld	794PL00149285 mo 9	-£ 134.69
P79	24.12.2025	B/P to: Richard Buxton Solicitors	Inv 3231 MUD1/1	-£ 1,284.40
P80	29.12.2025	B/P to: Mrs Petra Galloway	Staff pay December	
P81	29.12.2025	CORPORATE CARD FEE	SET UP FEE	-£ 50.00
P82	31.12.2025	SERVICE CHARGE	BANK CHARGES	-£ 6.00