

Minutes of Mudford Parish Council Meeting held on Thursday 26th February 2026 at 19:00, Mudford Village Hall, BA21 5TE

Present – Councillors (Cllrs): Jo Dalton-Leggett (Chair), Robin Bowring, David Brown, Peter Blackwood, Stephen Bartlett and John Snell.

Absent – Cllrs: Phil Edgeworth.

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

19:00 – Meeting started.

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

RESOLVED: Cllr Edgeworth sent his apologies that he was unwell, and the council approved his reasons.

25/311 To receive Declarations of interests.

No declarations of interest were received.

25/312 To approve and sign as a correct record the minutes of the previous meeting held on 15th January 2026 (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.

25/313 To approve and sign as a correct record the minutes of the last meeting of the Human Resources Committee held on 6th 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.

25/314 To receive Public Comments.

No public comments were received.

25/315 To receive outside reports from Representatives.

i. Somerset Councillors (3 minutes)

Cllr Hobhouse – Somerset Council’s (SC) budget to be set next week, the precept will increase by 4.99%. Special Education Needs (SEN) - 90% of the debt was written off by the government.

Cllr Messenger – £16 million to be spent on Octagon Theatre refurbishment.

Sarah Dyke, MP visited during the flood and lobbied for the area. Tracey Harris (SC) will be at Market House on 3rd March. Somerset Rivers Authority’s meeting is scheduled for 20th March (Brympton Way Council Chambers).

ii. Outside bodies/groups (3 minutes)

Chair of the Village Hall Committee – Safe Haven protocol activated during the most recent flooding. Montacute House talk on Tuesday the 24th was well attended.

Three Villages Flood Group (3VFG) – AGM on 22nd January – the committee number increased by 1 member. 2 flooding incidents in the last couple of months (Church Cottage and Quoins flooded) – flood wardens were deployed; changes will be made to the flood plans.

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) – no date has yet been given for the substantive hearing.
- ii. Flood warden equipment 25/90 (Clerk) – the purchases were completed and donated to the Village Hall Committee.
- iii. Pavement (top of the village) (Clerk) – no update was received.
- iv. Land north of Mudford Road 25/02769/REM (Clerk) – no update was received.
- v. Footpath diversion (Clerk) – no update was received.
- vi. Street lighting - East Lanes (Clerk) – a meeting date with SC’s Street Lighting team was arranged for March (clerk and Cllrs Dalton-Leggett and Bowring to attend).

RESOLVED: The updates were received.

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.

RESOLVED: The report was received.

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

No planning applications were received.

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

RESOLVED: The council approved the Cashbook/Bank Reconciliation (Appendix 1).

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

- 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)

RESOLVED: The council noted all items 25/320 i. – vi.

25/321 FINANCE:

- i. To **approve** the payment schedule for February 2026 and any invoices received after 20th 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	£45.99
5	P D Sargent	Cemetery Maintenance Inv 23-02	£22.70
6	ICO – Direct Debit	Data protection fee – 12.03.2026	£47.00

RESOLVED: The council approved the payment schedule.

- ii. To **approve** a training expenditure of £50 (The Council as an employer).

RESOLVED: The council approved the expenditure. Clerk and Cllrs Brown, Dalton-Leggett and Blackwood will attend.

ACTION: Clerk

- 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.

RESOLVED: The council agreed to earmark the grant and place it in the Community Survey and Plan reserves for 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.

RESOLVED: The council approved an internal virement of £5,000 from the Current to the 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).

RESOLVED: The council approved an internal virement of funds from the Instant Access Account to the Current Account, to be made in such amounts and at such times as required.

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

RESOLVED: The council noted the 1 Year Bond will mature on 16.06.2026 (agenda item for April). The council reviewed the existing banking arrangements and investments.

ACTION: Clerk

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

RESOLVED: The council agreed to open 35 Day (Notice) Business Savings Account (monthly interest) with Redwood Bank and agreed:

- i. 4 Signatories: Clerk, Cllrs: Dalton-Leggett, Brown and Blackwood.
- ii. Nominated Bank: Unity Trust Bank Current Account
- iii. Sum to be transferred upon opening: £10,000. The council authorised an internal virement of £10,000 from the Instant Access Account to the Current Account to enable the funds to be available in the Nominated account.

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.

Withy Bed is unregistered land maintained by the parish council. The clerk conducted research by reviewing minutes from the past 100 years, but no proof of ownership was found.

RESOLVED: The council received and considered the solicitors' advice and

received three cost estimates. The council noted the process can be lengthy and may not be successful. The council agreed to pursue the registration of the land and engage solicitor no 3 (Anthony Collins) for £1,700 + disbursements + VAT for the registration of the Withy Bed land. The funds will be debited to the Parish Project budget line FY 2026-2027, the council noted that this expense will take the budget line over its allocated budget.

Legal power: Limitation Act 1980, s15

ACTION: Clerk to instruct the solicitor and search for more proof of maintenance as required

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.

RESOLVED: The council received the two quotes for weekly and operational inspections for FY 2026-2027 and agreed to accept quote no 2 (Yeovil Town Council) for £980 + VAT to be debited to the Play Area Maintenance budget line. The council noted that this quote will take the budget line over its allocated budget.

Legal power: Local Government (Miscellaneous Provisions) 1976, s19

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.

RESOLVED: The council received the two quotes and agreed to accept quote no 1 (South West Locksmith) for £65 + VAT to be debited to General Parish Maintenance budget line. The council noted this cost will take the budget line over budget depending on when the last bin collection invoice arrives.

Legal power: Local Government Act 1972, s111

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.

RESOLVED: The council noted the results of the two grant applications.

- ii. To agree that sufficient grant funding has been secured to carry out the Community Survey and Plan (25/182) by Clout Ltd.

RESOLVED: The council agreed that sufficient funding has been secured and approved Clout Ltd to carry out the Community Survey and Plan, as previously agreed in 25/182.

- iii. To review and agree the contract with the provider and delegate the clerk to sign the contract.

RESOLVED: The council reviewed and approved the contract, and the clerk was authorised to sign it.

- iv. To receive the draft minutes from the last meeting and any recommendations from the Community Plan Steering Group.

RESOLVED: The council received the minutes and 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.

RESOLVED: The council agreed the project plan and outline, including the date, time, and venue of the assembly (21st March, 1:30 – 4:30pm), and the design of the leaflet. The council received and reviewed the risk assessments for the event and leaflet distribution.

- vi. To agree the expenditure for promotion, refreshments and other supplies for the Community Assembly.

RESOLVED: The council received two quotes for leaflet printing and agreed to accept quote no 1 (Snell Print Ltd) at a cost of £72. The council approved a printing expenditure of up to £100 + VAT. The council further approved a refreshment expenditure of up to £100, and additional supplies of up to £50 + VAT. All expenditure is to be debited to the Parish Projects budget line for 2025–2026.

Legal power: Local Government Act 1972, s111

- vii. To agree to donate any food and drink surplus to Mudford Village Hall committee.

RESOLVED: The council agreed to donate food and drink surplus to Mudford Village Hall committee.

- viii. To agree to delegate further decisions to the clerk.

RESOLVED: The council agreed to delegate any further decisions related to the Community Assembly to the clerk.

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

RESOLVED: The council received the update.

25/329 To receive and consider grant applications:

- i. Crimestoppers South West

RESOLVED: The council received the grant application and agreed to refuse it, as no significant crime concerns have been reported to the council by residents.

- ii. Dorset and Somerset Air Ambulance

RESOLVED: The council received the grant application and agreed that, in pursuance of the powers conferred by Section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfies the requirements of that section, the council approves Dorset and Somerset Air Ambulance request for grant/donation for the sum £750.00 in respect of purchases to provide medical equipment. The council agreed that the work of the Dorset and Somerset Air Ambulance will bring benefit to the community, its expenditure is commensurate with the benefit obtained and that the expenditure will be debited to the Grants budget line.

25/330 Cemetery:

- i. To agree to seek quotes for the Cemetery Chapel drainage work.

RESOLVED: The council agreed for the clerk to seek quotes for building survey and drainage.

ACTION: Clerk

- ii. To receive clerk’s report on grave spacing and shallow depth grave policy.

The clerk reported that, according to the cemetery caretaker, the cemetery plan was designed with 4-foot grave spacing (measured from mid-plot to mid-plot), and the plots are marked accordingly. The clerk further reported that the recommended practice is 4.5 feet, and some headstones in the cemetery appear to be spaced at 4.5 feet instead of 4 feet, which may result in inconsistencies in headstone placement in the future. The clerk noted that a shallow-depth grave policy should be added to the cemetery regulations to ensure graves are dug to the correct depth.

RESOLVED: The council received the clerk’s and cemetery caretaker’s report and noted the clerk’s concerns. The council agreed that no action regarding grave spacing is required and that the cemetery plan spacing of 4 feet should be followed. A grave-digging policy to formalise grave depths is to be placed on a future agenda.

- iii. To receive clerk’s report on land consecration cost and timeline and agree the next steps.

The clerk contacted the Bath & Wells Diocese and confirmed that consecration of the new ground would cost £950 + VAT, with a processing time of 3–6 months. The field intended for the cemetery extension has been made available by the Parish Council to the farmer for livestock grazing until April 2028.

RESOLVED: The council received clerk’s report and agreed to add cemetery land consecration to the long-term action list, to be brought to the agenda in January 2028; to seek quotes from potential cemetery designers in advance; to maintain reserves for any necessary work; and to include questions on cemetery design in the Community Survey (as discussed with the survey provider).

ACTION: Clerk

20:51 - The council agreed to suspend Standing Order 3w and extend the meeting until 21:15.

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

RESOLVED: The council agreed to update and adopt all policies i. – x.

25/332 To update and adopt the Scheme of Delegation.

RESOLVED: The council agreed to update and adopt the Scheme of Delegation.

25/333 To agree and adopt:

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

RESOLVED: The council agreed and adopted the Data Breach and Subject Access Request policies.

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.

RESOLVED: The council noted that the letter has already been sent and agreed that no further action is required.

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

RESOLVED: The council agreed the wording, and the clerk was asked to share it in the news section of the website and to send it to the individual who brought the matter to the council's attention, enabling them to share it as they see fit.

25/336 To receive Councillor reports¹.

No reports were received.

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

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).

Report:

Interment E11 and E12

Letter from a resident (EROB fees)

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.

Total number of vehicles in February 2026: 187,993

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
- v. EROB fees request

25/340 Date of next meeting – 26th 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 16th March 2026).

21:12 – 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	£ 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
Parish Maintenance								
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
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	£ 5,316.47						-£ 2,887.98
Budget additions (To Reserves)				£ 4,350.00				
TOTAL PAYMENTS	£ 68,907.14	£ 52,407.24						
s137 sub-total		£ 2,853.78						
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						
Reconciliation with bank accounts at 31st JANUARY 2026								
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							

List of January 2026 payments

PAYMENTS				
FY 2025-2026				
No	Date	To Whom Paid	Particulars	Amount
P83	06.01.2026	B/P to: Somerset Council	Inv 32011743 C0065672 weekly inspections	-£ 400.61
P84	06.01.2026	B/P to: Somerset Council	Inv 320011758 C0065672	-£ 130.37
P85	16.01.2026	B/P to: P D Sargent	Cemetery Inv 23-01	-£ 290.37
P86	16.01.2026	B/P to: GB Sports & Leisure	Inv 19190 Repairs	-£ 1,299.60
P87	16.01.2026	B/P to: KM Dike nurseries	MPC Inv 2427	-£ 427.50
P88	16.01.2026	B/P to: Mrs Petra Galloway	Expenses 12 and 01	-£ 82.00
P89	27.01.2025	B/P to: HMRC Cumbernauld	794PL00149285 mo 10	-£ 45.99
P90	28.01.2026	B/P to: Mrs Petra Galloway	Staff pay January	
P91	31.01.2026	SERVICE CHARGE	BANK CHARGES	-£ 6.00