

**Minutes of Mudford Parish Council Meeting held on Thursday 28<sup>th</sup> August 2025 at 19:00,  
Mudford Village Hall, BA21 5TE**

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

**Absent** – Cllrs: John Snell, Philip Edgeworth, Peter Blackwood.

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

**19:00 – Meeting started.**

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

The Council received apologies from Cllr Blackwood and Cllr Edgeworth, both of whom had family matters to attend to, and resolved to approve their reasons.

Cllr Snell was absent.

**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).

Cllr Bowring declared an interest in motion 25/165 (association with Mudford Village Hall Committee) and will leave the meeting for the discussion of the motion and the voting.

**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)).

**RESOLVED:** The minutes from the Parish Council meeting held on 31st July 2025 were approved and signed as a true and accurate record of the meeting held.

**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)).

**RESOLVED:** The minutes from the Extraordinary Parish Council meeting held on 19<sup>th</sup> August 2025 were approved and signed as a true and accurate record of the meeting held.

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

No public comments were received.

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

- i. Somerset Councillors (3 minutes) – Cllr Hobhouse shared updates on Somerset Council’s budget.

- ii. Outside bodies/groups (3 minutes)
  - Chair of the Village Hall (VH) Committee – Weekly craft afternoon starts on 2<sup>nd</sup> September, Macmillan Cafe morning is scheduled for 25<sup>th</sup> September, Enrico’s Pizza is scheduled to return on 26<sup>th</sup> September.
  - Chair of the 3VFG - The Environment Agency (EA) will withdraw from maintenance of many small rivers. The Flood Pod event is scheduled for 26<sup>th</sup> September. The Clerk was asked to put Climate Adaptation plan and the Parish Council dredging/communication with farmers on the next agenda.
  - FOMAG – Public meeting is scheduled for 11<sup>th</sup> September at 19:00.

**ACTION:** Clerk

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

- i. Flood Warden equipment purchase (Clerk) - Ongoing.
- ii. Parish Online Mapping Software trial (Clerk) – Successful; further information in 25/166.
- iii. FOI request – soil testing 14/02554/OUT (Clerk) – The Clerk called ICO as requested, and it was confirmed that FOI cannot be made to the landowner/potential developer.
- iv. SID repair (Clerk) - Completed. No repairs were required. The engineers reset the power, checked the batteries (13.6V), and tested the radar.
- v. Footpath diversion Y 18/1 (Clerk) – No updates received.
- vi. Mudford Park and Octagon ownership (Clerk) – Both are owned by Somerset Council.

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

No application was received.

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

MUDFORD PARISH COUNCIL

[www.mudford-pc.gov.uk](http://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
<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						

**RESOLVED:** The Council approved the Cashbook/Bank Reconciliation.

**25/163 FINANCE:**

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

**RESOLVED:** The payments were noted.

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

- 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).  
**RESOLVED:** The final cost was noted.
- 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.  
**RESOLVED:** The virement was noted.
- iv. To **note** a receipt of £1,200 on 4<sup>th</sup> August 2025 for the purchase of EROB for plot A2 26.  
**RESOLVED:** The receipt was noted.
- 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.  
**RESOLVED:** The interest rate change was noted.

**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

The Clerk asked the council to include Falcon Signs invoice no 4376 for £389.64 received on 28<sup>th</sup> August to be paid after the signs are received (scheduled delivery 29<sup>th</sup> August 2025).

**RESOLVED:** The Council approved the payment schedule including the Falcon Signs invoice.

**ACTION:** Clerk to set up the payments, Cllrs Brown and Dalton-Leggett to authorise

Cllr Bowring left the meeting.

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

**RESOLVED:** The council has 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 Mudford Village Hall Committee grant application for the sum **£695.78** in respect of purchases to provide a Safe Haven for the community. The council has agreed that the work of the Mudford Village Hall Committee 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 Bowring re-joined the meeting.

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

**RESOLVED:** The Council agreed to sign up for Parish Online Mapping software for the cost of £63 + VAT per year. The Clerk was delegated to apply for the APGB license. The Clerk was asked to find out if multiple users can use the account.

**ACTION:** Clerk

**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.

**RESOLVED:**

- i. The Council noted 4 quotes were requested.
- ii. The Council received the 4 quotes.
- iii. The Council accepted quote 1 from Lockett Tree Surgery for Bracing the T1 in the Cemetery, Bracing T9 in the Recreation Ground and Ash Pollarding in the Withy Bed for the total cost of £1,000 + VAT. The works will be debited to the Hedges and Trees budget line.

**ACTION:** Clerk to instruct the tree surgeon

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

**RESOLVED:** The Council received the Annual Inspection Report and Clerk's Comparison of Equipment Risk and Findings (2025 vs 2024). The Council resolved to seek a quote for replacement of damaged blackboard graphic card on the basketball post. The Council further resolved to replace the worn shackles (and chains) on both the flat seat and cradle seat bay swings. The Council delegated the Clerk to ask the Cemetery Caretaker to supply like for like parts. Cllr Bowring and Bartlett have agreed to carry out the work; Clerk will write a risk assessment. Clerk will remove the cable ties on the Multi Play equipment.

**ACTION:** Clerk, Cllrs Bowring and Bartlett and Cemetery Caretaker

**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.

**RESOLVED:**

- i. The Council noted that 3 quotes were requested.
- ii. The Council received two quotes.
- iii. The Council agreed to postpone the replacement of the Activity Trail until next year. The Council agreed to accept quote no 3 from Ava Recreations for a total maximum amount of £1,100 + VAT. The Clerk was delegated to ask the contractor to remove the Activity Trail replacement from the quote and confirm the cost for concreting around skate park equipment and installation of the skate park signs only. The works will be debited to General Maintenance Budget. The Clerk was asked to budget for the Activity Trail and Multi Play rope replacement for FY 2026-2027.

**ACTION:** Clerk

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

- i. To agree the Terms of Reference for the Community Plan 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 Grant Application and agree actions to be taken.
- iv. To receive and consider a first draft of the Community Survey questions and to suggest any changes.

**RESOLVED:**

- i. The Council agreed the Terms of Reference for the Community Plan Steering Group.
- ii. The Council received updates and recommendations from the Steering Group.
- iii. The Council received updates on the Grant Application and resolved to receive 3 quotes from potential providers at an extraordinary meeting (date to be confirmed) prior to the grant deadline of 22<sup>nd</sup> September. The Council also agreed on the criteria for the evaluation of the provider's quotes.
- iv. The Council received the first draft. The application will be finalised once the provider is agreed.

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

**RESOLVED:** The Council reviewed and adopted the Expenses policy and agreed to pay the cost of Clerk's SLCC membership of £300.

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

No reports were received.

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

**RESOLVED:** The Council appointed Cllr Edgeworth as the Bus Representative.

Cllr Bowring declared an interest (association with the Village Hall Committee) and left the meeting.

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

**RESOLVED:** The Council appointed Cllr Bowring as the Mudford Parish Council (Trustee) on the Village Hall Management Committee.

Cllr Bowring re-joined the meeting.

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

Report:

- i. EROB for A2 26 was granted.

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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).

- ii. Withy Bed ownership archive search will be conducted next week.
- iii. The new signs for the Recreation Ground and the Cemetery should arrive on 29th August 2025.
- iv. Judicial Review of 14/02554/OUT – The Court claim was lodged on 26th August 2025.

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.**

Total number of vehicles in August 2025: 143,303 (two weeks’ worth of the data was lost from the device at the top of the village due to engineer’s work).

**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).

**20:48 – Meeting ended.**

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**Clerk:** Petra Galloway

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

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**List of July 2025 payments**

No	Date	To Whom Paid	Particulars	Amount
P24	03.07.2025	B/P to: Brynley Andrews	Arb Survey BAA1676	-£ 685.00
P25	11.07.2025	B/P to: Richard Buxton Solicitors	Legal Fees Inv 2881	-£ 1,560.00
P26	29.07.2025	B/P to: Mrs Petra Galloway	Staff Pay July	
P27	31.07.2025	SERVICE CHARGE	BANK CHARGES	-£ 6.00