

NORTON ST PHILIP PARISH COUNCIL

www.nortonstphilipparishcouncil.co.uk

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

Minutes of a meeting of the Parish Council held on
Wednesday 12th June 2024 commencing at **7.00 pm** in the Palaiet Hall, Norton St Philip.

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

In attendance: Nicola Duke (Parish Clerk), Somerset Councillor Dawn Denton and 2 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: None.

	AGENDA ITEM
8948	Apologies for Absence None.
8949	Declarations of Interest and Dispensations to Participate None.
8950	Minutes a) The minutes of the Annual Council Meeting held on 8th May 2024 were approved for accuracy and adopted (proposed Cllr Murfitt, seconded Cllr Fox). It was agreed that, henceforth, the Clerk would add page numbers to the minutes for ease of reference. b) To consider any matters arising from the above meetings (if any): None.
8951	Council Reports <ul style="list-style-type: none">• The Chairman had no report.• The Parish Clerk reported some final pieces of information were required from Unity Bank, which would be provided. The banking account transfers would then take place.• County Councillors; Dawn Denton and Adam Boyden. Cllr Denton had provided a report, which had been circulated to members and drew attention to the following:

	<ul style="list-style-type: none"> ○ Somerset Council continued work on the voluntary redundancy programme which would result in the authority’s workforce reducing by 25%. It was expected that the redundancy packages would cost the Council in the region of £12m. Cllr Denton reported that the s151 Officer had sought voluntary redundancy, which had been a disappointment to the Council. A replacement would now be sought, although the appointment would be made at a lower grade. ○ Cllr Denton did not feel that SC was likely to avoid bankruptcy. ○ The planning department was currently inundated with work, and would therefore only be dealing with current applications until 21 June 2024. ○ Information as to the cutting and reducing of service levels would be forthcoming on a gradual basis although should the Council need to declare bankruptcy central government officers would make such cuts and reductions immediately. ● Other Reports: <ul style="list-style-type: none"> ○ Palairt Hall – No report. ○ Church Mead Committee – Cllr Hitchins reported that the AGM was scheduled for 9th July 2024 at 6 pm and would be held in the Pavilion on Church Mead. ○ Parish Path Liaison Officer – Members noted receipt of the final report from Paul Morris, who had now resigned as the PPLO having moved out of the village. It was agreed that the reports provided would be collated and added to the website. Cllr Hitchins drew attention to correspondence relating to Mount Pleasant Farm, on which he would liaise with the Chairman. Given that there was currently no PPLO in post, the Clerk was asked to remove this as a standing agenda item.
8952	<p>Planning Applications, Appeals and Consultations</p> <p>2024/0656/FUL and 2024/0657/LBC - Hungerford Arms Trowbridge Road Farleigh Hungerford Frome - Construction of a garage with ground floor studio and loft home office – Support with comments (proposed Cllr Fox, seconded Cllr Hitchins).</p> <p>2024/0911/FUL and 2024/0912/LBC - Hungerford Arms Trowbridge Road Farleigh Hungerford Frome - Conversion and extension of the Hungerford Arms to form a single dwelling – Support with comments (proposed Cllr Fox, seconded Cllr Hitchins).</p> <p>2024/0812/HSE - 2 Longmead Close Norton St Philip Bath Somerset BA2 7NS - Single storey extension to side of existing house – Support (proposed Cllr Fox, seconded Cllr Murfitt).</p> <p>2024/0612/HSE and 2024/0792/LBC- 4 Chapel Row High Street Norton St Philip - Replace windows with like for like wooden window frames – Support (proposed Cllr Fox, seconded Cllr Lund).</p>

	<p>2024/0965/TCA - Church Of St Philip And St James Vicarage Lane Norton St Philip Bath Somerset - T1 and T2 - Yew Trees - Reduce height to 5m. T3 - Yew Tree Remove - 2 large lower branches – Notification only, duly noted.</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>) – None.</p> <p>Planning Appeals Planning Appeals 2023/0640/FUL, 2023/0643/FUL & 2023/0644/FUL (Fortescue Fields) – it was noted that the hearing dates had been (unofficially) confirmed as 4th and 5th July 2024 with the venue being the Old Methodist Church in Radstock. The Chairman reported that Lochailort had rejected the offer of the Church of St Philip and St James in NSP as a venue and PINS had approved their proposal for the hearing be held at the Church in Radstock. The Chairman further reported that the PC would be represented at the hearings by Context Planning and informed members that he had received confirmation that CPRE would be in attendance and would wish to make representation. It was noted that residents of NSP would likely wish to attend and members would meet informally in the coming week to agree the process for disseminating information on the hearings (to include a letter drop to all households, including Farleigh Hungerford). In addition, it was agreed that the PC would write to PINS and SC to confirm attendance by parish councillors and Context Planning, and to draw attention to the expected presence of residents who might wish to speak.</p>												
8953	<p>Financials</p> <ul style="list-style-type: none"> a) Council payments due as listed were approved for payment (proposed Cllr Lund, seconded Cllr Hitchins). It was noted that the Pension Fund contributions could not be paid by cheque and the amount would therefore be added to the backdated contributions due. b) The Bank Reconciliation Statement April and May 2024 had been circulated to members and was noted. c) The Budget Report as at May 2024 had been circulated to members and was noted. d) Members approved a variation in the Standing Order for the Clerk’s salary payment from £1,186.45 to £1,186.27 (proposed Cllr Hasell, seconded Cllr Lund). e) Members noted an increase in prices for Council email hosting (information previously circulated). <table border="1" data-bbox="435 1630 1485 1883"> <thead> <tr> <th>Payee</th> <th>Detail and statutory power</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>N Duke</td> <td>Expenses April, May, June 2024 <i>LGA 1972 s 112</i></td> <td>£ 155.94</td> </tr> <tr> <td>N Duke</td> <td>Balancing pay against SO April/May <i>LGA 1972 s 112</i></td> <td>£ 57.89</td> </tr> <tr> <td>HMRC</td> <td>PAYE and NI April</td> <td>£ 153.88</td> </tr> </tbody> </table>	Payee	Detail and statutory power	Amount	N Duke	Expenses April, May, June 2024 <i>LGA 1972 s 112</i>	£ 155.94	N Duke	Balancing pay against SO April/May <i>LGA 1972 s 112</i>	£ 57.89	HMRC	PAYE and NI April	£ 153.88
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	HMRC	PAYE and NI May <i>LGA 1972 s 112</i>		£ 139.48
	Gooding Accounts	Payroll fee April and May 2024 <i>LGA 1972 s 112</i>		£ 40.00
	Phil Adler	Grounds maintenance <i>Open Spaces Act 1906 ss 9&10</i>		£ 142.00
	SALC	Councillor training event <i>LGA 1972 s 111</i>		£ 25.00
	Context Planning	Appeal statement / heritage input <i>LGA 1972 s 111</i>		£ 7,560.00
	Devon/Somerset Pension Fund	Pension contributions May 2024 <i>LGA 1972 s 112</i>		£ 367.18
	Cllr Hasell	Chairs expenses – stationery <i>LGA 1972 s 15(5) and 35 (5)</i>		£ 18.99
8954	<p>Parish Council structure</p> <p>Members agreed the structure for the municipal year 2024/2025 in respect of committees, working groups and portfolios and agreed the following appointments (deferred from the Annual Council Meeting):</p> <ul style="list-style-type: none"> • Internal PC Planning Group – Cllr Fox as lead, all members involved • Traffic Action – Cllr Fox (Cllr Murfitt was noted to have joined the group) • Church Mead Committee – Cllr Hitchins • Palairet Hall Committee – Cllr Hasell • Sustainable Norton St Philip – Cllr Lund • Neighbourhood Plan Steering Group – Cllrs Hasell and Hitchins • Staffing Committee – Cllrs Hasell, Lund and Murfitt • Planning Policy Group – Cllrs Hasell and Hitchins • Bath Rugby – Cllr Hasell 			
8955	<p>Parish Council Accounts Year Ending 31st March 2024</p> <p>Following the audit process for 2023-24 members further reviewed the Auditor’s observations and approved an Action Plan as listed. The Clerk confirmed that a progress report against the Action Plan would be listed as an agenda item for the September 2024 PC meeting.</p>			
	Clerk to countersign invoices prior to presentation to Council for payment		Actioned	

	Minutes to record Payments for Approval	Actioned
	VAT invoices to be obtained in respect of legal fees	Requested
	Powers for expenditure to be recorded in the minutes against payments approved	Actioned
	External Audit report to be published by 30 th September annually	Noted and scheduled
	Financial Reporting	Procedure has been adjusted to provide members with a Bank Reconciliation Statement and Budget Report
	Level of General Reserve	Council will minute its consideration of the GR when setting the precept
	Clerks terms and conditions	Staffing Committee will formally notify the Clerk in writing of any changes to terms and conditions
	Pension enrolment	Pension arrangements have now been established and the payroll provider is working with the Pension Fund to address the required backdated contributions
	HMRC payments	HMRC payments have now been taken on by the external payroll provider and a statement of account will be presented to the Council at the end of each financial year
	Exercise of Public Rights	Dates for the Exercise of Public Rights are now recorded in the minutes
8956	<p>Traffic Action Group and Highways</p> <p>Members received available updates on the work of the Traffic Action, with Cllr Fox reporting the following:</p> <p>a) Correspondence from Somerset Highways re: . B3110 Townend / High Street , Norton St Philip - Parking on Footway (previously circulated) – Cllr Fox reported on correspondence with Somerset Highways regarding the potential installation of</p>	

	<p>bollards to prevent vehicular access to the footway. It was noted that one additional bollard (possibly two) would be required, together with one replacement. Members agreed that it would be prudent to replace all the existing bollards at the same time. It was noted that Somerset Highways would not fund the purchase of the bollards but it was hoped they would fund the installation. Cllr Fox tabled options for bollards and preference was expressed for the black metal heritage models. Following debate, it was resolved that the Council was willing, in principle, to fund the purchase of up to 6 bollards (depending on advice as to placement from the Highways Officer) and an allocation of up to £1,000 was made (proposed Cllr Hasell, seconded Cllr Lund). <i>Policy number NSP8956a / Statutory power LGRA 1977 s 30 / Budget allocation EMR Highways and Rights of Way (currently standing at £7,700)</i>. In closing the debate, members agreed that it would be important for Somerset Highways to liaise with the resident in question to inform them of the proposals and to confirm the Highways ownership of the pavement where the resident is currently parking.</p> <p>b) Potential purchase of body cams for the TAG team (initial information previously circulated) – Cllr Fox reported that further advice had been received from Avon and Somerset Police that body cams were not recommended for CSW volunteers and therefore not supported by the police. TAG would be discussing this new advice at its next meeting and a further report would be made to the July PC meeting.</p> <p>c) Purchase of additional SIDS – Cllr Hitchins asked for an update on the planned purchase of additional SID's for the parish, a matter which had been ongoing for some time. Cllr Fox reported that approval had now been received from Somerset Council for additional SID deployment in the parish, which would enable a grant application to be submitted to the Avon and Somerset Police. Cllr Fox also reported that information had been recently received regarding the regulations for the SID poles, which now had to be at a height of 2.4m and would therefore potentially require the installation of new poles. Members briefly discussed the options for solar powered and battery operated devices and it was agreed that Cllr Fox would chase Elan City to see if a site meeting could be arranged to look at options/installation options.</p> <p>d) TAG A366 Report – Cllr Fox reported that Cllr Denton had obtained a response from Somerset Highways regarding the A366 report, which had informed TAG that the matter would not be progressed at the current time, due to workload at SC and the fact that the A366 was not designated as an accident hotspot. However, Cllr Fox had received information that there had been three fatalities on the road. It had also been reported to her that a Freedom of Information request to the police requesting information on accident data had resulted in a response that the data could not be found. This matter would be discussed at the next TAG meeting and it was intended to ask the three authors of the report if they were willing to undertake further research in an effort to obtain more data on accidents in the area.</p>
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8957	<p>Neighbourhood Plan for Norton St Philip</p> <p>Cllr Hitchins reported that the Strategic Environmental Assessment consultation had recently concluded; on receipt of the subsequent Report this would be sent to Somerset Council together with the Habitats Regulations Assessment for its review and Screening prior to the commencement of a further Regulation 14 consultation process. Members noted that it would be helpful to have information to report to the PINS hearings in July.</p>
8958	<p>Correspondence</p> <p>Street Parish Council re: increasing flood risk – Noted (previously circulated). Given that the issues raised were specific to the Street area no action from the PC was required. On the issue of flooding Cllr Murfitt reported that the Environment Agency had recently sent officers to carry out a survey of the River Frome at Farleigh Hungerford and that work was due to commence shortly to remove the beaver felled trees in the river, which had been creating obstruction.</p>
8959	<p>Parish News</p> <p>The following items were agreed for inclusion in the next edition of Parish News:</p> <ul style="list-style-type: none"> • Planning Appeals Fortescue Fields – Chairman • Highways (A366) and details for residents on how to report ‘near misses’ – Cllr Fox
8960	<p>Meeting schedule</p> <p>Wednesday 24th July 2024 – Palairret Hall. It was noted that the Council would recess in August unless business required otherwise.</p>

There being no further business the meeting was closed at 8.25 pm.