

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 10th December 2025** 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

4th December 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
9166	Apologies for Absence To receive apologies for absence and consider reasons for non-attendance.
9167	Declarations of Interest and Dispensations to Participate To receive declarations of interest and dispensations to participate.
9168	Minutes <ul style="list-style-type: none">a) To receive and confirm as a correct record the minutes of a Council Meeting held on 12th November 2025 (attached).b) To consider any matters arising from the above meetings (if any).
9169	Council Reports <ul style="list-style-type: none">• The Chairman• Parish Clerk• County Councillors; Dawn Denton and Adam Boyden• Other Reports:<ul style="list-style-type: none">○ Palaiet Hall

	<ul style="list-style-type: none"> ○ Church Mead Committee ○ Sustainable Norton St Philip
9170	<p>Planning Applications, Enforcements and Consultations</p> <p>2025/2136/HSE and 2025/2067/LBC - 5 - 6 Chapel Row High Street Norton St Philip Bath Somerset - 2no. replacement doors on the front/roadside elevation, 2no. replacement doors and 2no. replacement windows on the side elevation, overlooking the parking area.</p> <p>2025/2174/PAF - Brownshutters Farm Farleigh Road Norton St Philip Frome - Prior Approval for Change of Use of Agricultural Building to flexible use Commercial/Business/Service (Class E) - for associated rod & tackle shop.</p> <p>2025/2115/CLP - 11 Shepherds Close Norton St Philip Frome Somerset BA2 7PT - Proposal for external alterations to existing attached side garage. Works to include removing the existing garage door and infilling the opening with stonework to match the existing, along with installing a new front window, with materials and sills to match the properties existing windows. A new window is also proposed to the rear elevation to provide natural light to the utility room. A new internal partition will provide more separation between the utility room and adjacent storage space.</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>Enforcement Issues</p> <p>To consider the need for further correspondence with SC regarding the unauthorised residential dwelling house on land south of Farleigh Road, NSP (Land Registry title ST7856SW) (Enforcement case reference ENF/2022/WS56590).</p> <p>Charitable Collection Licensing Policy</p> <p>To note the consultation running from 1st November to 23rd January (information attached) which contains proposals to standardise how street and house to house collections are regulated across Somerset and to consider what response, if any, to make.</p>
9171	<p>Financials</p> <ul style="list-style-type: none"> a) Council payments - to approve payments due as listed: b) To receive the Bank Reconciliation Statement November 2025 (attached). c) To receive and consider adjustments required to the Council's banking arrangements as listed: <ul style="list-style-type: none"> a. To approve the signature of a bank mandate for Unity Bank to enable the Parish Clerk to submit payments ready for authorisation. <i>Note – the adjustment does not provide the Clerk with the authority to release payments.</i> b. To approve the closure of the Nat West bank accounts following the switch to Unity Bank.

	<p>c. To note that the CCLA account for Council reserves is now open and consider appropriate transfers required.</p> <p>d) Backdated Employee Pension Contributions – to note that £600.70 has been repaid to the Council through the November payroll; amount outstanding £2,402.80 ; due to repaid in full by the March 2026 payroll.</p>																																	
	<table><tr><td>N Duke</td><td>Expenses November 2025</td><td>£ 66.11</td></tr><tr><td>N Duke</td><td>Salary November 2025</td><td>£ 720.96</td></tr><tr><td>Gooding Accounts</td><td>Payroll fee October/November</td><td>£ 40.00</td></tr><tr><td>Devon and Somerset Pension</td><td>Pension Fund November</td><td>£ 303.96</td></tr><tr><td>HMRC</td><td>PAYE/NI November 2025</td><td>£ 108.30</td></tr><tr><td>M L Cleaning</td><td>Dog bins November 2025</td><td>£ 280.00</td></tr><tr><td>Potterton Associates Ltd</td><td>Landscape Report</td><td>£ 1,200.00</td></tr><tr><td>Vision ICT</td><td>SSL certificate for website</td><td>£ 60.00</td></tr><tr><td>Vision ICT</td><td>Website hosting 2025-2026</td><td>£ 228.90</td></tr><tr><td>Vision ICT</td><td>Website hosting 2023-2025</td><td>£ 420.00</td></tr><tr><td>Microshade Bus Consultants</td><td>Hosted IT service 2025-2026</td><td>£ 1013.19</td></tr></table>	N Duke	Expenses November 2025	£ 66.11	N Duke	Salary November 2025	£ 720.96	Gooding Accounts	Payroll fee October/November	£ 40.00	Devon and Somerset Pension	Pension Fund November	£ 303.96	HMRC	PAYE/NI November 2025	£ 108.30	M L Cleaning	Dog bins November 2025	£ 280.00	Potterton Associates Ltd	Landscape Report	£ 1,200.00	Vision ICT	SSL certificate for website	£ 60.00	Vision ICT	Website hosting 2025-2026	£ 228.90	Vision ICT	Website hosting 2023-2025	£ 420.00	Microshade Bus Consultants	Hosted IT service 2025-2026	£ 1013.19
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9172	<p>Allocation of Funds for Specialist Reports</p> <p>To consider the allocation of funds for the preparation of specialist reports from Context Planning (as listed) in respect of sites proposed for inclusion in the SC Local Plan; to be funded from the EMR Professional and Legal Fees:</p> <p>a) Site Assessment Report – up to £11,000.</p> <p>b) Heritage Report – up to £4,000.</p>																																	
9173	<p>Traffic Action Group, Highways and Footpaths</p> <p>To receive any available updates on the work of the Traffic Action Group.</p>																																	
9174	<p>Discharges to water courses in the parish</p> <p>To receive a report from the Chairman.</p>																																	
9175	<p>Correspondence</p> <p>Somerset Council re: Election Charges May 2027 (information attached).</p>																																	
9176	<p>Parish News</p> <p>To note there is no edition of the Parish News published in January; no copy therefore required until 20th January 2026.</p>																																	

9177	Meeting schedule Wednesday 13 th January 2026 – The Palairet Hall, Norton St Philip – Budget and Precept setting 2026/27.
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