

# NORTON ST PHILIP PARISH COUNCIL

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

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## 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 9<sup>th</sup> July 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

3<sup>rd</sup> July 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
9118	<b>Apologies for Absence</b> To receive apologies for absence and consider reasons for non-attendance.
9119	<b>Declarations of Interest and Dispensations to Participate</b> To receive declarations of interest and dispensations to participate.
9120	<b>Minutes</b> <ul style="list-style-type: none"><li>a) To receive and confirm as a correct record the minutes of a Council Meeting held on <b>11<sup>th</sup> June 2025</b> (attached).</li><li>b) To consider any matters arising from the above meetings (if any).</li></ul>
9121	<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>																								
9122	<p><b>Planning Applications and Consultations</b> <b>2025/1035/VRC</b> - Penny’s Peace Mackley Lane Norton St Philip Frome Somerset - Variation of condition 4 (Holiday Let) of Planning Consent 109395/005 (Erection of holiday cottage).</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>Consultation</b> LGBCE Initial Proposals for the Boundary Review of Somerset (previously circulated) – to consider the proposals and agree what comment, if any, to submit in response.</p> <p>Somerset Council – Local Transport Plan (previously circulated) – to consider the consultation documents and agree what comments, if any, to submit in response.</p>																								
9123	<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 May 2025 (June to follow on receipt of statement)</li><li>c) Banking Arrangements – Clerk to report:<ul style="list-style-type: none"><li>a. To receive an update on the resolution to meet payroll costs via Standing Order and the payment of the backdated pension costs</li><li>b. To receive an update on the resolution to open investment account with CCLA for the Council’s reserves</li></ul></li><li>d) To receive and consider quotations for the purchase of a new noticeboard for Tellisford Lane (May minutes refer, information attached)</li></ul>																								
	<table><tr><td>N Duke</td><td>Expenses June 2025</td><td>£ 55.59</td></tr><tr><td>Gooding Accounts</td><td>Payroll fee June</td><td>£ 20.00</td></tr><tr><td>Devon and Somerset Pension</td><td>Pension Fund contributions June</td><td>£ 378.93</td></tr><tr><td>HMRC</td><td>PAYE/NI June 2025</td><td>£ 228.30</td></tr><tr><td>N Duke</td><td>Balancing pay June 2025</td><td>£ 15.21</td></tr><tr><td>M L Cleaning</td><td>Dog bins June 2025</td><td>£ 350.00</td></tr><tr><td>Cllr Hitchins</td><td>Reimburse safety helmet cost</td><td>£ 28.99</td></tr><tr><td>Cllr Hasell</td><td>Reimburse printer ink</td><td>£ 9.99</td></tr></table>	N Duke	Expenses June 2025	£ 55.59	Gooding Accounts	Payroll fee June	£ 20.00	Devon and Somerset Pension	Pension Fund contributions June	£ 378.93	HMRC	PAYE/NI June 2025	£ 228.30	N Duke	Balancing pay June 2025	£ 15.21	M L Cleaning	Dog bins June 2025	£ 350.00	Cllr Hitchins	Reimburse safety helmet cost	£ 28.99	Cllr Hasell	Reimburse printer ink	£ 9.99
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9124	<p><b>Traffic Action Group, Highways and Footpaths</b></p> <ul style="list-style-type: none"><li>a) To receive any available updates on the work of the Traffic Action Group.</li><li>b) To receive and consider information from the LCN on the Enhanced Highways Maintenance Pilot scheme (previously circulated).</li></ul>																								

9125	<b>Neighbourhood Plan for Norton St Philip</b> To note that the Referendum will take place on 17 <sup>th</sup> July 2025.
9126	<b>Correspondence</b> None at time of issue.
9127	<b>Parish News</b> To agree any items for inclusion in the next edition of Parish News.
9128	<b>Meeting schedule</b> Wednesday 10 <sup>th</sup> September 2025– Palairet Hall, Norton St Philip. Please note that the Council will recess in August unless urgent business dictates otherwise.