

# NORTON ST PHILIP PARISH COUNCIL

[www.nortonstphilipparishcouncil.co.uk](http://www.nortonstphilipparishcouncil.co.uk)

**Chair** Ian Hasell, 7 Monmouth Paddock, Norton St Philip, Somerset, BA2 7LA, [ianhasell1@gmail.com](mailto:ianhasell1@gmail.com)  
**Clerk** Nicola Duke, 81 Studland Park, Westbury, Wiltshire, BA13 3HN, [clerk@nortonstphilipparishcouncil.gov.uk](mailto:clerk@nortonstphilipparishcouncil.gov.uk)

## To: All Members of Norton St Philip Parish Council

You are hereby summoned to attend the **Annual Council Meeting** of the Parish Council to be held on **Wednesday 8<sup>th</sup> May 2024** commencing at 7.00 pm for the transaction of the business shown on the agenda below.



Nicola J Duke B.A (Hons), MILCM  
Parish Clerk  
1<sup>st</sup> May 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.

	<b>AGENDA ITEM</b>
8931	<b>Election of Chair</b> In accordance with the Local Government Act 1972 ss 15 (2) and 34 (2) to elect a Chair of the Parish Council for the municipal year 2024/2025
8932	<b>Declarations of acceptance of office</b> To receive the Chair's signed declaration of acceptance of office
8933	<b>Apologies for Absence and to consider the reasons given</b> Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given. LGA 1972 s85(1)
8934	<b>Election of Vice-Chair</b> In accordance with the power granted under Local Government Act 1972 ss 15 (6) and 34 (6) to consider the election of a Vice-Chair of the Parish Council for the municipal year 2024/2025
8935	<b>Declaration of Acceptance of Office</b> To receive the Vice-Chair's signed declaration of acceptance of office
8936	<b>Declarations of Interest and Dispensations to Participate</b> a) To receive declarations of interest in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and the Localism Act 2011 in respect of members b) To receive any dispensation requests received by the Parish Clerk and not previously considered

8937	<p><b>Minutes</b></p> <p>a) To receive and confirm as a correct record the minutes of a meeting of the Parish Council held on <b>10<sup>th</sup> April 2024</b> (attached).</p> <p>b) To consider any matters arising from the above meetings, if any.</p>																																								
8938	<p><b>Parish Council structure</b></p> <p>To agree the structure for the municipal year 2024/2025 in respect of committees, working groups and portfolios and to agree the necessary appointments and review and confirm reporting procedures:</p> <ul style="list-style-type: none"> <li>• Internal PC Planning Group</li> <li>• Traffic Action</li> <li>• Church Mead Committee</li> <li>• Palairet Hall Committee</li> <li>• Sustainable Norton St Philip</li> <li>• Neighbourhood Plan Steering Group</li> <li>• Staffing Committee</li> </ul>																																								
8939	<p><b>Insurance</b></p> <p>To review the Parish Council's insurance provision 2024/2025 in the amount of £798.57 (information attached)</p>																																								
8940	<p><b>Bank Signatories and Standing Orders</b></p> <p>a) To confirm bank signatories for 2024/2025 (note bank signatories will also be appointed for online banking)</p> <p>b) To authorise the continued payment of the Clerk's salary by monthly Standing Order</p>																																								
8941	<p><b>Parish Council Accounts Year Ending 31.03.2024</b> (reports attached)</p> <p>a) To receive and consider the Internal Audit Report, review its findings and the effectiveness of the system of Internal Control.</p> <p>b) To prepare and approve Section 1: parts 2 and 3 (Annual Governance Statement 2023/24) of the AGAR.</p> <p>c) To consider Section 2; parts 2 and 3 (Accounting Statements 2023/234 of the AGAR.</p> <p>d) To approve, sign and date Section 2; parts 2 and 3 (Accounting Statements 2023/24).</p> <p>e) To set the dates for the period of public inspection (proposed copy attached).</p>																																								
8942	<p><b>Financials</b></p> <p>a) To approve Council payments due as listed:</p> <p>b) To consider a request from the Palairet Hall Management Committee for an uplift in the SLA from £5,750 to £6,000 for 2024/25 (information previously circulated, April minutes refer) and to approve the balance of funds due for release in the amount of £5,166.67 to the PHMC.</p> <table border="1" data-bbox="384 1720 1481 2141"> <thead> <tr> <th>Payee</th> <th>Detail</th> <th>Amount</th> <th>Statutory Power</th> </tr> </thead> <tbody> <tr> <td>Nicola Duke</td> <td>Balancing Salary April</td> <td>£58.07</td> <td>LGA1972 s 112</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI April</td> <td>£153.88</td> <td>LGA 1972 s 112</td> </tr> <tr> <td>Cllr Hitchins</td> <td>NP website costs</td> <td>£62.40</td> <td>LGA 1972 s 142</td> </tr> <tr> <td>Farleigh Hungerford VHS</td> <td>Hall hire</td> <td>£16.00</td> <td>LGA 1972 s 133</td> </tr> <tr> <td>Vision ICT</td> <td>Bi-ennial fee domain name</td> <td>£78.00</td> <td>LGA 1972 s 142</td> </tr> <tr> <td>Hardington Vale PCC</td> <td>Bus timetable copying</td> <td>£77.00</td> <td>LGA 1972 s 142</td> </tr> <tr> <td>Zurich Municipal</td> <td>Palairet Hall insurance</td> <td>£833.33</td> <td>LGA 1972 s 133</td> </tr> <tr> <td>Cllr Hitchins</td> <td>Reimburse distribution costs</td> <td>£20.00</td> <td>LGA 1972 s 111</td> </tr> <tr> <td>IAC Auditing Solutions</td> <td>Internal Audit fee 2023/24</td> <td>£354.00</td> <td>LGA 1972 s 151</td> </tr> </tbody> </table>	Payee	Detail	Amount	Statutory Power	Nicola Duke	Balancing Salary April	£58.07	LGA1972 s 112	HMRC	PAYE/NI April	£153.88	LGA 1972 s 112	Cllr Hitchins	NP website costs	£62.40	LGA 1972 s 142	Farleigh Hungerford VHS	Hall hire	£16.00	LGA 1972 s 133	Vision ICT	Bi-ennial fee domain name	£78.00	LGA 1972 s 142	Hardington Vale PCC	Bus timetable copying	£77.00	LGA 1972 s 142	Zurich Municipal	Palairet Hall insurance	£833.33	LGA 1972 s 133	Cllr Hitchins	Reimburse distribution costs	£20.00	LGA 1972 s 111	IAC Auditing Solutions	Internal Audit fee 2023/24	£354.00	LGA 1972 s 151
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8943	<p><b>Planning Applications</b></p> <p><b>2024/0626/TCA</b> - Old Hopyard Wellow Lane Norton St Philip Frome Somerset - T1 - Ash - Fell. T2 - Ash – Fell – Notification only.</p> <p><b>2024/0673/TCA</b> - Norton House Bath Road Norton St Philip Frome Somerset - T2 - Beech - 8 metre crown reduction and cobra brace installation – Notification only.</p> <p><b>2024/0703/TCA</b> - Norton House Bath Road Norton St Philip Frome Somerset - T1, T2 &amp; T7 (Conifers) - Fell. T3 (Hazel) - Fell. T4 (Lime) - Crown lift to final height of 20 feet. T5 (Weeping Willow) - Re-pollard to previous points. T6 (Sycamore) - Crown reduce by 2-3 metres (25%) – Notification only.</p> <p>To note the Planning Committee Notification re: 2022/2509/FUL at Land At The Orchard Vicarage Lane (previously circulated; date of Planning Board 2<sup>nd</sup> July 2024).</p> <p>To note receipt of response from Somerset Council re: PC letter of complaint and agree any further actions required (Jan – April minutes refer; information previously circulated).</p>
8944	<p><b>Calendar of Meetings 2024/2025</b></p> <p>To agree the calendar of meetings as listed:</p> <p>Wednesday 12<sup>th</sup> June 2024</p> <p>Wednesday 24<sup>th</sup> July 2024</p> <p>Wednesday 11<sup>th</sup> September 2024</p> <p>Wednesday 9<sup>th</sup> October 2024 – Farleigh Hungerford</p> <p>Wednesday 13<sup>th</sup> November 2024</p> <p>Wednesday 11<sup>th</sup> December 2024</p> <p>Wednesday 8<sup>th</sup> January 2025</p> <p>Wednesday 12<sup>th</sup> February 2025</p> <p>Wednesday 12<sup>th</sup> March 2025</p> <p>Wednesday 9<sup>th</sup> April 2025 – Farleigh Hungerford</p> <p>Wednesday 14<sup>th</sup> May 2025 – Annual Council Meeting/Annual Parish Meeting</p>
8945	<p><b>Date of next meeting</b></p> <p>Wednesday 11<sup>th</sup> June 2024 – Palairret Hall.</p>
8946	<p><b>Confidential Information</b></p> <p>In view of the confidential nature of the business to be transacted at Agenda Item 8947 members are asked to consider resolving that the press and public be excluded from this part of the meeting.</p> <p><i>Such a resolution would be in accordance with the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2), which states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies."</i></p> <p>Reason for exclusion – Contract Appointments (information previously circulated)</p>
8947	<p><b>Contract Appointments 2024/25</b></p> <p>To resolve the appointment of general planning and legal professional support for the municipal year 2024/25.</p>