

# 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, April Rise, 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 a meeting of the Parish Council to be held on **Wednesday 11<sup>th</sup> June 2025** 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

5<sup>th</sup> June 2025

### 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
9105	<b>Apologies for Absence</b> To receive apologies for absence and consider reasons for non-attendance.
9106	<b>Declarations of Interest and Dispensations to Participate</b> To receive declarations of interest and dispensations to participate.
9107	<b>Minutes</b> <ul style="list-style-type: none"><li>a) To receive and confirm as a correct record the minutes of the Annual Council Meeting held on <b>14<sup>th</sup> May 2025</b> (attached).</li><li>b) To consider any matters arising from the above meetings (if any).</li></ul>
9108	<b>Council Reports</b> <ul style="list-style-type: none"><li>• The Chairman</li><li>• Parish Clerk</li><li>• County Councillors; Dawn Denton and Adam Boyden</li><li>• Other Reports:<ul style="list-style-type: none"><li>○ Palairet Hall</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>○ Church Mead Committee</li> <li>○ Sustainable Norton St Philip</li> </ul>
9109	<p><b>Planning Applications and Decisions</b></p> <p><b>2025/0898/FUL and 2025/0899/LBC</b>- Land At 377113 156609 Bath Road Norton St Philip Frome - Repair and re-instatement of a 2 storey cottage to form a 2 bedroom dwelling.</p> <p><b>2025/0900/TCA</b> - The Beeches 1 Fair Close Norton St Philip Bath Somerset - Works/Felling Trees in a CA – Notification only.</p> <p><b>2025/0919/TCA</b> - 1 Church Street Norton St Philip Frome Somerset BA2 7LU - Works/Felling Trees in a CA – 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><b>Planning Decision</b></p> <p><b>2023/1918/FUL</b> - Bell Hill Garage Bell Hill Norton St Philip Bath Somerset BA2 7LT - Demolition of existing garage buildings; erection of 9no. dwellings; cottage extension; erection of new commercial garage building (sui generis); &amp; associated access, landscaping &amp; drainage works – <b>Approval</b> (decision date 19<sup>th</sup> May 2025).</p>
9110	<p><b>Financials</b> (Report attached)</p> <ul style="list-style-type: none"> <li>a) Council payments - to approve payments due as listed:</li> <li>b) To receive the Bank Reconciliation Statement April and May 2025 (April attached, May to follow on receipt of bank statement)</li> <li>c) Banking Arrangements – Clerk to report: <ul style="list-style-type: none"> <li>a. To receive an update on the bank switch from NatWest to Unity Bank</li> <li>b. To consider and agree the process for online banking, including transfers of funds between accounts, and agree any required adjustments to the mandate for bank signatories</li> <li>c. To commence a process to open an appropriate investment account with CCLA for the Council’s reserves</li> </ul> </li> <li>d) Employee Pension – to receive and consider a report from the Clerk regarding the payment of the backdated pension contributions (now possible due to the establishment of internet banking).</li> </ul>

	<table><tr><td>N Duke</td><td>Expenses May 2025</td><td>£ 55.59</td></tr><tr><td>Gooding Accounts</td><td>Payroll fee May</td><td>£ 20.00</td></tr><tr><td>Devon and Somerset Pension</td><td>Pension Fund contributions May</td><td>£ 378.93</td></tr><tr><td>HMRC</td><td>PAYE/NI May 2025</td><td>£ 228.30</td></tr><tr><td>N Duke</td><td>Balancing pay May 2025</td><td>£ 15.21</td></tr><tr><td>M L Cleaning</td><td>Dog bins May 2025</td><td>£ 350.00</td></tr><tr><td>Hardington Vale PCC</td><td>Photocopying NP documents</td><td>£ 21.14</td></tr><tr><td>Community Heartbeat</td><td>Defibrillator pads</td><td>£ 147.54</td></tr><tr><td>Cllr Hitchins</td><td>Reimburse paint for kiosk</td><td>£ 57.98</td></tr></table>	N Duke	Expenses May 2025	£ 55.59	Gooding Accounts	Payroll fee May	£ 20.00	Devon and Somerset Pension	Pension Fund contributions May	£ 378.93	HMRC	PAYE/NI May 2025	£ 228.30	N Duke	Balancing pay May 2025	£ 15.21	M L Cleaning	Dog bins May 2025	£ 350.00	Hardington Vale PCC	Photocopying NP documents	£ 21.14	Community Heartbeat	Defibrillator pads	£ 147.54	Cllr Hitchins	Reimburse paint for kiosk	£ 57.98
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9111	<p><b>Governance Documents</b> (Documents attached)</p> <p>a) To review the Council’s Standing Orders; including an adjustment to the tender level listed therein to reflect the value set in the Financial Regulations – Clerk to report.</p> <p>b) To review the Council’s Treasury and Investment Policy to reflect a revised threshold level of £100,000.</p>																											
9112	<p><b>Traffic Action Group, Highways and Footpaths</b></p> <p>a) To receive any available updates on the work of the Traffic Action Group.</p> <p>b) To consider a request from a resident for PC funding in support of gravel for the footpath that runs along the Cottage between the High Street and Shepherds Mead.</p>																											
9113	<p><b>Neighbourhood Plan for Norton St Philip</b></p> <p>To note the decision taken by Somerset Council on 3<sup>rd</sup> June 2025 to take the Neighbourhood Plan to Referendum and the associated confirmation that the Referendum is confirmed for 17<sup>th</sup> July 2025. Members are also asked to approve the amendments made to the Neighbourhood Plan following the Examiner’s recommendations.</p>																											
9114	<p><b>Parish Maintenance</b></p> <p>a) Telephone Kiosk:</p> <p>a. To consider an offer from a resident to provide ‘Bleed Kits’ for the kiosk (information attached) and consider whether to provide a suitable cabinet for their storage – Cllr Hitchins to report.</p> <p>b. To consider maintenance works required to the telephone kiosk including painting and replacement of broken window and allocated required funds if works are so approved</p> <p>b) Church Mead – to consider options for the collection of waste</p> <p>c) Noticeboard, Bell Hill – to consider the replacement of the noticeboard with a unit similar to that recently installed at the junction of Frome Road and Tellisford Lane – anticipated cost £ 1,300 plus vat plus installation at approx. £200.</p>																											

9115	<b>Correspondence</b> Avon and Somerset Police re: recent burglary at the Co-Op (previously circulated).
9116	<b>Parish News</b> To agree any items for inclusion in the next edition of Parish News.
9117	<b>Meeting schedule</b> Wednesday 9 <sup>th</sup> July 2025– Palairet Hall, Norton St Philip.