

**Minutes of Mudford Parish Council Meeting held on Thursday 30<sup>th</sup> October 2025 at 19:00,  
Mudford Village Hall, BA21 5TE**

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

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

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

**19:00 – Meeting started.**

**25/211 To receive and consider apologies for absence and approve the reasons** (LGA 1972 s 85(1)).

No apologies were received; Cllrs Edgeworth and Snell were absent.

**25/212 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).

No Declarations of interest were received.

**25/213 To approve and sign as a correct record the minutes of the previous meeting held on 25<sup>th</sup> September 2025** (LGA 1972 Sch 12, para 41(1)).

**RESOLVED:** The minutes from the Parish Council meeting held on 25<sup>th</sup> September 2025 were approved and signed as a true and accurate record of the meeting held.

**25/214 To receive Public Comments.**

A comment was received regarding the pavement from the top of the village to the cemetery. The Clerk will contact Somerset Council whether the encroaching grass could be removed.

**ACTION:** Clerk

**25/215 To receive outside reports from Representatives.**

- i. Somerset Councillors (3 minutes) – No comments were received from Cllr Messenger; Cllr Hobhouse was not in attendance.
- ii. Outside bodies/groups (3 minutes):  
Chair of the Village Hall (VH) Committee – The floor in the hall has been refurbished. Christmas Fayre event is scheduled for 15th November. No parishioners attended the AGM. The Committee will consider holding future AGMs at a different time of day.

**25/216 To receive an update on matters arising from previous meetings and to review the action list.**

- i. Tree surgery (Clerk) – carried out on 28th October, Cllr Bartlett carried out a visual inspection – all was in order.
- ii. Skate Park repairs and new signs (Clerk) – completed and invoice paid.
- iii. SALC’s Community Health and Wellbeing Grant (Clerk) – funds were received: to be noted at the next meeting.

- iv. Judicial Review of 14/02554/OUT (Clerk) – a witness statement from the Clerk to explain Council’s reserves was submitted.
- v. Corporate purchasing card (Clerk) – in progress. Second programme administrator to be decided and application to be signed.
- vi. Cattle issue - Ashington Lane (Clerk) – the Clerk was informed that Animal and Plant Health Agency spoke to the farmer about the issue and will check the progress in containing the cattle in the near future.
- vii. Dialogue with landowners (Clerk) – 5 worst locations were identified as discussed. 3VFG meeting with FWAG, Yeovil Rivers Trust, Wessex Water and SRA is scheduled for 31st October to look at some problematic areas. Item for next meeting’s agenda.

**25/217 To consider commenting on planning applications:**

25/02354/FUL; Parsonage Farm, West Mudford, Mudford, Yeovil, BA21 5TJ. To erect two agricultural livestock buildings.

The Council received information during the discussion that the permission was refused but was unable to verify the information as the planning website was unavailable. The Clerk received an extension on the deadline for comments until 3<sup>rd</sup> November.

**RESOLVED:** The Council asked the Clerk to verify whether permission was indeed refused, and if that was the case to send an email to SC’s planning department that due process has not been followed and the decision should be overturned. If the decision has not been issued the Clerk should respond that the Council is in support of the application and to note that 4 neighbours who also attended the meeting are also in support of the application.

**ACTION:** Clerk

**25/218 To consider commenting on planning applications received on and after 24<sup>th</sup> October 2025.**

None received.

**25/219 FINANCE: To approve the Cashbook/Bank Reconciliation to 30<sup>th</sup> September 2025 and review budget for Q2 FY 2025-2026.**

MUDFORD PARISH COUNCIL

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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	£ 949.21					-£ 1,713.63
Cemetery Fees	£ 2,380.00	£ 1,600.00					-£ 780.00
Grants	£ -	£ -					£ -
Other	£ 35.00	£ -					-£ 35.00
VAT repayment	£ 8,349.53	£ -					-£ 8,349.53
<b>TOTAL RECEIPTS</b>	<b>£ 71,527.37</b>	<b>£ 49,016.21</b>					<b>-£ 22,511.16</b>
<b>PAYMENTS</b>							
<b>Operations</b>							
Salaries	£ 9,504.51	£ 4,913.44		£ 11,000.00	£ 6,086.56	55%	-£ 4,591.07
Admin	£ 4,018.58	£ 3,149.30		£ 5,233.00	£ 2,083.70	40%	-£ 869.28
Subscriptions	£ 663.08	£ 685.32		£ 724.00	£ 38.68	5%	£ 22.24
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
<b>Parish Maintenance</b>							
Grounds Maintenance Contract	£ 4,125.42	£ 2,818.94		£ 6,500.00	£ 3,681.06	57%	-£ 1,306.48
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	£ 137.50		£ 935.00	£ 797.50	85%	-£ 804.14
General Parish Maint/Drains/Flood	£ 1,503.00	£ 923.42	£ 1,034.00	£ 2,540.00	£ 1,616.58	64%	-£ 579.58
<b>25-26 Projects and Grants</b>							
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	£ -	-£ 11,675.63	N/A	-£ 14,722.87
VAT incurred	£ 8,204.45	£ 3,288.58					-£ 4,915.87
Budget additions (To Reserves)				£ 4,350.00			
<b>TOTAL PAYMENTS</b>	<b>£ 68,907.14</b>	<b>£ 34,085.73</b>					
<b>s137 sub-total</b>		<b>£ 2,603.78</b>					
Exc of Recept over Paymts	£ 2,620.23	£ 14,930.48					
plus balances b/fwd	£ 100,068.01	£ 102,688.24					
Balances c/fwd	£ 102,688.24	£ 117,618.72					
<b>Reconciliation with bank accounts at 30th SEPTEMBER 2025</b>							
Unity Trust Current Account	£ 3,604.25						
Unity Trust Savings Account	£ 44,014.47						
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	£ 117,618.72						

**RESOLVED:** The Council approved the Cashbook/Bank Reconciliation to 30<sup>th</sup> September 2025 and reviewed budget for Q2 FY 2025-2026.

**25/220 FINANCE:**

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

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Invoice	Payee	Particulars	Amount	Notes
1	Somerset Council	Inv 32005714 Play area inspections	£400.61	Paid on 13.10.2025
2	Ava Recreation	Inv AVAA3582 Skate Park repairs	£1,240.80	Paid on 03.10.2025
3	Geosphere (Parish Online)	Inv 40UD080-0003 Maps (software)	£75.60	Paid on 29.09.2025
4	Richard Buxton Solicitors	Inv 3041 MUD 1/1 Legal Fees 24/235 (PAP letter) and 1 <sup>st</sup> stage of lodging JR claim	£12,485.22	Paid on 29.09.2025
5	PKF Littlejohn LLP	SB20252592 Audit (External)	£378.00	Paid on 29.09.2025

- ii. To **note** an internal virement of £15,000 from the Unity Trust Bank Instant Access Saving Account to Unity Trust Bank Current Account on 26<sup>th</sup> September 2025.
- iii. To **note** changes to Unity Trust Bank Terms and Conditions.
- iv. To **note** that a training event for Assertion 10 was booked by the Clerk at a cost of £50.
- v. To **note** the receipts from 30<sup>th</sup> September to 24<sup>th</sup> October 2025.

Date	Particulars	Amount	Notes
30.09.2025	Unity Trust Bank – Credit Interest	£351.86	Instant Access account
15.10.2025	Evans – EROB purchase C2 28 (£1,200) and C2 29 (£1,200)	£2,400	Pre-purchase for 50 years
17.10.2025	A. J. Wakely – EROB with interment B2 24	£1,600	On behalf of their client

**RESOLVED:** The Council noted all items 25/220 i. - v.

**25/221 FINANCE:**

- i. To approve the payment schedule for October 2025.

Invoice	Payee	Particulars	Amount
1	Staff	Salary October	████████
3	KM Dike Nurseries	Grounds Maintenance Inv 2362	£427.50
5	HMRC	794PL00149285 mo 7	£55.64
6	SLCC	Membership invoice (2 <sup>nd</sup> part; total invoice £300 - £238 already paid) MEM254740-3	£62.00

**RESOLVED:** The Council approved the payment schedule.

ii. To note that the minutes from 19<sup>th</sup> August 2025, motion 25/152, incorrectly recorded the solicitor’s fee as £12,000. The correct amount is £12,000 plus VAT. To agree that the sum to be paid shall be £12,000 plus VAT.

**RESOLVED:** The Council noted the error and agreed the sum to be paid shall be £12,000 plus VAT.

**ACTION:** Clerk will set up the payments and Cllrs Dalton-Leggett and Brown will authorise them.

**25/222 Basketball post and play area swings repairs (Recreation Ground):**

- i. To note that 3 quotes were requested for the repairs suggested in the annual inspection report from August 2025.
- ii. To receive 3 quotes.
- iii. To agree actions to be taken.

**RESOLVED:**

- i. The Council noted that 3 quotes were requested.
- ii. The Council received 3 quotes.
- iii. The Council agreed to accept quote 1 from GB Sport & Leisure for £1,083 + VAT (including the replacement of the cradle swings) which will be debited to the General Maintenance budget. The Clerk was authorised to agree a further expense of up to £100 should it be required.

**25/223 FINANCE: To review the earmarked and general reserves and consider any reallocations or transfers of funds.**

**RESOLVED:** The Council reviewed the reserves (Appendix 1) and agreed to vire £9,400 from General reserve to Up Mudford Challenge reserve so £10,000 can be kept in that reserve for the adverse cost of judicial review 14/02554/OUT should it be required as agreed in 25/152. The Council further agreed to vire £1,083 from Play area equipment reserve to General Maintenance budget line for the repairs agreed in 25/222.

**25/224 FINANCE: To consider withdrawal of funds from Redwood Bank's 95-day notice account.**

**RESOLVED:** The Council agreed to withdraw £10,000 from the 95-day notice account. The funds will be paid into the Unity Trust Bank Current Account. The Clerk was authorised to initiate the withdrawal.

**25/225 FINANCE: To review and consider draft staff budget for FY 2026-2027 and suggest any changes.**

**RESOLVED:** The Council considered the draft and had no comments at this stage.

**25/226 FINANCE: To review and discuss draft budget for FY 2026-2027 and suggest any changes.**

**RESOLVED:** The Council considered the draft and had no comments at this stage. The 2<sup>nd</sup> Draft will be discussed on 27<sup>th</sup> November.

**25/227 FINANCE - Internal Controls:**

- i. To appoint a councillor to carry out monthly internal control checks.  
**RESOLVED:** The Council agreed to appoint Cllr Blackwood to carry out the checks at least 6 times a year with no more than 3 months between checks. The Council also appointed Cllr Blackwood as the second Programme administrator for the Corporate Purchasing Card (MultiPay card).
- ii. To amend the Internal Controls Policy.  
**RESOLVED:** The Council amended the policy.
- iii. To receive the Internal Control report and agree any necessary changes.  
**RESOLVED:** The Council received the Internal Control report and agreed the wording.

**25/228 To amend the Financial Regulations.**

**RESOLVED:** The Council amended its Financial Regulations to include information about credit/debit and corporate purchasing cards.

**25/229 To consider a donation to Royal British Legion.**

**RESOLVED:** The Council agreed a donation of £250 which shall be made under the power of Local Government Act 1972 s137. The council has agreed that the donation 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. The Clerk will make the donation via a bank transfer.

**ACTION:** Clerk

20:50 The Council agreed to suspend Standing Orders 3 w and extend the meeting until no later than 21:30.

**25/230 To discuss the meeting with Bloor Homes and Copperfield’s consultant regarding the planning application Land north of Mudford Road.**

The Council was invited to meet representatives from Bloor Homes and their planning consultants to discuss the upcoming residential development north of Mudford Road (outline planning application 22/00695/OUT). The Reserved Matters Planning Application is expected to be submitted in November 2025, with a public website launching soon to provide further details and updates.

**25/231 To consider the Yeovil Masterplan consultation and agree on a formal response.**

**RESOLVED:** The Council agreed to oppose the sale and redevelopment of Court Ash, Nash Lane and Stars Lane car parks but supports the redevelopment of Glovers Walk and the former Wilko site, recognising the regeneration benefits of these schemes. The Clerk was delegated to write and submit the response to the consultation to communicate this position, making clear that Mudford Parish Council supports regeneration but will oppose the disposal of critical car parking assets.

**ACTION:** Clerk

**25/232 To receive Councillor reports<sup>1</sup>.**

No reports were received.

**25/233 To receive the Parish Clerk’s report and any correspondence.**

Report:

- i. EROB granted for B2 24, C2 28 and C2 29.
- ii. Assertion 10 training – 4 councillors and the Clerk attended the training.
- iii. Withy Bed – YRCT feels the ownership issue is a problem and only maintenance works can be carried out. Adverse possession to be discussed at the next meeting.
- iv. Act to Adapt meeting with Somerset Wildlife Trust was scheduled – update at the next meeting.

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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).

Correspondence:

Devon and Somerset Fire and Rescue Service Precept Survey

From Somerset Council:

1. Update on Planning Service
2. Cost of Living support
3. Public consultation on Local Nature Recovery Strategy

**25/234 To receive the traffic report from Vehicle Activated Devices.**

Total number of vehicles in October 2025: 241,086

**25/235 Items for the next agenda.**

- i. 2<sup>nd</sup> Draft PC Budget FY 2026-2027
- ii. Drains and gullies discussion with farmers (Cllr Bartlett and Snell)
- iii. HR policies
- iv. Review of Cemetery Regulations and Fees
- v. Cemetery caretaker contract
- vi. Withy Bed ownership

**25/236 Date of next meeting** – 27<sup>th</sup> November 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 17<sup>th</sup> November 2025).

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## Appendix 1

RESERVES (inc. EARMARKED funds)	Reserves at 31/3/2023	Additions/ Spend in 2023/2024	Reserves at 31/3/2024	Additions/ Spend to/from Reserves 2024/2025	Reserves at 31/3/2025	Reserves 30/10/2025	Notes
General maintenance around parish	£ 7,904.58	£ 2,400.00	£ 10,304.58	£ -	£ 10,304.58	£ 10,304.58	Reserves sufficient for essential maintenance (such as Grounds Maintenance)
Long term chapel maintenance (period?)	£ 4,767.00	£ 2,000.00	£ 6,767.00	£ 2,883.00	£ 3,884.00	£ 3,884.00	Minus £4,883 Hodders Roofing chapel repair from Chapel Reserves (but plus £2,000 from EOY 24/25)
Long term cemetery maintenance (period ?)	£ 5,513.15	£ 1,000.00	£ 6,513.15	£ 4,299.82	£ 10,812.97	£ 10,812.97	Includes remaining funds from Cemetery budget line at EOY (£919.82), Includes income from Cemetery fees from 2024 - 2025 (£2,380)
Computer/printer replacement fund (5yr)	£ 446.00	£ 150.00	£ 596.00	£ 150.00	£ 746.00	£ 746.00	
Parish Projects (identify & period?)	£ 4,000.00	£ 4,000.00	£ -	£ 3,835.40	£ 3,835.40	£ 3,835.40	Finger posts/Bus shelter/ noticeboard/bridge. Includes remaining funds from budget at EOY.
Play area equipment long term replacement fund (period?)	£ 7,000.00	£ 1,000.00	£ 8,000.00	£ 1,000.00	£ 9,000.00	£ 6,883.00	£1,034 moved to General Maintenance budget line 25/197 (September), £1,083 moved to General Maintenance budget line 25/223 (October)
Cemetery land/consecration starter fund (Ring fenced - 5yr?)	£ 12,170.00	£ -	£ 12,170.00	£ -	£ 12,170.00	£ 12,170.00	
Up Mudford Challenge	£ 10,000.00	£ 7,000.00	£ 17,000.00	£ 8,398.50	£ 8,601.50	£ 10,001.50	£8,000 moved to Up Mudford Legal Challenge Budget line 25/09 (April), £9,400 moved from General reserve 25/223 (October) - £10,000 earmarked for adverse costs JR 14/02554/OUT
Highways & speed control fund	£ 2,095.14	£ 500.00	£ 2,595.14	£ 500.00	£ 3,095.14	£ 3,095.14	
Defibrillator fund	£ 2,703.51	£ 786.00	£ 1,917.51	£ 200.00	£ 2,117.51	£ 2,117.51	
Election (Ring fenced)	£ 1,295.53	£ -	£ 1,295.53	£ -	£ 1,295.53	£ 1,295.53	
General reserve	£ 31,235.53		£ 32,909.10	£ 3,916.51	£ 36,825.61	£ 15,425.61	£12,000 moved to Up Mudford Challenge Budget line 25/152 (August), £9,400 moved to Up Mudford Challenge reserves 25/223 (October)
<b>Total Reserves</b>	<b>£89,130.44</b>		<b>£ 100,068.01</b>	<b>£ 2,620.23</b>	<b>£ 102,688.24</b>	<b>£ 80,571.24</b>	

## List of payments September 2025

PAYMENTS		FY 2025-2026		
No	Date	To Whom Paid	Particulars	Amount
P43	01.09.2025	B/P to: Mudford Village Hall	Grant 25/165 August 2025	-£ 695.78
P44	01.09.2025	B/P to: Falcon Signs	Signs Completed Inv 4376	-£ 389.64
P45	04.09.2025	B/P to: Workwear Express	SO2476321 MO VH Grant 25/90	-£ 233.00
P46	26.09.2025	B/P to: SLCC	MEM254740-1 Membership invoice 1	-£ 238.00
P47	26.09.2025	B/P to: HMRC Cumbernauld	794PL00149285 mo 6	-£ 55.64
P48	26.09.2025	B/P to: Play Inspection Company	Annual Inspection Inv 80186	-£ 165.00
P49	26.09.2025	B/P to: KM Dike Nurseries	Grounds Maintenance Inv 2339	-£ 427.50
P50	26.09.2025	B/P to: Mrs Petra Galloway	Expenses 08 and 09	-£ 100.10
P51	29.09.2025	B/P to: Mrs Petra Galloway	Staff Pay September	
P52	29.09.2025	B/P to: PKF LittleJohn LLP	SB20252592 External Audit	-£ 378.00
P53	29.09.2025	B/P to: Richard Buxton Solicitors	Inv 3042 MUD 1/1	-£12,485.22
P54	29.09.2025	B/P to: Geosphere (Parish Online)	40UD080-0003 Maps	-£ 75.60
P55	30.09.2025	SERVICE CHARGE	BANK CHARGES	-£ 6.00