

Notice of a Mudford Parish Council Meeting

Dear Councillors,

You are hereby summoned to attend the following:

Meeting of: **Mudford Parish Council**
Time: **19:00**
Date: **Thursday 30th April 2026**
Venue: **Mudford Village Hall, BA21 5TE**

P. Galloway

Petra Galloway
Parish Clerk
24th April 2026

The following members of Mudford Parish Council are summoned to attend:

J. Dalton-Leggett (Chairman), R. Bowring, D. Brown, P. Blackwood, P. Edgeworth, S. Bartlett and J. Snell.

Equality Act 2010

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, and any disability), Gender Equality, Crime & Disorder, Biodiversity, Health & Safety and Human Rights.

Recording of Council Meetings

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e., clearly visible to anyone at the meeting), but non-disruptive. This permission does not extend to private meetings or parts of meetings which are not open to the public.

MUDFORD PARISH COUNCIL

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

Members of the Public and Press are invited to attend all Council Meetings (Public Bodies (Admission to Meetings) Act 1960).

Mudford Parish Council will be discussing all the items listed below:

The agenda specifies the business that it is proposed to transact (Local Government Act 1972 Sch 12, para 10 (2)(b)) and the Council cannot lawfully decide any matter which is not specified in the agenda (Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

AGENDA

26/06 To receive and consider apologies for absence and approve the reasons (LGA 1972 s 85(1)).

26/07 To receive 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).

26/08 To approve and sign as a correct record the minutes of the previous meeting held on 26th March 2026 (LGA 1972 Sch 12, para 41(1)).

26/09 To approve and sign as a correct record the minutes of the extraordinary meeting held on 1st April 2026 (LGA 1972 Sch 12, para 41(1)).

26/10 To approve and sign as a correct record the confidential report from the extraordinary meeting held on 18th November 2025.

26/11 To receive Public Comments.

This section is at the Chairman's discretion and may last up to 15 minutes.

26/12 To receive outside reports from Representatives.

- i. Somerset Councillors (3 minutes)
- ii. Outside bodies/groups (3 minutes)

26/13 To receive an update on matters arising from previous meetings and to review the action list:

- i. Pavement (top of the village) (Clerk)
- ii. Land north of Mudford Road 25/02769/REM (Clerk)
- iii. Judicial Review 14/02554/OUT (Clerk)
- iv. Footpath diversion (Clerk)
- v. Withy Bed land registration (Clerk, Cllr Bartlett)
- vi. Cattle issue - Ashington Lane (Cllr Bartlett)
- vii. Act to Adapt (Clerk)

26/14 To consider the transport and other reports (26/00478/DOC1) related to the Ashington Manor Farm planning application 25/02655/S73A. To agree any comments or action in relation to the application and any of the reports.

26/15 To receive planning decisions report:

Confirmation of Tree Preservation Order SC (South) Mudford No. 1 2025 - Mudford, Yeovil, Adjacent to A359 and West Mudford Road (Withy bed).

26/16 To consider planning applications, applications to discharge conditions, and any amendments to applications previously discussed; to agree any comments; and to make any necessary delegations to the clerk:

- i. 26/00856/DOC1; Land Os 3400, Mudford Road, Yeovil
Discharge of Condition No's 08 (construction management plan), 10 (pollution scheme), 11 (surface water drainage) and 12 (Written Scheme of Investigation) of Appeal Decision for 22/00695/OUT.
- ii. 25/01367/S73 - Land Os 3400, North of Mudford Road, Yeovil
Proposal of an amendment to Condition 14 as opposed to its full removal.

26/17 To consider commenting on planning applications received on and after 24th April 2026, including any delegations to the clerk as required.

26/18 FINANCE: To note that the Redwood Bank 1-Year Bond matures on 16th June 2026. To consider the options available and agree the next steps, including:

- i. Transfer the funds in full from the fixed-rate bond into the nominated account;
- ii. Re-invest the funds in full into a new bond with Redwood Bank (subject to availability at the time); or
- iii. Transfer the funds in full into another savings account with Redwood Bank.

26/19 To review the current insurance cover under the three-year Long Term Agreement (LTA) with Zurich Municipal, and to consider and agree the renewal cost and the new policy schedule.

26/20 To review and agree the current memberships and subscriptions.

26/21 FINANCE: To approve the Cashbook/Bank Reconciliation to 31st March 2026 and review budget from 4Q FY 2025-2026 (Appendix 1).

26/22 RESERVES:

- i. To review the earmarked reserves at 31st March 2026 (Appendix 2).
- ii. To review the earmarked reserves at 1st April 2026 (Appendix 3).
- iii. To approve a virement of £500 (Viridor grant) from the Community Survey and Plan earmarked reserve to the Parish Project budget line, and to agree that this earmarked reserve will cease to exist. To note the SALC grant and end-of-year funds from the administration budget were automatically withdrawn from this reserve on 1st April 2026, as these funds were included in the budget as withdrawals from reserves.

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26/23 FINANCE:

- i. To **note** payments made in April 2026 under the delegated authority of the Clerk/RFO.

Invoice	Payee	Particulars	Amount	Date of payment
1	Mudford Village Hall	Hall bookings for meetings (1 st April)	£40.00	01.04.2026
2	Mudford Village Hall	Committee room bookings for meetings (27 th April and 14 th May)	£20.00	14.04.2026
3	Staff	Salary April		28.04.2026

- ii. To **note** the Corporate Purchasing Card transactions.

Date	Particulars	Amount	Notes
18.03.2026	TG Jones Yeovil	£23.98	25/327 Stationary supplies
21.03.2026	Tesco Stores	£83.54	25/327 Refreshments – Assembly
04.04.2026	Post Office	£27.20	Stamps (postage)

- iii. To **note** that the SLCC membership fee was incorrectly calculated and that SLCC subsequently refunded a portion of the fee on 31.03.2026.
- iv. To **note** that 50% of the precept was received on 09.04.2026.
- v. To **note** the receipts from 20.03.2026 to 20.04.2026.

Date	Particulars	Amount	Notes
31.03.2026	SLCC – refund 254740	£150.00	SLCC membership refund
09.04.2026	Somerset Council	£27,541.00	50% of precept
10.04.2026	Fine Memorials	£150.00	D2 24 memorial fee
13.04.2026	L. T. N.	£300.00	EROB B2 34
20.04.2026	Queen Camel Parish	£500.00	Donation MPC FOMAG

- vi. To **note** an internal virement of funds from the Unity Trust Bank Current Account to Unity Trust Bank Instant Access Account of £20,000 made on 14.04.2026.

26/24 FINANCE:

- i. To **approve** the payment schedule for April 2026 and any invoices received after 23rd April 2026.

Invoice	Payee	Particulars	Amount
1	Staff	Expenses 04	£41.00
2	Halcyon Landscapes (K M Dike Nurseries)	Grounds Maintenance Inv 2487	£427.50
3	HMRC	794PL00149285 mo 01	£45.99
4	P D Sargent	Cemetery Maintenance Inv 23-09	£82.90
5	SALC	Training Inv 2995 (The Council as an employer)	£50.00
6	SALC	Membership fee Inv 2958	£335.23
7	Zurich Municipal (Zurich Town & Parish)	Insurance Inv 554850828	£1,428.71

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8	PATAS (Parish & Town Auditing Services)	Internal Audit Inv IA/0227/26	£295.00
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- ii. To **note** that the purchase of refreshments and additional supplies for the Community Assembly (Minute 25/327) was not debited before the end of the financial year, and to **agree** that the expenditure be debited to the Parish Projects 2026–2027 budget line.
- iii. To **approve** an internal virement of funds from the Unity Trust Bank Current Account to Unity Trust Bank Instant Access Account.
- iv. To **receive** and accept a donation from Queen Camel Parish Council and **agree** its intended use.

26/25 Bin collection of parish council's owned bins:

- i. To note that 3 quotes were requested for the weekly collection of parish council's street bins.
- ii. To receive Somerset Council's quote.
- iii. To agree actions to be taken, including the acceptance of the quote.

26/26 Cemetery Chapel building survey:

- i. To note that 3 quotes were requested for the building survey of the Cemetery Chapel.
- ii. To receive 3 quotes.
- iii. To agree actions to be taken, including the acceptance of a quote and the approval of withdrawals from the Long-Term Chapel Maintenance earmarked reserve.

26/27 Accounting software:

- i. To note that 3 quotes were requested for the parish council's finance/accounting software.
- ii. To receive 3 quotes.
- iii. To agree actions to be taken, including the acceptance of a quote.

26/28 Community Survey and Plan:

- i. To receive and consider the report of outcomes from the Community Assembly held on 21st March 2026.
- ii. To receive the draft minutes of the Community Plan Steering Group meeting held on 27th April and to consider the Steering Group's recommendations.
- iii. To discuss and agree the timeline for the Community Survey and its delivery.
- iv. To discuss and agree the framework for the Community Survey, including key measures and topics.
- v. To discuss and agree the design and printing arrangements.
- vi. To review the survey distribution risk assessment and survey (and survey helper group) data impact assessments.
- vii. To consider and agree the delegation of any further decisions relating to the Community Survey, including approval of printing expenditure of up to £500 (Parish Projects budget line) and the final version of the survey, to the Clerk.

26/29 To review and adopt the Reserves Policy.

26/30 To receive and consider the report on Public Rights of Way and permissive paths locations and agree the next steps.

26/31 To consider the provision of an information board at Hundredstone Park and to agree the next steps.

26/32 To receive Councillor reports¹.

26/33 To receive the Parish Clerk's report and any correspondence.

Report:

Enhanced Highways Maintenance Scheme

EROB purchase B2 34 (fees agreed in motion 25/367)

Internal audit

Correspondence:

NALC's events newsletter and chief executive's bulletin

SALC's newsletter

SPARK and SALC Community Roadshow

Mickleton Against Inappropriate Development (MAID) petition

Planning committee reforms – statutory consultation on draft regulations and guidance

SC's Enhanced Highways Maintenance Scheme – updated information

26/34 To receive the traffic report from Vehicle Activated Devices.

26/35 To receive a report from Somerset Council on road repairs.

26/36 To receive the play area and skate park inspection reports.

26/37 Items for the next agenda.

- i. Annual Parish Council Meeting – agenda in accordance with the Standing Orders
- ii. Internal auditor's report
- iii. Review of effectiveness of internal controls
- iv. AGAR

26/38 To confirm the date of the next meeting – 28th May 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, 18th May 2026).

End of Agenda

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).

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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	£ 1,422.11						-£ 1,240.73
Cemetery Fees	£ 2,380.00	£ 7,800.00						£ 5,420.00
Grants	£ -	£ 5,500.00						£ 5,500.00
Other	£ 35.00	£ 5,150.00						£ 5,115.00
VAT repayment	£ 8,349.53	£ 5,526.77						-£ 2,822.76
TOTAL RECEIPTS	£ 71,527.37	£ 71,865.88						£ 338.51
PAYMENTS								
Operations								
Salaries	£ 9,504.51	£ 10,252.17		£ 11,000.00		£ 747.83	7%	£ 747.66
Admin	£ 4,018.58	£ 3,863.55		£ 5,233.00		£ 1,369.45	26%	-£ 155.03
Subscriptions	£ 663.08	£ 853.72		£ 724.00		-£ 129.72	-18%	£ 190.64
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	£ 4,956.44		£ 6,500.00		£ 1,543.56	24%	£ 831.02
Hedges and Trees	£ 2,676.27	£ 1,685.00		£ 4,210.00		£ 2,525.00	60%	-£ 991.27
Cemetery	£ 5,963.18	£ 666.77		£ 2,080.00		£ 1,413.23	68%	-£ 5,296.41
Play Area/Inspections	£ 941.64	£ 913.82		£ 935.00		£ 21.18	2%	-£ 27.82
General Parish Maint/Drains/Flood	£ 1,503.00	£ 5,497.40	£ 2,117.00	£ 2,540.00	-£ 840.40	-£ 2,957.40	-116%	£ 3,994.40
25-26 Projects and Grants								
Grants	£ 1,885.00	£ 4,778.17		£ 5,300.00		£ 521.83	10%	£ 2,893.17
Parish Projects	£ 1,164.60	£ 70.00		£ 600.00		£ 530.00	88%	-£ 1,094.60
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	£ 5,774.04						-£ 2,430.41
Budget additions (To Reserves)				£ 4,350.00				
TOTAL PAYMENTS	£ 68,907.14	£ 58,318.03						
s137 sub-total		£ 4,103.78						
Exc of Rcpt over Paymts	£ 2,620.23	£ 13,547.85						
plus balances b/fwd	£ 100,068.01	£ 102,688.24						
Balances c/fwd	£ 102,688.24	£ 116,236.09						
Reconciliation with bank accounts at 31st March 2026								
Unity Trust Current Account	£ 21,248.72							
Unity Trust Savings Account	£ 24,967.93							
Redwood Bank 95 day notice	£ 30,000.00							
Redwood Bank 1 yr Bond	£ 30,000.00							
Redwood Bank 35 day notice	£ 10,019.44							
Less Outstanding payments	£ -							
Add Outstanding lodgements	£ -							
Total balances at bank	£ 116,236.09							

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Appendix 2

EARMARKED AND GENERAL RESERVES	Reserves at 31/3/2024	Additions/Spend to/from Reserves FY24-25	Reserves at 31/3/2025	Minus Transfers from Reserves FY25-26 (does not include movements between reserves)	Plus Additions to Reserves 31st March 2026 (does not include movements between reserves)	Reserves at 31/03/2026
General maintenance around parish	£ 10,304.58	£ -	£ 10,304.58	£ -	£ -	£ 10,304.58
Long term chapel maintenance (period?)	£ 6,767.00	£ (2,883.00)	£ 3,884.00	£ -	£ 1,000.00	£ 4,884.00
Long term cemetery maintenance (period ?)	£ 6,513.15	£ 4,299.82	£ 10,812.97	£ -	£ 9,713.23	£ 20,526.20
Computer/printer replacement fund (5yr)	£ 596.00	£ 150.00	£ 746.00	£ -	£ 150.00	£ 896.00
Parish Projects (identify & period?)	£ -	£ 3,835.40	£ 3,835.40	£ -	£ 530.00	£ 4,365.40
Play area equipment long term replacement fund (period?)	£ 8,000.00	£ 1,000.00	£ 9,000.00	£ (2,117.00)	£ 1,000.00	£ 7,883.00
Cemetery land/consecration starter fund (Ringfenced - 5yr?)	£ 12,170.00	£ -	£ 12,170.00	£ -	£ 1,000.00	£ 13,170.00
Up Mudford Challenge	£ 17,000.00	£ (8,398.50)	£ 8,601.50	£ (8,000.00)	£ 8,794.37	£ 18,795.87
Highways & speed control fund	£ 2,595.14	£ 500.00	£ 3,095.14	£ -	£ 500.00	£ 3,595.14
Defibrillator fund	£ 1,917.51	£ 200.00	£ 2,117.51	£ -	£ 200.00	£ 2,317.51
Election (Ringfenced)	£ 1,295.53	£ -	£ 1,295.53	£ -	£ -	£ 1,295.53
Community Survey and Plan	£ -	£ -	£ -	£ -	£ 6,000.00	£ 6,000.00
General Reserve	£ 32,909.10	£ 3,916.51	£ 36,825.61	£ (12,000.00)	£ 6,777.25	£ 22,202.86
Total Reserves	£ 100,068.01	£ 2,620.23	£ 102,688.24	£ (22,117.00)	£ 35,664.85	£ 116,236.09

Appendix 3

EARMARKED AND GENERAL RESERVES	Reserves at 31/3/2025	Minus Transfers from Reserves FY25-26 (does not include movements between reserves)	Plus Additions to Reserves 31st March 2026 (does not include movements between reserves)	Reserves at 31/03/2026	Minus Transfers from Reserves on 1st April 2026	Reserves at 1st April 2026
General maintenance around parish	£ 10,304.58	£ -	£ -	£ 10,304.58	£ (6,000.00)	£ 4,304.58
Long term chapel maintenance (period?)	£ 3,884.00	£ -	£ 1,000.00	£ 4,884.00	£ -	£ 4,884.00
Long term cemetery maintenance (period ?)	£ 10,812.97	£ -	£ 9,713.23	£ 20,526.20	£ (10,000.00)	£ 10,526.20
Computer/printer replacement fund (5yr)	£ 746.00	£ -	£ 150.00	£ 896.00	£ -	£ 896.00
Parish Projects (identify & period?)	£ 3,835.40	£ -	£ 530.00	£ 4,365.40	£ -	£ 4,365.40
Play area equipment long term replacement fund (period?)	£ 9,000.00	£ (2,117.00)	£ 1,000.00	£ 7,883.00	£ -	£ 7,883.00
Cemetery land/consecration starter fund (Ringfenced - 5yr?)	£ 12,170.00	£ -	£ 1,000.00	£ 13,170.00	£ -	£ 13,170.00
Up Mudford Challenge	£ 8,601.50	£ (8,000.00)	£ 8,794.37	£ 18,795.87	£ (8,794.37)	£ 10,001.50
Highways & speed control fund	£ 3,095.14	£ -	£ 500.00	£ 3,595.14	£ -	£ 3,595.14
Defibrillator fund	£ 2,117.51	£ -	£ 200.00	£ 2,317.51	£ -	£ 2,317.51
Election (Ringfenced)	£ 1,295.53	£ -	£ -	£ 1,295.53	£ -	£ 1,295.53
Community Survey and Plan	£ -	£ -	£ 6,000.00	£ 6,000.00	£ (5,500.00)	£ 500.00
General Reserve	£ 36,825.61	£ (12,000.00)	£ 6,777.25	£ 22,202.86	£ -	£ 22,202.86
Total Reserves	£ 102,688.24	£ (22,117.00)	£ 35,664.85	£ 116,236.09	£ -	£ 85,941.72