Supporting Papers

Mudford Parish Council meeting

24th September 2026

Prepared by: Petra Galloway

Parish Clerk/RFO

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.
iii. Cemetery Chapel quotes (Clerk) – ongoing, quotes are currently being sought.
iv. Permissive paths (Clerk) – ongoing.
v. Thorney Lane (Cllr Bartlett)
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.
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.

MUDFORD PARISH COUNCIL ACTION LIST

Item	Meeting Date	Action	Assigned To	Review Date	Outcome	Status	
57	22-Nov-24	Write MPC's Aims and Objectives	All councillors and Clerk	31-Mar-25	Pending	Open	To complete after Community Survey and Plan carried out
69	30-Jan-25	To keep an eye on low cost traffic measures - to be introduced in 2025-2026.	Clerk	Ongoing	Pending	Open	Only partially completed, 40pmh has been repa
70	30-Jan-25	To continue communication with RoW re path diversion.	Clerk	Ongoing	Pending	Open	Emailed in January 26
73	27-Feb-25	Arrange for the work on rainwater pipe	Clerk	27-Mar-25	Pending	Open	Work done, awaiting invoice
89	29-May-25	Withy Bed Conservation project - engage with YRCT	Clerk, Cllr Bartlett	Ongoing	Pending	Open	
94	29-May-25	Council logo - investigate trademark	Clerk	26-Jun-25	Pending	Open	
121	27-Nov-25	Facilitate meeting with 3VFG representative for Ashington with MOB complaining about flooding issues	Cllr Bartlett	15-Jan-26	Pending	Open	
141	26-Mar-26	East Lanes - street light on agenda (September)	Clerk	15-Sep-26	Pending	Open	
144	30-Apr-26	Put Pavement issues (top of the village) on Highways Maintenance scheme list	Clerk	18-May-26	Pending	Open	
151	03-Jul-26	COUNCILLORS to attend GDPR training	Councillors	01-Oct-26	Pending	Open	
159	30-Jul-26	Seek quotes for chapel roof works, continue pursuing Enhanced Highways Maintenance scheme (response from LCN)	Clerk	20-Aug-26	Pending	Open	
161	30-Jul-26	Pursue SC re A359 path to Hales Meadow	Clerk	20-Aug-26	Pending	Open	Issue reported by the clerk - awaiting response
163	30-Jul-26	Continue work on Permissive paths	Clerk	20-Aug-26	Pending	Open	
164	30-Jul-26	Work on documentation for the Withy Bed (including Statement of Truth)	Clerk, Cllr Bartlett, Cllr Bowring	20-Aug-26	Pending	Open	
165	27-Aug-26	Talk to the landowners about RoW issue re Thorney Lane road surface.	Cllr Bartlett	24-Sep-26	Pending	Open	
		Hunderedstone park - notice board - October agenda	Clerk	22-Oct-26	Pending	Open	
		Tree survey quote - main trees	Clerk	22-Oct-26	Pending	Open	

26/216 Planning:

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.

a.

Proposal: Certificate of Lawfulness for the existing use of land for the stationing of a caravan which has been used as an independent and separate use of residential accommodation unit.

Location: West Farm West Mudford Road Mudford Yeovil Somerset BA21 5TL

Applicant: Mr & Mrs Philip and Tracy Gunning

Application Type : Certificate of Lawful Use or Development

Application Number: 26/01772/COL

The Council has received the above application and the documents are available on the website: Planning Search (somersetsouth.gov.uk)

This is a notification only and in line with the Council's Constitution and the adopted scheme of delegation and terms of reference, the decision for this application is delegated to officers. This notification is therefore being provided as a matter of courtesy for your information.

The application is being dealt with by Daisy Wilcox (Graduate Planning Officer).

Please note that, for applications for Prior Approval/Notification and works to Trees in a Conservation Area, due to the tight timescale within which a decision needs to be made, and the deemed approval status of the application if the timescale is not met, a decision may need to be made very soon after you have received this notification.

This application is for a Certificate of Lawfulness and if you have evidence to contradict or otherwise make the applicant's version of events less than probable, then you can submit this information to the Council for consideration. Please be aware that this information will be shared with the applicant so that they can have an opportunity to comment on it and possibly produce counter-evidence.

Your response should be returned by email to (email address) . Please do not send direct to the Case Officer or include signatures or any other personal information that may need redacting.

Please be aware that should this application result in an appeal deemed suitable for the Part 1 Written Representations procedure, this may be the only opportunity for interested parties to submit their representations. Should any interested parties wish to withdraw their original comment at appeal stage, they can do so within four weeks of the start date of the appeal.

b.
Proposal: Certificate of Lawfulness for the existing use of land for the stationing of 3 caravans for residential accommodation linked to and necessary for the business which operates from the land and use of the land in connection with and ancillary to the mixed contracting business.
Location: West Farm West Mudford Road Mudford Yeovil Somerset BA21 5TL
Applicant: Mr & Mrs Philip and Tracy Gunning
Application Type: Certificate of Lawful Use or Development
Application Number: 26/02079/COL
The Council has received the above application and the documents are available on the website : Planning Search (somersetsouth.gov.uk)
This is a notification only and in line with the Council's Constitution and the adopted scheme of delegation and terms of reference, the decision for this application is delegated to officers. This notification is therefore being provided as a matter of courtesy for your information.

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or otherwise make the applicant's version of events less than probable, then you can submit this information to the Council for consideration. Please be aware that this information will be shared with the applicant so that they can have an opportunity to comment on it and possibly produce counter-evidence.

Your response should be returned by email to (email address). Please do not send direct to the Case Officer or include signatures or any other personal information that may need redacting.

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Appendix 1

18 September 2026 (2026 - 2027)

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 unpresented payments			
				93,477.81
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**93,477.81**

A = B Checks out OK

26/219 FINANCE:

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

As of 18th September:

Instantly available:

Unity Trust Current account: £14,060.65 (Clout Ltd invoice - £3,900 anticipated, also invoices for bin collections, play area weekly and annual inspections, cemetery chapel inspection)

Unity Instant Access account: £31,139.96 (1.96% AER)

Notice required:

Redwood Bank accounts:

Redwood Bank 95 day notice	£	61,435.41
Redwood Bank 1 yr Bond	£	10,000.00
Redwood Bank 35 day notice	£	10,176.69

Clerk's recommendation

To wire £10,000 to 35 Day notice account (currently 3.35%) at this stage and potentially more funds to 95 Day notice account once the anticipated grant application from the VH is received and the cash flow can be assessed.

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

To review the Hall Hire budget (Admin), noting that expenditure is expected to exceed the current budget provision due to a higher than anticipated number of council meetings during the financial year, and to agree that the clerk be authorised under delegated powers to continue booking the hall as required for council meetings and council business. To agree that any overspend at the end of the financial year shall be met from the council's General Reserves.

Report to Mudford Parish Council
Meeting date: 24th September 2026
Hall hire budget
Prepared by: Petra Galloway (Clerk)

Clerk's recommendation

The council is recommended to note that the anticipated expenditure is higher than anticipated and to authorise the clerk, under delegated powers, to continue booking the hall as required for council meetings and council business, notwithstanding that the budget provision may be exceeded. The council is further recommended to agree that any overspend at the end of the financial year shall be met from the council's General Reserves.

Background

Agreed budget FY 2026-2027: £1,000
Expenditure to date: £935

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of **Mudford Parish Council – SO0193**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature PKF Littlejohn LLP

Date 15/09/2026

MUDFORD PARISH COUNCIL

AUDIT FINDINGS ACTION PLAN

Purpose: To record, monitor and report progress against findings/recommendations arising from Internal and External Audits.

Responsible Officer: Clerk/RFO   Review Frequency: Quarterly by Full Council   Publication: Published on the Council website

Audit Type	Findings/ Recommendation	Agreed Action	Minute Ref.	Target Date	Status	Last Review by Full Council	Website Published	Evidence / Follow-up Actions	Completed
Internal / External									
Internal / External									
Internal / External									
Internal / External									
Internal / External									
Internal / External									

The Clerk/RFO will maintain this action plan and update progress against all recommendations.

All recommendations will be reported to Full Council until completed.

Evidence of completed actions should be retained and referenced in the Evidence / Follow-up Actions column.

Adopted: 24th September 2026 Minute Reference: 26/222   Review Date: annually

Purpose

This procedure ensures that findings and recommendations arising from Internal Audit and External Audit are recorded, monitored, implemented and reported to Full Council in a consistent and transparent manner.

Procedure

1. All audit recommendations will be recorded in an Audit Findings Action Plan maintained by the Clerk/RFO.
2. The Clerk/RFO will be responsible for coordinating, monitoring and evidencing the implementation of agreed actions.
3. The Action Plan will be reviewed by Full Council at least quarterly until all actions have been completed.
4. Progress updates and Council decisions will be recorded in the Council minutes.
5. Completed actions will be supported by appropriate evidence and recorded in the Action Plan.
6. The Action Plan will be published on the Council's website as part of the Council's commitment to transparency and accountability.
7. Where the Council decides not to implement a recommendation, the decision and reasons will be formally recorded in the minutes.

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.

Report to Mudford Parish Council
Meeting date: 24th September 2026
Annual Playground Inspection report
Prepared by: Petra Galloway (Clerk)

Clerk's recommendations
The annual play inspection has identified a number of low and very low risk issues. The council is recommended to obtain quotations for the skate ramp repairs (gaps in the riding surface) and to consider whether quotations should also be sought for the climbing net entrapment issue (repair or replacement) and the treatment of rust and corrosion (Teenage shelter, Multi Play Junior Unit and Football Goal).

The issue of protruding bolts on the signage has already been addressed by Cllr Bowring and no further action is required. The clerk will undertake the branch cutting near the Junior Multi Play unit.

The council may also wish to consider whether it wishes to undertake any of the other improvements suggested in the inspection report (attached) or continue to monitor those items as recommended by the inspector.

Budget
Play area (Maintenance) - £2,500

Item	Page(s)	Clerk's Recommendation
Fun Box skate ramp	18, 36	Obtain quotations for repair of the gaps in the riding surface.
Multi Play Junior climbing net	12, 30	Consider obtaining quotations to remove the entrapment issue or replace the unit as it shows signs of wear and damage (last year's enquiry – around £1,000 for new climbing net)
Teenage Shelter rust/corrosion	10, 25	Consider treatment and repainting.
Multi Play Junior rust/corrosion	12, 29	Consider treatment and repainting.
Football Goal rust/corrosion	20, 39	Consider treatment and repainting.
Swing Gate	23	The self-closing gate is closing too quickly (less than 4 seconds). Consider adjustment.

Blackboard	13	Consider replacement of the damaged basketball card (last year's replacement of the other card cost £175 + VAT plus labour)
Grind rail	37	Consider grind rail replacement – the concreate anchor also requires replacement/repair.
Signage bolts	16, 22, 34	No action required. Addressed by Cllr Bowring.

the play inspection company

Annual Inspection

Mudford Parish Council

Mudford Play Ground

Mudford , Yeovil, BA21 5TE

Associate

Powered by: the play inspection app by the play inspection company

Unit 5, Glenmore Business Park, Blackhill Road, Poole, Dorset, BH16 6NL
t- 01202 590675 e- info@playinspections.co.uk

www. playinspections .co.uk

Inspection Scope for RPII Annual Inspectors

This document outlines the RPII scope for inspections undertaken by the Inspectors listed as Indoor and Outdoor Annual Inspectors (where relevant) on the RPII Register of Inspectors when undertaking inspections.

Inspections are undertaken with reference to the standards listed in this preamble only; where no date for the standard is given it will be the standard that is current at the time of inspection except where overlap periods are granted by the standards committee when standards are updated. The information contained in reports is provided to assist the owner/operator in fulfilling their responsibilities as detailed in the relevant standard. Other standards referenced within the listed standards do not form part of the inspection, unless they are also explicitly listed here.

For the avoidance of doubt, references to compliance relate only to those aspects that can be assessed visually or manually, within the limitations of a non-dismantling, non-destructive inspection, and without the use of specialist equipment.

The following standards define the technical framework within which inspections are carried out; not all requirements within these standards can be verified during an inspection. The following standards are relevant to all installations of equipment that are publicly accessible to users; this includes public parks, pay and play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc. All equipment used or employed in publicly accessible areas should meet with the requirements of the relevant standards (listed below):

> BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.
>
> BS EN 1176 Part 7 - 'Guidance on Installation, Inspection, Maintenance and Operation' (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, excluding ancillary items).

In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in this document. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore, in the UK this standard (BS EN 1176 – Part 7) contains no requirements and needs to be read and implemented as guidance, with the use of the term 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic play equipment falls outside of the scope of BS EN 1176 and has its own standards (BS EN 71 series – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report; any comments will be made using the principles of BS EN 1176 as guidance only, rather than as a formal assessment of compliance.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

> **BS EN 15312** Free access multi-sports equipment
> **BS EN 14974** Skateparks
> **BS EN 16630** Permanently installed outdoor fitness equipment
> **BS EN 16899** Parkour equipment (plus RPII/API guidance notes)

Annual and Post Installation inspections will take into consideration compliance with these current standards, and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to three metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts) structural integrity, wear and vandalism. Routine visual inspections relate only to the most obvious defects such as broken or missing parts, litter, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

All inspections are non-dismantling, non-destructive and do not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a basic manual stability check appropriate to a visual inspection and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. For the purposes of this inspection, “reasonably accessible” means accessible without the use of specialist access equipment, tools, or unsafe working practices. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment.

Ancillary equipment will be assessed using the inspector’s knowledge and experience of the standards named in this document. (Note: Ancillary items are not included in the specific equipment-type parts of the EN 1176 series; hence they are not assessed for compliance with EN 1176 series and are subject to a general safety assessment).

The owner/operator is responsible for the overall safety of the equipment and area.

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

> Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of the impact attenuating properties of any surfaces; the identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection; the inspection of any equipment (or part thereof) that is beneath the playing surface (loose-fill materials may be moved to expose foundations); tightening any bolts, hinges or other fixing devices on any apparatus or equipment; assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment; assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming); where planting or trees are mentioned in the report no assessments of toxicity, suitability or condition are undertaken – the owner/operator should have suitable inspections provided by a competent person.

The owner/operator should have a ‘design risk assessment’ provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

The operator is responsible for managing risks of their provision and is required by law to carry out a ‘suitable and sufficient assessment’ of the risks associated with a site or activity. This inspection shall be considered as contributing to the operator's discharge of this responsibility.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/or that of the inspection company. The owner/operator should always seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Responsibility of the Owner/Operator The owner/operator has overall responsibility for the safety, management, and ongoing maintenance of the play equipment and surrounding area. This includes ensuring that equipment is appropriately installed, inspected, maintained, repaired, and managed in accordance with the relevant standards, manufacturer guidance, and applicable legislation

Inspections undertaken by RPII Annual Inspectors contribute to the owner/operator’s discharge of these responsibilities but do not replace the requirement for the owner/operator to carry out suitable and sufficient risk assessments, routine monitoring, and maintenance, or to act on identified defects and recommendations. Responsibility for initiating or undertaking any actions arising from this report rests solely with the Client.

The operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

Inspection recommendations of relevant standards **Inclusion or exclusion within this table does not imply an exhaustive assessment; all inspections and checks are subject to the limitations described within this methodology. Refer to relevant standards for full text**	**Annual Main**	**RPII Annual/ Post Installation Inspection**
6.1 d) Overall levels of safety of equipment (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of playing surfaces (see note 2)	✓	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓	✓ [3]
6.1 d) Effects of weather	✓	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✓	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓	✗

NB: The clause numbers in table 1 are taken from BS EN 1176 - Part 7:2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall inspection responsibilities as detailed in the relevant standards. RPII Annual Inspectors may, where readily available, refer to manufacturer installation instructions for general context, but do not check against these in full on any item as inspections are focused on compliance with relevant standards and maintenance defects; the responsibility for ensuring that installation instructions are adhered to lies with the owner and the installer.

[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested or with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment.

[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on RPII annual inspections.

[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment.

[4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance.

[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.

Risk Assessment Matrix

				Scores in the report are multiplication factors of Likelihood x Severity				
				Severity>>				
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
				Very Low	Low	Moderate	High	Very High
				1	2	3	4	5
	Powered by The Play Inspection App			No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality
				Severity>>				

Note 1: The total risk scores included within our reports are a multipication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).

Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.

Mudford Play Ground

Inspection Ref: 3200827 Site Ref: 62069

Inspected: 7-September-2026 - 09:32 by Kyle Warrington (RPII Annual Inspector)

Risk Assessment: 10 Low Risk

Location:
There are no specific notes for this site
Disabled Access:
Some accessible features - The area includes limited accessible elements; however, aspects of the layout, surfacing, or equipment may present barriers to use for some people with disabilities without reasonable adjustments or assistance.

8 - Low Risk

Item:	Site General
Manufacturer:	Owner/Operator
Surface Type:	N/A
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	N/A
Total Findings:	1

Finding 1

There is a potential conflict between the users of the basketball post and the users of the fitness equipment - Monitor and take appropriate action if required

8 - Low Risk

Item:	Sign
Manufacturer:	Not Identified
Surface Type:	N/A
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	1

Finding 1

There are projecting bolt thread(s) present - Remove excess thread length and deburr or provide cap

8 - Low Risk

Item:	Gate - Self Closing
Manufacturer:	I.A.E. Fencing
Surface Type:	Grass
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	2

Finding 1	Finding 2
There are trip hazards present - Remove trip hazard	The gate is closing too quickly (less than 4 seconds) - Take corrective action to ensure that the gate closes in 4-8 seconds from 90 degrees

6 - Low Risk

Item:	Gate - Combination
Manufacturer:	I.A.E. Fencing
Surface Type:	Grass
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	2

Finding 1	Finding 2
There is no padlock on the maintenance gate - Provide a padlock to secure the gate	The gate has no drop bolt sleeves and/or drop bolts fitted - Provide drop bolt sleeves and/or drop bolts

4 - Very Low Risk	

Item: Fence - Bow Top
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1

Finding 1

This item is satisfactory - no work required -

4 - Very Low Risk	

Item: Bench
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1

Finding 1

This item is satisfactory - no work required -

8 - Low Risk

Item:	Teenage Shelter
Manufacturer:	Not Identified
Surface Type:	Concrete
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	2

Finding 1

There are trip hazards at the edges of the surface - Remove trip hazard

Finding 2

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding - Treat affected areas and repaint

6 - Low Risk

Item:	1 Bay 2 Seat (Flat)
Manufacturer:	Wicksteed Playgrounds
Surface Type:	Grass Matrix Tiles
Item Quantity:	1
Equipment Compliance:	No
Surface Area Compliance:	Yes
Total Findings:	1

Finding 1

The seats are too close to each other as defined in BS EN 1176 Part 2; this is a low risk failure and no remedial action is required - Monitor - No action given the risk assessment

8 - Low Risk

Item:	See Saw
Manufacturer:	Wicksteed Playgrounds
Surface Type:	Grass Matrix Tiles
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Total Findings:	2

Finding 1

The torsion joint is very stiff and difficult to operate - Repair or replace

Finding 2

There are trip hazards present - Remove trip hazard

6 - Low Risk

Item:	Activity Trail
Manufacturer:	Wicksteed Playgrounds
Surface Type:	Grass
Item Quantity:	1
Equipment Compliance:	No
Surface Area Compliance:	Yes
Total Findings:	3

Finding 1

The ropes/nets are worn/damaged in places - Monitor for any further deterioration and repair or replace as required

Finding 2

The connecting links are in excess of 8.6mm and less than 12mm and fail the requirements of BS EN 1176 Part 1; clause 4.2.13, Chains - Monitor - No action given the risk assessment

Finding 3

The surface has subsided in some areas - Monitor for any further deterioration and repair as required

8 - Low Risk

Item: Multi Play (Junior)
Manufacturer: Wicksteed Playgrounds
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes

Total Findings: 4

Finding 1
The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding - Treat affected areas and repaint

Finding 2
The item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.2 for head and neck entrapment in the netting due to a loose rope connector - Adjust and secure the rope connector to remove the entrapments

Finding 3
The ropes/nets are worn/damaged in places - Monitor for any further deterioration and repair or replace as required

Finding 4
The adjacent foliage is overhanging the falling space - Cut back and maintain a clear falling space

4 - Very Low Risk

Item: 1 Bay 2 Seat (Cradle)
Manufacturer: Wicksteed Playgrounds
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 1

Finding 1
This item is satisfactory - no work required -

10 - Low Risk	
Item:	Basketball Post
Manufacturer:	Adidas
Surface Type:	Bitmac
Item Quantity:	2
Equipment Compliance:	Yes
Surface Area Compliance:	N/A
Total Findings:	2

Finding 1	**Finding 2**
The backboard graphics card is damaged - Replace	There is some minor damage to the surface - Monitor for any further deterioration and repair as required

4 - Very Low Risk	
Item:	Sign
Manufacturer:	Hags
Surface Type:	Bitmac
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	1

Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item:	Push Up Station	
Manufacturer:	Hags	
Surface Type:	Bitmac	
Item Quantity:	1	
Equipment Compliance:	Yes	
Surface Area Compliance:	Yes	
Total Findings:	1	

Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item:	Rower	
Manufacturer:	Hags	
Surface Type:	Bitmac	
Item Quantity:	1	
Equipment Compliance:	Yes	
Surface Area Compliance:	Yes	
Total Findings:	1	

Finding 1

Bolt cap cover/s missing or damaged - Replace

6 - Low Risk

Item: Cycle
Manufacturer: Hags
Surface Type: Bitmac
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 1

Finding 1

This item is satisfactory - no work required -

8 - Low Risk

Item: Skier
Manufacturer: Hags
Surface Type: Bitmac
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 1

Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item:	Double Fitness Station
Manufacturer:	Hags
Surface Type:	Bitmac
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Total Findings:	1

Finding 1

This item is satisfactory - no work required -

8 - Low Risk

Item:	Health Walker
Manufacturer:	Hags
Surface Type:	Bitmac
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Total Findings:	1

Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item: Flat Bank
Manufacturer: Not Identified
Surface Type: Bitmac
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: No

Total Findings: 2

Finding 1

The item has insufficient safety zone allowed as required by BS EN 14974; 6.4. This should equal at least 2.0 metres on this item - Monitor - No action given the risk assessment

Finding 2

The height of the barrier is less than 1200mm in contravention of BS EN 14974 - 6.2.6. This height must be achieved all around the platform and at a maximum distance of 300mm from the front of the platform. - Monitor - no reasonably practicable action given the risk assessment

8 - Low Risk

Item: Sign
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 2
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1

Finding 1

There are projecting bolt thread(s) present - Remove excess thread length and deburr or provide cap

8 - Low Risk

Item: Grind Box
Manufacturer: Not Identified
Surface Type: Bitmac
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 1

Finding 1

This item is satisfactory - no work required -

8 - Low Risk

Item: Fun Box
Manufacturer: Not Identified
Surface Type: Bitmac
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: No

Total Findings: 2

Finding 1

The item has insufficient safety zone allowed as required by BS EN 14974; 6.4. This should equal at least 2.0 metres on this item - Monitor - No action given the risk assessment

Finding 2

There are differences in height exceeding 3mm on the rolling / riding surfaces in contravention of the requirements of BS EN 14974; - 6.2.4 - Take corrective action to ensure that the gaps between the joints do not exceed 3mm

8 - Low Risk

Item:	Grind Rail
Manufacturer:	Not Identified
Surface Type:	Bitmac
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Total Findings:	1

Finding 1

The item has been damaged - Monitor for any further deterioration and replace as required

8 - Low Risk

Item:	Quarter Pipe
Manufacturer:	Not Identified
Surface Type:	Bitmac
Item Quantity:	1
Equipment Compliance:	No
Surface Area Compliance:	Yes
Total Findings:	1

Finding 1

The height of the barrier is less than 1200mm in contravention of BS EN 14974 - 6.2.6. This height must be achieved all around the platform and at a maximum distance of 300mm from the front of the platform. - Monitor - no reasonably practicable action given the risk assessment

6 - Low Risk

Item:	Football Goal
Manufacturer:	Not Identified
Surface Type:	Grass
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	3

Finding 1

NB: We have undertaken a maintenance inspection only of the football goal(s); full load testing falls outside the scope of our inspection. - Implement load testing as required

Finding 2

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

Finding 3

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding - Treat affected areas and repaint

Powered by The Play Inspection App

Findings information

8 - Low Risk (Finding 1)

Item:	Ancillary Items - Site General	**Risk Level:**	L - Low Risk
Manufacturer:	Owner/Operator	**Surface:**	N/A

Finding: There is a potential conflict between the users of the basketball post and the users of the fitness equipment

Action: Monitor and take appropriate action if required

8 - Low Risk (Finding 1)

Item: Ancillary Items - Sign
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: N/A

Finding: There are projecting bolt thread(s) present

Action: Remove excess thread length and deburr or provide cap

8 - Low Risk (Finding 1)

Item: Gates - Gate - Self Closing
Manufacturer: I.A.E. Fencing
Risk Level: L - Low Risk
Surface: Grass

Finding: There are trip hazards present

Action: Remove trip hazard

8 - Low Risk (Finding 2)

Item: Gates - Gate - Self Closing
Manufacturer: I.A.E. Fencing
Risk Level: L - Low Risk
Surface: Grass

Finding: The gate is closing too quickly (less than 4 seconds)

Action: Take corrective action to ensure that the gate closes in 4-8 seconds from 90 degrees

6 - Low Risk (Finding 1)

Item: Gates - Gate - Combination
Manufacturer: I.A.E. Fencing
Risk Level: L - Low Risk
Surface: Grass

Finding: There is no padlock on the maintenance gate

Action: Provide a padlock to secure the gate

6 - Low Risk (Finding 2)

Item:	Gates - Gate - Combination	**Risk Level:**	L - Low Risk
Manufacturer:	I.A.E. Fencing	**Surface:**	Grass


Finding: The gate has no drop bolt sleeves and/or drop bolts fitted

Action: Provide drop bolt sleeves and/or drop bolts

8 - Low Risk (Finding 1)

Item:	Ancillary Items - Teenage Shelter	**Risk Level:**	L - Low Risk
Manufacturer:	Not Identified	**Surface:**	Concrete


Finding: There are trip hazards at the edges of the surface

Action: Remove trip hazard

6 - Low Risk (Finding 2)

Item:	Ancillary Items - Teenage Shelter	**Risk Level:**	L - Low Risk
Manufacturer:	Not Identified	**Surface:**	Concrete

Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding

Action: Treat affected areas and repaint

6 - Low Risk (Finding 1)

Item:	Swings - 1 Bay 2 Seat (Flat)	**Risk Level:**	L - Low Risk
Manufacturer:	Wicksteed Playgrounds	**Surface:**	Grass Matrix Tiles

Finding: The seats are too close to each other as defined in BS EN 1176 Part 2; this is a low risk failure and no remedial action is required

Action: Monitor - No action given the risk assessment

8 - Low Risk (Finding 1)

Item:	Rocking Equipment - See Saw	**Risk Level:**	L - Low Risk
Manufacturer:	Wicksteed Playgrounds	**Surface:**	Grass Matrix Tiles

Finding: The torsion joint is very stiff and difficult to operate **Action:** Repair or replace

8 - Low Risk (Finding 2)

Item:	Rocking Equipment - See Saw	**Risk Level:**	L - Low Risk
Manufacturer:	Wicksteed Playgrounds	**Surface:**	Grass Matrix Tiles

Finding: There are trip hazards present **Action:** Remove trip hazard

6 - Low Risk (Finding 1)			
Item:	Activity Equipment - Activity Trail	**Risk Level:**	L - Low Risk
Manufacturer:	Wicksteed Playgrounds	**Surface:**	Grass

Finding: The ropes/nets are worn/damaged in places

Action: Monitor for any further deterioration and repair or replace as required

5 - Very Low Risk (Finding 2)			
Item:	Activity Equipment - Activity Trail	**Risk Level:**	V - Very Low Risk
Manufacturer:	Wicksteed Playgrounds	**Surface:**	Grass

Finding: The connecting links are in excess of 8.6mm and less than 12mm and fail the requirements of BS EN 1176 Part 1; clause 4.2.13, Chains

Action: Monitor - No action given the risk assessment

6 - Low Risk (Finding 3)

Item:	Activity Equipment - Activity Trail	**Risk Level:**	L - Low Risk
Manufacturer:	Wicksteed Playgrounds	**Surface:**	Grass

Finding: The surface has subsided in some areas

Action: Monitor for any further deterioration and repair as required

6 - Low Risk (Finding 1)

Item:	Activity Equipment - Multi Play (Junior)	**Risk Level:**	L - Low Risk
Manufacturer:	Wicksteed Playgrounds	**Surface:**	Grass Matrix Tiles

Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding

Action: Treat affected areas and repaint

5 - Very Low Risk (Finding 2)

Item:	Activity Equipment - Multi Play (Junior)	**Risk Level:**	V - Very Low Risk
Manufacturer:	Wicksteed Playgrounds	**Surface:**	Grass Matrix Tiles

Finding: The item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.2 for head and neck entrapment in the netting due to a loose rope connector

Action: Adjust and secure the rope connector to remove the entrapments

6 - Low Risk (Finding 3)

Item:	Activity Equipment - Multi Play (Junior)	**Risk Level:**	L - Low Risk
Manufacturer:	Wicksteed Playgrounds	**Surface:**	Grass Matrix Tiles

Finding: The ropes/nets are worn/damaged in places

Action: Monitor for any further deterioration and repair or replace as required

8 - Low Risk (Finding 4)

Item:	Activity Equipment - Multi Play (Junior)	**Risk Level:**	L - Low Risk
Manufacturer:	Wicksteed Playgrounds	**Surface:**	Grass Matrix Tiles

Finding: The adjacent foliage is overhanging the falling space

Action: Cut back and maintain a clear falling space

10 - Low Risk (Finding 1)

Item: Multi Use Games Area - Basketball Post
Manufacturer: Adidas
Risk Level: L - Low Risk
Surface: Bitmac


Finding: The backboard graphics card is damaged
Action: Replace

4 - Very Low Risk (Finding 2)

Item: Multi Use Games Area - Basketball Post
Manufacturer: Adidas
Risk Level: V - Very Low Risk
Surface: Bitmac


Finding: There is some minor damage to the surface
Action: Monitor for any further deterioration and repair as required

6 - Low Risk (Finding 1)

Item:	Outdoor Fitness Equipment - Rower	**Risk Level:**	L - Low Risk
Manufacturer:	Hags	**Surface:**	Bitmac

Finding: Bolt cap cover/s missing or damaged

Action: Replace

6 - Low Risk (Finding 1)

Item:	Wheeled Sports - Flat Bank	**Risk Level:**	L - Low Risk
Manufacturer:	Not Identified	**Surface:**	Bitmac

Finding: The item has insufficient safety zone allowed as required by BS EN 14974; 6.4. This should equal at least 2.0 metres on this item

Action: Monitor - No action given the risk assessment

6 - Low Risk (Finding 2)

Item: Wheeled Sports - Flat Bank
Risk Level: L - Low Risk
Manufacturer: Not Identified
Surface: Bitmac

Finding: The height of the barrier is less than 1200mm in contravention of BS EN 14974 - 6.2.6. This height must be achieved all around the platform and at a maximum distance of 300mm from the front of the platform.

Action: Monitor - no reasonably practicable action given the risk assessment

8 - Low Risk (Finding 1)

Item: Ancillary Items - Sign
Risk Level: L - Low Risk
Manufacturer: Not Identified
Surface: Grass

Finding: There are projecting bolt thread(s) present

Action: Remove excess thread length and deburr or provide cap

6 - Low Risk (Finding 1)

Item:	Wheeled Sports - Fun Box	**Risk Level:**	L - Low Risk
Manufacturer:	Not Identified	**Surface:**	Bitmac

Finding: The item has insufficient safety zone allowed as required by BS EN 14974; 6.4. This should equal at least 2.0 metres on this item

Action: Monitor - No action given the risk assessment

8 - Low Risk (Finding 2)

Item:	Wheeled Sports - Fun Box	**Risk Level:**	L - Low Risk
Manufacturer:	Not Identified	**Surface:**	Bitmac

Finding: There are differences in height exceeding 3mm on the rolling / riding surfaces in contravention of the requirements of BS EN 14974; - 6.2.4

Action: Take corrective action to ensure that the gaps between the joints do not exceed 3mm

8 - Low Risk (Finding 1)

Item: Wheeled Sports - Grind Rail
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Bitmac

Finding: The item has been damaged

Action: Monitor for any further deterioration and replace as required

8 - Low Risk (Finding 1)

Item: Wheeled Sports - Quarter Pipe
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Bitmac

Finding: The height of the barrier is less than 1200mm in contravention of BS EN 14974 - 6.2.6. This height must be achieved all around the platform and at a maximum distance of 300mm from the front of the platform.

Action: Monitor - no reasonably practicable action given the risk assessment

0 - Risk Assessment not Undertaken (Finding 1)

Item:	Multi Use Games Area - Football Goal	**Risk Level:**	N - Risk Assessment not Undertaken
Manufacturer:	Not Identified	**Surface:**	Grass


Finding: NB: We have undertaken a maintenance inspection only of the football goal(s); full load testing falls outside the scope of our inspection.

Action: Implement load testing as required

6 - Low Risk (Finding 2)

Item:	Multi Use Games Area - Football Goal	**Risk Level:**	L - Low Risk
Manufacturer:	Not Identified	**Surface:**	Grass


Finding: The surface has eroded in some areas and may be slippery in wet conditions

Action: Reinstate the surface

6 - Low Risk (Finding 3)

Item:	Multi Use Games Area - Football Goal	**Risk Level:**	L - Low Risk
Manufacturer:	Not Identified	**Surface:**	Grass

Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding

Action: Treat affected areas and repaint

Mudford Parish Council
Publication Scheme

This scheme was adopted by the Council on

24th September 2026.

Information to be published	How the information can be obtained	Cost (* see p7)
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Note: Mudford Parish Council Website: www.mudford-pc.gov.uk	
Who's who on the Council and its Committees	Website & Clerk	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website & Clerk	(see p6)
Location of main Council office and accessibility details	N/A – the council does not have an office	
Staffing structure	Website & Clerk	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by Auditor	Website & Clerk	
Finalised budget	Website & Clerk	
Precept	Website & Clerk	
Financial Standing Orders and Regulations	Website & Clerk	
Grants given and received	Website & Clerk	
Bank Reconciliations	Website & Clerk	
List of payments	Website & Clerk	
List of current contracts awarded and value of contract	Clerk	
Members' allowances and expenses	N/A	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Parish Plan	N/A	
Annual Report to Parish Meeting (current and previous year as a minimum)	Website & Clerk	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings)	Website & Clerk	
Agendas of meetings (as above)	Website & Notice Boards	(# see p6)
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website & Clerk	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website & Clerk	
Responses to consultation papers	Hard copy	20p/sheet
Responses to planning applications (Council minutes/Somerset Council's website)	Website & Clerk	
Bye-laws	N/A	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of Council business: Standing Orders (procedural) Code of Conduct Financial Regulations Risk Management Policy and Risk Management Scheme Internal Control's Policy	Website & Clerk	
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and Diversity policy Health and Safety policy Biodiversity Policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Data Policies and Notices	Website & Clerk	

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Clerk	
Assets Register	Website & Clerk	
Register of members' interests	Website (redacted to exclude address and signature) & Clerk	
Register of gifts and hospitality	Clerk	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Burial grounds and closed churchyards	Website & Clerk	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Clerk	
Play area, skate park and outdoor gym - annual inspections	Website & Clerk	
Arboriculturist surveys	Website & Clerk	
Seating, litter bins, clocks, memorials and lighting	Clerk	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website & Clerk	
Allotments	N/A	

Contact details:
Email: clerk@mudford-pc.gov.uk

Exempt Material:

Personal information relating to Councillors (other than required to be declared in the Members' Register of Interests).
Personal Information relating to employees.
Tenders and bids from contractors and suppliers.

Note: Data Protection Legislation prohibits the publication of certain categories of information.

Notice boards:
Mudford Village Hall car park – full agenda
Hales Meadow - entrance to the Recreation Ground – meetings' notices only (lack of space)
Tor View Close – meetings' notices only (lack of space)

Charging Policy

Information can be inspected by arrangement with the Clerk, free of charge. There is no Parish Office so the information requested will be made available at the next parish council meeting. If this is impracticable for any reason, then copies of the documents will be sent by post. There is unlikely to be any further charge other than printing and second-class Royal Mail postage, but the Parish Council reserve the right to do so to reimburse the cost of the Clerk's time. Applicants will be informed if there is an intention to charge.

Information, which can be photocopied, without breaching copyright laws, can be copied by the Clerk at a cost of 20p per single sided A4 sheet (25p per colour single sided A4 sheet).

*** SCHEDULE OF CHARGES**

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying 20p per sheet (black & white)	Actual cost 20p
	Photocopying 25p per sheet (colour)	Actual cost 25p
	Postage	Actual Royal Mail cost
Other	A search of archived records (for example pre-1994 Council Minutes)	£50 per Search
	Copies of documents held at the Library	Actual Library charge

Mudford Parish Council

Meeting Attendance Policy

This policy is designed to promote efficient administration of meetings, avoid inquorate meetings, and permit timely rescheduling of meetings where necessary. It will also provide accountability for members.

Apologies for absence

Members shall give as much advance notice as possible of absence from all meetings either by mentioning at a previous meeting, email, or telephone to the clerk.

The deadline for receipt of an apology for absence shall be the end of office hours (5 p.m.) on the same day as the meeting.

Apologies for absence shall be made directly in advance wherever possible and not via a third person such as another member at the meeting.

Extended periods of absence

A councillor who does not attend any meetings for a period of six consecutive months will automatically cease to be a member of the council unless the reason for absence is formally approved by the council before the end of the period.

If absence becomes necessary for extended intervals, councillors are advised to submit a request to the parish clerk giving the reason for absence, for approval by the council.

A statutory excuse may include membership of the Armed Forces in time of war.

Recording and publishing attendance

For all meetings of the council, the clerk will record members' attendance, non-attendance, and any apologies received within the meeting minutes. The minutes will identify those members present, those absent with apologies, and those absent without apologies, together with any approval of absence granted by the Council where required.

This policy was adopted at a meeting on 24th September 2026 (minute reference 26/225) and will be reviewed in two years or sooner if required.

26/227 To consider SAPPP consultation
To consider the consultation issued by the Smaller Authorities Proper Practices Panel (SAPPP) on the proposed new framework of proper practices for Category 2 Authorities in England, and to agree the council's response, or agree to delegate authority to the clerk to submit a response on behalf of the council.

Background

https://www.nalc.gov.uk/resource/sappp-launches-consultation-on-proposed-new-proper-practices-framework-for-smaller-authorities.html?utm_campaign=Chief+executive%27s+bulletin+-+3+September+2026&utm_medium=email

The **Smaller Authorities Proper Practices Panel** (SAPPP) has launched a consultation on a proposed new framework of proper practices for Category 2 Authorities in England, inviting views from parish and town councils, clerks, auditors, taxpayers and other stakeholders.

The consultation marks the second stage of a wider review of the governance, accountability and accounting framework for smaller authorities. The review is being undertaken by the Chartered Institute of Public Finance and Accountancy (CIPFA) on behalf of SAPPP, with support from the **Smaller Authorities' Audit Appointments** (SAAA).

Proper practices set out the mandatory standards that Category 2 Authorities must follow in areas including governance, accountability, financial reporting and audit. With the current framework having been in place for more than a decade, SAPPP agreed that a full review was needed to ensure the guidance remains relevant, proportionate and fit for purpose. The consultation seeks feedback on two proposed documents: Proper Practices Code for Category 2 Authorities (England) and the Code of Practice for Internal Audit of Category 2 Authorities (England).

The response must be submitted by 31st October.

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

Background

The clerk has received the following concern regarding the public footpath running north of the River Yeo Bridge on the A359 towards Snake Island/Trent, which forms part of the Monarch's Way.

A resident has raised concerns that trees have recently been planted alongside the footpath and that, as the trees mature, they could significantly impact the usability of the route. The concern is that the footpath may become engulfed by tree growth, potentially making it unsuitable for public use in the future.

The resident notes that this would be particularly disappointing given feedback received through the community questionnaire, which highlighted concerns about the condition and accessibility of footpaths within the parish. It was also noted that two footpaths have effectively been lost in recent years, with one remaining passable but lacking appropriate signage and stiles.

The resident advises that both they and another resident have reported footpath-related issues on a number of occasions, but responses received have stated that the matters had been resolved.

Examples of the species planted alongside the footpath include:

- Rowan Tree - can grow between 8 and 15 metres (26 to 50 feet) in height, with a spread of 4 to 8 metres.
- Field Maple (Acer) - can grow between 15 and 20 metres (50 to 65 feet) in height, with a spread of 8 to 12 metres.

The resident states that the trees have been planted in close proximity to the footpath and raises concerns that, over time, they could create a dense canopy over the route. This may affect visibility and could result in safety concerns for walkers, particularly during darker evenings.