

# NORTON ST PHILIP PARISH COUNCIL

[www.nortonstphilipparishcouncil.co.uk](http://www.nortonstphilipparishcouncil.co.uk)

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Minutes of a meeting of the Parish Council held on  
**Wednesday 24<sup>th</sup> July 2024 at 7.00 pm** in the Palairet Hall, Norton St Philip.

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

**In attendance:** Nicola Duke (Parish Clerk), Somerset Councillor Adam Boyden (for part of the meeting) and 1 member 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.

	<b>AGENDA ITEM</b>
8961	<b>Apologies for Absence</b> Cllr Murfitt due to a prior commitment, accepted.
8962	<b>Declarations of Interest and Dispensations to Participate</b> None.
8963	<b>Minutes</b> a) The minutes of a meeting of the Parish Council held on <b>12<sup>th</sup> June 2024</b> were approved for accuracy and adopted (proposed Cllr Lund, seconded Cllr Hitchins). b) To consider any matters arising from the above meetings (if any): None.
8964	<b>Council Reports</b> <ul style="list-style-type: none"><li>• The Chairman – No report.</li><li>• Parish Clerk – No report.</li><li>• County Councillors; Dawn Denton had provided a report, which had been circulated to members. Adam Boyden reported the following:<ul style="list-style-type: none"><li>○ Drew attention to the forthcoming A36 road closure. The Chair commented that the consultation with local parishes had been lamentable both from Highways and First Bus. A meeting had recently taken place at which views had been given on the expected chaos which would be caused by the closure however, no answers had been given as no representatives from</li></ul></li></ul>

	<p>Highways or First Bus had been present. A further meeting had been arranged for 26<sup>th</sup> July at which representatives would be present and the Chair confirmed that all NSP members would be in attendance. Members noted the concerns regarding the proposal for a no parking restriction along the High Street, which would not be welcomed due to the impact on residents and the removal of the traffic calming it provided. The Chair also commented on the dire lack of consultation from First Bus and its lamentable lack of response to concerns expressed generally over the D2 service in the village. Cllr Boyden noted the concerns in readiness for the forthcoming meeting.</p> <ul style="list-style-type: none"> <li>○ A number of voluntary redundancies had taken place at Somerset Council, which included enforcement officers.</li> <li>○ Members updated Cllr Boyden on the SC officers who had attended the Planning Appeal hearings for applications at Fortescue Fields.</li> </ul> <ul style="list-style-type: none"> <li>● Other Reports: <ul style="list-style-type: none"> <li>○ Palairt Hall – No report.</li> <li>○ Church Mead Committee – Cllr Hitchins reported that the AGM had taken place.</li> </ul> </li> </ul>
8965	<p><b>Planning Applications, Appeals and Consultations</b></p> <p><b>2024/1114/TCA</b> - Westmead Cottage High Street Norton St Philip Frome Somerset - (T1) Prunus Serrula - Approx 9 metres in height. Reduce by 25% - Notification only – Noted.</p> <p><b>2024/1153/LBC</b> - Church Cottage Vicarage Lane Norton St Philip Frome Somerset - Installation of a new ensuite shower room, replace exterior soil pipe, repair mortar on rear elevation –Support on the grounds listed below (proposed Cllr Fox, seconded Cllr Lund):</p> <p>This is a listed building in the Conservation Area of Norton St Philip. All the works are inside except for the addition of an aluminium downpipe and some repairs which were requested by the conservation officer during the pre-app advice visit. The Design And Access Statement says: "...a new ensuite shower room to the first-floor principal bedroom at the above address. Pre-application advice has been sought. A member of the Conservation Team, Rebecca Bowran, completed a project/site visit and provided advice which was supportive. The plan proposed in this application mirrors that included in the original pre-application advice request. Ms Bowran also requested that we make use of the opportunity to correct some modern additions and repairs to the rear elevation with materials that are more in keeping with the original building. These are now included within the application. Due to the presence of an existing nearby bathroom, required services in terms of water supply and drainage are in close proximity to the proposed location of the new shower room. The impact upon the fabric of the building will be minimal."</p> <p>The Parish Council agrees with this statement and <b>supports</b> the application.</p>

**2024/1154/AGR** - Mount Pleasant Farm Wells Road Norton St Philip Somerset - Application for prior notification of an agricultural development: proposed farm track – Notification only – Deferred to the August meeting (further applications awaited).

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*).

**Mendip Local Plan Part II (Sites and Policies) Limited Update** – Consultation on the Submission Policies document (information previously circulated) – members considered the consultation documents and noted that the deadline for response was 12<sup>th</sup> August 2024. Following debate, it was resolved to re-submit the PC’s original objections together with the additional evidence which had been collated (proposed Cllr Hasell, seconded Cllr Lund). The Clerk would submit the response by the consultation deadline.

**Planning Appeal Hearings**

Members received a report and update from the Chair following the appeal hearings held on 4<sup>th</sup> and 5<sup>th</sup> July 2024 relating to 3338939, 3337357 & 3337232 (2023/0643/FUL, 2023/0640/FUL & 2023/0644/FUL) and noted that the continuation hearing was scheduled for 5<sup>th</sup> September 2024. The Chair reported that:

- There were a number of documents which should have been published on the Planning Portal, but had not been. The PC had written to request that these be published but this had not yet been actioned by SC. It was agreed that an appropriate chaser would be sent on 1<sup>st</sup> August if the request had not been actioned by that date.
- Members discussed whether legal and/or expert representation would be needed at the continuation hearing and Cllrs Hasell and Hitchins would discuss this with the planning consultants.
- The Chair reported that there were now 1,060 documents associated with the case.
- Members noted that several NSP residents had spoken at the Hearing, and thanks were given to those who had spoken in support of the PC’s stance.
- Thanks were also given to CPRE’s representative, Fletcher Robinson, who had attended and spoken at the hearing.

**New Premises application for: Farleigh Castle Vets MX**

Members received and noted the new premises application (previously circulated).

8966	<p><b>Financials</b></p> <p>a) Council payments due as listed were approved – 10 payments approved in the amount of £12,632.46 (proposed Cllr Hasell, seconded Cllr Lund). Approval was also given for the sum of £20,000 to be transferred to the Current Account (proposed Cllr Hasell, seconded Cllr Hitchins).</p> <p>b) The Bank Reconciliation Statement June 2024 had been circulated to members and was approved and duly signed.</p> <p>c) The Budget Report as at June 2024 had been circulated to members and was approved and duly signed.</p> <p>d) Members approved for signature the Unity Bank application forms (proposed Cllr Hasell, seconded Cllr Fox).</p> <table border="1" data-bbox="435 698 1485 1536"> <tr> <td>N Duke</td> <td>Expenses July 2024 <i>LGA 1972 s 112</i></td> <td>£52.02</td> </tr> <tr> <td>CPRE</td> <td>Annual subs <i>LGA 1972 s 142</i></td> <td>£98.00</td> </tr> <tr> <td>Phoenix Fireworks</td> <td>CMC Fireworks <i>LGA 1972 s 145</i></td> <td>£4215.76</td> </tr> <tr> <td>Context Planning</td> <td>Professional fees <i>LGA 1972 s 111</i></td> <td>£6000.00</td> </tr> <tr> <td>Microshade Business Systems</td> <td>IT and email hosting annual fees <i>LGA 1972 s 111</i></td> <td>£1097.46</td> </tr> <tr> <td>Gooding Accounts Ltd</td> <td>Payroll fee June and July 2024 <i>LGA 1972 s 112</i></td> <td>£40.00</td> </tr> <tr> <td>Cllr Hitchins</td> <td>Reimburse strimmer repair bill <i>OSA 1906 ss 9,10</i></td> <td>£39.30</td> </tr> <tr> <td>Hardington Vale PCC</td> <td>Photocopying parish leaflet <i>LGA 1972 s 111</i></td> <td>£77.00</td> </tr> <tr> <td>Somerset Council Pension Fund</td> <td>Pension contributions May and June <i>LGA 1972 s 112</i></td> <td>£734.36</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI June <i>LGA 1972 s 112</i></td> <td>£278.56</td> </tr> </table>	N Duke	Expenses July 2024 <i>LGA 1972 s 112</i>	£52.02	CPRE	Annual subs <i>LGA 1972 s 142</i>	£98.00	Phoenix Fireworks	CMC Fireworks <i>LGA 1972 s 145</i>	£4215.76	Context Planning	Professional fees <i>LGA 1972 s 111</i>	£6000.00	Microshade Business Systems	IT and email hosting annual fees <i>LGA 1972 s 111</i>	£1097.46	Gooding Accounts Ltd	Payroll fee June and July 2024 <i>LGA 1972 s 112</i>	£40.00	Cllr Hitchins	Reimburse strimmer repair bill <i>OSA 1906 ss 9,10</i>	£39.30	Hardington Vale PCC	Photocopying parish leaflet <i>LGA 1972 s 111</i>	£77.00	Somerset Council Pension Fund	Pension contributions May and June <i>LGA 1972 s 112</i>	£734.36	HMRC	PAYE/NI June <i>LGA 1972 s 112</i>	£278.56
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8967	<p><b>Traffic Action Group and Highways</b></p> <p>Members received updates on the work of the Traffic Action.</p> <p>Cllr Hitchins gave an update on the insurance issues relating to the School Crossing Patrol volunteers and reported that the Clerk had been able to arrange insurance cover via the PC's insurer. The Council stated it was pleased with the Clerk's endeavours in resolving this.</p>																														

	<p><i>At this point Standing Orders were suspended in order to enable a member of TAG to address the meeting (proposed Cllr Hasell, seconded Cllr Fox):</i></p> <ul style="list-style-type: none"> <li>• Cllr Fox reported that she had written to the Highways Engineer to ask for advice on the new bollards planned for the Old Shop – style, positioning, costs and correspondence required with residents. A site visit had been suggested. Members had been copied into this correspondence.</li> <li>• Cllr Fox had also written in respect of the plans for a second SID. She reported that Mr Eastment had informed TAG he was no longer able to operate the Farleigh Hungerford SID and the device therefore required a new ‘home’ for times when it was not operational. The Chair agreed to store the device when required. Cllr Fox confirmed that she would liaise with a number of residents who might be willing to take over from Mr Eastment.</li> <li>• Cllr Fox reported that when writing to SC re the SID device she had requested a site visit be arranged to agree locations and fixings for the device. It was hoped to arrange this visit for August, so that matters were in hand for early autumn when the grant application to the Police Force would also be considered.</li> <li>• Cllr Fox then reported on the A366 report, which had been approved by the PC for submission to SC, confirming that this had been sent to the Somerset Councillors with Cllr Denton raising it with the Highways Engineer. The Highways Engineer had now responded noting that the team had a long list of issues to consider however, she had undertaken to refer to the Safety Team for advice. Members discussed this response and noted the difficulties with obtaining consistent data on Road Traffic Collisions and incidents from the Police. The resident in attendance reported that this appeared to be due to a change in the Policy system, which had resulted in the loss of previous years data. Following debate, it was agreed that Cllr Fox would draft a further letter to the Highways Engineer (copied into the Safety Team lead officer) to firstly follow up on the status of the HE’s referral to the Safety Team and secondly to ask for clarification and advice on a) the criteria for designated Cluster spots and b) the data and format of data which would be required in order to take the issues forward. It was further agreed that it would be useful if this could be a joint letter from both NSP and Hemington PC’s.</li> </ul> <p><i>At this point Standing Orders were reinstated.</i></p>
8968	<p><b>Neighbourhood Plan for Norton St Philip</b></p> <p>Cllr Hitchins reported that the SEA and HRA reports had now been signed off by Locality. There were difficulties in obtaining a response from Somerset Council and Cllr Boyden was asked if he could liaise with the Strategic Planning department for confirmation that the Plan could now proceed to Regulation 14 stage.</p> <p>Cllr Hitchins further reported that there were some minor amendments required to text and policies in the Plan and these were currently being worked on by the Locality appointed consultant. It was hoped to launch the Regulation 14 consultation on 15<sup>th</sup> August 2024. The</p>

	Chair stated that it would be extremely helpful to have the Plan at this stage in time for the continuation Appeal Hearings.
8969	<p><b>Asset and Service Devolution</b></p> <p>Members received information from Somerset Council re: future changes to grounds maintenance and street cleansing provision in the former Mendip District Council area (previously circulated) and agreed to refer the item to the September PC meeting in order that the detail of the proposals and the exact impact on NSP could be obtained.</p>
8970	<p><b>Correspondence</b></p> <p>Fred Films re: filming in Norton St Philip – the Clerk reported that no further information had been received. Cllr Hitchins reported that there would be no request for a road closure.</p>
8971	<p><b>Parish News</b></p> <p>The Chair reported that copy for inclusion in the next edition of Parish News had been submitted as the deadline had been prior to the July meeting date.</p>
8972	<p><b>Meeting schedule</b></p> <p>Wednesday 14<sup>th</sup> August 2024 – Palairret Hall.</p>
8973	<p><b>Confidential Information</b></p> <p>In view of the confidential nature of the business to be transacted at Agenda Item 8974 members resolved that the press and public be excluded from this part of the meeting (proposed Cllr Hasell, seconded Cllr Lund).</p> <p><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></p> <p>Reason for exclusion – Staffing Matters</p> <p><i>At this point the Parish Clerk left the meeting.</i></p>
8974	<p><b>Staffing Matters</b></p> <p>The PC noted the paper from the Staffing Committee concerning the Statutory Pension entitlement due to the Parish Clerk. Members approved the recommendation by the Staffing Committee to make the necessary provision to the pension provider by allocating</p>

	the sum of £1175.07 from Contingency and this together with the £11,200 in the earmarked fund will enable the required pension sum of £12,375.07 for the Clerk to be met in full (proposed Cllr Hasell, seconded Cllr Lund).
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There being no further business the meeting was closed at 8.53 pm.