

# NORTON ST PHILIP PARISH COUNCIL

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

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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 14<sup>th</sup> January 2026** commencing at **7.00 pm** in the Palairet Hall, Norton St Philip for the transaction of the business shown on the agenda below.

*Nicola Duke*

Nicola J Duke - Parish Clerk

8<sup>th</sup> January 2026

### 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
9178	<b>Apologies for Absence</b> To receive apologies for absence and consider reasons for non-attendance.
9179	<b>Declarations of Interest and Dispensations to Participate</b> To receive declarations of interest and dispensations to participate.
9180	<b>Minutes</b> a) To receive and confirm as a correct record the minutes of a Council Meeting held on <b>10<sup>th</sup> December 2025</b> (attached). b) To consider any matters arising from the above meetings (if any).
9181	<b>Co-option of a Parish Councillor</b> In accordance with the Local Elections (Parishes and Communities) Rules 1986 SI 1986/2215 r 8 (3) to co-opt a Parish Councillor.
9182	<b>Council Reports</b> <ul style="list-style-type: none"><li>• The Chairman</li></ul>

	<ul style="list-style-type: none"> <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> <li>○ Church Mead Committee</li> <li>○ Sustainable Norton St Philip</li> </ul> </li> </ul>
9183	<p><b>Planning Applications, Enforcements and Consultations</b> None new at time of issue.</p> <p>2025/1515/FUL - Land West Of 67 Fortescue Street Norton St Philip Frome - Erection of 8 dwellings including affordable housing. Formation of a 1.1ha area of open space, linking Church Mead with Ponds Country Park, new vehicular accesses and footpath links. Hard and soft landscaping including new planting improvements to the tree belt with Church Mead, ecological and biodiversity enhancements including bat replacement habitat. Car and cycle parking. Associated works – To note a further revision of the ‘Agreed Expiry Date’ from 9<sup>th</sup> January 2026 to 31<sup>st</sup> January 2026 (as shown on the SC Planning Portal) and the continuing absence of documents required. Members to agree what further actions are required.</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>Draft Order (Revised): SUO0357676 – Proposed stopping up of Highway at Church of Our Lady, Bell Hill, NSP (SW/6147)</b> – To receive and consider the proposed order and agree what comments, if any, to make (attached).</p>
9184	<p><b>Financials</b></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 December 2025 (to follow on receipt of bank statements).</li> <li>c) Backdated Employee Pension Contributions – to note that £600.70 has been repaid to the Council through the December payroll; amount outstanding £1802.10 ; due to be repaid in full by the March 2026 payroll.</li> <li>d) To receive and consider for approval the National Pay Award for 2025-26 (information attached).</li> <li>e) To consider a request from the Church Mead Committee regarding funding for a replacement gang mower – Cllr Hitchins to report.</li> </ul>

	<table border="1"> <tr><td>N Duke</td><td>Expenses December 2025</td><td>£ 60.56</td></tr> <tr><td>N Duke</td><td>Salary December 2025</td><td>£ 720.96</td></tr> <tr><td>Gooding Accounts</td><td>Payroll fee December</td><td>£ 40.00</td></tr> <tr><td>Devon and Somerset Pension</td><td>Pension Fund December</td><td>£ 303.96</td></tr> <tr><td>HMRC</td><td>PAYE/NI December 2025</td><td>£ 108.30</td></tr> <tr><td>M L Cleaning</td><td>Dog bins December 2025</td><td>£ 350.00</td></tr> <tr><td>Cllr Hitchins</td><td>Reimburse website renewal</td><td>£ 100.80</td></tr> <tr><td>Cllr Hitchins</td><td>Reimburse land registry fees</td><td>£ 14.00</td></tr> <tr><td>London Hearts</td><td>Supply of 2 defibrillators</td><td>£ 2,299.20</td></tr> </table>	N Duke	Expenses December 2025	£ 60.56	N Duke	Salary December 2025	£ 720.96	Gooding Accounts	Payroll fee December	£ 40.00	Devon and Somerset Pension	Pension Fund December	£ 303.96	HMRC	PAYE/NI December 2025	£ 108.30	M L Cleaning	Dog bins December 2025	£ 350.00	Cllr Hitchins	Reimburse website renewal	£ 100.80	Cllr Hitchins	Reimburse land registry fees	£ 14.00	London Hearts	Supply of 2 defibrillators	£ 2,299.20
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9185	<p><b>Parish Council Budget and Precept 2026/2027</b> (information attached)</p> <ul style="list-style-type: none"> <li>a) To review the Council's Reserves as at December 2025</li> <li>b) To review the level of General Reserve as at December 2025 and agree an appropriate transfer of funds to the Public Sector Deposit Fund with CCLA</li> <li>c) To receive and consider the draft budget for 2026-2027 and to: <ul style="list-style-type: none"> <li>a. Agree any adjustments required to the General Reserve</li> <li>b. Set the revenue budget for 2026-27</li> <li>c. Agree any capital allocations required for 2026-27</li> </ul> </li> <li>d) To set the Council's precept for 2026-27</li> </ul>																											
9186	<p><b>Parish Council Projects</b></p> <ul style="list-style-type: none"> <li>a) Installation of additional defibrillators in the parish – to receive an update from the Chairman.</li> <li>b) Electric Vehicle Charging Points – to consider additional information received (previously circulated) and agree any actions to be taken by the PC.</li> </ul>																											
9187	<p><b>Neighbourhood Plan</b></p> <p>To note receipt of the Sealed Order in respect of the Judicial Review lodged in July 2025 (previously circulated) and to consider any further actions required by the PC.</p>																											
9188	<p><b>Traffic Action Group, Highways and Footpaths</b></p> <p>To receive any available updates on the work of the Traffic Action Group.</p>																											
9189	<p><b>Correspondence</b></p> <p>None at time of issue.</p>																											
9190	<p><b>Parish News</b></p> <p>To agree any items for inclusion in the next edition of Parish News.</p>																											

9191

**Meeting schedule**

Wednesday 11<sup>th</sup> February 2026 – The Palairet Hall, Norton St Philip