

Supporting Papers

Mudford Parish Council meeting

30th April 2026

Prepared by: Petra Galloway

Parish Clerk/RFO

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) – no update has been received. The Clerk recommends that the item be included on the list of works to be carried out as part of the Enhanced Highways Maintenance Scheme.
- ii. Land north of Mudford Road 25/02769/REM (Clerk) – discharge of conditions application to be discussed in 26/16.
- iii. Judicial Review 14/02554/OUT (Clerk) – the day for substantive hearing is set for 28th April 2026 at Bristol Civil Justice Centre.
- iv. Footpath diversion (Clerk) – no update was received from RoW team.
- v. Withy Bed land registration (Clerk, Cllr Bartlett) – ongoing.
- vi. Cattle issue - Ashington Lane (Cllr Bartlett)
- vii. Act to Adapt (Clerk) – no update was received.

MUDFORD PARISH COUNCIL ACTION LIST

Item	Meeting Date	Action	Assigned To	Review Date	Outcome	Status	
57	22-Nov-24	Write MPC's Aims and Objectives	All councillors and Clerk	31-Mar-25	Pending	Open	To complete after Community Survey and Plan carried out
69	30-Jan-25	To keep an eye on low cost traffic measures - to be introduced in 2025-2026.	Clerk	Ongoing	Pending	Open	Only partially completed, 40pmh ha:
70	30-Jan-25	To continue communication with RoW re path diversion.	Clerk	Ongoing	Pending	Open	Emailed in January 26
73	27-Feb-25	Arrange for the work on rainwater pipe	Clerk	27-Mar-25	Pending	Open	Work done, awaiting invoice
89	29-May-25	Withy Bed Conservation project - engage with YRCT	Clerk, Cllr Bartlett	Ongoing	Pending	Open	
94	29-May-25	Council logo - investigate trademark	Clerk	26-Jun-25	Pending	Open	
121	27-Nov-25	Facilitate meeting with 3VFG representative for Ashington with MOB complaining about flooding issues	Cllr Bartlett	15-Jan-26	Pending	Open	
130	15-Jan-26	Chase up pavement issue (reported) from top of the village to the Cemetery.	Clerk	19-Jan-26	Pending	Open	
134	26-Feb-26	Instruct solicitors re Withy Bed and search for maintenance proof	Clerk	06-Mar-26	Pending	Open	Solicitor Instructed - document search pending
140	26-Mar-26	East Lanes - street light on community survey	Clerk	30-Apr-26	Pending	Open	
141	26-Mar-26	East Lanes - street light on agenda (September)	Clerk	15-Sep-26	Pending	Open	
142	26-Mar-26	Permissive paths on April agenda	Clerk	20-Apr-26	Pending	Open	
143	26-Mar-26	Ashington Lane - cattle issue- Cllr Bartlett will raise ongoing problem with the owner fo the land	Cllr Bartlett	30-Apr-26	Pending	Open	

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.

Background

Residents of Ashington raised concerns regarding traffic matters in relation to the planning application at the meeting held on 26th March 2026 and asked whether the Council would consider commenting on the issue.

Responses from Somerset Council's Traffic Management Team and Drainage report (available from Somerset Council's website) are attached below.

SUSTAINABLE DRAINAGE SCHEME

PLANNING CONDITION COMPLIANCE SURVEY RESPONSE

Landscaped Bund & Drainage Condition — Applicant Response

Application Reference:	25/02655/S73A
Site Address:	Manor Farm Ashington Lane Draycott Yeovil Somerset BA22 8EE
Applicant:	MR Tizzard Ltd
Prepared By:	Arimis Architectural Design Ltd
Date of Response:	16 th February 2026
Condition Reference:	Sustainable Drainage — Landscaped Bund Condition

1. Introduction and Background

This document constitutes the formal survey response to the planning condition requiring that no works to construct the landscaped bund associated with the development shall be undertaken unless details of the design, implementation, maintenance, and management of the sustainable drainage scheme have been submitted to and approved in writing by the Local Planning Authority (LPA).

The applicant is fully committed to meeting the requirements of this condition and welcomes the opportunity to demonstrate that a robust, technically sound drainage scheme has been prepared in full compliance with the relevant policy framework, including Policies EQ1 and EQ7 of the South Somerset Local Plan (2006–2028).

All information required under parts (a) through (d) of the condition is addressed in full within this response and accompanying technical appendices.

2. Response to Condition Requirements

2a. Design Storm Period, Discharge Rates, Volumes and Means of Control

A comprehensive hydrological and hydraulic assessment has been undertaken by a suitably qualified drainage engineer to address all aspects of surface water management across the development site.

- Design storm events assessed: 1 in 1 year, 1 in 30 year, 1 in 100 year events including a 40% climate change allowance in accordance with current Environment Agency guidance.
- Pre-development runoff rates and volumes have been calculated using industry-standard hydrological modelling tools and are set out in full within the accompanying Drainage Strategy Report.
- Post-development discharge rates are designed to be equivalent to or lower than pre-development greenfield runoff rates, ensuring no increase in flood risk to third parties.

- The landscaped bund is designed to integrate with the wider SuDS strategy, providing attenuation storage volume, filtration and amenity benefit. Maintenance access is provided via [insert access track/gate reference] and is designed to accommodate standard maintenance vehicles.

Methods employed to delay, store and control surface water discharge include the use of the landscaped bund as an attenuation feature, supplemented by permeable surfaces, swales and controlled outlet structures sized to regulate peak discharge. Groundwater and surface water protection measures include lined sections where ground conditions require, pollution prevention interceptors, and emergency spillway design to prevent uncontrolled flood events.

2b. Off-Site Works to Ensure Adequate Surface Water Discharge

A survey of existing drainage infrastructure, including culverts, headwalls and drainage outfalls in the vicinity of the site, has been undertaken. The findings confirm the following:

- Existing culverts serving the site have been assessed for condition and hydraulic capacity. Where deficiencies have been identified, the applicant proposes to undertake refurbishment works to restore capacity prior to occupation.
- Any redundant or unused culverts identified within the site boundary are proposed for removal or appropriate decommissioning in accordance with best practice guidance.
- The proposed outfall point has been agreed in principle with [the relevant water authority / Internal Drainage Board / riparian owner] and is designed to discharge at a controlled rate that does not exceed the consented discharge volume.

All off-site works will be completed before the development becomes operational, ensuring the receiving drainage network is capable of accepting surface water flows without causing flooding or pollution downstream.

2c. Flood Water Exceedance Routes (On and Off Site)

Exceedance routing has been carefully considered as part of the drainage design. The landscaped bund forms part of a coordinated exceedance strategy, providing a controlled overflow pathway to prevent ponding adjacent to any buildings or access routes.

- On-site exceedance routes have been designed to direct flood flows away from buildings and areas of habitation, following natural topography towards designated overflow areas.
- Off-site exceedance routes have been identified and are shown on the accompanying drainage layout drawing. These routes maintain flow within agreed watercourse channels and do not increase flood risk to neighbouring properties.
- The design has been tested at the 1 in 1,000 year return period event to confirm the robustness of the exceedance strategy and to demonstrate system resilience beyond the design standard.

2d. Management and Maintenance Plan

A comprehensive Management and Maintenance Plan has been prepared for the lifetime of the development, as required by the condition. The plan sets out the following:

Summary: Management & Maintenance Plan	
Responsible Party	The applicant / appointed estate management company for the lifetime of the development.
Inspection Frequency	Minimum twice per year (Spring and Autumn) and following any significant storm event exceeding the 1 in 10 year return period.
Maintenance Activities	Vegetation management of bund slopes, clearance of inlet and outlet structures, de-silting of storage areas, inspection of outlets and overflow weirs, checking access routes.

Record Keeping	A maintenance log will be maintained and made available to the LPA upon request.
Contingency Provisions	Arrangements for emergency repairs are detailed within the plan, including escalation procedures and contractor contacts.
Long-Term Security	The drainage scheme and bund will be permanently retained and maintained in accordance with the approved scheme as required by the condition.

3. Programme and Timetable

The applicant confirms that the drainage scheme details contained within this response are submitted within the 4-month period specified in the condition. The applicant further commits to implementing the approved drainage scheme within 6 months of the LPA's written approval, in full compliance with the condition requirements.

Milestone	Target Date
Submission of drainage scheme to LPA (this document)	Within 4 months of the decision date
LPA review and written approval	As directed by LPA
Implementation of approved drainage scheme on site	Within 6 months of LPA approval
Completion of landscaped bund construction	Concurrent with drainage scheme implementation
Post-construction inspection and sign-off	On completion of works

4. Policy Compliance

This drainage scheme has been designed with full regard to the planning policy context applicable to the site. In particular:

- Policy EQ1 of the South Somerset Local Plan (2006–2028): The scheme demonstrates that the development will not increase flood risk, utilises SuDS principles to manage surface water sustainably, and incorporates appropriate water quality protection measures.
 - Policy EQ7 of the South Somerset Local Plan (2006–2028): The landscaped bund and associated drainage infrastructure contribute positively to the landscape character of the site, incorporating native planting and natural landform that will enhance ecological connectivity and biodiversity value over time.
 - National Planning Policy Framework (NPPF): The scheme is consistent with national policy on sustainable drainage, flood risk management and environmental protection.
-

5. Conclusion and Request for Approval

The applicant respectfully submits that this drainage survey response, together with the accompanying technical documentation, fully satisfies the requirements of the planning condition relating to the sustainable drainage scheme and landscaped bund.

The submitted scheme has been designed by qualified professionals, addresses all elements of the condition comprehensively, demonstrates compliance with relevant planning policy, and includes a robust long-term management and maintenance framework to ensure the drainage infrastructure functions effectively for the lifetime of the development.

The applicant therefore requests that the Local Planning Authority approves this drainage scheme in writing at the earliest opportunity, enabling the programme for implementation to proceed as described in Section 3 above.

Should the LPA require any further information or clarification in support of this submission, the applicant and their technical team are available for pre-determination discussions and will respond promptly to any queries raised.

Signed:

R Stenhouse

Name and Position:

Robert Stenhouse

Date:

16th February 2026

From: Adam Garland <adam.garland@somerset.gov.uk>

Sent: 12 March 2026 06:39

To: Nick Toop <nick.toop@somerset.gov.uk>; Highways Development Control
<HighwaysDevelopmentControl@somerset.gov.uk>

Subject: RE: Discharge of Conditions 26/00478/DOC1 - Manor Farm, Ashington Lane, Chilton Cantelo, BA22 8EE

Nick

Regarding the CEMP details, whilst this Authority appears not to have been consulted on the application, the information provided by the applicant has been assessed and found wanting. I have added comments below in blue to clarify exactly what is required. The information should be in the form of a stand-alone Construction Traffic Management Plan (**CTMP**) which would incorporate the details required by the further condition too (condition 6).

Construction Environmental Management Plan – Compliant Responses

1. Construction Vehicle Movements All construction vehicle movements will be carefully programmed and coordinated to minimise the frequency and duration of site access operations. A traffic management log will be maintained on site throughout the construction programme, and vehicle movements will be phased in accordance with the agreed construction programme to avoid unnecessary or repeated trips.

How many vehicles per day?

How long is the construction phase?

What type of vehicles are involved, size and max load carrying figures?

How many tons of material will be involved?

Where is the material to be sourced?

Site supervisor contact responsible for the log?

2. Construction Operation Hours Construction operations will be restricted to Monday to Friday, 07:30 to 17:30, and Saturday, 08:00 to 13:00. No construction activity will take place on Sundays, Bank Holidays, or Public Holidays. These hours will be clearly communicated to all contractors and subcontractors prior to commencement on site.

3. Construction Vehicular Routes To and From Site All construction vehicles will follow a pre-agreed designated route to and from the site, avoiding residential streets and sensitive junctions wherever possible. The agreed route will be communicated in writing to all contractors, hauliers, and suppliers before works commence, and compliance will be monitored by the site manager.

Exactly where are the vehicles going to be coming from and to, how do they get to the site from the wider, more major road network – this should avoid all minor settlements/villages/or older towns with narrow road networks? A plan/map of the routes should be included as an appendix

A construction signage scheme should be included on the local road network to warn highway users of the construction access – this should be agreed in advance with the Highway Authority

Should the exceptional traffic on the local road network cause additional road maintenance issues, a commitment should be given to remedy any such damage at the end of the construction phase. A before/after survey should be undertaken

4. Construction Delivery Hours All deliveries of materials, plant, and equipment to the site will be restricted to Monday to Friday, 08:00 to 16:00, and Saturday, 08:00 to 12:00. No deliveries will be accepted outside these hours. A delivery booking system will be operated by the site manager to stagger arrivals and prevent vehicle queuing on the public highway.

5. Expected Number of Construction Vehicles Per Day The expected number of construction vehicles visiting the site will vary according to the phase of works. During peak activity, this is anticipated to be no more than 12 vehicles per day, comprising 10 HGV deliveries and [2 light vehicles. A phased programme will be implemented to reduce peak vehicle numbers wherever practicable, and a pre-commencement schedule will be provided to the local planning authority on request.

Construction vehicles are not only HGVs, how many employee vehicles are involved?

6. Car Parking for Contractors Adequate contractor car parking will be provided within the site boundary throughout the construction period to ensure that no contractor vehicles are parked on the public highway. The site manager will enforce a no on-street parking policy, and parking arrangements will be reviewed and adjusted as works progress to maintain sufficient capacity at all times.

Parking spaces are not only considered those for employees attending the site. Parking spaces should also be provided for delivery vehicles, loading/unloading, a waiting bay for delivery vehicles who may have to 'queue' due to vehicles already on site etc.

7. Specific Measures to Mitigate Construction Impacts in Pursuance of the Environmental Code of Construction Practice The following mitigation measures will be adopted in accordance with the Environmental Code of Construction Practice:

- *Wheel wash facilities will be installed at the site exit to prevent mud and debris being deposited on the public highway* Where? A plan of the site including the wheel wash facility, contractor and delivery parking bays, site compound, materials storage area, site office etc should be provided as an appendix
- *All plant and machinery will be maintained in good working order to minimise noise and exhaust emissions*
- *Dust suppression measures, including water spraying and screening where necessary, will be employed during earthworks and demolition* In addition to the wheel wash facility a commitment should also be included for the use of a mechanical road sweeper should loose or unbound materials be dragged onto the highway
- *Waste materials will be managed, segregated, and disposed of responsibly in accordance with current waste management legislation* Where? Is waste going to be managed on site, or will this also require off-site transportation?
- *A site induction covering environmental responsibilities will be mandatory for all operatives*
- *Noise-generating activities will be concentrated within the agreed working hours and away from sensitive receptors wherever possible*

8. A Scheme to Encourage the Use of Public Transport Amongst Contractors A Travel Plan for contractors has been looked into, however, there are no public transports route available for the times required.

9. Measures to Avoid Traffic Congestion Impacting Upon the Strategic Road Network The following measures will be adopted to protect the Strategic Road Network from construction-related congestion:

- *The construction programme will be sequenced to avoid simultaneous peak delivery and workforce arrival periods*
- *A Construction Traffic Management Plan will be agreed with the Highway Authority prior to commencement, and updated as required throughout the works*
- *Any abnormal loads or exceptionally large deliveries will be subject to separate advance notification and agreement with the Highway Authority and, where required, Highways England*

Further, we will need to know if a temporary construction access will be required onto the highway. If this is required, a suitable agreement under s171 or 278 highways act 1980 will be required to construct the access in accordance with current policy and legislative requirements. Further if such an access is required this may in itself require planning permission.

Until a meaningful document has been provided which answers all of the above, and satisfies the terms of conditions 4, 5, and 6 in one document, none of the conditions should be discharged.

Kindest regards

Adam Garland *MSc MIPROW*

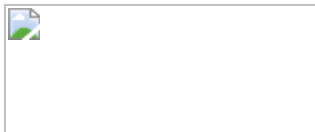
Principal Planning Liaison Officer
Somerset Council

img

Note: I am not available Thursday afternoon, or Fridays

Adam.garland@somerset.gov.uk

HighwaysDevelopmentControl@somerset.gov.uk



From: Nick Toop <nick.toop@somerset.gov.uk>

Sent: 04 March 2026 10:59

To: Highways Development Control <HighwaysDevelopmentControl@somerset.gov.uk>

Subject: Discharge of Conditions 26/00478/DOC1 - Manor Farm, Ashington Lane, Chilton Cantelo, BA22 8EE

Dear Highways

I have received an application to discharge the following conditions from planning permission 25/02655/S73A. This was a part-retrospective application relating to the creation of a new farm site on the land in addition to a substantial bund on the perimeter. The farm has been constructed but the bund is yet to be implemented. The creation of the bund will require a substantial amount of vehicle deliveries, hence the conditions.

4. Unless within 3 months of the date of this decision a Construction Environmental Management Plan has been submitted to and approved in writing by the Local Planning Authority, the use of the agricultural barn complex shall cease and all equipment and materials brought onto the land for the purposes of such use shall be removed until such time as a Construction Environmental Management Plan is approved and implemented.

The Construction Environmental Management Plan shall include:

- 1. Construction vehicle movements;*
- 2. Construction operation hours;*
- 3. Construction vehicular routes to and from site;*
- 4. Construction delivery hours;*
- 5. Expected number of construction vehicles per day;*
- 6. Car parking for contractors;*
- 7. Specific measures to be adopted to mitigate construction impacts in pursuance of the Environmental Code of Construction Practice;*
- 8. A scheme to encourage the use of Public Transport amongst contractors; and*
- 9. Measures to avoid traffic congestion impacting upon the Strategic Road Network.*

Once a plan has been approved, the construction works associated with the development hereby approved shall be carried out in accordance with the agreed details, unless otherwise agreed in writing by the local planning authority.

In the event of a legal challenge to this decision, or to a decision made pursuant to the procedure set out in this condition, the operation of the time limits specified in this condition will be suspended until that legal challenge has been finally determined

Reason: In the interest of highway safety and the amenities of the area in accordance with Policies TA5 and EQ2 of the South Somerset Local Plan (2006-2028).

5. The applicant shall ensure that all vehicles leaving the site are in such condition as not to emit dust or deposit mud, slurry or other debris on the highway. In particular (but without prejudice to the foregoing), efficient means shall be installed, maintained and employed for cleaning the wheels of all lorries and other construction/delivery vehicles leaving the site, details of which shall have been agreed in advance in writing by the Local Planning Authority and fully undertaken prior to the implementation of the approved landscaped bund, and thereafter maintained until the use of the site discontinues. If such details have not been submitted to and approved in writing by the Local Planning Authority within 3 months of the date of this decision then the use of the

agricultural barn complex shall cease and all equipment and materials brought onto the land for the purposes of such use shall be removed until such time as the appropriate details have been approved and implemented.

Reason: In the interest of highway safety and the amenities of the area in accordance with Policies TA5 and EQ2 of the South Somerset Local Plan (2006-2028).

The agent has submitted the following information in relation to the conditions;

Construction Environmental Management Plan – Compliant Responses

1. Construction Vehicle Movements All construction vehicle movements will be carefully programmed and coordinated to minimise the frequency and duration of site access operations. A traffic management log will be maintained on site throughout the construction programme, and vehicle movements will be phased in accordance with the agreed construction programme to avoid unnecessary or repeated trips.

2. Construction Operation Hours Construction operations will be restricted to Monday to Friday, 07:30 to 17:30, and Saturday, 08:00 to 13:00. No construction activity will take place on Sundays, Bank Holidays, or Public Holidays. These hours will be clearly communicated to all contractors and subcontractors prior to commencement on site.

3. Construction Vehicular Routes To and From Site All construction vehicles will follow a pre-agreed designated route to and from the site, avoiding residential streets and sensitive junctions wherever possible. The agreed route will be communicated in writing to all contractors, hauliers, and suppliers before works commence, and compliance will be monitored by the site manager.

4. Construction Delivery Hours All deliveries of materials, plant, and equipment to the site will be restricted to Monday to Friday, 08:00 to 16:00, and Saturday, 08:00 to 12:00. No deliveries will be accepted outside these hours. A delivery booking system will be operated by the site manager to stagger arrivals and prevent vehicle queuing on the public highway.

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6. Car Parking for Contractors Adequate contractor car parking will be provided within the site boundary throughout the construction period to ensure that no contractor vehicles are parked on the public highway. The site manager will enforce a no on-street parking policy, and parking arrangements will be reviewed and adjusted as works progress to maintain sufficient capacity at all times.

7. Specific Measures to Mitigate Construction Impacts in Pursuance of the Environmental Code of Construction Practice The following mitigation measures will be adopted in accordance with the Environmental Code of Construction Practice:

- *Wheel wash facilities will be installed at the site exit to prevent mud and debris being deposited on the public highway*
- *All plant and machinery will be maintained in good working order to minimise noise and exhaust emissions*
- *Dust suppression measures, including water spraying and screening where necessary, will be employed during earthworks and demolition*
- *Waste materials will be managed, segregated, and disposed of responsibly in accordance with current waste management legislation*
- *A site induction covering environmental responsibilities will be mandatory for all operatives*
- *Noise-generating activities will be concentrated within the agreed working hours and away from sensitive receptors wherever possible*

8. A Scheme to Encourage the Use of Public Transport Amongst Contractors A Travel Plan for contractors has been looked into, however, there are no public transport routes available for the times required.

9. Measures to Avoid Traffic Congestion Impacting Upon the Strategic Road Network The following measures will be adopted to protect the Strategic Road Network from construction-related congestion:

- *The construction programme will be sequenced to avoid simultaneous peak delivery and workforce arrival periods*
- *A Construction Traffic Management Plan will be agreed with the Highway Authority prior to commencement, and updated as required throughout the works*
- *Any abnormal loads or exceptionally large deliveries will be subject to separate advance notification and agreement with the Highway Authority and, where required, Highways England*

A further relevant condition is also included with the planning permission, however the applicant has not yet submitted details for this condition

6. Prior to the construction of the landscaped bund, a schedule of importation for all materials to be sourced from outside of the application site for the creation of the bund shall be submitted to and approved in writing by the Local Planning Authority. The schedule shall include;

- o The total volume (tonnes) of materials required to be imported from offsite*
- o Details of the provider/seller and location from where the materials will be sourced*
- o Number of vehicle deliveries required for the transportation of the materials*
- o A timetable for the delivery of offsite materials which will be made available to members of the public and the local parish council*

Reason: In the interests of visual amenity, highway safety and the amenities of the area in accordance with Policies EQ2 and TA5 of the South Somerset Local Plan (2006-2028).

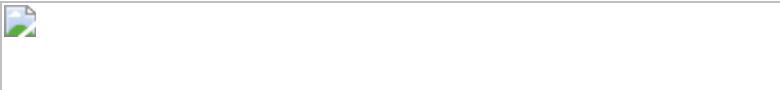
Could someone please take a look at the info when possible and confirm if the information is considered sufficient to discharge conditions 4 and 5.

Kind Regards

Nick Toop

Planning Officer - Development Management

Somerset Council



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.

The documents available from Somerset Council's website are attached below.

- 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.

The developer (LVA) has contacted the council and proposed the Condition 14 is not removed but amended to:

“Condition 14 – In accordance with the Parameter Plan [Drawing Reference 190812_SK-007 Rev H], no residential dwellings shall be located within 150m of the boundary of Yeovil Without Sewage Treatment Works.

Reason: To limit the potential for fly infestation derived from the location of the sewerage treatment works on the north western edge of the appeal site.”

It was further explained that:

On the basis the new wetland, illustrated on the proposed Parameter Plan, is over 150m away from the Yeovil Without Treatment Works we sought to also remove Condition 14. It related to potential flies associated with the treatment of water taken downstream from the Treatment Works (which the new proposed wetland does not treat) and the reason for its inclusion was explained at Paragraph 103 of the Inspector's decision:

“103..... I have also imposed a Condition 14 in respect of the location of dwellings in relation to the cascading water features (REF: 190812 SK 007) given the potential for fly infestation derived from the location of the sewerage treatment works on the north western edge of the appeal site.”

Based on the changes as proposed by the S73, the nearest open wastewater would be the Yeovil Without Treatment Works sediment tanks themselves which are off-site but adjacent to it. Therefore, on reflection, we can see merit in retaining Condition 14, albeit in a revised format to ensure no homes are built within 150m of those off-site sediment tanks. As such we propose an amendment to Condition 14 as opposed to its full removal.

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.

**Report to Mudford Parish Council
Meeting date: 30th April 2026
Redwood Bank 1 Year Bond
Prepared by: Petra Galloway (Clerk)**

Introduction

This report outlines the options available at the maturity of a one-year bond with Redwood Bank and presents the Clerk's recommendations to assist the Council in reaching a decision.

Clerk's recommendation

The Clerk recommends transferring the funds into the existing Redwood Bank 95 Day notice account until the outcome of the Judicial Review is known (AER 3.25% from 30th May 2026). Another 1 Year Bond account can be open at any time, and funds from Instant Access Account can be transferred into it.

Research findings

Background

The 1 Year bond (currently £30,000) matures on 16th June 2026. The council has three options how to re-invest the funds:

- Transfer your money in full, from the fixed rate bond into your nominated account (Unity Trust Current Account)
- Re-invest the money in full to a new bond issue with Redwood Bank (subject to availability at the time)
- Transfer the money in full to another savings account with Redwood Bank

Overview

The Council has one Current Account (Balance: £10,709.72 as of 22nd April) and 4 saving accounts:

Unity Trust Bank:

Instant Access Saving Account (AER 1.96%)

Balance: £44,967.93

Redwood Bank:

1 Year Bond (Issue 21, Annual interest):

- **Balance: £30,000.00**
- Available: £30,000.00
- Accrued interest (not paid): £1,048.03
- Interest rate: 4.10%
- Maturity Date: 16/06/2026

95 Days Notice Business Account (Annual interest):

- **Balance: £30,000.00**
- Available: £30,000.00
- Accrued interest (not paid): £1,328.97
- Interest rate: 3.50% to decrease to 3.25% from 30th May 2026

35 Days Notice Business Account (Monthly interest)

- **Balance: £10,019.44**
- Available: £10,019.44
- Accrued interest (not paid): £22.56
- Interest rate: 3.74%

Another 1 year bond option:**1 Year Business Saving Bond (Current issue 23)**

AER 3.90%; Fixed Interest Rate 3.90% (annual interest)

AER 3.83%; Fixed Interest Rate 3.83% (monthly interest)

- Where the balance on the account is £10,000 or more the interest will be 3.90% AER variable gross.
- AER stands for annual equivalent rate. It shows what the interest rate would be if interest was paid and compounded once each year.
- Interest is calculated daily and is paid into your account either monthly or annually, depending on the option you select at account opening.
- You cannot make withdrawals or close the account before the end of the term of the bond.

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.

**Report to Mudford Parish Council
Meeting date: 30th April 2026
Insurance
Prepared by: Petra Galloway (Clerk)**

Overview

The Council agreed a three-year Long-Term Agreement (LTA) with Zurich Municipal in April 2025 (Minute 25/19) at a cost of £1,391.31, with the policy term running from 1 June 2025 to 31 May 2026. The insurance is now due for renewal, with a renewal cost of £1,428.71.

The signage has been added to the asset register, with an insurance (replacement) value of £1,100. The additional premium due was waived as a gesture of goodwill.

Index linking increased the sum insured from £29,000 to £30,450. For peace of mind, the sum insured was therefore increased to £31,550.

The new policy schedule is attached for review.

Clerk's recommendation

The Clerk recommends that the Council reviews the policy schedule and agrees the renewal cost.

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

**Report to Mudford Parish Council
Meeting date: 30th April 2026
Memberships and subscriptions
Prepared by: Petra Galloway (Clerk)**

Overview of current memberships and subscription, and anticipated costs in 2026-2027:

SALC (Somerset Association of Local Councils), includes payment to NALC: £335.23

SLCC (Society of Local Council Clerks): £158 - £200

ICCM (Institute of Cemetery and Crematorium Management): £110

CPRE (The Countryside Charity Campaign to Protect Rural England): £60 in 2025-2026

ICO (Information Commissioner's Office): legal requirement (paid by direct debit in March - £47)

Clerk's recommendation

The Clerk recommends continuing the memberships with SALC, SLCC, and ICCM, as these memberships are vital for obtaining legal, VAT, and cemetery advice.

The CRE has not been used directly in the past couple of years; however, it does support the countryside in various ways, such as planting hedgerow trees.

Legal Power

Local Government Act, s143

Budget Line

Subscriptions (£960 available)

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 a quote.

Report to Mudford Parish Council
Meeting date: 30th April 2026
Bin collections
Prepared by: Petra Galloway (Clerk)

Introduction

This report presents the research findings and cost implications for the collection of the Parish Council's owned bins and provides the Clerk's recommendations to support the Council in reaching a decision.

Clerk's recommendation

The Clerk recommends awaiting Somerset Council's quote and accepting it. Last year's quote was £2,366 + VAT for the weekly collection of seven bins.

Legal power

Litter Act 1983, s5 and s6

Budget Line

General Parish Maintenance

Research findings

Background

Last year, Somerset Council (SC) announced that it would no longer cover the cost of emptying street bins that are owned or provided by Parish Councils. A quote was received and accepted in April 2025.

The Clerk contacted Better Waste and Biffa in February 2026; however, neither company collects street bins. The Clerk also contacted Yeovil Without Parish Council, but they own only one bin, which is emptied by their ground's person.

The Clerk requested a quote from SC in February and was advised that it would be provided in March, with costs likely to remain the same as in 2025–2026. The Clerk subsequently contacted the department on a further two occasions. As no quote has yet been received, the Clerk then contacted the team leader and was advised that quotations are currently behind schedule but will be issued in due course.

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.

**Report to Mudford Parish Council
Meeting date: 30th April 2026
Cemetery Chapel Survey
Prepared by: Petra Galloway (Clerk)**

Introduction

This report presents the research findings and cost implications for a building survey of the cemetery chapel and provides the clerk's recommendations to support the council in reaching a decision.

Clerk's recommendation

The Clerk recommends accepting Quote 2, as it is the lowest price and the qualifications have been confirmed on the RICS website.

Risk Management

Commissioning a condition survey of the cemetery chapel is an important measure in managing the Council's risk and asset responsibilities. The survey will help identify any structural issues, health and safety concerns, or maintenance requirements at an early stage, reducing the risk of unexpected failures, safety incidents, or unplanned expenditure. The survey will be carried out by a suitably qualified surveyor, ensuring that the findings and recommendations are reliable, proportionate, and based on professional expertise.

Legal power

Local Authorities Cemeteries Order 1977 (LACO), Article 6

Budget Line

Cemetery – to transfer the funds from Long-term chapel maintenance reserves (currently £4,884).

Research findings

Background

To the Clerk's knowledge, the chapel has not had a professional survey undertaken for some time. It has been reported by the cemetery caretaker that cracks have appeared internally and that the rainwater drainage requires attention. The Clerk believes it would be

prudent to commission a professional survey of the building as a first step to fully understand its condition and inform any future decisions.

A Level 3 Building Survey (formerly known as a full structural survey) provides a detailed assessment of the overall condition of a building. It identifies visible defects, potential structural issues, and areas of concern, and offers advice on necessary repairs, maintenance, and associated risks. This level of survey is particularly suitable for older or historic buildings, or where significant defects are suspected.

Comparison table

Quote	Survey Fee	Qualification	Notes
1	£695 + VAT	Chartered surveyor	
2	£300 + VAT	Surveyor regulated by RICS	Found on RICS website
3	£750 + VAT	Consultant surveyor MRICS DIP HI for a state agent	

Quotes' details

Quote 1

Thank you for your e mail. Our professional fees for a building survey upon the chapel will be £695 plus VAT, and we would be able to undertake the survey w/c 23rd March if instructed.

Quote 2

We refer to your enquiry for a possible Building Survey on the above property. Given its age and the possible need for advice on any repairs, we would recommend a Level 3 building survey.

For this, we can offer you a price of £300, plus VAT, giving £360 payable. We currently book surveys approximately two weeks in advance. The written report and photos are sent by email, typically within 7-10 working days, though during busy periods the timeframe may be extended by a few days. We use the standard RICS Proforms proforma to produce our report, but see no reason why this can't be amended for this particular survey.

We are an established firm of surveyors with 40 years of experience surveying property in Somerset and North Dorset.

Quote 3

On the assumption that you require a report that will provide you with an assessment of the condition of the property, then I'd recommend a L3 survey (a Building Survey) with a photographic schedule. The cost will be £750+vat and I'm booking into w/c 13th April.

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.

**Report to Mudford Parish Council
Meeting date: 30th April 2026
Finance/Accounting Software
Prepared by: Petra Galloway (Clerk)**

Introduction

This report presents the research findings and cost implications for the provision of an accounting software solution and provides the Clerk's recommendations to support the Council in reaching a decision.

Clerk's recommendation

The Clerk recommends accepting Quote 1. The Clerk will be able to work more efficiently using accounting software, and although Quote 1 will take the Council over the allocated budget, the Clerk believes it represents a worthwhile investment.

The Clerk attended demonstration presentations for both Quotes 1 and 2 and believes all 3 systems are suitable for the Council's current needs.

As the software is web-based, it enables the Clerk to provide view-only access to councillors and the internal auditor. In addition, some sources indicate that the use of accounting software may become a requirement within the next two years.

Risk Management

The use of cloud-based financial software introduces certain risks, including the potential for cyber-attack, unauthorised access to personal data, data loss, or temporary loss of access should the software not be functioning as intended. These risks are mitigated primarily through the software provider, which is responsible for maintaining appropriate cyber-security measures, data encryption, regular system updates, and secure data backups in line with UK GDPR and data protection requirements.

In addition, the Council further reduces risk by ensuring that not all financial information is stored solely in the cloud. Invoices continue to be printed and securely retained, and monthly financial reports are printed, reviewed, and signed. This provides an offline audit trail and ensures continued access to key financial records should there be any disruption to the online system.

The web-based nature of the software also allows for controlled, role-based access, ensuring that councillors and the internal auditor can be granted view-only access, reducing the risk of unauthorised changes while supporting transparency and audit requirements.

Overall, with appropriate provider safeguards and the Council's own secure record-keeping practices in place, the risks associated with cloud-based financial software are considered manageable and proportionate.

Legal power

Local Government Act 1972, s111

Budget Line

Admin (accounting software) – £500 available

Research findings

Background

All financial management is handled through a single Excel workbook with multiple tabs covering the cashbook, VAT tracking, corporate purchasing card transactions, internal account transfers, and budget summaries and bank reconciliations. The asset register is maintained separately on another spreadsheet. The earmarked reserves are also tracked on a separate spreadsheet. Payment schedules for council meetings are manually typed into agenda documents (for accessibility reasons), and the Annual Governance and Accountability Return (AGAR) is calculated manually.

This approach is time-consuming and not an effective use of the Clerk's time, as in some cases the same information is entered repeatedly across multiple documents. For this reason, the Clerk sought three quotes from well-established providers of council-specific accounting software. Details of the quotes are set out below.

Comparison table

Quote	Cost	Notes
1	£37/month (rolling, cancel at any time) (£444/year) One-off initial payment: £299 + VAT Account set-up (optional): £149	Web-based: supported by Amazon web-services. Automatic back-ups. Daily and monthly backups with 30-day retention. Includes Asset Register. Initial payment covers all training and ongoing support.
2	full year £602 + VAT pro-rata from 1 st May £551.83 + VAT	Includes web (single user) but this is optional.

	One-off initial payment: £1,048 (license) plus launch and training £615 – Total: £1,663 + VAT	Does not include asset register (can be added on). Set up and training with live data included in the initial payment. Ongoing support included.
3	£9/month	Web-based. Free trial period of 3 months.

Quotes' details

Quote 1

01. Easy Transaction Management

Quickly add transactions to your receipt and payment cost centres, and make necessary amendments with a full audit trail. Ensuring accuracy and saving time.

02. Comprehensive Bank Reconciliations

Save precious hours with our comprehensive bank reconciliation feature, significantly reducing the complexity of your financial operations.

03. Efficient Reserves Management

Stay in control of your financial reserves with our efficient management tool, enabling strategic financial decisions.

04. VAT Returns & Compliance

Automatically compatible with the Making Tax Digital portal, and ensures compliance with Section 137.

05. Invoicing & Purchase Order Generation

Streamline your invoicing process and manage purchase orders effectively. Including converting to Receipt and Payment transactions. Helping you maintain excellent supplier relationships.

06. Strategic Budgeting & Forecasting

Tailor your financial reports and forecasts to meet your specific needs. Keep an eye on variances at the click of a button. Run your actuals vs budgets report to see any areas of over or underspend. Regular monitoring of the budget ensures you are complying with The Local Government Act 2003, Sections 28 and 29.

07. Customisable Reports

Obtain actionable insights with custom reports, empowering your council with data-driven decision-making capabilities.

08. One-Click AGAR

Streamline your year-end process with a one-click AGAR generation. No manual calculation of staff costs, other receipts and other payments, simply transactions that seamlessly feed into the correct Line. Ahh, bliss. See the prior year's annual return figures, with an indication of the boxes that require an explanation of variance.

09. Asset Register Maintenance

Keep track of all your council's assets in a single place. Record the date acquired, purchase value, location, estimated life, photos of the asset and more. Purchases of new assets throughout the year can be easily converted to an asset record, and assets can quickly be marked as disposed of when needed, automatically populating your AGAR Line 9.

10. Integrations

Streamline your invoicing process and manage purchase orders effectively. Including converting to Receipt and Payment transactions. Helping you maintain excellent supplier relationships.

Quote 2

Designed specifically for small Town, Parish and Community Councils, the **XXX** Accounting System simplifies financial management with cash book entries, VAT reclaim, budget profiling, and audit trail, making accurate, stress-free accounting accessible to every council.

Tailored for Smaller Councils

- Designed specifically for Town, Parish & Community Councils in England and Wales
- Single or Multi-user licenses
- Receipts and Payments accounting suited for income or expenditure below £200k
- Income and Expenditure accounting for income or expenditure over £200k
- Can be locally installed or web-based

Accounting Made simple

- Full double entry accounting
- Single entry through a simple cash book
- 12 months of cashbook reporting
- VAT reclaim in HMRC-acceptable formats
- Making Tax Digital (available)
- Full budget reporting with annual profiling
- Helpful budgeting tools— projection formulas and percentage calculations to assist in setting next year's budget
- Year-end accounts guaranteed audit-ready
- Your AGAR is automatically produced (for England and Wales)

Effortless Reporting

- Generates reports instantly—no more manual formatting or formula errors

Reports include:

- Cashbooks / Reconciliations
- Earmarked Reserves
- Trial Balance (summary of financial transactions)
- Nominal Ledger (lists of all financial transactions)
- Receipts & Payments or Income & Expenditure
- Statutory Income & Expenditure/Receipts & Payments
- Statutory Balance Sheet (I&E only)
- Annual Return (AGAR)
- Budgets: Annual and Forward (up to 5 years)

Training & Support

- 9am-5pm Monday-Friday dedicated support team
- 24/7 Support Portal with Manuals, FAQs and Training videos
- 1 to 1 or Group Training courses all year long
- Consultancy: Data entry, Databank, MOTs, account review & Year end close downs

Quote 3

A user-friendly, web-based accounting package tailored specifically for small to medium Parish Councils in England and Wales. This efficient cash book system is designed to produce accounts in the Receipts and Payments format, perfect for Councils with gross income and expenditure below the statutory limit (currently £200,000 per year).

For Councils not registered for VAT, we support VAT reclaims using the VAT126 procedure.

Secure and Accessible

Your data is securely stored in the cloud, with the option to back up your files onto your own computer for added security.

Key Features

The principal record in the software is the Cash Book, which holds three types of transactions: Receipts, Payments, and Bank Transfers.

- **Receipts:** Money received by the Council, such as the Precept, Bank Interest, and Grants.
- **Payments:** Money paid out by the Council, covering all usual expenditure items.
- **Bank Transfers:** Internal movements of money between bank accounts.

Each Receipt or Payment is associated with a bank account and a designated Account Name, allowing for detailed analysis under specific headings. Account Names are organised into Account Groups, providing a clear structure for reports.

Customisable and Interactive

Users have full control over Account Groups and Account Names with a simple, interactive interface to set them up. A detailed tutorial and video are available to guide you through setting up your Chart of Accounts.

Easy Transaction Management

- **Entering Transactions:** Easily input details including Bank Account, Payment Date, Supplier, Account Name, Amount, and VAT details.
- **Editing and Deleting:** Modify or delete transactions if they have not been included in a bank reconciliation or VAT claim.
- **Reviewing Transactions:** All transactions can be reviewed via the Manage Transactions screen.

Bank Reconciliation

The software includes a fully interactive process for bank reconciliation, aligning with the standard form recommended by 'Governance and Accountability'. Detailed reports can be printed or saved for circulation to the Council.

Enhanced Reporting

Reports such as the Budget Report show progress against budget for specific periods and year-to-date. Users can 'drill down' to view transactions associated with specific figures. Additionally, there's a report offering data across selected periods with flexible presentation options.

Managing Reserves

Offers options to manage reserves, ensuring comprehensive financial oversight.

VAT and Reporting

Tracks VAT and facilitates claims using the special method for local councils. The software provides various reports for the RFO and Councillors, including the Budget Report, which is essential for quarterly circulation to councillors.

DPIA – Community Survey

Submitting controller details

Name of controller	Mudford Parish Council
Subject/title of DPO	Community Survey
Name of controller contact /DPO (delete as appropriate)	clerk@mudford-pc.gov.uk

Step 1: Identify the need for a DPIA

Explain broadly what project aims to achieve and what type of processing it involves. You may find it helpful to refer or link to other documents, such as a project proposal. Summarise why you identified the need for a DPIA.

This DPIA covers the processing of limited personal data collected through an anonymous Community Survey carried out by Mudford Parish Council. The purpose of the survey is to gather residents' views to inform Council decision-making, future priorities, and service planning.

Although the survey does not collect directly identifiable personal data, it includes limited demographic information (age group and gender). A DPIA has therefore been completed to demonstrate accountability, transparency, and privacy-by-design, and to assess and manage any residual data protection risks, in line with UK GDPR principles.

Step 2: Describe the processing

Describe the nature of the processing: how will you collect, use, store and delete data? What is the source of the data? Will you be sharing data with anyone? You might find it useful to refer to a flow diagram or other way of describing data flows. What types of processing identified as likely high risk are involved?

- **Collection:** Survey responses completed online and/or via paper forms.
- **Data collected:** Age group and gender only.
- **Use:** Aggregate analysis to understand community needs and representation.
- **Storage:** Secure electronic storage with restricted access; paper responses stored securely until digitised.
- **Deletion:** Data retained only as long as necessary for analysis and reporting, then securely deleted or anonymised.
- **Source:** Information provided directly by respondents.
- **Sharing:** Results shared only in anonymised, aggregated form. Sharing of data with Clout Ltd (survey provider, ICO registered).

No high-risk processing activities are involved.

Describe the scope of the processing: what is the nature of the data, and does it include special category or criminal offence data? How much data will you be collecting and using? How often? How long will you keep it? How many individuals are affected? What geographical area does it cover?

- **Type of data:** Anonymous demographic data (age group and gender only).
- **Special category data:** None.
- **Volume:** Anticipated moderate number of responses from parish residents (maximum of 650)
- **Frequency:** One-off survey (with possible future surveys subject to review).
- **Retention:** Short-term retention for analysis and reporting purposes only.
- **Individuals affected:** Residents of Mudford Parish.
- **Geographical area:** Mudford Parish, Somerset, United Kingdom

Describe the context of the processing: what is the nature of your relationship with the individuals? How much control will they have? Would they expect you to use their data in this way? Do they include children or other vulnerable groups? Are there prior concerns over this type of processing or security flaws? Is it novel in any way? What is the current state of technology in this area? Are there any current issues of public concern that you should factor in? Are you signed up to any approved code of conduct or certification scheme (once any have been approved)?

- Participation is voluntary.
- Respondents reasonably expect the Council to collect anonymised feedback for community engagement purposes.
- No children-specific data is sought; responses are anonymous.
- Processing is not novel and uses common survey methods.
- Public concern over privacy is addressed by ensuring no identifiable data is collected.
- Processing follows ICO guidance and UK GDPR principles

Describe the purposes of the processing: what do you want to achieve? What is the intended effect on individuals? What are the benefits of the processing – for you, and more broadly?

- To understand community views and priorities.
- To support evidence-based decision-making.
- To demonstrate community engagement.
- To improve transparency and accountability.

Step 3: Consultation process

Consider how to consult with relevant stakeholders: describe when and how you will seek individuals' views – or justify why it's not appropriate to do so. Who else do you need to involve within your organisation? Do you need to ask your processors to assist? Do you plan to consult information security experts, or any other experts?

Internal consultation has been undertaken by the Clerk as the Council's data protection lead and Clout Ltd as survey provider. Given the anonymous nature and low risk of the processing, external consultation is not considered necessary. Clear privacy information will be provided to respondents at the point of completing the survey.

Step 4: Assess necessity and proportionality

Describe compliance and proportionality measures, in particular: what is your lawful basis for processing? Does the processing actually achieve your purpose? Is there another way to achieve the same outcome? How will you prevent function creep? How will you ensure data quality and data minimisation? What information will you give individuals? How will you help to support their rights? What measures do you take to ensure processors comply? How do you safeguard any international transfers?

- **Lawful basis:** Legitimate interests (UK GDPR Article 6(1)(f)).
- **Data minimisation:** Only age group and gender are collected.
- **Alternatives:** Collecting no demographic data would reduce the survey's value and prevent meaningful analysis.
- **Function creep prevention:** Data used solely for survey analysis.
- **Transparency:** Privacy information provided with the survey.
- **Individual rights:** As no identifiable data is collected, risks to individual rights are minimal.
- **International transfers:** None.
- **Processors:** Clout Ltd and Mudford Parish Council.

Step 5: Identify and assess risks

Describe source of risk and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary.	Likelihood of harm	Severity of harm	Overall risk
Re-identification through small data sets	Remote	Minor	Low
Unauthorised access to survey data	Possible	Minor	Low
Data retained longer than necessary	Possible	Minor	Low

Step 6: Identify measures to reduce risk

Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk in step 5				
Risk	Options to reduce or eliminate risk	Effect on risk	Residual risk	Measure approved
Re-identification	Data reported only in aggregated form; avoid small subgroup reporting	Reduced	Low	Yes
Unauthorised access	Restricted access; secure storage; password protection	Reduced	Low	Yes
Excess retention	Defined retention period; scheduled deletion	Reduced	Low	Yes

Step 7: Sign off and record outcomes

Item	Name/position/date	Notes
Measures approved by:	Parish Clerk	
Residual risks approved by:	Parish Clerk	No high residual risk identified
DPO advice provided:	N/A	
Summary of DPO advice: N/A		
DPO advice accepted or overruled by:	N/A	
Comments:		
Consultation responses reviewed by:	N/A	
Comments:		
This DPIA will kept under review by:	Parish Clerk Review after the event.	

DPIA – Community Survey Helper Group (name of the group to be confirmed)

Submitting controller details

Name of controller	Mudford Parish Council
Subject/title of DPO	Community Survey Helper Group
Name of controller contact /DPO (delete as appropriate)	clerk@mudford-pc.gov.uk

Step 1: Identify the need for a DPIA

Explain broadly what project aims to achieve and what type of processing it involves. You may find it helpful to refer or link to other documents, such as a project proposal. Summarise why you identified the need for a DPIA.

This DPIA relates to the assisted completion and collection of the Mudford Parish Council Community Survey, where members of the Community Plan Steering Group and appointed Survey Helpers may support residents in completing the survey or collecting completed paper copies.

While the survey is designed to be anonymous for most respondents, there may be limited circumstances where personal contact details (such as name, address, email address, or telephone number) are provided by respondents to enable survey collection or assistance with completion. As this involves the processing of identifiable personal data, a DPIA is required to assess and manage any associated risks and to ensure compliance with UK GDPR principles.

Step 2: Describe the processing

Describe the nature of the processing: how will you collect, use, store and delete data? What is the source of the data? Will you be sharing data with anyone? You might find it useful to refer to a flow diagram or other way of describing data flows. What types of processing identified as likely high risk are involved?

- **Collection:**
 - Survey responses completed independently by residents;
 - Survey responses completed with assistance from Survey Helpers;
 - Contact details may be provided by respondents solely to enable survey collection or assistance.
- **Data collected:**
 - Survey responses;
 - Where required: name, address, email address, and/or telephone number.
- **Use:**
 - To facilitate survey collection or assisted completion;
 - To support inclusive participation by residents;
 - To analyse survey results in aggregate form.
- **Storage:**
 - Paper surveys stored securely;
 - Any electronic data stored in secure Council systems with restricted access.
- **Deletion:**
 - Contact details removed once assistance or collection has been completed;
 - Survey results anonymised before analysis and reporting.
- **Source:** Data provided directly by survey respondents.
- **Sharing:**
 - Access limited to the Clerk and members of the Community Plan Steering Group involved in survey administration;
 - No sharing with external organisations.

No automated decision-making or profiling is involved.

Describe the scope of the processing: what is the nature of the data, and does it include special category or criminal offence data? How much data will you be collecting and using? How often? How long will you keep it? How many individuals are affected? What geographical area does it cover?

- **Type of data:**

- Survey responses;
- Basic contact details (only where necessary).

- **Special category data:** None intentionally collected.

- **Volume:** Limited to parish residents choosing assisted completion or collection.

- **Frequency:** One-off processing linked to the Community Survey.

- **Retention:**

- Contact details held only temporarily and deleted as soon as no longer required;
- Anonymised survey data retained for reporting and record-keeping.

- **Individuals affected:** Residents of Mudford Parish.

- **Geography:** Mudford Parish, Somerset, United Kingdom.

Describe the context of the processing: what is the nature of your relationship with the individuals? How much control will they have? Would they expect you to use their data in this way? Do they include children or other vulnerable groups? Are there prior concerns over this type of processing or security flaws? Is it novel in any way? What is the current state of technology in this area? Are there any current issues of public concern that you should factor in? Are you signed up to any approved code of conduct or certification scheme (once any have been approved)?

- Residents voluntarily choose whether to provide contact details.
- Individuals would reasonably expect the Council to use such information to enable survey assistance.
- Assisted completion supports accessibility and inclusion.
- Processing is limited, transparent, and time-bound.
- The Council follows ICO guidance and UK GDPR principles.

Describe the purposes of the processing: what do you want to achieve? What is the intended effect on individuals? What are the benefits of the processing – for you, and more broadly?

- To ensure all residents can participate in the Community Survey.
- To facilitate collection of paper surveys.
- To support residents who require help completing the survey.
- To gather community feedback to inform Council decision-making.

Step 3: Consultation process

Consider how to consult with relevant stakeholders: describe when and how you will seek individuals' views – or justify why it's not appropriate to do so. Who else do you need to involve within your organisation? Do you need to ask your processors to assist? Do you plan to consult information security experts, or any other experts?

The Clerk and the Community Plan Steering Group have agreed procedures for assisted survey completion and collection. Survey Helpers will be briefed on confidentiality and data handling requirements. Given the limited and short-term nature of the processing, no formal external consultation is required. Clear privacy information will be provided to survey respondents.

Step 4: Assess necessity and proportionality

Describe compliance and proportionality measures, in particular: what is your lawful basis for processing? Does the processing actually achieve your purpose? Is there another way to achieve the same outcome? How will you prevent function creep? How will you ensure data quality and data minimisation? What information will you give individuals? How will you help to support their rights? What measures do you take to ensure processors comply? How do you safeguard any international transfers?

- **Lawful basis:** Legitimate interests (UK GDPR Article 6(1)(f)).
- **Necessity:** Contact details are required only where survey assistance or collection is requested.
- **Data minimisation:** Contact details are optional and collected only when needed.
- **Purpose limitation:** Data used only for survey assistance and administration.
- **Transparency:** Privacy information provided alongside the survey.
- **Individual rights:** Respondents may request access, correction, or deletion of their data.
- **International transfers:** None.
- **Processors:** No external processors involved.

Step 5: Identify and assess risks

Describe source of risk and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary.	Likelihood of harm	Severity of harm	Overall risk
Unauthorised access to assisted survey data	Possible	Moderate	Medium
Loss of paper surveys containing contact details	Possible	Moderate	Medium
Contact details retained longer than necessary	Possible	Minor	Low

Step 6: Identify measures to reduce risk

Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk in step 5				
Risk	Options to reduce or eliminate risk	Effect on risk	Residual risk	Measure approved
Unauthorised access	Limit access to Clerk and Steering Group; confidentiality briefing for helpers	Reduced	Low	Yes
Loss of paper surveys	Secure handling; prompt transfer to Clerk; secure storage	Reduced	Low	Yes
Excess retention	Contact details deleted once assistance completed; data review schedule	Reduced	Low	Yes

Step 7: Sign off and record outcomes

Item	Name/position/date	Notes
Measures approved by:	Parish Clerk	
Residual risks approved by:	Parish Clerk	No high residual risk identified
DPO advice provided:	N/A	
Summary of DPO advice: N/A		
DPO advice accepted or overruled by:	N/A	
Comments:		
Consultation responses reviewed by:	N/A	
Comments:		
This DPIA will kept under review by:	Parish Clerk Review after the event.	

Mudford Parish Council

Risk Assessment – Survey Distribution to 339 Mudford Households

Date:

RISK SCORING TABLE Existing risk score = severity x likelihood Residual risk score (after control measures implemented) = existing severity x NEW likelihood				SEVERITY SCORE				
				1	2	3	4	5
				Insignificant	Minor	Moderate	Major	Catastrophic
				<ul style="list-style-type: none"> Near miss No treatment required 	First-Aid treatment (e.g. minor cuts, bruises, bumps)	<ul style="list-style-type: none"> Medical treatment Lost time of >3 working days 	<ul style="list-style-type: none"> Serious injury/ medical treatment Hospitalisation Lost time 	<ul style="list-style-type: none"> Loss of life Permanent disability
LIKELIHOOD SCORE	Very likely. Event is expected to occur in most circumstances: More than 95% chance of occurring.	5	Almost Certain	5	10	15	20	25
	There is a strong possibility the event will occur. Between 65% - 95% chance of occurring.	4	Likely	4	8	12	16	20
	The event has occurred before or could again. Between 35% - 65% chance of occurring.	3	Possible	3	6	9	12	15
	The event is not expected to occur but could under specific circumstances. Between 5% - 35% chance of occurring.	2	Unlikely	2	4	6	8	10
	The event has not occurred before, but it may occur in exceptional circumstances. < 5% chance of occurring.	1	Rare	1	2	3	4	5

Initial L = Initial Likelihood

Initial S = Initial Severity

Hazard/Activity	Risk	How People May Be Harmed	Persons Affected	Initial L	Initial S	Initial R	Control Measures	Residual L	Residual S	Residual Risk
Slips, Trips & Falls	Trip hazards on pavements/driveways	Sprains, fractures, falls	Clerk, Volunteers, Councillors and members	3	3	9	Wear suitable shoes; avoid unsafe surfaces; daylight working; avoid rushing	2	2	4
Road Crossing	Traffic collisions	Serious injury	Clerk, Volunteers, Councillors and members	3	4	12	Use crossings; high-vis clothing; no headphones; avoid dusk	2	3	6
Dog Encounters	Dog bites/scratches	Injury from dogs	Clerk, Volunteers, Councillors and members	3	3	9	Avoid putting hands through letterboxes; avoid properties	2	2	4

Manual Handling	Carrying leaflets	Muscle strain	Volunteers, Clerk, Councillors and members	2	2	4	Use shoulder bags; carry small batches; take breaks	1	2	2
Weather Conditions and poor visibility	Slips or heat issues Low light Conditions	Falls, heat exhaustion	Volunteers, Clerk, Councillors and members	3	3	9	Avoid severe weather; protective clothing; water for hydration; work only in daylight	1	2	2
Lone Working	Personal safety risk	Feeling unsafe or isolated	Volunteers, Clerk, Councillors and members	3	3	9	Check-in system; work in pairs where possible; carry mobile phone	1	2	2
Aggressive Residents	Confrontation	Verbal aggression, distress	Volunteers, Clerk, Councillors	2	3	6	Disengage; withdraw immediately;	1	2	2

Fatigue	Long walking routes	Tiredness, dehydration	Volunteers, Clerk, Councillors and members	3	2	6	Schedule breaks; rotate areas; don't overexert	1	2	2
Infection Risk	Contact with public	Illness	Volunteers, Clerk, Councillors and members	2	3	6	Maintain distance; sanitise hands; avoid working when unwell	1	2	2
Letterbox Hazards	Sharp edges/springs	Cuts, pinched fingers Damage to the letterbox	Volunteers, Clerk, Councillors and members	2	2	4	Use letterbox tools (pipe); insert surveys carefully, pay attention to not damaging the letterbox	1	1	1

Mudford Parish Council

Reserves Policy

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1. Introduction

Mudford Parish Council is required by statute to maintain financial reserves sufficient to meet the needs of the organisation. Certain reserves must be accounted for separately due to statutory or practical restrictions.

While there is no statutory minimum or maximum level of reserves, the Council has no power to hold revenue reserves other than for reasonable working capital needs or clearly defined future purposes.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioners' Guide recommends that general reserves should be held at a level equivalent to between three and twelve months of net revenue expenditure. For a smaller parish council, it is appropriate for reserves to be held towards the higher end of the recommended range, whereas for larger councils this may be closer to three months.

The Council's reserves and their justification are reviewed at least annually as part of the budget-setting process and in line with audit expectations.

This policy outlines how Mudford Parish Council will manage its reserves. It complements the Council's Investments Policy, which sets out how funds are held.

2. General Reserve

The General Reserve is not allocated for any specific expenditure. Its primary function is to cushion the impact of unexpected events or emergencies and manage uneven cash flows. It is not intended to support routine or recurring expenditure.

If the General Reserve is used, it will be replenished through the budget-setting process in the following financial year.

The Council will aim to maintain a General Reserve of no less than 25% of its annual net revenue expenditure (excluding capital and earmarked reserve transactions).

3. Earmarked Reserves

The Council may establish earmarked reserves (EMR) for specific purposes where future expenditure is anticipated or where grants are received for particular projects.

If a specific earmarked reserve is no longer considered necessary, or the project has been completed and there is a surplus in the EMR the Council will decide how the balance in the EMR should be allocated.

The Council may create a new EMR at any time.

Current earmarked reserves include:

- General Maintenance Around Parish Reserve – To support general upkeep, repairs, and minor projects throughout the parish.
- Long Term Chapel Maintenance Reserve – For long-term maintenance and restoration of the parish chapel.
- Long Term Cemetery Maintenance Reserve – To support long-term care and improvement of the cemetery.
- Computer/Printer Replacement Fund – For future replacement of computers, printers, and related IT equipment.
- Parish Projects Reserve – To support one-off or strategic projects identified by the Council.
- Play Area Equipment Reserve – To fund the repair, maintenance, long-term replacement, and enhancement of play area equipment.
- Cemetery Land/Consecration Starter Fund Reserve – Ring-fenced to support the future acquisition, extension or consecration of cemetery land.
- Up Mudford Legal Challenge Reserve – To fund legal expenses associated with the Up Mudford development challenge.
- Highways and Speed Control Reserve – To fund measures to improve road safety and manage traffic within the parish.
- Defibrillator Fund – To maintain and replace community defibrillators.

- Election Reserve – Ring-fenced to cover the costs of local elections.
- General Reserve – (see point 2).

4. Review and Variation to Policy

This policy will be reviewed annually during the budget-setting process by the Parish Clerk and approved by Full Council.

The Council may vary from this policy where there is a clearly justified need, which must be documented and approved at a Council meeting.

This policy was adopted by the Council at its meeting held on 30th April 2026.

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Chair

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

Clerk's recommendation

The Clerk recommends asking the Clerk of Yeovil Without Parish Council to display the historical information on their noticeboard for the time being and to consider installing an information board as part of the budget-setting process in October 2026.

Background

An email was received from a resident (via Yeovil Without Parish Council) suggesting that Hundredstone Park has an interesting and valuable history that could be displayed on an information board. The Clerk of Yeovil Without Parish Council is happy to include a brief summary of the suggested text on their noticeboard; however, as Hundredstone Park is located within Mudford Parish, it is for this Council to decide whether any information boards should be installed.