

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 12th June 2024** commencing at **7.00 pm** in the Palaiet Hall, Norton St Philip for the transaction of the business shown on the agenda below.



Nicola J Duke - Parish Clerk

6th June 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
8948	Apologies for Absence To receive apologies for absence and consider reasons for non-attendance.
8949	Declarations of Interest and Dispensations to Participate To receive declarations of interest and dispensations to participate.
8950	Minutes <ul style="list-style-type: none">a) To receive and confirm as a correct record the minutes of a meeting of the Annual Council Meeting held on 8th May 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)
8951	Council Reports <ul style="list-style-type: none">• The Chairman• Parish Clerk including an update on the transfer to Unity Bank• County Councillors; Dawn Denton and Adam Boyden• Other Reports:<ul style="list-style-type: none">○ Palaiet Hall○ Church Mead Committee○ Parish Path Liaison Officer

8952	<p>Planning Applications, Appeals and Consultations</p> <p>2024/0656/FUL and 2024/0657/LBC - Hungerford Arms Trowbridge Road Farleigh Hungerford Frome - Construction of a garage with ground floor studio and loft home office.</p> <p>2024/0911/FUL and 2024/0912/LBC - Hungerford Arms Trowbridge Road Farleigh Hungerford Frome - Conversion and extension of the Hungerford Arms to form a single dwelling.</p> <p>2024/0812/HSE - 2 Longmead Close Norton St Philip Bath Somerset BA2 7NS - Single storey extension to side of existing house</p> <p>2024/0612/HSE and 2024/0792/LBC- 4 Chapel Row High Street Norton St Philip - Replace windows with like for like wooden window frames</p> <p>2024/0965/TCA - Church Of St Philip And St James Vicarage Lane Norton St Philip Bath Somerset - T1 and T2 - Yew Trees - Reduce height to 5m. T3 - Yew Tree Remove - 2 large lower branches – Notification only.</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> <p>Planning Appeals Planning Appeals 2023/0640/FUL, 2023/0643/FUL & 2023/0644/FUL (Fortescue Fields) – to receive any updates on the scheduling and arrangements for the PINS hearing.</p>																											
8953	<p>Financials</p> <ol style="list-style-type: none"> Council payments - to approve payments due as listed: To receive the Bank Reconciliation Statement April and May 2024 (attached) To receive the Budget Report as at May 2024 (attached) To approve a variation in the Standing Order for the Clerk’s salary payment from £1,186.45 to £1,186.27 To note an increase in prices for Council email hosting (information attached) <table border="1" data-bbox="435 1272 1485 1653"> <tr> <td>N Duke</td> <td>Expenses April, May, June 2024</td> <td>£ 155.94</td> </tr> <tr> <td>N Duke</td> <td>Balancing pay against SO April/May</td> <td>£ 57.89</td> </tr> <tr> <td>HMRC</td> <td>PAYE and NI April</td> <td>£ 153.88</td> </tr> <tr> <td>HMRC</td> <td>PAYE and NI May</td> <td>£ 139.48</td> </tr> <tr> <td>Gooding Accounts</td> <td>Payroll fee April and May 2024</td> <td>£ 40.00</td> </tr> <tr> <td>Phil Adler</td> <td>Grounds maintenance</td> <td>£ 142.00</td> </tr> <tr> <td>SALC</td> <td>Councillor training event</td> <td>£ 25.00</td> </tr> <tr> <td>Context Planning</td> <td>Appeal statement / heritage input</td> <td>£ 7560.00</td> </tr> <tr> <td>Devon/Somerset Pension Fund</td> <td>Pension contributions May 2024</td> <td>£ 367.18</td> </tr> </table>	N Duke	Expenses April, May, June 2024	£ 155.94	N Duke	Balancing pay against SO April/May	£ 57.89	HMRC	PAYE and NI April	£ 153.88	HMRC	PAYE and NI May	£ 139.48	Gooding Accounts	Payroll fee April and May 2024	£ 40.00	Phil Adler	Grounds maintenance	£ 142.00	SALC	Councillor training event	£ 25.00	Context Planning	Appeal statement / heritage input	£ 7560.00	Devon/Somerset Pension Fund	Pension contributions May 2024	£ 367.18
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8954	<p>Parish Council structure</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 (deferred from the Annual Council Meeting):</p> <ul style="list-style-type: none"> Internal PC Planning Group Traffic Action Church Mead Committee Palairt Hall Committee Sustainable Norton St Philip Neighbourhood Plan Steering Group Staffing Committee 																											

	<ul style="list-style-type: none"> • Planning Policy Group • Bath Rugby
8955	<p>Parish Council Accounts Year Ending 31st March 2024</p> <p>Following the audit process for 2023-24 and the Auditor's observations to review the Action Plan from the Clerk (attached).</p>
8956	<p>Traffic Action Group and Highways</p> <p>To receive any available updates on the work of the Traffic Action including:</p> <ul style="list-style-type: none"> a) Correspondence from Somerset Highways re: . B3110 Townend / High Street , Norton St Philip - Parking on Footway (previously circulated). b) Potential purchase of body cams for the TAG team (initial information circulated).
8957	<p>Neighbourhood Plan for Norton St Philip</p> <p>To receive a progress report on the Neighbourhood Plan for NSP.</p>
8958	<p>Correspondence</p> <p>To receive and consider the below items of correspondence: Street Parish Council re: increasing flood risk – to note (copy attached)</p>
8959	<p>Parish News</p> <p>To agree any items for inclusion in the next edition of Parish News.</p>
8960	<p>Meeting schedule</p> <p>Wednesday 24th July 2024 – Palairret Hall</p>