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

Minutes of Mudford Parish Council Meeting held on Thursday 29th October 2026 at 19:00, Mudford Village Hall, BA21 5TE

Present – Councillors (Cllrs): Jo Dalton-Leggett (Chair), Robin Bowring, Dave Brown, Peter Blackwood and Stephen Bartlett.
Absent – Cllrs: John Snell and Phil Edgeworth.
In attendance: Petra Galloway – Parish Clerk/RFO, Somerset Councillor Kevin Messenger and 9 members of the public.

19:00 – Meeting started.

26/249 To receive and consider apologies for absence and approve the reasons (LGA 1972 s 85(1)).
Resolved: Cllr Edgeworth sent his apologies that he was unable to attend due to work commitments, the council accepted the apology and resolved to approve the reason. Cllr Snell was absent.

26/250 To receive Declarations of Interests.
No declarations of interest were received.

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

19:02 – Cllr Bartlett left the meeting.

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)).
Resolved: The minutes were approved and signed as a true and accurate record of the meeting held.

19:04 – Cllr Bartlett returned to the meeting.

26/253 To receive Public Comments.
No public comments were received.

26/254 To receive outside reports from Representatives.

i. Somerset Councillors (3 minutes) – Cllr Hobhouse sent his apologies that he was unable to attend. Cllr Messenger provided an update on the latest work of Somerset Council and reported that he has not yet received a response to his complaint regarding planning application 25/01367/S73. Cllr Messenger was also asked why Council Tax direct debit payments are now shown as “R&B Somerset Council” on bank statements and advised that he would make enquiries and report back.
ii. Outside bodies/groups (3 minutes)
a. 3VFG: The Group reported that planning applications continue to be monitored closely and that comments had been submitted in respect of Bloor Homes’

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planning applications 25/02769/REM and DOC1. Of particular concern is the proposed removal of existing watercourses, to which the LLFA has also raised objections. The Chair of the Group reported that the Flood Plan has been updated and that members had attended the Act to Adapt focus group and the People's Emergency Briefing meetings. The Group further reported that it had received the Somerset Prepared Community Resilience Award for Special Recognition of an Outstanding Contribution to Community Resilience in Somerset.

b. Village Hall Committee: The Group reported that the Harvest Supper had been a success, although attendance was lower than expected. The next major event will be the Christmas Fayre, to be held at Mudford Village Hall on 14th November (10:00 – 16:00).

c. Speed Watch: A report from Speedwatch representative was read. The representative reported that Community Speed Watch is celebrating its 25th anniversary, with Avon and Somerset Police holding a commemorative event in Bristol. Mudford Community Speed Watch was established in June 2014 and continues to operate successfully with 11 volunteers. It was noted that, when monitoring first began, between 10 and 35 vehicles per hour were recorded exceeding the Speed Watch threshold. This has now reduced significantly, typically ranging between 0 and 15 vehicles per hour. Following a period during which the scheme was inactive, Community Speed Watch resumed operations in December 2020 and continues to provide a valuable contribution to road safety within the parish.

d. FoMAG: The Group recently held its AGM and public meeting. The Group reported that it continues to monitor the Bloor Homes planning applications and advised that its principal concerns relate to the long-term environmental safeguards associated with the development. The Group has also requested that Somerset Council does not determine the Reserved Matters application until the Travel Plan issues are resolved. In addition, the Group continues to monitor the Primrose Lane development (14/02554/OUT), particularly in relation to future compliance with Condition 3.

26/255 To receive an update on matters arising from previous meetings and to review the action list:

i. Withy Bed land registration (Clerk) – supporting documents are nearing completion.
ii. A359 path to Hales Meadow (Clerk) – awaiting a site visit from SC's Highways team.
iii. Permissive paths (Clerk) – Ongoing. A map has been submitted to the RoW Team for feedback, and the clerk is hoping to obtain sample draft legal agreement documents.
iv. Thorney Lane (Cllr Bartlett) – Cllr Bartlett has spoken to the landowner, who indicated he is amenable to carrying out the necessary works if the materials were supplied by Somerset Council. The clerk will liaise with Tracy Harris and ask whether that is possible.
ACTION: Clerk

v. Footpath north of River Yeo to Snake Island/Trent (Clerk, Cllr Bartlett) – Cllr Bartlett has inspected the footpath and agrees that the trees have been planted too close together. He is liaising with SC's Area Footpath Coordinator who will hopefully contact the landowner to investigate the matter further. Cllr Bartlett has also suggested that the stile could be replaced by a kissing gate and will enquire whether this could be arranged.
vi. Recreation Ground's bramble hedge (Clerk) – the hedge has been cut and the area is now tidy. An invoice is expected shortly.
vii. 25/01367/S73 complaint (Clerk) – the clerk contacted the Monitoring officer but has not yet received a response.
viii. SAPPP consultation (Clerk) – completed by the clerk.
ix. Cemetery drains (Clerk) – the drains have now been cleared by Somerset Council.
x. 3VFG meeting with Somerset Council – flood resilience programme (Clerk) - the clerk and the chair attended the meeting at the invitation of the 3VFG.
xi. Quotes for play repairs (Clerk) – 3 quotes were requested; however, only one quote for partial works has been received so far. The clerk expects a second contractor to visit the site next week.
xii. Quotes for cemetery chapel repairs (Clerk) – 4 quotes requested. 1 received after the agenda has been published.

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
Application permitted with conditions (30th September 2026)
c. 26/01393/NMA; Land Os 3400, Mudford Road, Yeovil
Application withdrawn (28th September)
Resolved: The council received the report.
ii. To receive a report on planning decisions made after the agenda was published on 23rd October 2026:
26/01772/COL; West Farm, West Mudford Road, Mudford
Application permitted (28th October 2026)
Resolved: The council received the report.
iii. To note planning application 26/02182/DPO; Thorney Lane Farm, Marston Magna, Yeovil.
Resolved: The council noted the application.
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.
Resolved: The council agreed to support the planning application.
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.
Resolved: The council reviewed the draft responses and agreed its concerns regarding outstanding drainage, flood risk, environmental mitigation and

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affordable housing matters, together with the issues raised by FoMAG in relation to the proposed Section 106 Deed of Variation. The clerk was delegated to finalise and submit two responses (REM/DOC1 and S73 applications) to the Planning Department.
ACTION: 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.
No further planning applications were received.

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

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.

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Resolved: The council noted all items 26/258 i.-v.

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
8	Yeovil Town Council	Inv IN-00477 Weekly and quarterly playground inspections (April-Sept)	£588.00	Agreed 25/235

Resolved: The council approved the payment schedule.

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

Resolved: The council approved the clerk's GDPR training and the cost of £57.75 + VAT which will be debited to Training budget line (Cllr and Clerk GDPR training).

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.

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 Royal British Legion (RBL) donation for the sum of £250. The council has agreed that the work of the RBL will bring benefit to the wider community, its expenditure is commensurate with the benefit obtained and that the expenditure will be debited to the Grants budget (RBL and Citizens advice). It was agreed the donation would be made using the Lloyds Purchasing Card. The council will consider purchasing a wreath next year.
ACTION: Clerk - Schedule a reminder for wreath purchase August/September

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.

RESOLVED: The council agreed the budget additions funds shall be accounted for within the respective earmarked reserves with effect from 1st April 2026.

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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.

Resolved: The council agreed the cemetery income shall be allocated directly to 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.
Resolved: The council reviewed the reserves and agreed no changes are required at this time. The council agreed to review the reserves again no later than January 2027.

26/262 To receive and consider draft salary budget FY 2027-2028.
Resolved: The council received and consider the draft salary budget and agreed that no changes are required at this time.

26/263 To receive and consider draft budget FY 2027-2028.
Resolved: The council received and considered Draft Budget 1 and agreed to combine the two existing grant categories (Village Hall/Other and 3VFG/Other) into a single cost code entitled “Community Grants”. The council noted that Draft Budget 2 will be considered in November 2026.

26/264 To review the Audit Findings Action Plan and agree any further actions required.
Resolved: The council reviewed the plan and the clerk’s notes. Clerk’s GDPR training will be added to the plan.

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.

The council agreed to participate in the Act to Adapt programme in cooperation with 3VFG on 27th November 2025 (Minute Reference 25/267).The clerk and Councillors Dalton-Leggett, Brown and Bowring attended the Act to Adapt focus group alongside representatives from 3VFG on 30th September 2026. The draft Act to Adapt Plan was discussed in detail, and the clerk and 3VFG subsequently received the final draft on 16th October. Feedback and proposed amendments were agreed and submitted to Somerset Wildlife Trust. The final plan will be shared with the public by Somerset Wildlife Trust at the Mudford Village Hall Christmas Fayre on 14th November.

Resolved: The council reviewed the final draft and agreed that no changes were required. The council also agreed that the £1,000 funding from Somerset Wildlife Trust should be paid directly to 3VFG rather than to the Parish Council.

26/266 Tree (arboriculturist) survey quotes:

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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.

Resolved: The council noted that three quotations had been requested for the survey, received and considered the two quotations submitted, and accepted Quote 1 from Brynley Andrews Associates Ltd at a cost of £525 + VAT. The cost will be allocated to the Hedges and Trees - Tree Survey budget.

26/267 To discuss concerns regarding vehicles parking on pavements within the parish and to agree any appropriate next steps.
Resolved: The council agreed that the issue should be monitored and that any instances of obstructive parking should be reported to the clerk, together with photographs and location details, so that they can be referred to the Police where appropriate. The clerk and the chair agreed to prepare an article for The Ark and social media to raise awareness of considerate parking and encourage residents to park responsibly.
ACTION: Clerk

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.
Resolved: The council agreed that the council representatives (Cllrs Dalton-Leggett, Bartlett and Blackwood, together with the clerk) will attend a meeting with the Yeovil Crematorium and Cemetery Committee (YWPC) to undertake preliminary discussions and report back to the council with further information, options, costs and implications before any formal commitment is considered.

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.

Resolved: The council agreed to create a Parish Council Facebook page named “Mudford Parish Council”, to be administered by the clerk, with comments disabled and used for publishing council information, notices, and important local updates. The council agreed to defer consideration of a WhatsApp group and email newsletter until early 2027, and not to pursue any other additional noticeboards at this time.

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.

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Resolved: The council agreed that the approved changes to communications should be incorporated into the Communications Policy. The Governance and Resources Committee will review the policy at its next meeting and present its recommendations to the council as soon as practicable.

iii. To consider arrangements for a community event to discuss the agreed Community Plan with residents.

Resolved: The council agreed that the community engagement topic/event should be incorporated into the Annual Parish Meeting rather than holding a separate community engagement event.

iv. To provide feedback on the draft Community Plan newsletter.

Resolved: The council reviewed the newsletter, suggested amendments, and noted that it has not yet been finalised despite delegated authority having been granted to the clerk to approve the final version (Minute 26/247). The council noted that the publication has been delayed pending consideration of the proposed community engagement event and whether details of the event should be included in the newsletter.

26/270 To receive Councillor reports[1].
Cllr Blackwood carried out the internal controls check on 21st October 2026.
Cllr Brown attended SALC's "The Worker Protection Act 2023" training and reported that the training emphasised the council's legal duty to take a proactive approach to preventing sexual harassment in the workplace. Cllr Brown therefore recommended that the council adopt a Prevention of Sexual Harassment Policy as soon as practicable.

26/271 To receive the Parish Clerk's report and any correspondence.
- 26/00478/DOC1; Manor Farm, Ashington Lane, Chilton Cantelo – no update
- 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)
Yeovil LCN – new link officer

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

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The council agreed that correspondence does not need to be included as a separate agenda item, as it is routinely circulated to all councillors.

26/272 To receive the traffic report from Vehicle Activated Devices.
Resolved: The council received the report - total number of vehicles in October 2026: 264,041.

26/273 To receive a report from Somerset Council on road repairs.
Resolved: The reports were not sent/received.

26/274 To receive the play area and skate park inspection reports.
Resolved: The council received the 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
vii. Prevention of sexual harassment policy
viii. VH - secondary glazing grant application

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).
Resolved: The council confirmed the date.

21:21 – Meeting ended.

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Payments September 2026

PAYMENTS	FY 2026-2027			
No	Date	To Whom Paid	Particulars	Amount
P63	01.09.2026	DIRECT DEBIT	Scribe-43TSX88XQC9 - monthly fee Inv 21501	-£ 44.40
P64	01.09.2026	DIRECT DEBIT	LLOYDS BANK PLC 800000352791118134	-£ 3.00
P65	17.09.2026	B/P to: PKF Littlejohn LLP	SB20262243 External Audit	-£ 378.00
P66	17.09.2026	B/P to: Mudford Village Hall	Booking 01.10. 2hrs	-£ 10.00
P67	28.09.2026	B/P to: P D Sargent	Cem August Inv 23-17	-£ 70.50
P68	28.09.2026	B/P to: Halcyon Landscapes	Inv 6926	-£ 440.23
P69	28.09.2026	B/P to: Mrs Petra Galloway	Staff Salary September	[redacted]
P70	28.09.2026	B/P to: Mrs Petra Galloway	Allow/Exp September	-£ 41.00
P71	28.09.2026	B/P to: HMRC Cumbernauld	794PL00149285 mo 6	-£ 70.11
P72	30.09.2026	B/P to: Geoxphere Parish Online	40OD080-0005 MAPS	-£ 75.60
P73	30.09.2026	B/P to: Clout Ltd	MU053/02 Survey Part 2	-£ 3,900.00
P74	30.09.2026	DIRECT DEBIT	BANK CHARGE	-£ 7.00

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