

Minutes of Mudford Parish Council Meeting held on Thursday 24th September 2026 at 19:00, Mudford Village Hall, BA21 5TE

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

Absent – Cllrs: Jo Dalton-Leggett (Chair), Stephen Bartlett, John Snell and Phil Edgeworth.

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

19:00 – Meeting started.

26/211 To receive and consider apologies for absence and approve the reasons (LGA 1972 s 85(1)).

RESOLVED: Cllr Dalton-Leggett (Chair) sent her apologies that she was away. Cllr Bartlett sent apologies that he was unwell. The council accepted both apologies and resolved to approve the reasons.

Cllr Bowring (Vice-Chair) will chair the meeting in the absence of the Chair.

Cllrs Snell and Edgeworth were absent.

26/212 To receive Declarations of Interests.

No declarations of interests were received.

26/213 To receive Public Comments:

- A parishioner advised that they had carried out research on pavement parking and that, in some circumstances, incidents can be reported to the police. The findings will be shared with the council.
- A parishioner advised that *People's Emergency*, a documentary film, will be screened on Wednesday 28th October (Village Hall). Posters and details of how to obtain tickets will be available on the Village Hall and 3VFG websites.
- A parishioner raised concerns about the attendance levels of some councillors and the impact this has on the rest of the council and thanked those councillors who regularly attend meetings and contribute to the community.
- The Speedwatch representative advised of a new Police and Crime Commissioner grant scheme for crime prevention. An application will be submitted before the deadline of 16th October by the Speedwatch representative, and further information will be shared with the clerk.
- A parishioner asked whether the council could make decisions other than at meetings (such as email). The chair advised that, unless authority has been delegated to the clerk, decisions must be made by the council at a properly convened meeting.

26/214 To receive outside reports from Representatives.

- i. Somerset Councillors (3 minutes) – Cllr Hobhouse apologised for being unable to attend the DEFRA funding meeting on 23rd September, which was attended by the 3VFG. A total of £32.5 million was allocated to major projects, and £10

million will be allocated to projects across the county. The three villages of Mudford, Chilton Cantelo and Ashington are included in the first phase of the works. Cllr Hobhouse thanked the 3VFG for their hard work in preparing the project for submission and for all their efforts. He also requested that the two emails regarding the A359 path and the Enhanced Highways Maintenance Scheme be resent to him.

Cllr Messenger sent his apologies as he was away.

ii. Outside bodies/groups (3 minutes)

a. 3VFG: The Group reported on the Bloor Homes planning application. In relation to the Reserved Matters application, the Lead Local Flood Authority has now responded that it does not agree with the proposed removal of the ditches and is investigating the issue further. The discharge of Conditions 10 and 11 applications also remain under consideration, and the 3VFG has submitted further representations regarding these applications. The 3VFG will continue to monitor the ongoing planning applications. The Group's chair reported on the Somerset Rivers Authority (SRA) meeting held on 23rd September. Contractors and engineers had already been sent to inspect the infrastructure at Chilton Cantelo and West Mudford Road on 23rd September, and other zones will also be inspected. The works are expected to commence in spring 2027. The Group will also meet with the Head of Service, J. Divall, and the clerk and chair will attend. Discussions are ongoing with the Environment Agency (EA) regarding Mudford Bridge and the flood wall, which may or may not be included in the DEFRA bid, depending on the EA's decision. An Act to Adapt focus group meeting will be held on 30th September, and councillors are invited to attend.

b. FoMAG: The Group reported on the Bloor Homes application. There remains some confusion regarding the wetlands to be constructed, as there are effectively two planning routes being progressed in parallel: the original cascading ponds scheme and the Sustainable Drainage System (SuDS) scheme. FoMAG has asked Somerset Council to clarify exactly what is being built. The Travel Plan was published in May under the Outline Planning Application. FoMAG submitted a response on 24th September, noting that the developer had relied on 2011 Census data when preparing the Travel Plan. The Affordable Housing Officer's response stated that the scheme remains unacceptable due to several outstanding concerns, including the lack of two-bedroom social rented homes, the proposed tenure mix, the concentration of affordable housing, and the extent to which the social housing differs from the market value housing. FoMAG's complaint regarding the Planning Committee has been rejected by Somerset Council. Cllr Hobhouse stated that Cllr Oliver Patrick had stood down from the Planning Committee (South).

c. Village Hall Committee: Annual Macmillan coffee morning held on 24th September was well attended and raised £340. Harvest Supper will be held on 16th October and Talk on Harvest held at Montacute House.

26/215 To receive an update on matters arising from previous meetings and to review the action list:

- i. Withy Bed land registration (Clerk) – the clerk is awaiting the solicitor’s response.
- ii. A359 path to Hales Meadow (Clerk) – no update has been received from Somerset Council, as an inspection is still awaited. The issue has been raised with Cllr Hobhouse, the clerk will re-send the email to Cllr Hobhouse.
- iii. Cemetery Chapel quotes (Clerk) – ongoing, quotes are currently being sought.
- iv. Permissive paths (Clerk) – ongoing.
- v. Thorney Lane (Cllr Bartlett) – Cllr Bartlett was absent and will update the council when available.
- vi. Stroke services update (Clerk) - an update has been received regarding the new stroke services being introduced across Somerset and Dorset. From 9th September 2026, emergency stroke care will be provided through 24/7 Hyper Acute Stroke Units at Musgrove Park Hospital, Taunton, and Dorset County Hospital, Dorchester. Yeovil Hospital will continue to provide an Acute Stroke Unit and stroke rehabilitation services, with investment made in improved rehabilitation facilities, enabling patients to continue their recovery closer to home following their emergency treatment.
ACTION: The clerk will share the update on the website.
A further update was received from a parishioner that the Clerk to Yeovil Town Council is reportedly seeking a formal investigation into why Freedom of Information requests relating to the decision to close the unit have not been answered.
- vii. 25/01367/S73 complaint (Clerk) – the Deputy Monitoring Officer acknowledged receipt of the complaint on 2nd September and advised that they would endeavour to respond within 10 working days.
ACTION: The clerk will email for an update.

26/216 Planning:

- i. To receive a report on planning decisions:
No planning decisions were made in September.
- ii. To receive a report on planning decisions made after the agenda was published on 18th September 2026.
No new planning decisions were made.
- iii. To note planning applications:
 - a. 26/01772/COL; West Farm, West Mudford Road, Mudford, Yeovil.
 - b. 26/02079/COL; West Farm, West Mudford Road, Mudford, Yeovil.

RESOLVED: The planning applications were noted.

- iv. 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 18th September 2026, including any delegations to the clerk as required.
No new planning applications were received.

26/217 FINANCE: To approve the Cashbook/Bank Reconciliation to 31st August 2026 (Appendix 1).

RESOLVED: The council approved the Cashbook/Bank Reconciliation.

26/218 FINANCE:

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

Invoice	Payee	Particulars	Amount	Date of payment
1	Mudford Village Hall	01.10. booking	£10.00	17.09.2026
2	PKF Littlejohn LLP	External audit SB20262243	£378.00	17.09.2026

- ii. To **note** the receipts from 20.08.2026 to 18.09.2026.

Date	Particulars	Amount	Notes
02.09.2026	Harold F Miles – interment fee	£250.00	Interment T19
08.09.2026	Somerset Council – SC-SPT 100490291-5	£27,541.00	50% of precept (total precept now received)
15.09.2026	HMRC VTR – XTV126000103114	£5,979.30	VAT return March 26 - August 26

- iii. To **note** direct debit transactions.

Date	Particulars	Amount	Notes
01.09.2026	Scribe	£44.40	Monthly fee
01.09.2026	Lloyds Bank	£3.00	Purchasing card monthly fee

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

Date	Particulars	Amount	Notes
		TBC	Card statement not yet received

- v. To **note** an internal virement of £20,000 from the Unity Trust Bank Current Account to the Instant Access Account made on 9th September 2026.

RESOLVED: The council noted all items 26/218 i.-v.

26/219 FINANCE:

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

Invoice	Payee	Particulars	Amount	Notes
1	Staff	Salary September		
2	Staff	Allowance (Expenses) September	£41.00	
3	HMRC	794PL00149285 mo 06	£70.11	
4	Halcyon Landscapes	Grounds Maintenance Inv 6926	£440.23	Regular payment
5	P D Sargent	Cemetery Maintenance Inv 23-17	£70.50	

RESOLVED: The council approved the payment schedule.

- ii. To **approve** an internal transfer of £3,000 from Unity Trust Bank Instant Access account to Unity Trust Bank Current Account.

RESOLVED: The council approved the internal transfer of £3,000.

- iii. To **approve** a transfer of £10,000 from Unity Trust Bank Current Account to Redwood Bank's 35 Day Notice account.

RESOLVED: The council approved the transfer of £10,000 to Redwood Bank's 35 Day Notice Account.

26/220 FINANCE: To review the Hall Hire budget (Admin)

RESOLVED: The council reviewed the Hall Hire (Admin) budget and noted that expenditure is expected to exceed the current provision due to the increased number of council meetings during the financial year; authorised the clerk, under delegated powers, to continue booking the hall as required for council meetings and council business; and agreed that any year-end overspend be met from General Reserves.

26/221 To note that the Annual External Audit for FY 2025-2026 has been completed, receive the external auditor's limited assurance opinion, and note that no issues were raised. To note that the Notice of Conclusion of Audit will be publicised by the clerk on 25th September and agree the notice will be published for a period of one month.

RESOLVED: The council noted the completion of the FY 2025-2026 Annual External Audit, received the external auditor's limited assurance opinion with no issues raised, and agreed that the Notice of Conclusion of Audit be published from 25th September 2026 for one month.

The order of the items discussed has been changed. Item 26/222 was discussed after item 26/223. This was due to an inadvertent oversight made by the Chair.

26/223 Annual Playground Inspection Report

To receive and consider the Annual Playground Inspection Report and to agree any actions arising from the report, including the prioritisation of maintenance, repairs, or other remedial works as required.

RESOLVED: The council considered the report and agreed that the clerk seek quotations for repairs to the skate ramp gap; replacement of the climbing net (not necessarily immediately); treatment of rust and repainting of the teenage shelter, multi-play unit and football goalpost; replacement of the damaged basketball backboard; and anchoring of the grind rail. The council agreed that the goalpost requires monitoring only at this stage and will be addressed when ground conditions are wetter.

26/222 To agree and adopt Audit Findings Action plan template.

RESOLVED: The council agreed and adopted the Action Plan template. The clerk will add the Internal Auditor's recommendations, and the Action Plan will be reviewed at the next meeting.

ACTION: Clerk

26/224 To review, amend and adopt the Publication Scheme.

RESOLVED: The council amended and adopted the Publication Scheme (the councillor's interest form is no longer available on Somerset Council's website, only parish council's website).

26/225 To agree and adopt Meeting Attendance policy.

RESOLVED: The council agreed and adopted the Meeting Attendance policy.

26/226 To agree the date of the Governance and Resources Committee meeting.

RESOLVED: The council agreed the date to be 12th November (Thursday) at 11:00 a.m.

26/227 To consider SAPPP consultation

RESOLVED: The council considered the consultation and agreed that the clerk respond on behalf of the council.

26/228 To discuss the future accessibility of the footpath north of the River Yeo Bridge on the A359, towards Snake Island and Trent.

RESOLVED: The council discussed the footpath and agreed the clerk will discuss the issue with Cllr Bartlett.

ACTION: Clerk

26/229 To receive Councillor reports¹.

No reports were received.

26/230 To receive the Parish Clerk's report and any correspondence.

- 26/00478/DOC1; Manor Farm, Ashington Lane, Chilton Cantelo – no update
- ICO training – 1st October 2026
- Interment T19
- VAT return for period of March 26 - August 26 completed

Correspondence:

NALC's events newsletter, SALC's newsletter

Network Rail Biodiversity Stakeholder Survey

CPRE – The Big Conversation event

SAPPP Consultation

Citizens Advice – Heating oil at risk of running out?

Stakeholder Briefing – New stroke services launching in Somerset and Dorset

26/231 To receive the traffic report from Vehicle Activated Devices.

The council received the report – total number of vehicles in September 2026: 204,755

26/232 To receive a report from Somerset Council on road repairs.

The report had not been received. Cllr Hobhouse advised that he would send it.

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).

26/233 To receive the play area and skate park inspection reports.

The inspection reports were received.

26/234 Items for the October's meeting agenda:

- i. Draft Salary budget
- ii. Cemetery Chapel quotes
- iii. Playground repairs quotes
- iv. Audit Findings Action Plan

20:37 – Cllr Blackwood left the room.

20:39 – Cllr Blackwood returned to the room.

26/235 To confirm the date of the next meetings – 29th September 2026 at 19:00 (Community Plan) and 29th October 2026 at Mudford Village Hall, BA21 5TE.

RESOLVED: The council confirmed the dates of the meetings.

26/236 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.

RESOLVED: The council agreed to exclude the public and press to consider contract matters (Item 26/237), legally privileged correspondence (Item 26/238), and staffing matters (Item 26/239). The council further agreed that the Cemetery Contractor remain for Item 26/237 to answer questions and discuss the contract.

26/237 Review of Cemetery Contractor Contract

To review the Cemetery Contractor's contract and current arrangements, and to consider and approve any changes to the contract terms, responsibilities and remuneration within a new contract.

The cemetery contractor left the meeting.

RESOLVED: The council reviewed the Cemetery Contractor's (P.S Services – P D Sargent) contract and current working arrangements, approved the terms of the new contract agreement, and authorised the clerk to sign the contract on behalf of the council.

26/238 To receive and consider privileged and confidential correspondence, and to agree the response and any further actions.

RESOLVED: That council received and considered the correspondence and agreed not to become involved in the matter.

26/239 Clerk's Salary (CiLCA Qualification and NJC Pay Award)

- i. To note that the clerk has successfully completed the Certificate in Local Council Administration (CiLCA) qualification.

RESOLVED: The council noted the clerk has completed CiLCA.

- ii. To receive details of the National Joint Council (NJC) agreed pay award and agree its application to the clerk's salary, including implementation from 1st April 2026.

RESOLVED: The council received the details of NJC pay award and agreed to implement the award with effect from 1st April 2026 (backdated pay).

- iii. To consider and approve any changes to the clerk's salary and contractual terms resulting from the successful completion of the CiLCA qualification and the NJC agreed pay award, and to approve any amendments to the contract of employment.

RESOLVED: The council considered and approved amendments to the clerk's salary and contractual terms, including provisions relating to the attainment of the CiLCA qualification and the application of future NJC pay awards. Taking into account the clerk's qualifications, responsibilities and the current demands of the role, the council resolved to increase the clerk's salary to SCP 26 within the LC2 substantive benchmark range, with effect from 1st October 2026. The council further approved the *Amendment to Contract of Employment* dated 24th September 2026, which sets out all agreed changes, and authorised the chair to sign the amendment on behalf of the council.

The rationale and supporting information considered during the confidential session are recorded in the confidential report.

21:19 – Meeting ended.

Payments August 2026

PAYMENTS		FY 2026-2027			
No	Date	To Whom Paid	Particulars	Amount	
P52	04.08.2026	B/P to: Mudford Village Hall	16,22,29 September booking	£	50.00
P53	04.08.2026	B/P to: Scribe Accounts	Inv 20064	£	44.40
P54	04.08.2026	B/P to: Scribe Accounts	Inv 20593	£	44.40
P55	17.08.2026	B/P to: Mudford Village Hall	11,24 Aug bookings	£	30.00
P56	28.08.2026	B/P to: 3 Villages Flood	Grant 26/191	£	520.00
P57	28.08.2026	B/P to: P D Sargent	Inv 23-16 Cemetery	£	40.00
P58	28.08.2026	B/P to: Halcyon Landscapes	Inv 6896	£	440.23
P59	28.08.2026	B/P to: HMRC Cumbernauld	794PL00149285 mo 5	£	70.11
P60	28.08.2026	B/P to: Mrs Petra Galloway	Allow/Exp August	£	41.00
P61	28.08.2026	B/P to: Mrs Petra Galloway	Staff Salary August		
P62	31.08.2026	SERVICE CHARGE	BANK CHARGE	£	7.00

Mudford Parish Council

Prepared by: _____

Date: 18/09/2026

Petra Galloway (Clerk/RFO)

Approved by: _____

Date: 24/09/2026

Signed two councillors

Bank Reconciliation at 31/08/2026		
Cash in Hand 01/04/2026		116,236.09
ADD		
Receipts 01/04/2026 - 31/08/2026		31,873.62
		148,109.71
SUBTRACT		
Payments 01/04/2026 - 31/08/2026		54,631.90
A	Cash in Hand 31/08/2026 (per Cash Book)	93,477.81
Cash in hand per Bank Statements		
Petty Cash	31/08/2026	0.00
Unity Trust Bank Current	31/08/2026	725.75
Unity Trust Bank Instant Access	31/08/2026	11,139.96
Redwood Bank 95 Day Notice	31/08/2026	61,435.41
Redwood Bank 1 Year Bond	31/08/2026	10,000.00
Redwood Bank 35 Day Notice	31/08/2026	10,176.69
		93,477.81
Less unrepresented payments		
		93,477.81
Plus unrepresented receipts		
B	Adjusted Bank Balance	93,477.81
A = B Checks out OK		