

**Minutes of Mudford Parish Council Meeting held on Thursday 26th June 2025 at 19:00,
Mudford Village Hall, BA21 5TE**

Present – Councillors (Cllrs): Robin Bowring (Vice - Chair), David Brown, Philip Edgeworth, Peter Blackwood and Stephen Bartlett.

Absent – Cllrs: Jo Dalton-Leggett and John Snell.

In attendance: Petra Galloway – Parish Clerk/RFO and 10 members of the public.

19:00 – Meeting started.

25/76 To receive apologies for absence and approve the reasons (LGA 1972 s 85(1)).

RESOLVED: The Council received apologies from Cllr Dalton-Leggett (Chair) and resolved to approve her reasons of work commitments. Cllr Snell was absent. Cllr Bowring, the Vice-Chair, chaired the meeting in the absence of the Chair.

25/77 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).

RESOLVED: The Clerk received a Request for Dispensation from Cllr Bowring for items 25/89 and 25/90 in Accordance with Standing Order (SO) 13 (e). The Clerk considered the relevant circumstances (SO (h) i and ii) and, as a quorum was present, granted a dispensation to Cllr Bowring to remain in the room and participate in the debate only, but not to vote on items 25/89 and 25/90. This dispensation was granted solely for the duration of the meeting.

25/78 To approve and sign as a correct record the minutes of the previous meeting held on 29th May 2025.

(LGA 1972 Sch 12, para 41(1)).

RESOLVED: The minutes from the Parish Council meeting held on 29th May 2025 were approved and signed as a true and accurate record of the meeting held.

25/79 Public Comments.

This section is at the discretion of the Chair and may last for up to 15 minutes. No public comments were raised.

25/80 Outside reports from Representatives.

i. Somerset Councillors (3 minutes):

Cllr H. Hobhouse: A Consultation on draft recommendations for division boundaries in Somerset Council has begun. The public is encouraged to participate; the deadline for submissions is 11th August 2025.

ACTION: Clerk to add the information on the website

ii. Outside bodies/groups (3 minutes):

Village Hall Committee representative – Flower Show is scheduled for 19th July.

Three Villages Flood Group – The Group bid for a Community Resilience grant and awaits results.

25/81 Matters to report from a previous meeting.

- i. Withy Bed (Conservation project) – The Clerk has sent the arboricultural survey to the Yeovil Rivers Community Trust (YRCT). The Trust will contact the Council once further progress has been made on the plan.

19:14 Councillor Edgeworth raised a Point of Order to the Chair of the meeting.

Cllr Edgeworth expressed concern about the number of items on the agenda and lack of time for in-depth discussion for each item. Cllr Edgeworth’s concerns were noted however, the Chair of the meeting determined that the issue did not qualify as a valid Point of Order since no procedures were deemed to be broken.

25/82 Planning decisions report.

None.

25/83 Planning applications.

25/01367/S73; Land Os 3400 North Of Mudford Road, Yeovil, Somerset
S 73 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.

The Council discussed its concerns, including how the change could potentially affect preventative flooding measures.

RESOLVED: The Council delegated the Clerk to draft the comment based on Council’s concerns and circulate it to the Councillors on Friday the 27th June for feedback before submitting the comment to Somerset Council’s Planning Department prior to the deadline of 1st July 2025.

ACTION: Clerk

25/84 Planning applications received on and after 18th June 2025.

None.

25/85 FINANCE: To approve the Cashbook/Bank Reconciliation to 31st May 2025.

MUDFORD PARISH COUNCIL

www.mudford-pc.gov.uk

Clerk: Petra Galloway

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

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
RECEIPTS							
Precept	£ 58,100.00	£ 46,467.00					-£ 11,633.00
Deposit Interest	£ 2,662.84	£ -					-£ 2,662.84
Cemetery Fees	£ 2,380.00	£ 200.00					-£ 2,180.00
Grants	£ -	£ -					£ -
Other	£ 35.00	£ -					-£ 35.00
VAT repayment	£ 8,349.53	£ -					-£ 8,349.53
TOTAL RECEIPTS	£ 71,527.37	£ 46,667.00					-£ 24,860.37
PAYMENTS							
Operations							
Salaries	£ 9,504.51	£ 1,414.24		£ 11,000.00	£ 9,585.76	87%	-£ 8,090.27
Admin	£ 4,018.58	£ 2,594.00		£ 5,233.00	£ 2,639.00	50%	-£ 1,424.58
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	£ -		£ 1,345.00	£ 1,345.00	100%	-£ 380.00
Audits	£ 557.63	£ 295.00		£ 650.00	£ 355.00	55%	-£ 262.63
Parish Maintenance							
Grounds Maintenance Contract	£ 4,125.42	£ 1,465.19		£ 6,500.00	£ 5,034.81	77%	-£ 2,660.23
Hedges and Trees	£ 2,676.27	£ -		£ 4,210.00	£ 4,210.00	100%	-£ 2,676.27
Cemetery	£ 5,963.18	£ 21.00		£ 2,080.00	£ 2,059.00	99%	-£ 5,942.18
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
25-26 Projects and Grants							
Grants	£ 1,885.00	£ -		£ 5,300.00	£ 5,300.00	100%	-£ 1,885.00
Parish Projects	£ 1,164.60	£ -		£ 600.00	£ 600.00	100%	-£ 1,164.60
Up Mudford Challenge	£ 26,398.50	£ -	£ 8,000.00	£ -	£ -	N/A	-£ 26,398.50
VAT incurred	£ 8,204.45	£ 207.54					-£ 7,996.91
Budget additions (To Reserves)				£ 4,350.00			
TOTAL PAYMENTS	£ 68,907.14	£ 7,940.61					
s137 sub-total		£ -					
Exc of Recpt over Paymts	£ 2,620.23	£ 38,726.39					
plus balances b/fwd	£ 100,068.01	£ 102,688.24					
Balances c/fwd	£ 102,688.24	£ 141,414.63					
Reconciliation with bank accounts at 31st MAY 2025							
Unity Trust Current Account	£ 1,149.37						
Unity Trust Savings Account	£ 70,265.26						
Redwood Bank 95 day notice	£ 40,000.00						
Redwood Bank Suspense Account	£ 30,000.00						
Redwood Bank 1 yr Bond	£ -						
Less Outstanding payments	£ -						
Add Outstanding lodgements	£ -						
Total balances at bank	£ 141,414.63						

RESOLVED: The Council approved the Cashbook/Bank Reconciliation to 31st May 2025.

25/86 FINANCE:

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

Invoice	Payee	Particulars	Amount	Notes
1	Pinnacle Accountancy Services	YE Payroll and wages to 31 st March 25 Inv 18926	£121.20	Paid on 05.06.2025

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Chair

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2	SLCC	Qualification fee Inv QL207384-1	£450.00	Paid on 16.06.2025
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- ii. To **note** an internal virement of £1,000 from the Unity Trust Bank Instant Access Saving Account to Unity Trust Bank Current Account on 15th June 2025.

RESOLVED: The Council i. noted the payments and ii. the internal virement of funds.

25/87 FINANCE: To approve the payment schedule for June 2025.

Invoice	Payee	Particulars	Amount
1	P D Sargent	Cemetery Maintenance April Inv 22-85	£147.50
2	KM Dike Nurseries	Grounds Maintenance Inv 2270	£427.50
3	Staff	Salary June	

RESOLVED: The Council approved the payment schedule for June 2025 and noted that due to the change of the Clerk’s tax code there is no PAYE liability for June 2025.

ACTION: Clerk to set up the payments, Cllrs Brown and Bartlett to authorise.

25/88 Redwood Bank Accounts:

- i. To **confirm** the banking arrangements with Redwood Bank.

Two accounts were opened:

1 Year Business Savings Bond (interest paid annually) - £30,000

95 Day Business Savings account (interest paid annually) - £40,000

Signatories: Cllrs Dalton-Leggett, Brown and Blackwood and the Clerk.

- ii. To **note** a return of £30,000 from closed 1 yr bond account on 2nd June 2025.

The funds were returned to Unity Trust Current account because they did not arrive at the opened bond within the 14-day period, resulting in the bank closing the bond. The Clerk opened a new 1 yr bond, and the returned funds were vired again.

- iii. To **note** a virement of funds on 30th May 2025:
1 yr bond account: £30,000 and 95 day notice account £40,000
- iv. To **note** virement of funds on 16th June 2025:
1 yr bond account: £30,000

RESOLVED: The Council i. confirmed the banking arrangements, ii. noted the return of funds and noted virements of funds on iii. 30th May 2025 and iv. 16th June 2025.

Cllr Bartlett declared an interest (member of the 3VFG Committee) and left the meeting.

25/89 To receive and consider a Grant Application from Three Villages Flood Group (3VFG).

The Group applied for a grant of a £1,908 to improve their IT services, for administration costs, production of leaflets to engage with the community and to fund a Be Flood Ready Flood Pod Roadshow.

RESOLVED: The Council 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 3VFG's grant application for the sum of £1,908 in respect of the IT services, administration costs, production of leaflets and funding of the Flood Ready Flood Pod Roadshow. The Council has agreed that the work of the 3VFG 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.

Cllr Bartlett re-joined the meeting.

Cllr Bartlett declared an interest (Flood Warden) and left the meeting.

25/90 To receive and consider a Grant Application from Mudford Village Hall Committee.

The Village Hall Committee applied for a grant for:

- i. Equipment for Flood Wardens (to be stored in the VH) - total amount of £878.68 (includes VAT) such as torches and headlamp torches, steel toe cap wellies and gloves.
- ii. Equipment for Safe Haven such as Structural and Site requirements (£75); Hygiene (£55) and Clothing & Bedding (£552).

RESOLVED:

- i. The Council resolved to purchase items for the flood warden equipment and donate the equipment to the Mudford Village Hall Charity as a 'grant in kind' under the power of 1936 Public Health Act Section 243. The Council delegated the Clerk to purchase the items required (detailed list was agreed as seen at the application) for the total maximum amount of **£878.68**. The purchases will be debited to the Grants budget.
- ii. The Council delegated the Clerk to work with the Village Hall Committee on a definitive list of items required for the Safe Haven and present the list at the next meeting for approval.

Cllr Bartlett re-joined the meeting.

25/91 FINANCE: To approve an internal virement of funds from the Unity Trust Bank Instant Access Saving Account to Unity Trust Bank Current Account.

RESOLVED: The Council approved a virement of £4,200 from Instant Access Saving Account to the Current Account.

25/92 To consider a virement of funds from the General Reserves to Grants budget line.

RESOLVED: The Council considered the virement but resolved that it is not currently required, and will monitor the budget in case it becomes necessary in the near future.

25/93 Final Draft of s 106 agreement 14/02554/OUT (Primrose Lane development):

- i. To **review** and **consider** the Final draft of s 106 agreement for Primrose Lane development 14/02554/OUT.

- ii. To **consider** the engagement of a consultant or solicitor to review the s 106 agreement and **agree** the budget for the work.

The Council received questions from a member of public (MOP) which were answered during the meeting following a consultation with the Council's solicitor (Appendix 1). The MOP was present at the meeting and satisfied with the response to the query.

The Clerk obtained a cost estimate for the review of the Final Draft Section 106 agreement and presented the projected cost and details of a suitable solicitor to the Council.

RESOLVED:

- i. The Council reviewed and considered the Final Draft of s 106 agreement for 14/02554/OUT and agreed that the review requires professional scrutiny.
- ii. The Council agreed to engage Susy Gandy from Richard Buxton Solicitors to review the Final Draft of s 106 agreement at a maximum cost of £1,300 + VAT. The Council agreed to the Solicitors' Terms of Business. The Council delegated the Clerk to spend further £200 + VAT on the review of the draft should it be required. The cost will be debited to the Up Mudford Legal Challenge budget line.

25/94 To receive and consider quotes from IT firms to set up a Microsoft 365 Business Account for the Clerk.

The Clerk is unable to set up the Microsoft 365 Business Account on her own as the process is more complicated than setting up a Personal license. The purchase of the license was agreed by the Council in March (motion 24/281).

RESOLVED: The Council received and considered 3 quotes and accepted quote no 3 from Zen Computers for a maximum amount of £140 + VAT (excluding the cost of the Business license). The Council further delegated authority to the Clerk to spend an additional £100 + VAT should any technical issues arise.

ACTION: Clerk

25/95 To receive and consider the Arboriculturist Survey and agree short- and long-term actions.

The Council discussed the survey and the list of short- and long-term actions presented by the Clerk.

RESOLVED: The Council agreed for the Clerk to seek 3 quotes for the most important works: bracing of two trees (or potential removal of the Common Beech at the Cemetery) and pollarding of the high-risk Ash in the Withy Bed. The quotes will be considered at the next meeting. Long-term actions and recommendations for biodiversity enhancement are covered by the Biodiversity Action Plan.

ACTION: Clerk

25/96 To consider and adopt the Biodiversity Policy and Biodiversity Action Plan.

RESOLVED: The Council considered and adopted the Biodiversity Policy and Biodiversity Action Plan.

25/97 To consider and adopt the Equality and Diversity Policy.

RESOLVED: The Council considered and adopted the Equality and Diversity Policy.

25/98 To consider and agree Councillor’s Induction Pack.

RESOLVED: The Council considered and agreed Councillor’s Induction Pack.

25/99 To review and adopt:

- i. Privacy Notice (General)
- ii. Privacy Policy for Website users
- iii. Accessibility Statement

RESOLVED: The Council reviewed and adopted i. Privacy Notice, ii. Privacy Policy for Website users and iii. Accessibility Statement.

25/100 To review and adopt Audio and Video Recording Policy.

RESOLVED: The Council reviewed and adopted Audio and Video Recording Policy.

20:59 – The Council agreed to suspend Standing Orders 3 w and extend the meeting by 45 minutes.

25/101 To consider the items on the Action List.

RESOLVED: The Clerk will send Code of Conduct training dates to Cllr Edgeworth. The Clerk will also re-send the details of the Somerset Bus Partnership to Cllr Edgeworth.

ACTION: Clerk, Cllr Edgeworth

25/102 To consider small repairs on the Playing field (Recreation Ground) and agree list of repairs needed.

The Council received the Annual Playground Inspection Report in September 2024. While all identified risks were classified as either ‘very low’ or ‘low’, some minor repairs were recommended.

RESOLVED: The Council approved the list of required repairs as presented by the Clerk who will seek 3 quotes for the work. If available, the quotes will be considered at the next meeting.

ACTION: Clerk

25/103 To consider new signage on the Playing field (Recreation Ground) and the Cemetery.

RESOLVED: The Council considered the new signage and agreed the wording subject to the review by Cllr Dalton-Leggett. The Clerk will seek quotes for the signage. The cost of installation of the mounted signs for the skate park (two new signs) and gym (one new sign) will be quoted for as part of the quotes in 25/102.

ACTION: Clerk

25/104 To consider repair of the Vehicle Activated Device on the southern approach (top of the village) and agree next steps.

The Clerk contacted Westcotec for advice on the possible cause of the fault and the associated costs, and was advised as follows: The repair in the best-case scenario - £470 + VAT. The repair in the worst-case scenario - £1,000 + VAT.

The Council considered the repair and other options such as replacing the device with a new device.

RESOLVED: The Council agreed to have the device repaired by Westcotec at a maximum

cost of £1,000 + VAT. The Clerk was delegated authority to liaise with the engineer and agree to the necessary works.

ACTION: Clerk

25/105 To consider waiving memorial permit installation fees for the Exclusive Right of Burial (EROB) grave space D1 28.

The Clerk was approached by a MOP who asked if the Council would consider to waive the fee for memorial installation. The MOP would like to install a memorial on the grave which has had none since the burial in 1971. The MOP is not related to the person buried but will seek permissions from the descendants of the EROB Grantee.

RESOLVED: The Council agreed to waive the fee of £150.

25/106 To consider sending a FOI request in relation to soil testing on the development site of planning application 14/02554/OUT (Primrose Lane) and 15/03942/FUL.

RESOLVED: The Council has agreed to send the FOI request to Somerset Council and the Developer.

ACTION: Clerk

25/107 To confirm delegation of councillor roles for Planning and Speedwatch.

RESOLVED: The Council confirmed the delegation to Cllr Blackwood for both roles.

25/108 To receive Councillor reports¹.

Cllr Edgeworth raised concerns about abandoned cars in the Village Hall carpark. However, the carpark is not owned or managed by the Council and any abandoned cars should be reported to Somerset Council.

25/109 To receive the Parish Clerk's report and any correspondence.

Report:

Tor View Close – the issue of uncut verges was solved.

Parish Online Mapping – the Clerk signed up for the 90-day free trial and will register for PSGA license (free to all public sector bodies to receive access to high resolution mapping from Ordnance Survey).

Correspondence:

NALC's Events newsletters and Chief Executive Bulletins

NALC – Star Council Award

NALC – New edition of Local Council's explained

SALC and ICCM training events

Yeovil LCN AGM

Planning enforcement in Somerset

CPRE Fundraiser

Local Government Boundary Commission

Somerset Festival of Remembrance 2025 – 1st November

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).

Wessex Water Community drop-ins – Yeovil
Better Buses for Somerset
LCN - enhanced Maintenance Pilot Update
Consultation for Somerset's new Local Transport Plan

25/110 To receive the traffic report from Vehicle Activated Devices.

Total number of vehicles in June 2025: 203,400

25/111 Items for the next agenda.

- i. Consultation for Somerset's new Local Transport Plan
- ii. Review of Effectiveness of Internal Audit

25/112 Date of next meeting – 31st July 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 21st July
2025).

21:28 – Meeting Ended.

List of May 2025 Payments

No	Date	To Whom Paid	Particulars	Amount
P8	13.05.2025	B/P to: Zurich Town&Council	Insurance Inv 543900650	-£ 1,391.32
P9	13.05.2025	B/P to: West Country Window	Mudford Inv 2964	-£ 105.00
P10	27.05.2025	B/P to: HMRC Cumbemauld	794PL00149285 mo 1	-£ 73.02
P11	30.05.2025	B/P to: Mrs Petra Galloway	Staff pay May	
P12	30.05.2025	B/P to: Mudford Village Hall	Room hire Inv 25/26/8	-£ 2,500.00
P13	30.05.2025	B/P to: Mrs Petra Galloway	Expenses 04 nad 05	-£ 82.00
P14	30.05.2025	B/P to: KM Dike nurseries	Grounds Maintenance Inv 2243	-£ 427.50
P15	30.05.2025	SERVICE CHARGE	BANK CHARGES	-£ 6.00

Appendix 1

1. Member of public (MOP):

Are MPC taking Legal Advice on the Proposed Development?

Mudford Parish Council (MPC):

Yes, MPC is seeking legal advice on Judicial Review case prospects to challenge the grant of planning permission but this legal advice is subject to legal privilege and not subject to release, and is exempt and can only be disclosed in closed meetings for the obvious reason that if MPC is proceeding with a case Somerset Council could monitor MPC's position.

MOP: Are MPC taking Legal Advice on the corresponding Section 106?

MPC: Depending on approval of fees, if agreed then yes, MPC are going to seek a review of the s 106.

2. MOP: If so, what specific instructions have been commissioned with regard to both the Development and the Section 106?

MPC: Question a bit unclear and legal instructions are privileged as above but the MPC can confirm that its solicitors have looked at Judicial Review (JR) grounds and will consider a Pre-action Protocol letter (PAP letter) once the decision notice is issued. If not proceeding with either a PAP or a JR, MPC will advise members of the public so they can seek their own legal advice in time to lodge a claim separately if they choose to do so.

3. MOP: As our PC will you please disclose these instructions so that Residents can consider they meet their needs?

MPC: Solicitor instructions were to advise on case prospects for JR after the resolution to approve but the details are privileged for reasons set out above.

4. MOP: Will the commissioned legal advice be available for consideration at the 26 June meeting?

MPC: No, it is legally privileged.

MOP: In the alternative if not, will a detailed update from the Lawyers be available for residents to consider?

MPC: The update on JR case prospects is pending the issue of the Decision Notice. For the reasons set out above the nature of the advice – proceeding or not - will be clarified.

5. MOP: In order for residents of Mudford to respond accordingly and take appropriate action if required, will the full Legal Advice be available to both MPC and residents prior to the final sign off by Somerset CC of the section 106 Decision Notice?

MPC: No for reasons given above, the legal advice is privileged and is exempt from disclosure but the PC position will be clarified so residents can seek independent legal advice.