

**Minutes of Mudford Parish Council Meeting held on Thursday 30th July 2026 at 19:00,
Mudford Village Hall, BA21 5TE**

Present – Councillors (Cllrs): Robin Bowring (Vice-Chair), Dave Brown, Peter Blackwood and Stephen Bartlett.

Absent – Cllrs: Dalton-Leggett, John Snell and Phil Edgeworth.

In attendance: Petra Galloway – Parish Clerk/RFO, Somerset Councillors Henry Hobhouse and Kevin Messenger and 10 members of the public.

19:00 – Meeting started.

26/141 To receive and consider apologies for absence and approve the reasons (LGA 1972 s 85(1)).

RESOLVED: Cllr Dalton-Leggett (Chair) sent apologies that she is away, and the council accepted the apologies and approved her reasons. Cllr Bowring (Vice-Chair) will chair the meeting. Cllrs Snell and Edgeworth were absent.

26/142 To receive Declarations of Interests.

No declarations of interest were received.

26/143 To approve and sign as a correct record the minutes of the ordinary meeting closed and adjourned on 25th June 2026 (LGA 1972 Sch 12, para 41(1)).

RESOLVED: The minutes were approved and signed as a true and accurate record of the meeting (not) held.

26/144 To approve and sign as a correct record the minutes and the confidential report of the ordinary meeting held on 3rd July 2026 (LGA 1972 Sch 12, para 41(1)).

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

26/145 To approve and sign as a correct record the minutes of the extraordinary meeting held on 3rd July 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.

26/146 To receive Public Comments.

A resident expressed concerns regarding application 26/00299/FUL, noting that vegetation had been cut that day despite restrictions on such works between March and September. The resident also stated that Somerset Council's (SC) TPO officer had refused an application to place a TPO on the ash tree. The resident also stated that the application does not address flooding concerns. A second resident confirmed that vegetation had been cut. Cllr Bartlett agreed to investigate concerns regarding the potential impact of the high-water table on cob-built properties.

ACTION: Cllr Bartlett

FoMAG also expressed concerns regarding the application, including:

- The spacing and character of the development, particularly its proximity to Trinity.

- Flood risk, citing the absence of site-specific infiltration testing and surface water run-off calculations.
- Potential traffic impacts, particularly in light of the forthcoming opening of the village shop.

26/147 To receive outside reports from Representatives.

i. Somerset Councillors

Cllr Hobhouse: Reported that applications for DEFRA's £50 million grant scheme are already close to being oversubscribed. FWAG is undertaking work on retention ponds in Marston Magna and Sparkford, and it appears that no such works will be required in Chilton Cantelo.

Cllr Messenger: Updated the council on SC's Planning Committee meeting held on 29th July, at which application 25/01367/S73 was considered and planning permission granted. The council thanked Cllr Messenger for his support at the meeting.

ii. Outside bodies/groups

- FoMAG:** Submitted a detailed representation on application 14/02554/OUT regarding the discharge of Condition 3, completed Somerset Council's Scoping Consultation and hopes to work with the Parish Council and residents in shaping Somerset Council's emerging Local Plan. The group also attended the Planning Committee meeting on 29 July and raised concerns regarding the legality of the vote.
- Village Hall Committee:** Reported that the Flower Show was very successful and thanked the council for appointing Cllr Bowring as its representative.
- 3VFG:** The group's chair reported attending Somerset Council's Scrutiny Committee meeting on 9th July, and meetings convened by Cllr Hobhouse to discuss the DEFRA funding. The group is working to submit its flood mitigation proposals to Somerset Council. The group met in July and agreed that the draft Act to Adapt plan should ideally be discussed in September. The group will prepare slides for Somerset Wildlife Trust to use at its October conference, although the group will not attend the event. The group's secretary reported that representatives spoke at the Planning Committee meeting held on 29th July. Reference was also made to the Somerset Strategic Flood Resilience Assessment, published in February 2026 to inform planning decisions, which was considered worthy of further investigation.
- Speed watch:** National Speed Watch Day took place on 15th July, with five members carrying out monitoring sessions throughout the day at five different locations. The Speedwatch representative reported that the initiative appears to have been beneficial, based on a comparison of traffic data downloaded from the speed indicator devices. The data suggests that mitigation measures at both the upper and lower ends of the village have been the most effective, resulting in a significant reduction in speeding.

26/148 To receive an update on matters arising from previous meetings and to review the action list:

- Withy Bed TPO (Cllr Bartlett)** – Cllr Bartlett discussed the issue of TPO being for the whole area with SC's TPO Officer and the officer will look into the matter and visit the area to look at the pear tree.

ACTION: Cllr Bartlett

- ii. Cattle issue - Ashington Lane (Cllr Bartlett) – Cllr Bartlett agreed to walk the fence line to identify and recommend potential fencing solutions for the farmer's consideration.

ACTION: Cllr Bartlett

- iii. Act to Adapt (Clerk) – the clerk had been awaiting the 3VFG Committee's suggested date for a meeting to discuss the draft plan. At this meeting, it was suggested that the discussion take place in late September. The clerk will contact Somerset Wildlife Trust.

ACTION: Clerk

26/149 Planning:

- i. To receive a report on planning decisions:
 - a. 26/01361/HOU; 38 Stone Lane, Yeovil.
 - b. 26/01145/HOU; The Old Farmhouse, Stone Farm Barns, Stone Lane.

RESOLVED: The report was received.

- ii. To receive a report on planning decisions made after the agenda was published on 25th July 2026:
 - a. 25/01367/S73; Land Os 3400, North of Mudford Road, Yeovil

RESOLVED: The report was received. The council asked the clerk to put the planning decision on the next meeting's agenda.

ACTION: Clerk

- iii. a. 26/00299/FUL; Rosemary, Main Street, Mudford

RESOLVED: The council agreed to object to the planning application on the grounds of its scale, design and proximity to neighbouring properties; the potential impact on the nearby listed cob-built property, Trinity; unresolved flood risk and drainage concerns due to the absence of site-specific infiltration testing; the proposed crown reduction of a mature ash tree; highway safety concerns relating to access arrangements and increased traffic associated with the reopening of the village shop; and the lack of adequate measures to protect residential amenity during construction. The clerk was delegated to write the response based on the agreed grounds.

- iv. No further applications were received.

20:18 Cllr Bartlett left the meeting.

26/150 FINANCE: To approve the Cashbook/Bank Reconciliation to 30th June 2026 (Appendix 1) and review Q1 budget.

RESOLVED: The council approved the Cashbook/Bank Reconciliation and reviewed the Q1 budget.

20:20 Cllr Bartlett returned to the meeting.

26/151 FINANCE:

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

Invoice	Payee	Particulars	Amount	Date of payment
1	Zen Computers (Shop)	Microsoft 365 Inv 23084	£155.52	13.07.2026
2	Pinnacle Accountancy Services	Payroll Inv 19867	£54.00	20.07.2026
3	Mudford Village Hall	Room booking 23.07.26	£10.00	20.07.2026

- ii. To **note** the receipts from 17.06.2026 to 24.07.2026.

Date	Particulars	Amount	Notes
30.06.2026	Gross interest	£30.95	35 Day Notice Account
30.06.2026	Credit interest	£172.03	Instant Access Account

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

Date	Particulars	Amount	Notes
22.05.2026	Viking	£25.47	Envelopes
26.05.2026	Tesco Stores	£4.50	Printing paper
28.05.2026	Snell Print Limited	£506.00	Survey printing
17.06.2026	Monthly fee	£3.00	Card fee
01.07.2026	DD - Current account	£538.97	Card balance deducted
17.07.2026	Monthly fee	£3.00	Card fee

- iv. To **note** an internal virement of £5,500 from the Unity Trust Bank Instant Access Account to the Current Account made on 24th July 2026.
- v. To **note** the Redwood Bank's 35 Day Notice account interest rate is changing from AER 3.80% to 3.65% on 17th August and to 3.40% from 1st September 2026.
- vi. To **note** that the final invoice to Zen Computer Shop was £155.52.

RESOLVED: The council noted all items i.-vi.

26/152 FINANCE:

- i. To **approve** the payment schedule for July 2026 and any invoices received after 25th July 2026.

Invoice	Payee	Particulars	Amount	Notes
1	Staff	Salary July		
2	Staff	Allowance (Expenses) July	£41.00	
3	HMRC	794PL00149285 mo 04	£70.11	
4	Halcyon Landscapes	Grounds Maintenance Inv 6703	£440.23	Regular payment
5	Clout Ltd	Community Survey Inv MU053/01	£3,900.00	50% of the cost. Cost agreed in 25/327 and 25/182.
6	Somerset Council	Bin collection Inv 32029720	£709.80	Quarterly invoice
7	CPRE	Membership	£60.00	
8	SLCC	MEM259644-1	£200.00	Membership fee

RESOLVED: The council approved the payment schedule, including CPRE and SLCC invoices received after the agenda was published.

- ii. To **agree** to set up the payments to Scribe Accounts (Starboard Systems Limited) as a monthly direct debit of £44.40 (£37+VAT).

RESOLVED: The council agreed to set up the payment as a monthly direct debit.

26/153 Redwood Bank 1 Year Business Savings Bond:

- i. The council agreed to open a 1 Year Business Savings Bond with Redwood Bank (annual interest).
- ii. The council agreed the account signatories to be the clerk, Cllr Dalton-Leggett, Cllr Brown and Cllr Blackwood.
- iii. The council agreed that £10,000 will be transferred to the 1 Year Bond.
- iv. The council agreed the nominated bank account be Unity Trust Bank Current Account and agreed to transfer £10,000 from the Unity Trust Bank Instant Access account to the Current Account to be available for transfer once the account is open.

ACTION: Clerk to open the account

26/154 To agree the clerk should attend ICCM training and agree the associated cost of £160+VAT.

RESOLVED: The council agreed that the clerk should attend the training and approved the cost of £160 plus VAT to be debited to the ICCM Training budget. The council noted that this expenditure would result in the budget being exceeded.

26/155 Internal Controls:

- i. **RESOLVED:** The council reviewed and adopted the Internal Controls Policy.
- ii. **RESOLVED:** The council agreed to appoint Cllr Blackwood to carry out internal checks.

The council agreed to change the order of business on the agenda and discuss item 26/158 at this point (Standing Order 10 a. vi).

26/158 To consider FoMAG's invitation to form a working group to contribute to shaping Somerset's new Local Plan and agree steps to be taken.

The Friends of Mudford Action Group (FoMAG) has invited the Parish Council to work collaboratively with residents on contributing to Somerset Council's emerging Local Plan. The clerk advised that it is now considered that meetings of working parties are subject to formal notice being given and the right of members of the public.

RESOLVED: The council agreed not to establish a committee or working group at this time. The council asked FoMAG to continue presenting reports under the representatives' reports agenda item and noted that extraordinary meetings may be required as necessary.

26/156 Community Survey and Community Plan:

- i. **RESOLVED:** The council received an update on the final response numbers for the Community Survey - 127 surveys were completed from the approx. 680 distributed to 339 households.
- ii. **RESOLVED:** The council agreed the proposed timetable for reviewing the survey results and developing the Community Plan, comprising:

- a Steering Group meeting to discuss the survey findings and a proposed action plan;
 - a Parish Council meeting to consider the survey results and proposed actions, gather feedback, and identify any amendments or priorities; and
 - a subsequent Parish Council meeting to consider and adopt the final Community Plan.
- iii. **RESOLVED:** The council agreed to convene a Community Plan Steering Group and additional Parish Council meetings to review the survey findings and discuss a draft Community Plan as follows:
- Steering Group meeting on 16th September at 10:00 a.m.
 - Parish Council meetings on 22nd September at 7 p.m. and 29th September at 7.p.m. The clerk will call the meetings.
 - The clerk to ask Clout Ltd for a set of bullet points prior to the release of the draft report.

26/157 To receive and consider the Cemetery Chapel survey and agree steps to be taken.

RESOLVED: The council considered the building inspection report and agreed that:

- the cemetery caretaker be requested to inspect and, if safe, clear the gutters; and
- the clerk obtains quotations for gutter realignment, roof moss removal, installation of a new RHS gully grill, painting of the fascia repair, and repair/replacement of the broken RHS downpipe joint, or alternatively that Cllr Bartlett source a suitable replacement following measurement; and
- the clerk continues pursuing Somerset Council regarding the blocked roadside drain chamber through the Enhanced Highways Maintenance Programme; and
- the clerk seeks arboricultural advice at the next tree inspection regarding any recommended crown reduction works;
- further repair and maintenance works identified in the inspection report be considered by the council in the autumn, following receipt of quotations and specialist advice.

Item 26/158 was discussed after item 26/155.

26/159 To discuss the meeting with Yeovil Without Parish Council (YWPC) and considers matters relating to Primrose Lane development community hall and agree steps to be taken.

RESOLVED:

- the council noted the information provided by YWPC and the current uncertainty surrounding both the funding available and the future development of the site; and

- the council agreed to maintain dialogue with YWPC and agreed that both councils keep each other informed of any significant developments, particularly the identification of a future developer for the land; and
- the council deferred any decision regarding adoption of the land or involvement in the community hall project until further information is available, including confirmation of funding and future development proposals; and
- the council noted that YWPC will continue to seek clarification regarding the availability of the proposed funding.

26/160 To discuss Queen Thorne Parish Council's Trent Neighbourhood Plan and agree any comments on the pre-submission draft.

RESOLVED: The council agreed that it had no comments at this stage and instructed the clerk to respond accordingly. Cllr Bartlett advised that he would attend the Queen Thorne meeting in September.

The council agreed to suspend Standing Order 3 w and extend the meeting until 10:00 p.m.

26/161 To consider bramble issue at the footpath from A359 to Hales Meadow and agree steps to be taken.

Cllr Blackwood submitted the issue on the Somerset Council's portal. The clerk emailed the Somerset Council's maintenance team – no response to date.

RESOLVED: The council asked the clerk to continue to engage with Somerset Council, and reporting back to the parish council as soon as possible.

ACTION: Clerk

26/162 To receive and consider Cllr Bartlett's report on access and road surface issues at Thorney Lane and agree steps to be taken.

RESOLVED: The council received and considered Cllr Bartlett's report that 3 Mudford residents cannot get deliveries or simple access to their properties due to the poor road surface. The council asked the clerk to pursue the matter with Somerset Council's Highway team and report back to the council.

ACTION: Clerk

26/163 To receive the clerk's update on the permissive paths.

The clerk has sought advice from the Rights of Way Team regarding the proposed agreement and the appropriate process to follow. The Rights of Way Team has indicated that it will assist with the matter to ensure that any arrangement is implemented correctly.

RESOLVED: The council received the update. The clerk will continue to pursue the matter.

ACTION: Clerk

26/164 Localism Act s32A:

To note changes to legislation relating to the publication of councillors' addresses (Localism Act, s32A) and to allow individual councillors to decide whether their

address should be disclosed.

RESOLVED: The council noted the changes. All present councillors agreed not to disclose their addresses.

26/165 To receive Councillor reports¹.

Cllr Blackwood – carried out financial controls check to 30th June 2026.

26/166 To receive the Parish Clerk's report and any correspondence.

- Cemetery – the clerk reported that the memorial on plot T66 does not appear to be positioned correctly and asked whether the council wished to investigate the matter further. The council agreed not to pursue the issue.
- Update on Scribe Accounting Software – earmarked reserves virements accounted for differently in this software.
- 26/00478/DOC1; Manor Farm, Ashington Lane, Chilton Cantelo – no update (or new documents) available on SC's planning website.

Correspondence:

NALC's events newsletter, Star Council Awards and chief executive's bulletin

SALC's newsletter

SC Revenue and Welfare System Software downtime

Somerset Buses and Franchising Proposal and awarded funding

Resident objection to planning application 26/00299/FUL; Rosemary, Main Street, Mudford

SC's Scoping Consultation extended to 9th August

Somerset Connectivity and Integrates Transport Strategy

SC's Polling District and Polling Places Review

26/167 To receive the traffic report from Vehicle Activated Devices.

RESOLVED: The council received the report - total number of vehicles in July 2026: 257,914

26/168 To receive a report from Somerset Council on road repairs.

RESOLVED: The reports were not sent/received.

26/169 To receive the play area and skate park inspection reports.

RESOLVED: The council received the reports.

26/170 Items for the next agenda:

- i. Annual playground inspection – if available on time

26/171 To confirm the date of the next meeting – 27th August 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, 17th August 2026).

26/172 Exempt Session – Exclusion of the Press & Public.

RESOLVED: The council agreed to exclude the press and public to discuss legally

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).

privileged matters.

26/173 Withy Bed land registration:

RESOLVED:

- i. The council received and considered the solicitors' advice.
- ii. The council reviewed the documentation provided by the clerk and the solicitor.
- iii. The council agreed that the clerk, Cllr Bowring and Cllr Bartlett would work together to complete the documentation required by the solicitor. The council further agreed that Cllr Bartlett will complete and sign the Statement of Truth.

21:54 – Meeting ended.

Payments June 2026

PAYMENTS		FY 2025-2026		
No	Date	To Whom Paid	Particulars	Amount
P28	01.06.2026	DIRECT DEBIT	LLOYDS BANK PLC 800000352791118134	-£ 3.00
P29	03.06.2026	B/P to: Scribe Accounts	Inv 17919 Monthly fee	-£ 44.40
P30	08.06.2026	B/P to: ICCM	Membership fee 5189/2026/27	-£ 110.00
P31	30.06.2026	B/P to: Mrs Petra Galloway	Staff Salary May	
P32	30.06.2026	B/P to: P D Sargent	Inv 23-12 Cemetery May	-£ 46.75
P33	30.06.2026	B/P to: Halcyon Landscapes	Inv 6571	-£ 440.23
P34	30.06.2026	SERVICE CHARGE	BANK CHARGE	-£ 7.00

MUDFORD PARISH COUNCIL

www.mudford-pc.gov.uk

Clerk: Petra Galloway

Tel: 07552 509707 **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	£ 2,931.03						£ 1,508.92
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	£ 31,659.96						-£ 40,205.92
PAYMENTS								
Operations								
Salaries	£ 10,252.17	£ 2,791.72		£ 11,500.00		£ 8,708.28	76%	-£ 7,460.45
Admin	£ 3,863.55	£ 1,428.20		£ 3,492.00		£ 2,063.80	59%	-£ 2,435.35
Subscriptions	£ 853.72	£ 445.23		£ 960.00		£ 514.77	54%	-£ 408.49
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
Parish Maintenance								
Grounds Maintenance Contract	£ 4,956.44	£ 1,089.97		£ 5,243.00		£ 4,153.03	79%	-£ 3,866.47
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	£ -		£ 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	£ 107.52	£ 500.00	£ 8,000.00		£ 7,892.48	99%	£ 37.52
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	£ 4,641.15						-£ 1,132.89
Budget additions (To Reserves)				£ 6,000.00				
TOTAL PAYMENTS	£ 58,318.03	£ 44,121.95						
s137 sub-total	£ -	£ -						
Exc of Recpt over Paymts	£ 13,547.85	£ 12,461.99						
plus balances b/fwd	£ 102,688.24	£ 116,236.09						
Balances c/fwd	£ 116,236.09	£ 103,774.10						
Reconciliation with bank accounts at 30th June 2026								
Unity Trust Current Account	£ 4,085.70							
Unity Trust Savings Account	£ 28,139.96							
Redwood Bank 95 day notice	£ 61,435.41							
Redwood Bank 1 yr Bond	£ -							
Redwood Bank 35 day notice	£ 10,113.03							
Less Outstanding payments	£ -							
Add Outstanding lodgements	£ -							
Total balances at bank	£ 103,774.10							