

NORTON ST PHILIP PARISH COUNCIL

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Minute of a meeting of the Parish Council held on
Wednesday 13th March 2024 at 7.00 pm in the Palairet Hall, Norton St Philip.

Present: Cllr Hasell (Chairman), Cllr Murfitt, Cllr Fox, Cllr Walker and Cllr Foster.

In attendance: Nicola Duke (Parish Clerk) and 6 members of the public.

Public Participation

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern:

- A resident of Longmead Close spoke to the Council in respect of the outstanding s278 agreement, expressing disappointment that the first agreement had only now been sent to the respective solicitors as it had been understood this had been sent at the latter end of 2023. The substantial length of time taken to get to this point was referenced. The resident had requested that Cllr Denton shared with the Principle Planning Liaison Officer the developer's summary of the various steps required to conclude the outstanding road, lighting and drainage issues and establish if SCC agreed with those steps subject to this first S278 being successful. An update email from Cllr Denton had been circulated prior to the meeting in which it was noted that the Officer dealing with the agreement now felt that progress was being made. However, it was further noted that there was no fixed timeframe for a s278 legal agreement and progress would depend on the response of the solicitors and the status of the negotiations. Cllr Denton had undertaken to send regular email updates however, there was little more that could be done until the legal teams on both sides had reached an agreement. The Chairman reiterated his previous offer for the PC to facilitate a meeting with all stakeholders, which it was felt would be best for Cllr Denton to lead on this, if required, as she would be in a better position to arrange attendance.
- A resident of Longmead Close reported her view that the current issues had arisen due to a failure of SC to execute its duties as the LPA appropriately. It was felt that this might be a useful point to make with SC should the progress with the s278 agreement be further delayed.
- A resident of Longmead Close spoke regarding potential health and safety issues relating to uneven pavements and lack of street lighting. These were noted and it was felt that, given the length of time since the development, these should have been addressed.

	AGENDA ITEM
8900	Apologies for Absence Cllr Lund due to family commitments, accepted. Cllr Hitchins due to prior commitments, accepted.

8901	<p>Declarations of Interest and Dispensations to Participate</p> <p>Cllr Fox declared an interest in planning application 2024/0282/HSE and 2024/0283/LBC - 5 Farleigh Road Norton St Philip as the applicant.</p>
8902	<p>Minutes</p> <p>a) The minutes of a meeting of the Parish Council held on 14th February 2024 were approved for accuracy and adopted (proposed Cllr Murfitt, seconded Cllr Fox).</p> <p>b) To consider any matters arising from the above meetings (if any), including:</p> <p>a. Update on matters relating to the Longmead development – this item had been covered during the open forum.</p>
8903	<p>Council Reports</p> <ul style="list-style-type: none"> • The Chairman reported the following: <ul style="list-style-type: none"> ○ A questionnaire had been received from the Vale of Frome LCN regarding the service devolution programme. The Chairman would prepare a draft response for circulation. ○ A yellow sign had been erected in a field between White Cross and Broadlands on the B3110 towards Hinton Charterhouse, which did not appear to have permission. The Clerk had raised this with SC Highways. ○ An email had been received regarding degraded surfacing on a bridleway running from Farleigh Hungerford to Iford, a portion of which was in the parish of NSP. The Chairman had spoken with Mr Eastment who had reported the bridleway was thought to be on land owned by Iford Estates, with whom Mr Eastment would now liaise on this matter. ○ Cllr Denton had provided details of a Somerset Prepared grant initiative, which appeared to be of interest to the PC. The Chairman would circulate the information to members to seek their thoughts on any ideas for an application. • The Parish Clerk reported the following: <ul style="list-style-type: none"> ○ Most of the information required in order to migrate the PC's bank accounts had now been received. The final forms would be prepared for signature following receipt of the final response. ○ The employee pension arrangements were now being taken forward by the Devon and Somerset Pension Fund. • County Councillors; Dawn Denton had provided a report, which had been circulated and had sent apologies for absence. Adam Boyden was not in attendance. • Other Reports: <ul style="list-style-type: none"> ○ Palairt Hall – No report. ○ Church Mead Committee – No report. ○ Parish Path Liaison Officer = No report.

8904

Planning Applications, Appeals and Consultations

2024/0190/HSE - The Old Bakery High Street Norton St Philip Frome Somerset - Addition of 2 new roof lights on east slope of back addition. Increased opening size and fitment of new doors at rear of back addition – Support (proposed Cllr Fox, seconded Cllr Walker):

The Design, Access and Heritage Statement for this application demonstrates that the visual impact of the proposals will be minimal. The conservation grade roof lights are consistent with others in the vicinity and are positioned well above standing height so they do not provide a view over neighbouring properties. The new doorway opening on the east-north-east of the building will be in keeping with existing materials and is not visible to neighbours or to the public. The owners will benefit from better access to the garden and more light inside the building while the amenity of neighbours is not affected. The PC therefore **supports** this application.

At this point Cllr Fox left the meeting, having declared an interest in the next item.

2024/0282/HSE and 2024/0283/LBC - 5 Farleigh Road Norton St Philip Frome Somerset BA2 7PG - Single storey extension. Repairs to existing sliding sash windows, new secondary glazing. 3no. electric car charging points – Support (proposed Cllr Walker, seconded Cllr Hasell):

The PC understands that the applicant had pre-application advice from SC's Conservation Officer and so the plans submitted have taken note of the advice given. This application for the repair of existing sash windows should be welcomed along with the desirable addition of magnetic secondary glazing. The single storey extension is to match the existing extension and respects the original listed building with a glass panel enabling the quoins on the corner of the building to remain visible. The design of the low garden wall, fence and new gate will be an attractive addition as well as providing a boundary to the garden. The choice of materials will match the materials used on the existing extension and given time will make the whole look like it was all done at the same time. The addition of the Electric Vehicle Charge points is welcomed. Therefore, the Parish Council **supports** this application.

At this point Cllr Fox re-joined the meeting.

Outstanding matters with the Local Planning Authority (Somerset Council)

Members noted that no response to, or acknowledgement of, the PC's letter of complaint issued in January 2024 had been received from Somerset Council (January and February minutes refer). It was agreed that the PC would issue a chasing letter giving a deadline of two weeks for a response, stating that the PC would be reluctant to have to pursue other means of obtaining the requested information should a response not be received.

B&NES Local Plan Options Consultation

Members noted the current consultation (documents previously circulated). The Chairman reported that he had looked in detail at the policies within the green belt, which abutted the parish of NSP. He reported that there had been no divergence from existing policies and no development was being proposed in the villages between NSP and Bath other than

infilling. The same degree of protection was therefore being provided and there should be no impact on NSP. Following debate, it was agreed that no response was therefore required.

Planning Appeals – Fortescue Fields

The Chairman reported that Lochailort had lodged an appeal with the Planning Inspectorate (PINS) for non-determination of the three planning applications relating to Fortescue Fields. PINS had originally refused the appeals as they had not been lodged by the developer within the requisite time however, following evidence of correspondence between the developer and the LPA regarding extensions, PINS had reinstated the appeals. The Chairman further reported that Lochailort had requested a week long public inquiry with both SC and the PC confirming with PINS that they did not feel this was warranted. An indication had been received from PINS that it was minded to proceed with a two day hearing (as had been the case with similar applications in 2015) however, final confirmation of this was yet to be received, no Inspector had yet been appointed and no timeframe for the appeal issued.

To receive and consider planning applications received after the issue of the agenda (*where the response time falls outside of the meeting schedule and an extension cannot be obtained*) – None.

8905

Financials

- a) Council expenditure as listed was approved (proposed Cllr Foster, seconded Cllr Fox). The Clerk reported that the HMRC payment seemed to be miscalculated and that she would seek assistance from an external payroll provider in resolving this issue before arranging payment.
- b) The Financial Position Statement and Consolidated Financial Position Statement February 2024 had been circulated to members and was noted.
- c) Members approved the appointment of Gooding Accounts as the external payroll provider (following the establishment of a pension scheme for the Parish Clerk) in the amount of £15 pcm (proposed Cllr Hasell, seconded Cllr Foster).
- d) Members considered a budget allocation request from Hardington Vale PCC (previously circulated). Following debate, it was resolved that the request to uplift be approved from the unallocated fund for the new year (proposed Cllr Hasell, seconded Cllr Fox).

N Duke	Expenses February 2024	£ 51.98
N Duke	Balancing pay against SO February salary	£ 47.21
HMRC	PAYE and NI February	£ tbc
Chris Wharton	Dredging Watery Lane	£ 50.00
David Scarrow	Reimburse noticeboard keys	£ 26.44

8906	<p>Parish Council Accounts Year Ending 31st March 2024 (report previously circulated)</p> <p>Members addressed the administrative tasks relating to the preparation and submission of the accounts year ending 31st March 2024 including:</p> <ul style="list-style-type: none"> a) Noting that the appointment of the Internal Auditor has already been undertaken and b) Confirming that the scope of Internal Audit would be as dictated by the newly appointed Auditor. There were no special items the PC wished to bring to his attention.
8907	<p>Governance Reviews Year Ending 31st March 2024 (report previously circulated)</p> <p>Members carried out reviews of governance documents for year ending 31st March 2024 including:</p> <ul style="list-style-type: none"> a) Review of the Risk Registers – Adopted with a request that the Auditor provide guidance on the potential streamlining of these documents (proposed Cllr Walker, seconded Cllr Fox). b) Review of the Fixed Asset Register – Adopted with one amendment. The Clerk would check with the Auditor as to the publication of the location information (proposed Cllr Foster, seconded Cllr Walker). Cllr Fox reported on the broken bench outside the George Inn, which would be raised with the landlord. c) Review of Earmarked Reserves – Approved with the Judicial Review line being re-designated as Legal and Professional Fees (proposed Cllr Walker, seconded Cllr Murfitt). It was agreed that the Jig with a Pig EMR would be investigated to see if the funds could be used for any other project. Cllr Foster would discuss with the organiser of the event.
8908	<p>Asset and Service Devolution</p> <p>Members noted updates regarding SC’s Asset and Service Devolution programme; including a letter re: Highway Maintenance Devolution (previously circulated). Cllr Murfitt reported on the last LCN meeting referencing the questionnaire issued, which would be asking councils to consider a range of services which they might want to take over. Cllr Denton would be arranging a meeting with the PC to discuss possible service devolution further. It was agreed that the funding referenced in the Chairman’s Report should be considered in conjunction with the questionnaire.</p> <p>Cllr Fox reported she had identified that the cutting back of vegetation from highway signs was the responsibility of SC, and not the landowner. It was noted that this may be an area in which SC would seek local support and a joint initiative with neighbouring parishes could be considered. Cllr Murfitt reported that Frome Town Council was considering whether to employ a Highways Steward, which it had indicated could be outsourced to local parish councils.</p>
8909	<p>Flooding</p> <ul style="list-style-type: none"> a) Members considered the purchase and storage of sandbags for the parish, having noted the previously circulated policy document from Somerset Council, which confirmed no support would be given. Members discussed the potential for the PC

	<p>to provide sandbags. Following debate, it was agreed that the PC would proceed to develop a Flood Plan (Clerk to provide template) which would direct the support the PC could most usefully provide. The Chairman reported that a local resident had approached him regarding arranging a summer working party to clear the upper reaches of Watery Lane and this initiative was supported. Cllr Walker suggested that some of the bottom fence near the SSE substation could be removed to allow better drainage of water away from the properties. The Chair would liaise with Mr Beer to identify the landowner for further discussion as to potential mitigation measures.</p> <p>b) Members noted the circulated updates following the submission of flooding incident reports to Somerset Council (January minutes refer) and noted that the PC had arranged and paid for the dredging of Watery Lane, which had cleared the blocked culvert. Information on flooding issues had been sent into SC Highways and some responses had now been received; site visits would be carried out to consider mitigation measures. The importance of taking a strategic view in planning for these measures was noted.</p>
8910	<p>Litter Picking and Parish Maintenance</p> <p>a) Members considered the appointment of a parish maintenance contractor and the Clerk confirmed that two further quotations had been sought. One contractor had not responded and the second had quoted £460 to carry out the required works. No hourly rate had been provided. Members noted the previously considered quotation (February minutes refer) in the amount of £22 per hour. Following debate, it was resolved to appoint Mr Weeks on the hourly rate of £22 (proposed Cllr Hasell, seconded Cllr Walker).</p> <p>b) Cllr Fox reported on the parish litter pick event and, following debate, it was agreed to arrange the event for Easter Saturday (30th March) which would enable a tie in with the Great British Spring Clean initiative. Cllr Fox was arranging for the litter equipment to be borrowed and would liaise with Cllr Denton regarding SC's support in picking up the collected material. Cllr Fox would also arrange for the event to be publicised throughout the parish and check whether the collected materials could be stored at the Fleur de Lys pub as in previous years. The Chair reported that Cllr Denton had forwarded the request for the litter clearance of Balls Lane to SC for action.</p>
8911	<p>Traffic Action Group</p> <p>Cllr Fox reported the following:</p> <ul style="list-style-type: none"> • A meeting focussing on Community Speed Watch (CSW) had taken place on 6th March 2024 and rotas had been drawn up for CSW sessions in the parish. This would ensure an increased frequency of sessions and enable better forward planning with the police. Five teams had been established to carry out sessions on the three roads into the village, although it was noted that the Chatley Furlong entrance was not currently operational as it was waiting the necessary authorisation from SC. Each of the teams had been provided with a pocket radar and clicker and would report back following each monthly session.

	<ul style="list-style-type: none"> • The A366 speeding report prepared by TAG and adopted by the PC had now been sent to the SC Highway Engineers by Cllr Denton and TAG was awaiting their response. • Cllr Fox had sought the necessary endorsement from SC regarding the grant application to Avon and Somerset Police for the purchase of a second SID device. It had been confirmed that smiley face devices were acceptable and it was agreed that Cllr Fox would arrange for ElanCity to provide a demonstration to the PC on the devices available. • NSP bus timetables had now been placed in the noticeboards and Mr Eastment and Mr Scarrow were thanked for their work on this. New keys and locks had been purchased for the noticeboards. Cllr Fox would endeavour to arrange for the timetables to be published in the Parish News and it was agreed to arrange copies to be printed and delivered to each household. It was noted that the timetables would be updated by the service provider on a six monthly basis.
8912	<p>MDC Local Plan Part II</p> <p>Members considered a process for the development of the PC’s response to the consultation on the limited update to the LPP2 (information previously circulated – deadline for response 12th April 2024). It was agreed that the members would work up an outline draft response for consideration at the April PC meeting. The Clerk would ensure this was listed as an agenda item. The Chairman highlighted that the Council would review each of the sustainability appraisals for sites put forward within NSP (10 in total)</p> <p>The Chairman further reported that the Court Orders in the Judicial Review case were being consolidated into one final order. The signed copy would be sent to the PC in due course, at which point it would be published on the website.</p>
8913	<p>Neighbourhood Plan for Norton St Philip</p> <p>The Chairman reported that Locality had agreed to carry out the required Strategic Environmental and Habitat Regulation Assessments at no cost to the PC. The work would commence once Locality had been sent the latest draft of the Neighbourhood Plan. The Chair reported that substantial amendments had been made to the Plan following a recent meeting with SC and the Locality appointed consultant. The revised Plan was currently with the consultant for sign off before submission to Locality. Consideration was also being given to the timetable for the progression of the NP and the following stages were noted:</p> <ul style="list-style-type: none"> • Completion of required assessments • Review by Somerset Council • Regulation 14 consultation • Regulation 16 consultation • Independent examination • Referendum <p>The Chairman further reported that because of significant problems with the barn the Bell Hill garage had now closed and the business was in the process of being relocated to Hinton Charterhouse. It was, at this stage, unclear as to the impact this would have on the development of the site.</p>

8914	<p>Correspondence None.</p>
8915	<p>Parish News The following items were agreed for inclusion in the next edition of Parish News:</p> <ul style="list-style-type: none"> • Bus timetables – Cllr Fox (if received in time) • Update on LPP2 – Chair • Update on Neighbourhood Plan – Chair • TAG/CSW report – Cllr Fox/Chair <p>The Chair would prepare a draft for circulation to members prior to submission.</p>
8916	<p>Meeting schedule Wednesday 10th April 2024 – Farleigh Hungerford</p>

There being no further business the meeting was closed at 9.04 pm.

ADOPTED