

NORTON ST PHILIP PARISH COUNCIL

www.nortonstphilipparishcouncil.co.uk

Chair Ian Hasell, 7 Monmouth Paddock, Norton St Philip, Somerset, BA2 7LA, ianhasell1@gmail.com

Clerk Nicola Duke, April Rise, 81 Studland Park, Westbury, Wiltshire, BA13 3HN, clerk@nortonstphilipparishcouncil.gov.uk

To: All Members of Norton St Philip Parish Council

You are hereby summoned to attend a meeting of the Parish Council to be held on **Wednesday 13th March 2024** commencing at **7.00 pm** in the Palairet Hall, Norton St Philip for the transaction of the business shown on the agenda below.



Nicola J Duke - Parish Clerk

7th March 2024

Public Participation

The Chairman of the Parish Council will invite members of the public to present their questions, comments and petitions submitted under the Council's Public Participation Procedure at the start of the meeting. *Please note that the Clerk will record the names of those wishing to address the Council together with the subject matter prior to the start of the meeting and each speaker will be permitted 3 minutes in which to address members.* Members are reminded of their obligations under the Code of Conduct.

	AGENDA ITEM
8900	Apologies for Absence To receive apologies for absence and consider reasons for non-attendance.
8901	Declarations of Interest and Dispensations to Participate To receive declarations of interest and dispensations to participate.
8902	Minutes <ul style="list-style-type: none">a) To receive and confirm as a correct record the minutes of a meeting of the Parish Council held on 14th February 2024 (attached).b) To consider any matters arising from the above meetings (if any), including:<ul style="list-style-type: none">a. Update on matters relating to the Longmead development (if available)
8903	Council Reports <ul style="list-style-type: none">• The Chairman• Parish Clerk including update on banking and pension arrangements• County Councillors; Dawn Denton (previously circulated) and Adam Boyden• Other Reports:<ul style="list-style-type: none">○ Palairet Hall○ Church Mead Committee○ Parish Path Liaison Officer – Paul Morris

8904	<p>Planning Applications, Appeals and Consultations 2024/0190/HSE - The Old Bakery High Street Norton St Philip Frome Somerset - Addition of 2 new roof lights on east slope of back addition. Increased opening size and fitment of new doors at rear of back addition.</p> <p>2024/0282/HSE and 2024/0283/LBC - 5 Farleigh Road Norton St Philip Frome Somerset BA2 7PG - Single storey extension. Repairs to existing sliding sash windows, new secondary glazing. 3no. electric car charging points.</p> <p>Outstanding matters with the Local Planning Authority (Somerset Council) To note that no response has been received from Somerset Council regarding the PC's letter of complaint issued in January 2024 (January and February minutes refer) and to decide what further action, if any, to take.</p> <p>B&NES Local Plan Options Consultation To note the current consultation and agree the PC's response, if any (documents previously circulated).</p> <p>To receive and consider planning applications received after the issue of the agenda (<i>where the response time falls outside of the meeting schedule and an extension cannot be obtained</i>)</p>												
8905	<p>Financials</p> <ul style="list-style-type: none"> a) Council expenditure - to approve Council expenditure as listed: b) To receive the Financial Position Statement February 2024 (attached) c) To approve the appointment of an external payroll provider following the establishment of a pension scheme for the Parish Clerk in the amount of £15 pcm – Clerk to report. d) To receive and consider a budget allocation request from Hardington Vale PCC (attached). <table border="1" data-bbox="435 1126 1485 1296"> <tr> <td>N Duke</td> <td>Expenses February 2024</td> <td>£ 51.98</td> </tr> <tr> <td>N Duke</td> <td>Balancing pay against SO February salary</td> <td>£ 47.21</td> </tr> <tr> <td>HMRC</td> <td>PAYE and NI February</td> <td>£ tbc</td> </tr> <tr> <td>Chris Wharton</td> <td>Dredging Watery Lane</td> <td>£ 50.00</td> </tr> </table>	N Duke	Expenses February 2024	£ 51.98	N Duke	Balancing pay against SO February salary	£ 47.21	HMRC	PAYE and NI February	£ tbc	Chris Wharton	Dredging Watery Lane	£ 50.00
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8906	<p>Parish Council Accounts Year Ending 31st March 2024 (report attached) To address administrative tasks relating to the preparation and submission of the accounts year ending 31st March 2024 including:</p> <ul style="list-style-type: none"> a) Noting that the appointment of the Internal Auditor has already been undertaken and b) Confirming of scope of Internal Audit 												
8907	<p>Governance Reviews Year Ending 31st March 2024 (report attached) To carry out reviews of governance documents for year ending 31st March 2024 including:</p> <ul style="list-style-type: none"> a) Review of the Risk Registers b) Review of the Fixed Asset Register c) Review of Earmarked Reserves 												
8908	<p>Asset and Service Devolution To receive any further updates regarding SC's Asset and Service Devolution programme; including a letter re: Highway Maintenance Devolution (attached -previous minutes refer)</p>												
8909	<p>Flooding</p> <ul style="list-style-type: none"> a) To consider the purchase and storage of sandbags for the parish b) To receive any updates following the submission of flooding incident reports to Somerset Council (January minutes refer) 												

8910	<p>Litter Picking and Parish Maintenance</p> <p>a) To consider the appointment of a parish maintenance contractor (Clerk to report)</p> <p>b) To receive any updates on the parish litter pick event (to tie in with the Great British Spring Clean) and litter issues reported at the February meeting</p>
8911	<p>Traffic Action Group</p> <p>To receive any available updates on the work of the Traffic Action.</p>
8912	<p>MDC Local Plan Part II</p> <p>To agree a process for the development of the PC's response to the limited update to the LPP2 (information previously circulated – deadline for response 12th April 2024).</p>
8913	<p>Neighbourhood Plan for Norton St Philip</p> <p>To receive any available updates.</p>
8914	<p>Correspondence</p> <p>To receive and consider the below items of correspondence: None at time of issue.</p>
8915	<p>Parish News</p> <p>To agree any items for inclusion in the next edition of Parish News.</p>
8916	<p>Meeting schedule</p> <p>Wednesday 10th April 2024 – Farleigh Hungerford</p>