

**Minutes of Mudford Parish Council Meeting held on Thursday 27th August 2026 at
19:00, Mudford Village Hall, BA21 5TE**

Present – Councillors (Cllrs): Jo Dalton-Legget (Chair), Robin Bowring, and Stephen Bartlett.

Absent – Cllrs: Dave Brown, Peter Blackwood, John Snell and Phil Edgeworth.

In attendance: Petra Galloway – Parish Clerk/RFO, Somerset Councillor Henry Hobhouse and 8 members of the public.

19:03 – Meeting started.

26/179 To receive and consider apologies for absence and approve the reasons (LGA 1972 s 85(1)).

RESOLVED: Cllr Blackwood sent apologies for absence due to prior commitments. The council accepted the apologies and approved the reason for absence. Cllr Brown sent apologies for absence as he was away. The council accepted the apologies and approved the reason for absence. Cllrs Snell and Edgeworth were absent.

26/180 To receive Declarations of Interests.

Cllrs Bartlett and Bowring declared an interest in item 26/191 as members of the Three Villages Flood Group (3VFG) (Cllr Bowring is also the Vice-Chair). Prior to the meeting, the clerk received requests for a dispensation from both councillors. The clerk granted the dispensations in accordance with Standing Order 13(h)(i), as not granting them would have impeded the proceedings of the council by rendering it inquorate. The dispensations permit both councillors to participate in discussions and vote on Motion 26/191 only.

26/181 To approve and sign as a correct record the minutes and confidential report of the ordinary meeting held on 30th July 2026 (LGA 1972 Sch 12, para 41(1)).

RESOLVED: The minutes and confidential report were approved and signed as a true and accurate record of the meeting held.

26/182 To receive Public Comments.

A resident raised concerns about the overgrown bramble hedge on the southern side of the Recreation Ground (Agenda Item 26/191). The resident also raised concerns regarding parking on the pavement and the impact this has on pedestrians who are forced to enter the road to pass parked vehicles. The council agreed to discuss this matter at a future meeting. The resident further raised concerns about the A359 footpath to Hales Meadow. The clerk and Cllr Blackwood have reported this matter and are awaiting a response from Somerset Council.

26/183 To receive outside reports from Representatives.

- i. Somerset Councillors (3 minutes)
Cllr Hobhouse: Reported the Somerset Council's Scrutiny Committee meeting is to be held on 3rd September.

- ii. Outside bodies/groups (3 minutes)
 - a. **3VFG:** Reported that comments had been submitted in respect of planning application 25/02769/REM. The Group also noted a planning application for 380 dwellings north of the retail park on the A30 at Babylon Hill, on the Somerset/Dorset border. The Group reported that it will submit comments on this application, as upstream development may affect downstream communities. The Group further reported on progress with its submissions under the DEFRA-funding, which is being delivered with the support of the Yeovil Rivers Community Trust. Seven locations across the parish have been identified where nature-based solutions will be proposed, including improvements to the ditch network and the creation of attenuation ponds.
 - b. **Village Hall Committee:** Reported that bookings were lower than usual due to the school holidays and recent road closures. The Committee extended an invitation, via Yeovil Without Parish Council, to residents of Wyndham Park, advising that Mudford Hall is available for hire and offers a range of events and classes. The Committee is progressing a secondary glazing project and is planning future events, including a Macmillan Coffee Morning to be held on Thursday 24 September from 10.00 a.m.

26/184 To receive an update on matters arising from previous meetings and to review the action list:

- i. Withy Bed TPO (Cllr Bartlett) – Cllr Bartlett received a response from Somerset Council’s Arboricultural Officer saying that the decision to place a TPO on the whole group was due to its prominence within the village and the presence of numerous ash trees, which are often subject to over-management because of concerns about ash dieback. The Officer has confirmed that the TPO will not be revoked. However, they have offered to meet on site to review proposed works and would be willing to approve a TPO application covering anticipated works for the next two years. They advised that works such as recoppicing, hedge laying and repollarding are generally considered arboriculturally appropriate and would not usually be refused by the Local Planning Authority.
- ii. Withy Bed land registration (Clerk) – the clerk is finalising the document evidence bundle.
- iii. Cattle issue - Ashington Lane (Cllr Bartlett) – Cllr Bartlett’s brother is advising the landowner on the fencing repairs.
- iv. Act to Adapt (Clerk) – the date for the draft plan discussion is currently being finalised and is anticipated to take place at the end of September.
- v. Thorney Lane (Clerk) – at the previous meeting, the clerk was asked to report the issue. However, when the clerk attempted to do so through Highways, it became apparent that the stretch of road in question is not an adopted highway. The clerk has therefore contacted Cllr Hobhouse who advised contacting Rights of Way. Rights of Way responded that “the unadopted section of Thorney Marsh Lane is maintainable at public expense by Somerset Council. However, the Council’s responsibility is limited to maintaining the bridleway to a standard appropriate for use by pedestrians, cyclists and horse riders. Any maintenance required to accommodate vehicular traffic is the responsibility of the residents and other landowners who

may use vehicles on the lane.” Cllr Bartlett will discuss this with the landowners.

ACTION: Cllr Bartlett

- vi. A359 path to Hales Meadow (Clerk) – the clerk has reported the issue (although it has already been reported by Cllr Blackwood), no update has been received at this stage. Cllr Hobhouse has asked for this to be forwarded to him.

ACTION: Clerk

- vii. Cemetery Chapel quotes (Clerk) – the clerk is seeking quotes.
- viii. Permissive paths (Clerk) – the matter is ongoing.

Action list – drain issues and Enhanced Highways maintenance:

The clerk received an update on reported drainage issues and the Enhanced Highways Maintenance Scheme. Gullies on the A359 near the cemetery were cleaned in December 2025 and are due for further cleansing in February 2027, although additional works are required to investigate the adjoining manhole and improve drainage. Drainage at Primrose Lane and outside Copperfields and The Cottage has been improved, with monitoring continuing during prolonged rainfall. It is believed that the blockage near the village hall may have resulted from concrete entering the drainage system during nearby building works. The council was advised that the Enhanced Highways Maintenance Scheme remains in operation and that Somerset Council will continue to progress the outstanding drainage issue near the cemetery. The clerk has asked the Highways whether a CCTV survey can be undertaken on the drain near the village hall and whether the chapel downpipe drain at the cemetery can be upgraded to the highway drain, and if so, from whom permission should be sought. Cllr Hobhouse requested the response received by the clerk related to the Enhanced Highways Maintenance pilot scheme.

ACTION: Clerk

26/185 Planning:

- i. To receive a report on planning decisions:
26/01409/TPO; 19 Primrose Lane, Yeovil - Permitted with conditions.
RESOLVED: The council received the report.
- ii. To receive a report on planning decisions made after the agenda was published on 21st August 2026 - No new planning decisions were received.
- iii. To note planning application 26/018/30/PAMB; Ashington Lane, Limington. Prior Approval for the change of use of No.01 agricultural buildings to No.02 dwellinghouses (Class C3), and associated building operations.
RESOLVED: The council noted the application.
- iv. Applications received after the agenda was published - No new planning applications were received.

26/186 FINANCE: To approve the Cashbook/Bank Reconciliation to 31st July 2026 (Appendix 1).

RESOLVED: The council approved the Cashbook/Bank Reconciliation.

26/187 FINANCE:

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

Invoice	Payee	Particulars	Amount	Date of payment
1	Scribe Accounts	Inv 20064 Inv 20593	£44.40 £44.40	04.08.2026
2	Mudford Village Hall	Room bookings 16,22,29 September	£50.00	04.08.2026
3	Mudford Village Hall	Room bookings 11,24 August	£30.00	17.08.2026

- ii. To **note** the receipts from 25.07.2026 to 20.08.2026.

Date	Particulars	Amount	Notes
03.08.2026	Fine Memorials Memorial fee	£150.00	Memorial fee – T19
31.07.2026	Gross interest	£32.08	35 Day notice account

- iii. To **note** the corporate purchasing card transactions.

Date	Particulars	Amount	Notes
31.07.2026	DD – monthly fee	£3.00	Card fee
17.08.2026	Monthly fee	£3.00	Card fee

- iv. To **note** an internal virement of £1,500 from the Unity Trust Bank Instant Access Account to the Current Account made on 17th August 2026, and an internal virement of £17,000 made on 26th May 2026.
- v. To **note** the Redwood Bank's 1 Yr Bond has been opened and £10,000 transferred on 7th August 2026.

RESOLVED: The council noted all items 26/187 i.-v. including the corporate card transactions.

26/188 FINANCE: To **approve** the payment schedule for August 2026 and any invoices received after 20th August 2026.

Invoice	Payee	Particulars	Amount	Notes
1	Staff	Salary August		
2	Staff	Allowance (Expenses) August	£41.00	
3	HMRC	794PL00149285 mo 05	£70.11	
4	Halcyon Landscapes	Grounds Maintenance Inv 6896	£440.23	Regular payment
5	P D Sargent	Cemetery Maintenance Inv 23-16	£40	

RESOLVED: The council approved the payment schedule.

26/189 To consider Parish Online Mapping subscription renewal at a cost of £75.60.

RESOLVED: The council approved the renewal of the Parish Online Mapping subscription at a cost of £75.60 including VAT (Budget: Admin - Parish Online Mapping).

26/190 Training:

- i. To consider Councillor Brown's attendance at SALC's "The Worker Protection Act 2023" training course at a cost of £30.

RESOLVED: The council approved Councillor Brown's attendance at SALC's "The Worker Protection Act 2023" or similarly named training course at a cost of £30, date to be confirmed (Budget: Training - Councillor and Clerk GDPR).

- ii. To consider and agree attendance at any other training courses requested by councillors (or clerk), together with the associated costs.

RESOLVED: The council agreed to schedule an ICO GDPR training session (free training course material available on ICO website) in the Committee room. Clerk to arrange.

ACTION: Clerk

26/191 To receive and consider the Community Grant Application from the 3 Villages Flood Group (3VFG), and to agree the action to be taken.

RESOLVED: The council agreed that, in pursuance of the powers conferred by Section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfies the requirements of that section, the council approves 3VFG's grant application for the sum of £520 in respect of room hire and event advertising. The council has agreed that the work of the 3VFG will bring benefit to the community, its expenditure is commensurate with the benefit obtained and that the expenditure will be debited to the Grants budget (3VFG). The council approved the grant application subject to the following conditions: the 3VFG submits a completed Grant Monitoring Form to the council by 31st March 2027; and a representative of the 3VFG attends and provides a short report on the use of the grant and the outcomes achieved at the 2027 Annual Parish Meeting.

26/192 To consider the grounds maintenance contractor's quotation for bramble cutting on the southern side of the Recreation Ground and to agree any necessary action.

RESOLVED: The council considered the quotation for bramble/hedge cutting this includes two bramble impacted shrubs and removal of all waste obtained from the ground's maintenance contractor, Halcyon Landscapes, and agreed the cost of £350 plus VAT. The cost will be debited to the Grounds Maintenance Contract: Additional Cuts.

26/193 Cemetery:

- i. To review and consider the maximum permitted dimensions for cemetery memorials (headstones) and agree any amendments.

RESOLVED: The council confirmed that the existing maximum grave memorial dimensions remain unchanged and clarified that all memorial dimensions stated within the Cemetery Regulations include the memorial base unless specifically stated otherwise. The council also agreed that, for Row T ashes plots, the maximum width of the upright headstone shall remain 17 inches, and the memorial base may be up to 18 inches wide. The council noted that the memorial installed on Plot T66 exceeds the approved height guidance and that the issue appears to have arisen due to ambiguity within

the existing Cemetery Regulations and the dimensions shown on the submitted memorial application. The council further considered that it is essential for the clerk and caretaker to be given sufficient time to mark out plots before memorial installations take place.

- ii. To review and approve amendments to the Cemetery Regulations and any other relevant policies or documents to reflect the agreed changes to memorial dimensions.

RESOLVED: The council reviewed and approved amendments to the Cemetery Regulations, Memorial Application Form, and Cemetery Fees. The council agreed that a minimum of five working days' notice shall be required for memorial installations and that this requirement will be incorporated into Section 8.4 of the Cemetery Regulations. The Regulations will also be amended in Sections 8.6 and 8.7 to clarify that the maximum memorial dimensions include the base, unless otherwise stated. In addition, a sentence will be removed from Section 8.3 to avoid confusion regarding memorial dimensions. The Memorial Application Form and the Cemetery Fees document will also be amended to make clear that the maximum permitted dimensions include the base.

- iii. Yeovil Crematorium and Cemetery Committee Correspondence.

RESOLVED: The council considered the correspondence received from the Yeovil Crematorium and Cemetery Committee regarding the exploration of future burial ground provision and agreed that the matter is under consideration. The council further agreed to await the results of the community survey before determining the next steps.

26/194 To receive Councillor reports¹.

No reports were received.

26/195 To receive the Parish Clerk's report and any correspondence.

- Update on Scribe Accounting Software – the clerk received Scribe's response.
- Digital AGAR – the clerk has attended a Scribe free training session.
- SALC's (free) Elections 2027 webinar – clerk will attend the webinar.
- 26/00478/DOC1; Manor Farm, Ashington Lane, Chilton Cantelo – no new information has been uploaded on the planning portal.
- Stone Lane traffic issue – SC StreetWorks response was forwarded to the concerned resident.
- Localism Act s32A – Cllr Dalton-Legget agreed not to publicise her address. The clerk is awaiting response from Cllrs Edgeworth and Snell.

Correspondence:

NALC's events newsletter, County Association of the Year and chief executive's bulletin, SALC's newsletter, A resident's email regarding traffic issues on Stone Lane, Big

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).

Conversation on Care (The Independent Commission on Adult Social Care), Dorset and Somerset Air Ambulance – 2nd Helicopter, RNAS Yeovilton invitation, Somerset Bus Partnership – new bus route 567.

26/196 To receive the traffic report from Vehicle Activated Devices.

RESOLVED: The council received the report - total number of vehicles in August 2026: 194,784.

26/197 To receive a report from Somerset Council on road repairs.

RESOLVED: The reports were not sent/received.

26/198 To receive the play area and skate park inspection reports.

RESOLVED: The council received the reports.

26/199 Items for the next agendas (3 meetings to be held in September):

- i. Community Survey and Plan – 22nd and 29th September
- ii. Annual Playground Inspection Report – 24th September
- iii. Amendment to the Publication Scheme – Localism Act s32A – 24th September
- iv. External Auditor's report – 24th September
- v. Pavement parking

26/200 To confirm the date of the next meeting – 22nd September 2026 at 19:00 at Mudford Village Hall, BA21 5TE.

RESOLVED: The council confirmed the date.

26/201 Exempt Session – Exclusion of the Press & Public.

RESOLVED: The council agreed to exclude the press and public to discuss staffing matters.

26/202 To receive an update on the status of the clerk's pension provision and any associated matters.

RESOLVED: The council received the update.

26/203 To note that the clerk has successfully completed the CiLCA qualification, and to review and consider changes to the clerk's salary, and to approve any necessary amendments to the clerk's contract of employment.

RESOLVED: The council agreed to defer the item.

20:33 - Meeting ended.

MUDFORD PARISH COUNCIL

www.mudford-pc.gov.uk

Clerk: Petra Galloway

E-mail: clerk@mudford-pc.gov.uk

Payments July 2026

PAYMENTS		FY 2025-2026		
No	Date	To Whom Paid	Particulars	Amount
P35	01.07.2026	DIRECT DEBIT	LLOYDS BANK PLC 800000352791118134	-£ 538.97
P36	08.07.2026	B/P to: A Collins Solicitors	Inv 4233315 EL1/086158 Withy Bed Registration	-£ 1,077.60
P37	08.07.2026	B/P to: HMRC Cumbernauld	794PL00149285 mo 3	-£ 145.78
P38	08.07.2026	B/P to: Mrs Petra Galloway	Expenses nad Allowance June	-£ 41.00
P39	13.07.2026	B/P to: Zen Computers	Inv 23084 Office 365	-£ 155.52
P40	20.07.2026	B/P to: Mudford Village Hall	Booking 23.07.	-£ 10.00
P41	20.07.2026	B/P to: Pinnacle Accountancy	Inv 19867 Payroll fee	-£ 54.00
P42	31.07.2026	DIRECT DEBIT	LLOYDS BANK PLC 800000352791118134	-£ 3.00
P43	31.07.2026	B/P to: SLCC	259644-1 1009403 Membership fee	-£ 200.00
P44	31.07.2026	B/P to: CPRE	Membership 0942523	-£ 60.00
P45	31.07.2026	B/P to: Somerset Council	C0065672 32029720 Bin collection	-£ 709.80
P46	31.07.2026	B/P to: Clout Ltd	MU053/01 Survey motion 25/327 and 25/182	-£ 3,900.00
P47	31.07.2026	B/P to: Halcyon Landscapes	Inv 6703 Grounds Maintenance	-£ 440.23
P48	31.07.2026	B/P to: HMRC Cumbemauld	794PL00149285 mo 4	-£ 70.11
P49	31.07.2026	B/P to: Mrs Petra Galloway	Expenses and Allowance July	-£ 41.00
P50	31.07.2026	B/P to: Mrs Petra Galloway	Staff Salary July	
P51	31.07.2026	SERVICE CHARGE	BANK CHARGE	-£ 7.00

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Clerk: Petra Galloway

E-mail: clerk@mudford-pc.gov.uk

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	£ 2,963.11						£ 1,541.00
Cemetery Fees	£ 7,800.00	£ 600.00						-£ 7,200.00
Grants	£ 5,500.00	£ -						-£ 5,500.00
CIL	£ -	£ 87.93						£ 87.93
Other	£ 5,150.00	£ 500.00						-£ 4,650.00
VAT repayment	£ 5,526.77	£ -						-£ 5,526.77
TOTAL RECEIPTS	£ 71,865.88	£ 31,692.04						-£ 40,173.84
PAYMENTS								
Operations								
Salaries	£ 10,252.17	£ 3,892.01		£ 11,500.00		£ 7,607.99	66%	-£ 6,360.16
Admin	£ 3,863.55	£ 1,733.53		£ 3,492.00		£ 1,758.47	50%	-£ 2,130.02
Subscriptions	£ 853.72	£ 705.23		£ 960.00		£ 254.77	27%	-£ 148.49
Insurance	£ 1,391.32	£ 1,428.71		£ 1,800.00		£ 371.29	21%	£ 37.39
Training	£ 800.00	£ 50.00		£ 520.00		£ 470.00	90%	-£ 750.00
Audits	£ 610.00	£ 295.00		£ 700.00		£ 405.00	58%	-£ 315.00
Legal Advice	£ -		£ 1,500.00					
Parish Maintenance								
Grounds Maintenance Contract	£ 4,956.44	£ 1,456.83		£ 5,243.00		£ 3,786.17	72%	-£ 3,499.61
Hedges and Trees	£ 1,685.00	£ -		£ 3,500.00		£ 3,500.00	100%	-£ 1,685.00
Cemetery	£ 666.77	£ 157.65	£ 300.00	£ 500.00		£ 342.35	68%	-£ 509.12
Play Area/Inspections	£ 913.82	£ -		£ 3,455.00		£ 3,455.00	100%	-£ 913.82
General Parish Maint/Drains/Flood	£ 5,497.40	£ 591.50		£ 6,412.00		£ 5,820.50	91%	-£ 4,905.90
25-26 Projects and Grants								
Grants	£ 4,778.17	£ -		£ 7,000.00		£ 7,000.00	100%	-£ 4,778.17
Parish Projects	£ 70.00	£ 4,761.52	£ 1,250.00	£ 8,000.00		£ 3,238.48	40%	£ 4,691.52
Up Mudford Challenge	£ 16,205.63	£ 31,686.80	£ 34,794.37	£ 5,000.00	£ 8,107.57	£ 26,686.80	-534%	£ 15,481.17
Land North of Mudford Rd	£ -			£ 2,000.00		£ 2,000.00	100%	£ -
VAT incurred	£ 5,774.04	£ 5,701.58						-£ 72.46
Budget additions (To Reserves)				£ 6,000.00				
TOTAL PAYMENTS	£ 58,318.03	£ 52,460.36						
s137 sub-total		£ -						
Exc of Recpt over Paymts	£ 13,547.85	-£ 20,768.32						
plus balances b/fwd	£ 102,688.24	£ 116,236.09						
Balances c/fwd	£ 116,236.09	£ 95,467.77						
Reconciliation with bank accounts at 31st July 2026								
Unity Trust Current Account	£ 11,247.29							
Unity Trust Savings Account	£ 12,639.96							
Redwood Bank 95 day notice	£ 61,435.41							
Redwood Bank 1 yr Bond	£ -							
Redwood Bank 35 day notice	£ 10,145.11							
Less Outstanding payments	£ -							
Add Outstanding lodgements	£ -							
Total balances at bank	£ 95,467.77							
Signed	Date	Signed						
Councillor		Responsible Financial Officer						