

Notice of the Annual Mudford Parish Council Meeting

Dear Councillors,

You are hereby summoned to attend the following:

Annual Meeting of: **Mudford Parish Council**
Time: **19:00**
Date: **Thursday 28th May 2026**
Venue: **Mudford Village Hall, BA21 5TE**

P. Galloway

Petra Galloway
Parish Clerk
19th May 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

www.mudford-pc.gov.uk

Clerk: Petra Galloway

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

26/56 To elect a Chairman – To sign Declaration of Acceptance of Office.

26/57 To elect a Vice Chairman – To sign Declaration of Acceptance of Office.

26/58 To receive and consider apologies for absence and approve the reasons (LGA 1972 s 85(1)).

26/59 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).

26/60 To approve and sign as a correct record the minutes of the previous ordinary meeting held on 30th April 2026 (LGA 1972 Sch 12, para 41(1)).

26/61 To approve and sign as a correct record the minutes and confidential report from the extraordinary meeting held on 12th May 2026 (LGA 1972 Sch 12, para 41(1)).

26/62 To approve and sign as a correct record the minutes of the extraordinary meeting held on 13th May 2026 (LGA 1972 Sch 12, para 41(1)).

26/63 To receive Public Comments.

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

26/64 To receive outside reports from Representatives.

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

26/65 To receive an update on matters arising from previous meetings and to review the action list:

- i. Judicial Review 14/02554/OUT (Clerk)
- ii. Worthy Bed land registration (Clerk, Cllr Bartlett)
- iii. Cattle issue - Ashington Lane (Cllr Bartlett)
- iv. Act to Adapt (Clerk)

26/66 To receive a report on planning decisions made after the agenda was published on 19th May 2026.

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26/67 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. 25/02769/REM; Land Os 3400, Mudford Road, Yeovil
Reserved Matters application for the appearance, landscaping, layout and scale for Phase 1 comprising 109 residential dwellings and associated infrastructure and green space, excluding the main site access relating to planning application 22/00695/OUT (appeal ref: APP/E3335/W/23/3328322)
- ii. 26/00996/DOC1; Land Os 3400, Mudford Road, Yeovil
Discharge of Condition No. 9 (Constructed Treatment Wetland Details) (as amended by Approved Condition 25/01485/NMA) of Approved Application 22/00695/OUT, allowed on appeal APP/E3335/W/23/3328332.

26/68 To consider commenting on planning applications received on and after 19th May 2026, including any delegations to the clerk as required.

26/69 FINANCE: To approve the Cashbook/Bank Reconciliation to 30th April 2026 (Appendix 1).

26/70 FINANCE:

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

Invoice	Payee	Particulars	Amount	Date of payment
1	Scribe Accounts	Inv 17918 Set up fee	£358.80	13.05.2026
2	Pinnacle Accountancy	Inv 19709	£145.20	13.05.2026
3	Mudford Village Hall	Bookings MPC 12&13&18 May	£35.00	13.05.2026

- ii. To **note** the receipts from 20.04.2026 to 18.05.2026.

Date	Particulars	Amount	Notes
30.04.2026	Somerset Council SC-SPT-100445208-5	£87.93	CIL
12.05.2026	Country Memorials	£150	Memorial fee B2 24

- iii. To **note** that the CIL (Community Infrastructure Levy) meaningful proportion sum of £87.93 was received (the sum relates to planning application 22/01485/FUL; Broadview Farm, Mudford Hill, Yeovil).

26/71 FINANCE:

- i. To **approve** the payment schedule for May 2026 and any invoices received after 18th May 2026.

Invoice	Payee	Particulars	Amount
1	Staff	Expenses 05	£41.00
2	Staff	Salary	██████
3	Halcyon Landscapes	Grounds Maintenance Inv 6459	£440.23

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4	HMRC	794PL00149285 mo 02	£TBC
5	P D Sargent	Cemetery Maintenance Inv 23-10	£28.00
6	Richard Buxton Solicitors	Judicial Review Inv	£TBC
7	Scribe Accounts	Monthly fee (accounting software)	£37 + VAT

- ii. To **approve** an internal virement of funds from the Unity Trust Bank Instant Access Account to the Current Account.
- iii. To **approve** a list of regular payments for FY 2026-2027:

Payment	Payee	Particulars	Amount
1	Staff	Expenses - monthly	£41.00
2	Staff	Salary - monthly	██████
3	Halcyon Landscapes	Grounds Maintenance - monthly	£440.23
4	HMRC	794PL00149285 - monthly	£Varied
5	P D Sargent	Cemetery Maintenance - monthly	£Varied
6	Scribe Accounts	Accounting software - monthly	£37 + VAT

26/72 Finance FY 2025-2026:

- i. To approve the 2025-2026 year-end Cashbook/Bank Reconciliation.
- ii. To note the Budget Summary.
- iii. To review council's expenditure under s 137 of the Local Government Act 1972.

26/73 INTERNAL AUDIT: To receive the Annual Internal Audit Report and consider any recommendations.

26/74 INTERNAL CONTROLS: To receive the Statement of Internal Controls and review the effectiveness of internal controls for year ending 31st March 2026.

26/75 FINANCE: To consider and approve AGAR Section 1 – Annual Governance Statement (FY 2025-2026).

26/76 FINANCE: To consider and approve AGAR Section 2 – Accounting Statements (FY 2025-2026) and note the Explanation of Variances.

26/77 FINANCE: To announce and note the period for the Exercise of Public Rights – Wednesday 3rd June 2026 to Tuesday 14th July 2026 and publication on Council's website and noticeboards on Tuesday 2nd June 2025.

26/78 To appoint an internal auditor for 2026-2027 and delegate the clerk to sign the letter of engagement.

26/79 To review the Asset Register and confirm the arrangement of insurance cover in respect of all insurable risks.

26/80 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.

26/81 To note that the accountant's quote for payroll services, as agreed in motion 25/358 (26th March 2026), omitted the annual charge of £80 + VAT for completion of the end-of-year process. To consider accepting the amended quote.

26/82 Governance and Resources Committee:

- i. To receive the minutes of the last meeting of the Governance and Resources Committee.
- ii. To receive the report of the committee's chairman and consider committee's recommendations.
- iii. To review and agree the Terms of Reference including delegation of arrangements for the committee and its meeting dates.
- iv. To appoint members of the committee.
- v. To appoint committee's chairman.

26/83 Community Plan Steering Group:

- i. To receive the minutes of the last meeting of the Community Plan Steering Group.
- ii. To receive the report of the chairman of the group and consider group's recommendations.
- iii. To review and agree the Terms of Reference including delegation of arrangements for the Community Plan Steering Group and its meeting dates.
- iv. To appoint members of the group.

26/84 To review councillors' roles and responsibilities:

- i. Planning
- ii. Tree Warden
- iii. Footpaths & RoW
- iv. Highways
- v. Cemetery Liaison
- vi. Playing Field (Recreation Ground) and Equipment
- vii. Defibrillator
- viii. Speedwatch

26/85 To review and adopt the core policies:

- i. Standing Orders
- ii. Financial Regulations
- iii. Code of Conduct
- iv. Scheme of Delegation
- v. Complaints Policy
- vi. Communications Policy
- vii. Health and Safety Policy
- viii. Publication Scheme

26/86 To approve the replacement of the existing Data Protection Policy and Privacy Notice with a single consolidated Data Protection Policy, and to review and adopt data policies:

- i. Accessibility Statement
- ii. Cemetery Privacy Notice
- iii. Data Breach Policy
- iv. Data Protection Policy
- v. Freedom of Information Policy
- vi. Privacy Policy for Website Users
- vii. Subject Access Request Policy

26/87 To review and adopt human resources policies:

- i. Complaints Policy
- ii. Grievance Policy
- iii. Training Policy and Training Evaluation Form
- iv. Home Working Policy
- v. Flexible Working Policy
- vi. Sickness Absence Policy
- vii. Compassionate Leave Policy
- viii. Emergency/Dependants Leave Policy
- ix. Maternity Leave and Pay Policy

26/88 To consider and adopt a new Disciplinary Procedure and an Expenses Policy (including Expenses Claim Form).

26/89 To consider and adopt a new version of the Document Retention and Disposal Procedure.

26/90 To determine the time and place of ordinary meetings of the council up to and including the next annual meeting of the council.

26/91 To agree a statement to be sent to NHS Somerset Integrated Care Board (ICB) and Somerset Foundation Trust (SFT) regarding the imminent closure of the Hyper Acute Stroke Unit (HASU) at Yeovil District Hospital.

26/92 To receive and consider the report on Public Rights of Way and permissive paths locations and agree the next steps.

26/93 To receive Councillor reports¹.

26/94 To receive the Parish Clerk's report and any correspondence.

Correspondence:

NALC's events newsletter and chief executive's bulletin

SALC's newsletter

CPRE – May update

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).

26/95 To receive the traffic report from Vehicle Activated Devices.

26/96 To receive a report from Somerset Council on road repairs.

26/97 To receive the play area and skate park inspection reports.

26/98 Items for the next agenda.

- i. Cemetery Chapel Survey results
- ii. GDPR training
- iii. ICCM training

26/99 To confirm the date of the next meeting – 25th June 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, 15th June 2026).

26/100 Exempt Session – Exclusion of the Press & Public.

The council is recommended to resolve that under section 1, paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

26/101 To note that the Governance and Resources Committee carried out the clerk's annual appraisal and to receive the committee's recommendations arising from the appraisal.

26/102 To review and agree the clerk's working hours and to agree compensation for any overtime.

End of Agenda

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Appendix 1

MUDFORD PARISH COUNCIL 2026-27								
Receipts and Payments Summary for the year ending 31st March 2027								
	Last Year	This Year	Transfer from Reserves	Budget	Remaining including transfers from Reserves	Remaining based on initial budget	Remaining% based on initial budget	Variance
	2025-26	2026-27	during 26-27	2026-27	2026-27	2026-27	2026-27	between years
RECEIPTS								
Precept	£ 46,467.00	£ 27,541.00						-£ 18,926.00
Deposit Interest	£ 1,422.11	£ 30.76						-£ 1,391.35
Cemetery Fees	£ 7,800.00	£ 450.00						-£ 7,350.00
Grants	£ 5,500.00	£ -						-£ 5,500.00
CIL	£ -	£ 87.93						
Other	£ 5,150.00	£ 500.00						-£ 4,650.00
VAT repayment	£ 5,526.77	£ -						-£ 5,526.77
TOTAL RECEIPTS	£ 71,865.88	£ 28,609.69						-£ 43,256.19
PAYMENTS								
Operations								
Salaries	£ 10,252.17	£ 723.60		£ 11,500.00		£ 10,776.40	94%	-£ 9,528.57
Admin	£ 3,863.55	£ 797.00		£ 3,492.00		£ 2,695.00	77%	-£ 3,066.55
Subscriptions	£ 853.72	£ -		£ 960.00		£ 960.00	100%	-£ 853.72
Insurance	£ 1,391.32	£ -		£ 1,800.00		£ 1,800.00	100%	-£ 1,391.32
Training	£ 800.00	£ -		£ 520.00		£ 520.00	100%	-£ 800.00
Audits	£ 610.00	£ -		£ 700.00		£ 700.00	100%	-£ 610.00
Parish Maintenance								
Grounds Maintenance Contract	£ 4,956.44	£ -		£ 5,243.00		£ 5,243.00	100%	-£ 4,956.44
Hedges and Trees	£ 1,685.00	£ -		£ 3,500.00		£ 3,500.00	100%	-£ 1,685.00
Cemetery	£ 666.77	£ -	£ 300.00	£ 500.00		£ 500.00	100%	-£ 666.77
Play Area/Inspections	£ 913.82	£ -		£ 3,455.00		£ 3,455.00	100%	-£ 913.82
General Parish Maint/Drains/Flood	£ 5,497.40	£ -		£ 6,412.00		£ 6,412.00	100%	-£ 5,497.40
25-26 Projects and Grants								
Grants	£ 4,778.17	£ -		£ 7,000.00		£ 7,000.00	100%	-£ 4,778.17
Parish Projects	£ 70.00	£ -	£ 500.00	£ 8,000.00		£ 8,000.00	100%	-£ 70.00
Up Mudford Challenge	£ 16,205.63	£ 15,200.00	£ 24,794.37	£ 5,000.00	£ 14,594.37	-£ 10,200.00	N/A	-£ 1,005.63
Land North of Mudford Rd	£ -			£ 2,000.00				
VAT incurred	£ 5,774.04	£ 3,040.00						-£ 2,734.04
Budget additions (To Reserves)				£ 6,000.00				
TOTAL PAYMENTS	£ 58,318.03	£ 19,760.60						
s137 sub-total								
		£ -						
Exc of Recpt over Paymts	£ 13,547.85	£ 8,849.09						
plus balances b/fwd	£ 102,688.24	£ 116,236.09						
Balances c/fwd	£ 116,236.09	£ 125,085.18						
Reconciliation with bank accounts at 30th April 2026								
Unity Trust Current Account	£ 10,067.05							
Unity Trust Savings Account	£ 44,967.93							
Redwood Bank 95 day notice	£ 30,000.00							
Redwood Bank 1 yr Bond	£ 30,000.00							
Redwood Bank 35 day notice	£ 10,050.20							
Less Outstanding payments	£ -							
Add Outstanding lodgements	£ -							
Total balances at bank	£ 125,085.18							