

# 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> March 2026** commencing at **7.00 pm** in the Palairret Hall, Norton St Philip for the transaction of the business shown on the agenda below.

*N. Duke*

Nicola J Duke - Parish Clerk

5<sup>th</sup> March 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
9205	<b>Apologies for Absence</b> To receive apologies for absence and consider reasons for non-attendance.
9206	<b>Declarations of Interest and Dispensations to Participate</b> To receive declarations of interest and dispensations to participate.
9207	<b>Minutes</b> <b>a)</b> To receive and confirm as a correct record the minutes of a Council Meeting held on <b>11<sup>th</sup> February 2026</b> (attached). <b>b)</b> To consider any matters arising from the above meetings (if any).
9208	<b>Council Reports</b> <ul style="list-style-type: none"><li>• The Chairman including an update following the recent SCRAPP meeting (Somerset Communities Raging Against Poor Planning) (information previously circulated)</li><li>• Parish Clerk</li></ul>

	<ul style="list-style-type: none"> <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>
9209	<p><b>Planning Applications, Enforcements and Consultations</b></p> <p><b>2026/0310/VRC</b> - Church Of Our Lady Bell Hill Norton St Philip Frome Somerset - Variation of condition 2 (Plans List) relating to planning permission 2021/0248/FUL for (Erection of a single detached dwelling within a paddock, demolition of church and the erection of a terrace of 4 houses as amended by revised drawings received on the 11 May 2022).</p> <p><b>2025/1515/FUL</b> - 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 receive an update.</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>
9210	<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 February 2026 (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 February payroll; amount outstanding £600.70 due to repaid in full by the March 2026 payroll.</li> <li>d) To receive a report from the Clerk regarding the utilisation of the Public Sector Fund with CCLA (February minutes refer).</li> </ul>

	<table border="1"> <tbody> <tr> <td>N Duke</td> <td>Expenses February 2026</td> <td>£ 52.19</td> </tr> <tr> <td>N Duke</td> <td>Salary February 2026</td> <td>£ 750.54</td> </tr> <tr> <td>Gooding Accounts</td> <td>Payroll fee February</td> <td>£ 20.00</td> </tr> <tr> <td>Devon and Somerset Pension</td> <td>Pension Fund February 2026</td> <td>£ 391.07</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI February 2026</td> <td>£ 126.56</td> </tr> <tr> <td>M L Cleaning</td> <td>Dog bins February 2026</td> <td>£ 280.00</td> </tr> <tr> <td>Cllr Hitchins</td> <td>Reflectors and post costs</td> <td>£ 19.16</td> </tr> <tr> <td>Rialtas Business Solutions</td> <td>Alpha accounting software</td> <td>£ 598.80</td> </tr> <tr> <td>Dig Deep Groundworks Ltd</td> <td>Works at Church Green</td> <td>£ 315.00</td> </tr> <tr> <td>Haven Timber</td> <td>Materials for Church Green</td> <td>£ 318.04</td> </tr> <tr> <td>Phoenix Play</td> <td>CMC play equipment (S106)</td> <td>£ 37,392.00</td> </tr> <tr> <td>Vision ICT</td> <td>Biennial domain name renewal</td> <td>£ 78.00</td> </tr> </tbody> </table>	N Duke	Expenses February 2026	£ 52.19	N Duke	Salary February 2026	£ 750.54	Gooding Accounts	Payroll fee February	£ 20.00	Devon and Somerset Pension	Pension Fund February 2026	£ 391.07	HMRC	PAYE/NI February 2026	£ 126.56	M L Cleaning	Dog bins February 2026	£ 280.00	Cllr Hitchins	Reflectors and post costs	£ 19.16	Rialtas Business Solutions	Alpha accounting software	£ 598.80	Dig Deep Groundworks Ltd	Works at Church Green	£ 315.00	Haven Timber	Materials for Church Green	£ 318.04	Phoenix Play	CMC play equipment (S106)	£ 37,392.00	Vision ICT	Biennial domain name renewal	£ 78.00
N Duke	Expenses February 2026	£ 52.19																																			
N Duke	Salary February 2026	£ 750.54																																			
Gooding Accounts	Payroll fee February	£ 20.00																																			
Devon and Somerset Pension	Pension Fund February 2026	£ 391.07																																			
HMRC	PAYE/NI February 2026	£ 126.56																																			
M L Cleaning	Dog bins February 2026	£ 280.00																																			
Cllr Hitchins	Reflectors and post costs	£ 19.16																																			
Rialtas Business Solutions	Alpha accounting software	£ 598.80																																			
Dig Deep Groundworks Ltd	Works at Church Green	£ 315.00																																			
Haven Timber	Materials for Church Green	£ 318.04																																			
Phoenix Play	CMC play equipment (S106)	£ 37,392.00																																			
Vision ICT	Biennial domain name renewal	£ 78.00																																			
9211	<p><b>Neighbourhood Plan</b> To receive any available updates.</p>																																				
9212	<p><b>Traffic Action Group, Highways and Footpaths</b> To receive any available updates and reports.</p>																																				
9213	<p><b>Parish Council Accounts year ending 31<sup>st</sup> March 2026</b> To address administrative tasks relating to the preparation and submission of the accounts year ending 31<sup>st</sup> March 2026 including:</p> <ol style="list-style-type: none"> <li>a) Confirmation of the re-appointment of the Internal Auditor</li> <li>b) Review of the Fixed Asset Register (attached)</li> <li>c) Review of Council Reserves (to follow with financial reports)</li> <li>d) Review of Risk Registers (attached)</li> <li>e) Appointment of payroll provider for financial year 2026-2027 and confirmation that salaries will be paid by Standing Order for 2026-2027</li> </ol>																																				
9214	<p><b>Correspondence</b> None at time of issue.</p>																																				
9215	<p><b>Parish News</b> To agree any items for inclusion in the next edition of Parish News.</p>																																				
9216	<p><b>Meeting schedule</b> Wednesday 8<sup>th</sup> April 2026 – The Old School Room, Farleigh Hungerford.</p>																																				

9217	<p><b>Confidential Information</b></p> <p>In view of the confidential nature of the business to be transacted at Agenda Item 9218 members are asked to consider resolving that the press and public be excluded from this part of the meeting. <i>Such a resolution would be in accordance with the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2), which states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies."</i> Reason for exclusion – Staffing Matters.</p> <p>Please note that the Clerk will leave the meeting at this point.</p>
9218	<p><b>Staffing Matters</b></p> <p>To receive and consider a report from the Staffing Committee – Chair to report.</p>