

NORTON ST PHILIP PARISH COUNCIL

www.nortonstphilipparishcouncil.co.uk

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Clerk Nicola Duke, 81 Studland Park, Westbury, Wiltshire, BA13 3HN, clerk@nortonstphilipparishcouncil.gov.uk

Minutes of the **Annual Council Meeting** of the Parish Council held on
Wednesday 8th May 2024 at 7.00 pm.

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

In attendance: Nicola Duke (Parish Clerk) and 5 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 asked whether Cllr Denton had provided any update on matters relating to Longmead Close. The Chair confirmed no update had been received and that the PC would chase Cllr Denton.
- A resident thanked the PC for its work on the situation with the buses. The Chair reported that he had written to the MD of First Bus and had not received a response. This had then been chased and a response had been received informing the Chair that the matters raised would be investigated. It was confirmed that the full response would be disseminated through the village. Cllr Fox reported that FAVBUG (Frome and Villages Bus Users Group) had been active in pushing First Bus to improve the service; feedback on the D2 service had recently been requested via Facebook.
- A resident thanked Councillors for all their efforts as members of the Parish Council.

	AGENDA ITEM
8931	Election of Chair In accordance with the Local Government Act 1972 ss 15 (2) and 34 (2) it was proposed by Cllr Lund, seconded by Cllr Fox and resolved to elect Cllr Hasell as Chair of the Parish Council for the municipal year 2024/2025.
8932	Declarations of acceptance of office The Chair duly signed his declaration of acceptance of office. The Chair then drew attention to the confidential agenda items and reported that the meeting would be adjourned for the Annual Parish Meeting so as not to inconvenience members of the public.
8933	Apologies for Absence and to consider the reasons given Cllr Hitchins due to a prior commitment, accepted.

8934	<p>Election of Vice-Chair</p> <p>In accordance with the power granted under Local Government Act 1972 ss 15 (6) and 34 (6) members considered the election of a Vice-Chair of the Parish Council for the municipal year 2024/2025. Following debate, it was resolved not to elect a Vice-Chair at this time (proposed Cllr Hasell, seconded Cllr Lund).</p>
8935	<p>Declaration of Acceptance of Office</p> <p>Given the decision taken under agenda item 8934 no declaration of acceptance of office was required.</p>
8936	<p>Declarations of Interest and Dispensations to Participate</p> <p>None.</p>
8937	<p>Minutes</p> <ul style="list-style-type: none"> a) The minutes of a meeting of the Parish Council held on 10th April 2024 were approved for accuracy and adopted (proposed Cllr Murfitt, seconded Cllr Fox). b) To consider any matters arising from the above meetings: None.
8938	<p>Parish Council structure</p> <p>Members considered the structure for the municipal year 2024/2025 in respect of committees, working groups and portfolios. Following debate, it was resolved to defer this agenda item to the June meeting; in order for an informal meeting with members to be arranged, at which the arrangements for 2024/25 would be discussed (proposed Cllr Hasell, seconded Cllr Lund).</p>
8939	<p>Insurance</p> <p>Members reviewed and approved the Parish Council's insurance provision 2024/2025 in the amount of £798.57 (information previously circulated), noting that the PC had taken a 3 year long term agreement and that the increase in cost was minimal (proposed Cllr Fox, seconded Cllr Murfitt).</p>
8940	<p>Bank Signatories and Standing Orders</p> <ul style="list-style-type: none"> a) The bank signatories for 2024/2025 (note bank signatories also be appointed for online banking) were approved as Cllrs Hitchins, Fox, Murfitt and Lund (proposed Cllr Hasell, seconded Cllr Foster). b) Members authorised the continued payment of the Clerk's salary by monthly Standing Order (proposed Cllr Hasell, seconded Cllr Lund).

8941	<p>Parish Council Accounts Year Ending 31.03.2024 (reports previously circulated)</p> <p>a) Members received and noted the Internal Audit Report, reviewed its findings and the effectiveness of the system of Internal Control.</p> <p>b) Members prepared and approved Section 1: parts 2 and 3 (Annual Governance Statement 2023/24) of the AGAR (proposed Cllr Hasell, seconded Cllr Fox).</p> <p>c) Members considered Section 2; parts 2 and 3 (Accounting Statements 2023/234 of the AGAR.</p> <p>d) Members approved, signed and dated Section 2; parts 2 and 3 (Accounting Statements 2023/24) (proposed Cllr Murfitt, seconded Cllr Foster).</p> <p>e) Members set the dates for the period of public inspection as Monday 3rd June 2024 to Friday 12th July 2024.</p>																																								
8942	<p>Financials</p> <p>a) Council payments due as listed were approved (proposed Cllr Foster, seconded Cllr Walker). Members resolved that the payment to Zurich for the Palairet Hall insurance would be made by bank transfer (proposed Cllr Lund, seconded Cllr Walker).</p> <p>b) Members considered a request from the Palairet Hall Management Committee for an uplift in the SLA from £5,750 to £6,000 for 2024/25 (information previously circulated, April minutes refer), which was approved (proposed Cllr Hasell, seconded Cllr Foster) and members further approved the balance of funds in the amount of £5,166.67 for release to the PHMC via bank transfer (proposed Cllr Hasell, seconded Cllr Foster).</p> <table border="1" data-bbox="384 1126 1485 1552"> <thead> <tr> <th>Payee</th> <th>Detail</th> <th>Amount</th> <th>Statutory Power</th> </tr> </thead> <tbody> <tr> <td>Nicola Duke</td> <td>Salary April</td> <td>£58.07</td> <td>LGA1972 s 112</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI April</td> <td>£153.88</td> <td>LGA 1972 s 112</td> </tr> <tr> <td>Cllr Hitchins</td> <td>NP website costs</td> <td>£62.40</td> <td>LGA 1972 s 142</td> </tr> <tr> <td>Farleigh Hungerford VHS</td> <td>Hall hire</td> <td>£16.00</td> <td>LGA 1972 s 133</td> </tr> <tr> <td>Vision ICT</td> <td>Bi-ennial fee domain name</td> <td>£78.00</td> <td>LGA 1972 s 142</td> </tr> <tr> <td>Hardington Vale PCC</td> <td>Bus timetable copying</td> <td>£77.00</td> <td>LGA 1972 s 142</td> </tr> <tr> <td>Zurich Municipal</td> <td>Palairet Hall insurance</td> <td>£833.33</td> <td>LGA 1972 s 133</td> </tr> <tr> <td>Cllr Hitchins</td> <td>Reimburse distribution costs</td> <td>£20.00</td> <td>LGA 1972 s 111</td> </tr> <tr> <td>IAC Auditing Solutions</td> <td>Internal Audit fee 2023/24</td> <td>£354.00</td> <td>LGA 1972 s 151</td> </tr> </tbody> </table>	Payee	Detail	Amount	Statutory Power	Nicola Duke	Salary April	£58.07	LGA1972 s 112	HMRC	PAYE/NI April	£153.88	LGA 1972 s 112	Cllr Hitchins	NP website costs	£62.40	LGA 1972 s 142	Farleigh Hungerford VHS	Hall hire	£16.00	LGA 1972 s 133	Vision ICT	Bi-ennial fee domain name	£78.00	LGA 1972 s 142	Hardington Vale PCC	Bus timetable copying	£77.00	LGA 1972 s 142	Zurich Municipal	Palairet Hall insurance	£833.33	LGA 1972 s 133	Cllr Hitchins	Reimburse distribution costs	£20.00	LGA 1972 s 111	IAC Auditing Solutions	Internal Audit fee 2023/24	£354.00	LGA 1972 s 151
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8943	<p>Planning Applications</p> <p>2024/0626/TCA - Old Hopyard Wellow Lane Norton St Philip Frome Somerset - T1 - Ash - Fell. T2 - Ash – Fell – Notification only.</p> <p>2024/0673/TCA - Norton House Bath Road Norton St Philip Frome Somerset - T2 - Beech - 8 metre crown reduction and cobra brace installation – Notification only.</p> <p>2024/0703/TCA - Norton House Bath Road Norton St Philip Frome Somerset - T1, T2 & T7 (Conifers) - Fell. T3 (Hazel) - Fell. T4 (Lime) - Crown lift to final height of 20 feet. T5 (Weeping</p>																																								

	<p>Willow) - Re-pollard to previous points. T6 (Sycamore) - Crown reduce by 2-3 metres (25%) – Notification only.</p> <p>Members noted the Planning Committee Notification re: 2022/2509/FUL at Land At The Orchard Vicarage Lane (previously circulated; date of Planning Board 2nd July 2024). It was agreed that the PC would take the opportunity to present its views at this meeting.</p> <p>Members noted receipt of the response from Somerset Council re: PC letter of complaint and (Jan – April minutes refer; information previously circulated). The Chair reported that a number of the complaints raised by the PC had been responded to however, some responses were outstanding. A follow up would be sent to Somerset Council should no further response be received shortly.</p>
8944	<p>Calendar of Meetings 2024/2025 Members agreed the calendar of meetings as listed:</p> <p>Wednesday 12th June 2024 Wednesday 24th July 2024 Wednesday 11th September 2024 Wednesday 9th October 2024 – Farleigh Hungerford Wednesday 13th November 2024 Wednesday 11th December 2024 Wednesday 8th January 2025 Wednesday 12th February 2025 Wednesday 12th March 2025 Wednesday 9th April 2025 – Farleigh Hungerford Wednesday 14th May 2025 – Annual Council Meeting/Annual Parish Meeting</p>
8945	<p>Date of next meeting Wednesday 12th June 2024 – Palairet Hall.</p> <p><i>At this point the meeting was adjourned (7.30 pm) in order to proceed to the Annual Parish Meeting (in order not to inconvenience members of the public (proposed Cllr Hasell, seconded Cllr Walker). The APM then took place and the ACM was duly reconvened at 8.10 pm (proposed Cllr Hasell, seconded Cllr Lund).</i></p>
8946	<p>Confidential Information</p> <p>In view of the confidential nature of the business to be transacted at Agenda Item 8947 members resolved that the press and public be excluded from this part of the meeting (proposed Cllr Hasell, seconded Cllr Fox).</p> <p><i>Such a resolution was made 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</i></p>

	<p><i>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></p> <p>Reason for exclusion – Contract Appointments</p>
8947	<p>Contract Appointments 2024/25</p> <p>Members resolved the appointment of general planning and legal professional support for the municipal year 2024/25 as listed (information previously circulated) (proposed Cllr Hasell, seconded Cllr Lund):</p> <p>Solicitors – Harris and Harris Planning Consultant – Context Planning Group</p>

There being no further business the meeting was closed at 8.37 pm.

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