

**Minutes of Mudford Parish Council Meeting held on Thursday 27th November 2025 at 19:00,
Mudford Village Hall, BA21 5TE**

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

Absent – Cllrs: Robin Bowring, John Snell.

In attendance: Petra Galloway – Parish Clerk/RFO and 9 members of the public.

19:00 – Meeting started.

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

RESOLVED: The Council received an apology from Cllr Bowring that he was away and resolved to accept his reasons. Cllr Snell was absent.

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).

Cllr Blackwood declared an interest (member of Mudford Community Speed Watch group) and will leave the meeting for item 25/259.

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)).

RESOLVED: The minutes from the Parish Council meeting held on 30th October 2025 were approved and signed as a true and accurate record of the meeting held.

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)).

RESOLVED: The minutes from the Parish Council extraordinary meeting held on 18th November 2025 were approved and signed as a true and accurate record of the meeting held.

25/247 To receive Public Comments.

1. A member of the public asked whether street lighting could be extended to East Lanes, as walking to the village in the dark is unsafe. It was also discussed whether the 30 mph sign could be relocated to include East Lanes.

ACTION: Clerk to contact Somerset Council’s traffic team

2. A member of the public informed the Council of flooding issues in the area. Cllr Bartlett will facilitate contact with a member of 3VFG who is responsible for the issue/area.

ACTION: Cllr Bartlett

25/248 To receive outside reports from Representatives.

i. Somerset Councillors (3 minutes)

Cllr Hobhouse – a new policy on phosphates is going through the Scrutiny Committee in January, and Somerset Council (SC) will discuss it in February. It could be implemented in April or May 2026. Cllr Messenger sent his apologies.

ii. Outside bodies/groups (3 minutes)

FOMAG (Friends of Mudford Action Group) – a complaint was sent to SC, and as no response was received, it will now be referred to the Ombudsman. A Freedom of Information (FOI) request was made for emails between SC and the developer of application 14/02554/OUT. A letter with 275 signatures, citing a breach of Nolan’s principles, was sent to SC. A meeting was offered, but not with the Chief Executive. An FOI request was also submitted to Public Health England for the results of anthrax testing related to application 14/02554/OUT, as these are not in the public domain. The Sockhill development (Land north of Mudford Road) is currently being scrutinized ahead of the submission of a Reserved Matters application.

Chair of the Village Hall (VH) Committee – £200 was raised at the Christmas Fayre. Last Café morning is scheduled for 4th December and Christmas lunch for 11th December, The VH will then re-open 8th January 2026.

3VFG (3 Villages Flood Group) – A meeting was held on 31st October with Yeovil Rivers Community Trust (YRCT), the Farming and Wildlife Advisory Group (FWAG), Somerset Rivers Authority (SRA), and Wessex Water. Somerset Highways’ additional funding for drain and gulley jetting has not arrived, which has affected the work schedule. Somerset Highway’s application for additional funds has been submitted and will be discussed at the SRA board meeting on 5th December in Shepton Mallet. 3VFG will attend to support the case. Further updates from 3VFG will be provided under item 25/255.

Cllr Hobhouse has requested that roads in need of resurfacing areas are submitted to him.

ACTION: Cllr Bartlett

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) – extraordinary meeting held on 18th November. 27th November – the Council was informed that the court has granted permission for the claim to proceed to substantive hearing, the parish council’s adverse cost is capped at £10,000.
- ii. Flood warden equipment purchase 25/90 (Clerk) – torches and headlamps were purchased and donated to the VH. Hygiene items will be purchased using the credit card when it becomes available.
- iii. Swing and basketball post repairs (Clerk) – scheduled for the week commencing 8th December.
- iv. Pavement (top of the village) (Clerk) – email to SC sent; the Clerk also reported the issue on the SC website.

25/250 To receive planning decisions report:

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

RESOLVED: The Council noted the decision.

25/251 To consider commenting on planning applications:

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

MUDFORD PARISH COUNCIL

www.mudford-pc.gov.uk

Clerk: Petra Galloway

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

The proposal is to construct a steel-framed agricultural storage barn for hay, straw, machinery and feed stuff.

RESOLVED: The Clerk was delegated to write a response agreed by the Council that the Council does not object to the granting of planning permission.

Action: Clerk

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

None received.

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							

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

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
4	Richard Buxton Solicitors	Inv 3134	£3,914.20	Paid on 13.11.2025

- 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

RESOLVED: The Council noted all items 25/254 i. - iv.

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.

RESOLVED: The Council agreed to earmark the grant and place it in earmarked reserves for 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	XXXXXX
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

RESOLVED: The Council approved the payment schedule.

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

RESOLVED: The Council approved an internal virement of £15,000.

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

RESOLVED: The Council reviewed the 2nd draft budget. The final budget will be agreed in January 2026.

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

RESOLVED: The Council appointed Cllr Blackwood as the second Programme administrator.

Cllr Blackwood left the meeting (disclosed interest in item 25/259).

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

A grant application has been submitted to cover the cost of one quarterly meeting of Mudford Community Speed Watch, including village hall hire and refreshments. The Council noted that the group does not have a bank account.

RESOLVED: The Council resolved 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 Mudford Community Speed Watch's grant application for the sum of up to £70 in respect of a Mudford Community Speed watch meeting. The Council agrees that the work of Mudford Community Speed Watch will benefit the community, that the expenditure is commensurate with the benefit obtained, and that the expenditure will be debited to the Grants budget. The Clerk was authorised to pay for the VH hire and purchase the refreshments once the corporate credit card is issued.

Cllr Blackwood returned to the meeting.

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

RESOLVED:

- i. The Council noted that 2 quotes were requested
- ii. The Council received 2 quotes
- iii. The Council agreed to accept quote 2 from The Play Inspection Company for £142.45 + VAT for work to be carried out in summer 2026

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

The SALC grant application was successful, and £5,000 was received on 27th October 2025. The total cost of the Survey and Plan is £6,500 plus VAT and printing costs. £500 is allocated in the budget for printing, to be placed in reserves for next year when the Survey and Plan are carried out. £1,500 remains to be raised. This amount is budgeted for in FY 2026–2027 should further grant applications be unsuccessful.

RESOLVED: The Council delegated the Clerk to complete and submit further grant applications including Viridor, Clarks and others as required.

ACTION: Clerk

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

RESOLVED: The Council received draft minutes from the last meeting of the HR Committee and its recommendations included therein.

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

RESOLVED: The Council agreed to include Occupational Sick Pay in the Sickness Absence Policy. The Council agreed and adopted all HR policies 25/263 i. – vi.

25/264 Mudford Cemetery:

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

The Council noted that the fees were last reviewed in November 2024 and that there have been four EROB purchases from outside Mudford in the past two months. The Council noted that additional urns could be placed in double depth graves. The Clerk sought advice regarding the spacing of graves and was informed that the common practice is 4.5 feet from mid-plot to mid-plot (the spacing at Mudford Cemetery is shorter, and increasing the spacing would reduce the number of available burial plots).

RESOLVED:

- i. The Council agreed to amend the Cemetery regulations so that up to 3 ashes urns can be placed in double depth grave (above the 2nd casket at a depth of two feet). The Council agreed to adopt the updated Cemetery Regulations. The Council reviewed and adopted the Cemetery Fees (without change).
- ii. The Council asked the Clerk to calculate how many burial places would be lost should the distance be increased to 4.5 feet to be discussed in February together with a template of Shallow Grave Digging Policy.

ACTION: Clerk

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

RESOLVED: The Council agreed and adopted the form.

20:48 The Council agreed to suspend Standing Order 3 w and extend the meeting until 21:30.

20:49 Cllr Blackwood left the meeting; 20:52 Cllr Blackwood returned to the meeting.

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.

The Chair of 3VFG presented a more detailed update from the meeting with YRCT, FWAG, SRA, and Wessex Water. YRCT will lead the project to engage local organisations and farmers in efforts to alleviate flooding. Cllr Bartlett will assist with introductions to local farmers. The work has already started in 3 areas (including Mudford Cross and West Mudford). It may be possible for members of the SRA board to visit Mudford to discuss issues and activities with 3VFG. No action is currently required from the Council.

RESOLVED: The Council received the update.

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.

3VFG has suggested that the Council meet with Somerset Wildlife Trust to discuss a climate adaptation initiative, and the Council agreed to initiate these talks. The Chair and Clerk held a call with the Trust. The Trust would like to hold a public workshop (“Talk Stage”) in the village hall, with the suggested date being the end of January, subject to agreement by the Council and 3VFG.

The Trust explained that the *Act to Adapt* initiative is designed to work alongside existing plans and enhance them, rather than being an additional standalone plan.

RESOLVED: The Council agreed to participate in the Act to Adapt project in cooperation with 3VFG. It was agreed that the end of January would be a suitable time to hold the public workshop. The Clerk will remain the point of contact between Somerset Wildlife Trust, 3VFG, and the Council.

ACTION: Clerk

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

The Clerk contacted the SC traffic team and was advised that the incomplete low-cost measures work has been resolved but will take time to process. The remaining work has been re-submitted for this financial year, but completion before March 2026 cannot be guaranteed. Road surface issues can also be submitted for inspection. A resident also informed the Council that the police will capture traffic data over the next two months.

RESOLVED: The Council asked the Clerk to submit the road surface issues based on the information received by the resident and councillors (photos included).

ACTION: Clerk

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

The Withy Bed is listed on the Parish Council's Asset Register; however, the Clerk has been unable to find proof of ownership (the land is currently unregistered with the Land Registry). The full scope of the conservation project with YRCT is unlikely to proceed while ownership remains uncertain.

Cllr Bartlett suggested that the land could be registered as community owned land.

RESOLVED: The Council asked the Clerk to seek further information on what registering the land as community owned land would mean in practical terms (instead of registering it as Parish Council land). Cllr Bartlett agreed to provide the Clerk with the necessary information.

ACTION: Clerk, Cllr Bartlett

21:25 The Council agreed to suspend Standing Order 3 w and extend the meeting until 22:00.

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

RESOLVED: The Council agreed not to waive the fee.

25/271 To receive Councillor reports¹.

No reports were received.

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.

Total number of vehicles in November 2025: 211,238

25/274 Items for the next agenda.

- 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.

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).

RESOLVED: The Council resolved to exclude the press and public to discuss contractual and employment matters.

25/277 Cemetery Contractor:

i. To review current arrangements

RESOLVED: The current arrangements of the cemetery contractor being an external contractor were discussed, and the Council has agreed to continue with this arrangement until the end of September 2026.

ii. To agree and sign a new contract for the cemetery contractor

RESOLVED: The Council agreed the wording of the contract and delegated the Clerk to sign it.

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

RESOLVED: The Council agreed to remunerate the Clerk for 31 hours of overtime, which includes 12 hours spent on the Community Survey. Payment for these hours will be included in the December payroll.

21:35 – Meeting ended.

MUDFORD PARISH COUNCIL

www.mudford-pc.gov.uk

Clerk: Petra Galloway

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

List of October 2025 payments

PAYMENTS		FY 2025-2026		
No	Date	To Whom Paid	Particulars	Amount
P56	03.10.2025	B/P to: Ava Recreation	Inv AVAA3582 Skate park repairs	-£ 1,240.80
P57	13.10.2025	B/P to: Somerset Council	Inv 32005714 Play area inspections 1 and 2 Q	-£ 400.61
P58	31.10.2025	B/P to: Pinnacle Accountancy	Inv 19187 Payroll	-£ 98.40
P59	31.10.2025	B/P to: SLCC	Inv MEM254740-3 Membership 2nd inv	-£ 62.00
P60	31.10.2025	B/P to: HMRC Cumbernauld	794PL00149285 mo 7	-£ 55.64
P61	31.10.2025	B/P to: KM Dike nurseries	Grounds Maintenance Inv 2362	-£ 427.50
P62	31.10.2025	B/P to: Mrs Petra Galloway	Staff Pay October	
P63	31.10.2025	SERVICE CHARGE	BANK CHARGES	-£ 6.00