

NORTON ST PHILIP PARISH COUNCIL

www.nortonstphilipparishcouncil.co.uk

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Minutes of a meeting of the Parish Council held on
Wednesday 12th February 2025 at 7.00 pm in the Palairet Hall, Norton St Philip.

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

In attendance: Nicola Duke (Parish Clerk), PCSO Louise Perry (for part of the meeting) 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:

- A resident reported his intention to record the agenda item relating to the Neighbourhood Plan (agenda item 9059) and this was noted.
- PCSO Louise Perry was in attendance and reported the following:
 - Tabled the latest Crime Report as well as providing information on crimes during the previous month. She was not aware of any particular issues in NSP during the current month.
 - In response to a query from the Chairman relating to an increase in rural crime in Wiltshire, PCSO Perry confirmed that the team was aware of all issues relating to rural crime however, there had been no significant reports in their area. It was noted that those engaged in such activities tended to move from area to area frequently.
 - In response to a query regarding a long term issue with anti-social behaviour in Fortescue Fields PCSO Perry confirmed the neighbourhood policing team were aware of the issue and her colleague had visited the day before. She outlined the various measures at the team's disposal to deal with the issue and encouraged residents to report all incidents, with photographic evidence if this was safe to obtain.

	AGENDA ITEM
9049	Apologies for Absence Cllrs Lund and Curwen due to prior commitments, accepted.
9050	Declarations of Interest and Dispensations to Participate None.

9051	<p>Minutes</p> <p>a) The minutes of a meeting of the Parish Council held on 8th January 2025 were approved for accuracy and adopted (proposed Cllr Hitchins, seconded Cllr Murfitt).</p> <p>b) To consider any matters arising from the above meetings (if any): None.</p>
9052	<p>Council Reports</p> <ul style="list-style-type: none"> • The Chairman – No report. • Parish Clerk – No report. • County Councillors; Dawn Denton had provided a report, which had been circulated to members. The Chairman reported that Cllr Denton had sent apologies for absence. Adam Boyden had also provided apologies (received post meeting). • Other Reports: <ul style="list-style-type: none"> ○ Palaiet Hall – No report. ○ Church Mead Committee – Cllr Hitchins reported that the 100 Club now had over 100 members with a further 15 residents having made donations to CMC. Works were progressing well on the relaying of the paths. An expression of interest had been received from a group wishing to hold a Monmouth Rebellion re-enactment on the Church Mead in June 2025 and this was being discussed. Members referenced the success of previous events of this nature and expressed the view that any such approach would be favourably received. ○ Sustainable Norton St Philip – Cllr Murfitt reported (on behalf of Cllr Lund) on recent training undertaken in the operation of thermal imaging cameras, highlighting their use for homeowners in identifying areas of energy loss within their homes. Members considered the potential purchase of a thermal imaging camera (c £300) to be loaned to residents and Cllr Murfitt further reported on an initiative from Rode Parish Council to liaise with NSP PC to jointly purchase a device. Following discussion, members agreed that the PC would offer to so join forces with Rode PC.
9053	<p>Planning Applications, Matters and Appeals</p> <p>2025/0033/TCA - Ringwell Cottage Ringwell Lane Norton St Philip Frome Somerset - Works/Felling Trees in a CA – Notification only – No objection.</p> <p>2025/0116/VRC - Mount Pleasant Farm Wells Road Norton St Philip Frome Somerset - Vary of conditions - 2 (Plans List) and 4 (European Protected Species Mitigation Licence) of Planning Consent 2021/2629/FUL (Demolition of cattle barn, conversion and extension to byre to form holiday-let; conversion and extension to stables to dual use residential annex and holiday let; conversion, extension and alterations to hay barn,</p>

	<p>dairy, threshing barn and north range for use as studio and ancillary accommodation; erection of northeast link; creation of natural swimming pool and associated changing rooms; erection of greenhouse and potting shed; along with hard and soft landscaping works) – Support (proposed Cllr Fox, seconded Cllr Hitchins).</p> <p>2025/0139/TCA - 6 Monmouth Paddock Norton St Philip Frome Somerset BA2 7LA - Works/Felling Trees in a CA – Notification only – No objection.</p> <p>2025/0152/LBC - Brewery House North Street Norton St Philip Frome Somerset - Proposed repair works to timber door, sash windows. Removal of partition walls internally and general repairs and improvements — Support (proposed Cllr Fox, seconded Cllr):</p> <p>The works proposed within this listed building application are to repair and rejuvenate Brewery House.</p> <p>The current owners wish to modernise the existing fixtures and fittings, and in the process make minor alterations to the internal layout. The alterations include the removal of contemporary partitions, thus creating larger spacious rooms, which revert back to the room sizes of the historic plan form. Also the proposal to expose a historic timber door internally, will enhance the appreciation of this historic feature.</p> <p>The Design and Access statement says: “The works, would not alter the historic plan form and the building will be rejuvenated through its repair.”</p> <p>The Parish Council agrees with this statement and supports the application.</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 Matters Cllr Murfitt reported on an issue relating to light pollution Pomeroy Lane, Wingfield. It was noted that the direction of the flood lights (recently increased from 5 to 8 decks) meant that the light flooded directly into the properties of residents along White Horse View in Farleigh Hungerford and the associated light pollution was creating issues for residents. It was agreed that the Clerk would make a report to Wiltshire Council’s enforcement team to bring the increase in flood lighting at the farm to their attention and would also ask for this matter to be given urgent attention as the land in question lay within the Bath and Bradford on Avon Bat zone. The Clerk would copy Wingfield Parish Council into the correspondence. Cllr Murfitt would liaise with residents to obtain photographic evidence of the issue for the Clerk to send with her report.</p> <p>Planning Appeals Planning Appeals APP/E3335/W/24/3338939 , APP/E3335/W/24/3337357 &</p>
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	APP/E3335/W/24/3337232 (2023/0640/FUL, 2023/0643/FUL & 2023/0644/FUL) - Fortescue Fields – Members noted the previously circulated determination from PINS that the above listed appeals are dismissed.																																													
9054	<p>Financials</p> <p>a) Council payments due as listed were approved (proposed Cllr Murfitt, seconded Cllr Fox). The Clerk reported that the annual rent demand from the Trustees of the Palaiet Hall had been received in the usual amount of £10. This had, in fact, been received two months early however, given the small amount involved members agreed to add to the payment list.</p> <p>b) Members received and noted the Bank Reconciliation Statement January 2025 (previously circulated).</p> <p>c) The Clerk reported that the bank transfer to Unity Bank was now proceeding, albeit at a slow pace. Unity Bank had confirmed it was only able to transfer from current account and authorisation was therefore sought to transfer the Reserve Account balance held at NatWest to the Current Account in order to ensure that all funds held would be transferred. The authorisation was duly given (proposed Cllr Fox, seconded Cllr Hitchins). It was noted that the switch process was due to start on 13th February 2025, to conclude by the 24th February 2025.</p> <table><tr><td>N Duke</td><td>Expenses February 2025</td><td>£ 55.38</td></tr><tr><td>Devon and Somerset Pension</td><td>Pension Fund contributions Jan</td><td>£ 484.75</td></tr><tr><td>HMRC</td><td>PAYE/NI January 2025</td><td>£ 311.07</td></tr><tr><td>N Duke</td><td>Backpay due 2024-2025</td><td>£ 286.23</td></tr><tr><td>Elan City UK</td><td>Radar speed signs</td><td>£ 5014.78</td></tr><tr><td>Cllr Hasell</td><td>Chairs expenses – paper</td><td>£ 24.97</td></tr><tr><td>J D Leber Stonemasonry</td><td>Install 2 x traffic safety signs</td><td>£ 150.00</td></tr><tr><td>Michael Walker</td><td>Repair of fence Fortescue Fields</td><td>£ 157.00</td></tr><tr><td>Sutcliffe Play South West</td><td>CMC Cradle seat caps</td><td>£ 7.97</td></tr><tr><td>Cllr Hitchins</td><td>Reimburse grit bin</td><td>£ 131.94</td></tr><tr><td>Cllr Hitchins</td><td>Reimburse posts for SIDS</td><td>£ 427.87</td></tr><tr><td>Cllr Hitchins</td><td>Reimburse upgrade NP website</td><td>£ 86.40</td></tr><tr><td>Cllr Hitchins</td><td>Reimburse costs SID installs</td><td>£ 63.24</td></tr><tr><td>Frome Area Building Supplies</td><td>Footpath materials CMC</td><td>£ 1459.20</td></tr><tr><td>Trustees of the Palaiet Hall</td><td>Annual rent demand</td><td>£ 10.00</td></tr></table>	N Duke	Expenses February 2025	£ 55.38	Devon and Somerset Pension	Pension Fund contributions Jan	£ 484.75	HMRC	PAYE/NI January 2025	£ 311.07	N Duke	Backpay due 2024-2025	£ 286.23	Elan City UK	Radar speed signs	£ 5014.78	Cllr Hasell	Chairs expenses – paper	£ 24.97	J D Leber Stonemasonry	Install 2 x traffic safety signs	£ 150.00	Michael Walker	Repair of fence Fortescue Fields	£ 157.00	Sutcliffe Play South West	CMC Cradle seat caps	£ 7.97	Cllr Hitchins	Reimburse grit bin	£ 131.94	Cllr Hitchins	Reimburse posts for SIDS	£ 427.87	Cllr Hitchins	Reimburse upgrade NP website	£ 86.40	Cllr Hitchins	Reimburse costs SID installs	£ 63.24	Frome Area Building Supplies	Footpath materials CMC	£ 1459.20	Trustees of the Palaiet Hall	Annual rent demand	£ 10.00
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9055	<p>Governance Documents</p> <p>a) Members considered the updated Model Financial Regulations – copy previously circulated. The Clerk reported that key features of the updated regulations included a user-friendly introduction to aid councils in navigating the document effectively. Additionally, the regulations had been re-designed</p>																																													

	<p>with flexibility in mind, allowing councils to adapt them to suit their specific requirements. There would be no amendments required to the provisions specific to NSP PC outlined in the existing document, although the 2024 regulations would need to be adopted as a new document. Following debate, the new Model FR;s were duly adopted (proposed Cllr Hasell, seconded Cllr Fox).</p> <p>b) Members considered the Risk Documents for 2025 (copies previously circulated), which were duly adopted, with it being noted that there were no changes from the 2024 documents (proposed Cllr Hasell, seconded Cllr Hitchens).</p>
9056	<p>Strengthening the standards and conduct framework consultation - sector survey</p> <p>Members noted the recently issued consultation from The Ministry of Housing, Communities and Local Government (MHCLG) on strengthening the standards and conduct framework for local authorities (including parish and town councils) in England. The Clerk reported that the proposed consultation response had not yet been received from National Association of Local Councils (NALC) . It was agreed to circulate this once received and seek members' comments via email.</p>
9057	<p>Traffic Action Group, Highways and Footpaths</p> <p>Cllr Fox reported the following:</p> <p>Community Speed Watch</p> <p>Reports for NSP and FH were presented. Sessions were being held regularly despite the winter weather but more volunteers were needed for sessions on Bath Road. Another call would be made in the Parish News and by word of mouth in the community.</p> <p>Bollards at the Old Shop on the High Street</p> <p>An email had been sent to Sara Davis, SC Highways, on 27 January 2025 giving detailed requirements and a request for advice on contractors and recommended specifications. A reply was awaited.</p> <p>A366 Safety</p> <p>A letter had been sent from the PC to Nick Cowling, SC Highways, to challenge his response to the original letter and report regarding safety along the A366. Three points had been raised and it was noted that a response had been received just prior to the meeting taking place. It was reported that the report authors were due to meet the local MP, Anna Sabine, on 13th February to ask for her support in requesting action to make this stretch of road safer for drivers. It was noted that Somerset Councillor Dawn Denton had offered her support to move the case along.</p> <p>Speed Indicator Devices</p>

	<p>Two new SIDs were now in operation on private land (with the owners' permission) at Church Street in both east and west directions. The necessary procedures were being progressed with SC Highways for more sites on Bath and Farleigh Roads. Cllr Fox confirmed that a number of volunteers with Chapter 8 training had expressed their willingness to undertake a refresher course.</p> <p>Pedestrian Safety</p> <p>As part of a new campaign, TAG was seeking approval for funding from the PC for questionnaires on pedestrian safety to be printed and distributed in NSP, Farleigh Hungerford and Faulkland. Such funding was duly approved, to be allocated from the TAG budget.</p>
9058	<p>Somerset Rivers Authority re: SRA Community Flood Action Fund</p> <p>Members considered any applications to be made to the Fund (previously circulated, January minutes refer), noting the deadline for applications - 20th February 2025. There were no specific projects identified (beyond potential work to the bridge at Farleigh Hungerford as reported by Cllr Murfitt at the January PC meeting); members noted the recent raw sewage spill into the Norton Brook, which had been reported to the Environment Agency and the flooding at the bottom of Church Street which resulted from blocked sewers, to which SC Highways was attending. Neither of these issues were noted as being suitable for a Fund application.</p> <p>Having suspended Standing Orders (proposed Cllr Hasell, seconded Cllr Hitchins) a resident reported that the last flood had brought water to within a few feet of the electricity sub-station which, if flooded, would result in a loss of power to a significant proportion of the village. The resident reported that the electricity board were due to carry out some flood prevention work at the site. Standing Orders were then re-instated (proposed Cllr Hasell, seconded Cllr Hitchins).</p>
9059	<p>Neighbourhood Plan for Norton St Philip</p> <p>Following the conclusion of the Regulation 16 consultation and publication of the responses received members considered the appointment of Intelligent Plans and Examinations (IPE) Limited to review the PC's proposed response to the Neighbourhood Plan Reg 16 responses. The appointment was confirmed with the work not to exceed the delegated limit held by the Clerk (proposed Cllr Hasell, seconded Cllr Hitchins).</p>
9060	<p>Mendip Local Plan Part II - Limited Update - Hearing sessions</p> <p>Members noted the previously circulated information notifying the PC of the Appointment of Inspector Clive Coyne for the Local Plan Examination and the dates set for the hearing sessions - 11-14 March 2025. The Chairman confirmed that he was listed to attend the hearings and the PC would submit a statement to the Inspector prior to the commencement of the hearings.</p>

9061	<p>Developer monies S106/Unilateral Undertaking, Longmead Close</p> <p>Members noted the previously circulated information from SC regarding s106 monies held and further noted that additional information had been sought by the Clerk regarding exact allocations and restrictions as to associated spends. This information had not yet been received and the Clerk would report further to the March PC meeting.</p>
9062	<p>Correspondence</p> <p>None.</p>
9063	<p>Parish News</p> <p>Members agreed the below items for inclusion in the next edition of Parish News:</p> <ul style="list-style-type: none"> • General PC meeting update • Information on the appointment of the Examiner for the Neighbourhood Plan • Information on the forthcoming TAG resident survey
9064	<p>Meeting schedule</p> <p>Wednesday 12th March 2025 – Palaiet Hall, Norton St Philip</p>

There being no further business the meeting was closed at 8.24 pm.