MUDFORD PARISH COUNCIL
www.mudford-pc.gov.uk
Clerk: Petra Galloway
Tel: 07552 509707 E-mail: clerk@mudford-pc.gov.uk

Notice of Mudford Parish Council Meeting

Dear Councillors,

You are hereby summoned to attend the following:

Meeting of:	**Mudford Parish Council**
Time:	**19:00**
Date:	**Thursday 29th October 2026**
Venue:	**Mudford Village Hall, BA21 5TE**

P. Galloway

Petra Galloway
Parish Clerk
23rd October 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.

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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

26/249 To receive and consider apologies for absence and approve the reasons (LGA 1972 s 85(1)).

26/250 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).

26/251 To approve and sign as a correct record the minutes and confidential report of the meeting held on 24th September 2026 (LGA 1972 Sch 12, para 41(1)).

26/252 To approve and sign as a correct record the minutes of the meeting held on 29th September 2026 (LGA 1972 Sch 12, para 41(1)).

26/253 To receive Public Comments.
This section is at the Chairman's discretion and may last up to 15 minutes.

26/254 To receive outside reports from Representatives.
i. Somerset Councillors (3 minutes)
ii. Outside bodies/groups (3 minutes)

26/255 To receive an update on matters arising from previous meetings and to review the action list:
i. Withy Bed land registration (Clerk)
ii. A359 path to Hales Meadow (Clerk)
iii. Permissive paths (Clerk)
iv. Thorney Lane (Cllr Bartlett)
v. Footpath north of River Yeo to Snake Island/Trent (Clerk, Cllr Bartlett)
vi. Recreation Ground's bramble hedge (Clerk)
vii. 25/01367/S73 complaint (Clerk)
viii. SAPPP consultation (Clerk)
ix. Cemetery drains (Clerk)
x. 3VFG meeting with Somerset Council – flood resilience programme (Clerk)
xi. Quotes for play repairs (Clerk)
xii. Quotes for cemetery chapel repairs (Clerk)

26/256 Planning:

i. To receive a report on planning decisions:

a. 26/00299/FUL; Rosemary, Main Street, Mudford, Yeovil
Application permitted with conditions (29th September 2026)

b. 26/01830/PAMB; Land at 356192 120392, Ashington Lane, Limington, Yeovil
Application permitted with conditions (30th September 2026)

c. 26/01393/NMA; Land Os 3400, Mudford Road, Yeovil
Application withdrawn (28th September)

ii. To receive a report on planning decisions made after the agenda was published on 23rd October 2026.

iii. To note planning application 26/02182/DPO; Thorney Lane Farm, Marston Magna, Yeovil.

iv. To consider planning application 26/02172/COU; Parsonage Farm, West Mudford Road, and agree the council's comments and any delegations to the clerk.

v. To consider and agree a response to new information and documentation relating to the Land OS (LVA and Bloor Homes planning applications), 25/02769/REM, 26/00856/DOC1 and 25/01367/S73, including any delegation of authority to the clerk.

vi. To consider commenting on planning applications, applications for the discharge of conditions, and any amendments or new submissions to applications previously discussed (including applications outside of the parish boundary), received on or after 23rd October 2026, including any delegations to the clerk.

26/257 FINANCE: To approve the Cashbook/Bank Reconciliation to 30th September (Appendix 1) and review Budget versus spent for Q2 FY 2026-2027.

26/258 FINANCE:

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

Invoice	Payee	Particulars	Amount	Date of payment
1	Parish Online (Geoxphere Ltd)	40UD080-0005 Maps	£75.60	30.09.2026
2	Somerset Council	C0065672 32035779 Bin collections	£709.80	15.10.2026
3	The Play Inspection Company	Inv 89605 Annual Inspection	£170.94	15.10.2026
4	Pinnacle Accountancy Services Ltd	Inv 20132 Payroll	£54.00	15.10.2026

ii. To note the receipts from 18.09.2026 to 22.10.2026.

Date	Particulars	Amount	Notes
30.09.2026	Credit Interest – Unity Trust Bank account	£104.17	
30.09.2026	Credit interest – RB 35 Day notice account	£30.76	

iii. To note direct debit transactions.

Date	Particulars	Amount	Notes
30.09.2026	Service charge – Unity Trust Bank	£7.00	Account fee
01.10.2026	Lloyds Bank	£3.00	Purchasing Card monthly fee
01.10.2026	Scribe 43TSX88XQC9	£44.40	Monthly fee

iv. To note the corporate purchasing card transactions.

Date	Particulars	Amount	Notes
18.09.2026	Post Office Counter	£14.40	Stamps
22.09.2026	Tesco Stores	£7.00	Printing paper
19.10.2026	Monthly fee	£3.00	Card fee

v. To note an internal virement of £3,000 from the Unity Trust Bank Instant Access Account to the Current Account made on 14th October 2026.

26/259 FINANCE:

i. To approve the payment schedule for October and any invoices received after 22nd October 2026.

Invoice	Payee	Particulars	Amount	Notes
1	Staff	Salary October	[redacted]	
2	Staff	Allowance (Expenses) October	£41.00	
3	HMRC	794PL00149285 mo 07	£146.81	
4	Halcyon Landscapes	Grounds Maintenance Inv 7090	£440.23	Regular payment
5	P D Sargent	Cemetery Maintenance Inv 23-19	£117.70	
6	ICCM	Inv 22160 Training	£192.00	Agreed 26/154
7	SALC	Inv 3409 Training	£30.00	Agreed 26/190

ii. To approve clerk's GDPR training (SLCC) at a cost of £57.75 + VAT.

iii. To consider a donation to the Royal British Legion and to agree that this donation may be paid using the council's purchasing card.

26/260 Accounting practices: Earmarked Reserves and Cemetery Income

i. To consider and resolve that the "budget additions to earmarked reserves", approved on 15th January 2026, be accounted for within the respective earmarked reserves with effect from 1st April 2026, rather than at the end of the financial year, in accordance with recommended accounting practice.

ii. To consider and resolve that all cemetery income (receipts) be allocated directly to one of the earmarked cemetery reserves (such as Long-Term Cemetery Maintenance Reserve) and accounted for as reserve income.

26/261 To review the general and earmarked reserves and consider whether the current levels are appropriate.

26/262 To receive and consider draft salary budget FY 2027-2028.

26/263 To receive and consider draft budget FY 2027-2028.

26/264 To review the Audit Findings Action Plan and agree any further actions required.

26/265 Act to Adapt
To receive an update on the Act to Adapt Focus Group meeting, review the final draft of the Act to Adapt Plan and consider any proposed amendments, and to consider supporting a recommendation that the Somerset Wildlife Trust funding be allocated to the Three Villages Flood Group (3VFG) rather than the Parish Council.

26/266 Tree (arboriculturist) survey quotes:

i. To note that 3 quotes were requested for the tree (arboriculturist) survey at the Recreation Ground and Cemetery.
ii. To receive 2 quotes.
iii. To agree actions to be taken, including the acceptance of a quote.

26/267 To discuss concerns regarding vehicles parking on pavements within the parish and to agree any appropriate next steps.

26/268 To consider arranging a meeting with the Yeovil Crematorium and Cemetery Committee (Yeovil Without Parish Council) to explore potential opportunities for future burial provision and possible joint working.

To note: Members will recall that this matter was previously discussed on 27th August 2026 (minute reference 26/193), when it was agreed to await the results of the Community Survey before determining the next steps. Council is invited to consider whether to proceed with discussions and authorise the clerk to make the necessary arrangements.

26/269 Communication and community engagement

i. To review the Parish Council's current communication and community engagement arrangements and consider opportunities for improvement, including the creation of a Parish Council Facebook page, WhatsApp group, and email newsletter, together with the provision of additional noticeboards at Stone Lane, bus shelter, Hundredstone Park and Hinton.
ii. To consider whether any agreed changes to communication and engagement arrangements should be incorporated into a standalone Communication Strategy or integrated within the existing Communication Policy.
iii. To consider arrangements for a community event to discuss the agreed Community Plan with residents.
iv. To provide feedback on the draft Community Plan newsletter.

To note: The newsletter has not yet been finalised despite delegated authority having been granted to the clerk to approve the final version (minute reference 26/247). It has been suggested that the date of the proposed community engagement event should be included within the newsletter. As the council has not yet considered the event, publication of the newsletter has been delayed.

26/270 To receive Councillor reports[1].

26/271 To receive the Parish Clerk's report and any correspondence.

- 26/00478/DOC1; Manor Farm, Ashington Lane, Chilton Cantelo
- Change of APCM meeting date (May 2026) – election year
- Action list updated with actions from the Community Plan
- SC Traffic Management team was contacted with questions agreed at the Community Plan meeting – no response has been received yet

Correspondence (as circulated):
NALC's events newsletter and Chief Executive Bulletin, SALC's newsletter
Wessex Mayoral Strategic Authority
Sarah Dyke MP – 3rd Flooding symposium
Somerset Bus Franchising Proposal and Enhanced Partnership Review Updates
CPRE - Annual General Meeting (20th November 2026)

26/272 To receive the traffic report from Vehicle Activated Devices.

26/273 To receive a report from Somerset Council on road repairs.

26/274 To receive the play area and skate park inspection reports.

26/275 Items for the November's meeting agenda:

i. 2nd Budget Draft
ii. Review of Cemetery Fees and Cemetery Regulations
iii. Bollards repair (Recreation Ground)
iv. Footpath Accessibility
v. Community Grant Policy and application forms (review)
vi. East Lanes

26/276 To confirm the date of the next meetings – 26th November 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, 16th November 2026).

End of Agenda

[1] N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA 1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

Appendix 1

23 October 2026 (2026 - 2027)

Mudford Parish Council

Prepared by: _____ Date: 23/10/2026

Petra Galloway (Clerk/RFO)

Approved by: _____ Date: 29/10/2026

Signed two councillors

Bank Reconciliation at 30/09/2026

	Cash in Hand 01/04/2026	116,236.09
	ADD	
	Receipts 01/04/2026 - 30/09/2026	65,778.85
		182,014.94
	SUBTRACT	
	Payments 01/04/2026 - 30/09/2026	60,556.14
A	**Cash in Hand 30/09/2026** (per Cash Book)	**121,458.80**

Cash in hand per Bank Statements

Petty Cash	30/09/2026	0.00
Unity Trust Bank Current	30/09/2026	1,571.81
Unity Trust Bank Instant Access	30/09/2026	28,244.13
Redwood Bank 95 Day Notice	30/09/2026	61,435.41
Redwood Bank 1 Year Bond	30/09/2026	10,000.00
Redwood Bank 35 Day Notice	30/09/2026	20,207.45
		121,458.80

	Less unpresented payments	
		121,458.80
	Plus unpresented receipts	
B	**Adjusted Bank Balance**	**121,458.80**

A = B Checks out OK