

# 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, 81 Studland Park, Westbury, Wiltshire, BA13 3HN, [clerk@nortonstphilipparishcouncil.gov.uk](mailto:clerk@nortonstphilipparishcouncil.gov.uk)

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## To: All Members of Norton St Philip Parish Council

You are hereby summoned to attend the **Annual Council Meeting** of the Parish Council to be held on **Wednesday 6<sup>th</sup> May 2026** commencing at 7.30 pm or immediately following the Annual Parish Meeting for the transaction of the business shown on the agenda below.



Nicola J Duke B.A (Hons), MILCM  
Parish Clerk  
30<sup>th</sup> April 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.

	<b>AGENDA ITEM</b>
9230	<b>Election of Chair</b> In accordance with the Local Government Act 1972 ss 15 (2) and 34 (2) to elect a Chair of the Parish Council for the municipal year 2025/2026.
9231	<b>Declaration of Acceptance of Office</b> To receive the Chair's signed declaration of acceptance of office.
9232	<b>Election of Vice-Chair</b> In accordance with the Local Government Act 1972 ss 15 (2) and 34 (2) to elect a Vice-Chair of the Parish Council for the municipal year 2025/2026.
9233	<b>Declaration of Acceptance of Office</b> To receive the Vice-Chair's signed declaration of acceptance of office.
9234	<b>Apologies for Absence and to consider the reasons given</b> Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given. LGA 1972 s85(1).

9235	<p><b>Declarations of Interest and Dispensations to Participate</b></p> <p>a) To receive declarations of interest in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and the Localism Act 2011 in respect of members.</p> <p>b) To receive any dispensation requests received by the Parish Clerk and not previously considered.</p>
9236	<p><b>Minutes</b></p> <p>a) To receive and confirm as a correct record the minutes of a meeting of the Parish Council held on <b>8<sup>th</sup> April 2026</b> (attached).</p> <p>b) To consider any matters arising from the above meetings, if any.</p>
9237	<p><b>Parish Council structure</b></p> <p>To agree the structure for the municipal year 2026/2027 in respect of committees, working groups and portfolios and to agree the necessary appointments and review and confirm reporting procedures:</p> <ul style="list-style-type: none"> <li>• Internal PC Planning Group (planning applications)</li> <li>• Strategic Planning Group</li> <li>• Traffic Action</li> <li>• Church Mead Committee</li> <li>• Palairet Hall Committee</li> <li>• Sustainable Norton St Philip</li> <li>• Neighbourhood Plan Steering Group</li> <li>• Staffing Committee</li> <li>• Farleigh Hungerford Bathing Water Steering Group</li> <li>• Vale of Frome Local Community Network Group</li> </ul>
9238	<p><b>Insurance</b></p> <p>To review the Parish Council's insurance provision 2026/2027 (£806.91 paid in previous year) – Clerk to report.</p>
9239	<p><b>Bank Signatories and Standing Orders</b></p> <p>To confirm bank signatories for 2026/2027 (note bank signatories will also be appointed for online banking).</p>
9240	<p><b>Standing Orders</b></p> <p>To review the Council's Standing Orders and consider for adoption the Model Document 2026 (copy attached).</p>

9241	<p><b>Financials</b></p> <p>a) To approve Council payments due as listed: <i>please note information on salaries and pension payments due will follow on receipt of payroll.</i></p> <p>b) To approve for signature the Subscription Form required for the purchase of shares from the CCLA Public Sector Deposit Fund (previous minutes refer).</p> <p>c) To approve for release part of the SLA for the Palairt Hall in the amount of £875.20 for annual insurance costs.</p> <table border="1" data-bbox="427 376 1474 719"> <tr> <td>N Duke</td> <td>Expenses May 2026</td> <td>£ 55.59</td> </tr> <tr> <td>Gooding Accounts</td> <td>Payroll fee April</td> <td>£ 20.00</td> </tr> <tr> <td>Devon and Somerset Pension</td> <td>Pension Fund contributions April</td> <td>£ 378.98</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI April 2026</td> <td>£ tbc</td> </tr> <tr> <td>N Duke</td> <td>Balancing pay April 2026</td> <td>£ tbc</td> </tr> <tr> <td>Chris Wharton</td> <td>Church Green works</td> <td>£ 1127.50</td> </tr> <tr> <td>Somerset Association Local Councils</td> <td>Clerk's training</td> <td>£ 45.00</td> </tr> <tr> <td>Frome Area Building Supplies</td> <td>Materials Church Green works</td> <td>£ 414.15</td> </tr> </table>	N Duke	Expenses May 2026	£ 55.59	Gooding Accounts	Payroll fee April	£ 20.00	Devon and Somerset Pension	Pension Fund contributions April	£ 378.98	HMRC	PAYE/NI April 2026	£ tbc	N Duke	Balancing pay April 2026	£ tbc	Chris Wharton	Church Green works	£ 1127.50	Somerset Association Local Councils	Clerk's training	£ 45.00	Frome Area Building Supplies	Materials Church Green works	£ 414.15
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9242	<p><b>Planning Applications and Footpaths</b></p> <p><b>2026/0606/HSE and 2026/0607/LBC-</b> Castle House Trowbridge Road Farleigh Hungerford Bath - Timber Orangery to replace existing conservatory.</p> <p><b>2026/0710/TCA</b> - Norton House Bath Road Norton St Philip Frome Somerset - Beech (T1) - Fell.</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>Existing PRoW11/39 and Possible Permissive Pathway, Farleigh Hungerford</b> – to receive a note following a site visit (attached).</p>																								
9243	<p><b>Correspondence</b></p> <p>Somerset Council re: Enhanced Highways Maintenance Scheme for highway works funded by City, Town and Parish Councils (previously circulated).</p>																								
9244	<p><b>Parish News</b></p> <p>To agree any items for inclusion in the next edition of Parish News.</p>																								
9245	<p><b>Calendar of Meetings 2026/2027</b></p> <p>To agree the calendar of meetings as listed:</p> <p>Wednesday 10<sup>th</sup> June 2026 – Farleigh Hungerford  Wednesday 8<sup>th</sup> July 2026  August – Council Recess, meeting to be held only if required.  Wednesday 9<sup>th</sup> September 2026  Wednesday 14<sup>th</sup> October 2026 – Farleigh Hungerford  Wednesday 11<sup>th</sup> November 2026  Wednesday 9<sup>th</sup> December 2026  Wednesday 13<sup>th</sup> January 2027  Wednesday 10<sup>th</sup> February 2027  Wednesday 10<sup>th</sup> March 2027  Wednesday 14<sup>th</sup> April 2027 – Farleigh Hungerford  Wednesday 12<sup>th</sup> May 2027 – Annual Council Meeting/Annual Parish Meeting</p>																								