

NORTON ST PHILIP PARISH COUNCIL

www.nortonstphilipparishcouncil.gov.uk

Chair Ian Hasell, 7 Monmouth Paddock, Norton St Philip, Somerset, BA2 7LA, ianhasell1@gmail.com
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 14th May 2025 at 7.00 pm in the Palairet Hall, Norton St Philip.

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

In attendance: Nicola Duke (Parish Clerk), SC Cllr 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
9092	Election of Chair In accordance with the Local Government Act 1972 ss 15 (2) and 34 (2) it was proposed by Cllr Hitchins, seconded by Cllr Fox and resolved to elect Cllr Hasell as Chair of the Parish Council for the municipal year 2025/2026.
9093	Declarations of acceptance of office The Chair duly signed the declaration of acceptance of office.
9094	Apologies for Absence and to consider the reasons given Cllr Murfitt.
9095	Declarations of Interest and Dispensations to Participate None.
9096	Minutes <ul style="list-style-type: none">a) The minutes of a meeting of the Parish Council held on 9th April 2025 were approved for accuracy and adopted (proposed Cllr Lund, seconded Cllr Hitchins).b) To consider any matters arising from the above meetings, if any:<ul style="list-style-type: none">a. Update on Harris and Harris legal work and school crossing patrol support letter to Primary School – Clerk to chase for updates and responses.
9097	Parish Council structure Members agreed the structure for the municipal year 2025/2026 in respect of committees, working groups and portfolios, the necessary appointments and reviewed and confirmed reporting procedures:

	<ul style="list-style-type: none"> • Internal PC Planning Group (planning applications) – Cllr Fox as lead member • Strategic Planning Group – Cllrs Hasell and Hitchins • Traffic Action – Cllrs Fox, Murfitt and Curwen • 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, Murfitt and Curwen • Farleigh Hungerford Bathing Water Steering Group – Cllrs Hasell, Curwen and Murfitt • Vale of Frome Local Community Network Group – Cllr Hasell • Bath Rugby, Farleigh Hungerford – Cllr Hasell, with the support of Cllrs Murfitt and Curwen.
9098	<p>Insurance</p> <p>Members reviewed the Parish Council’s insurance provision 2025/2026 and approved the renewal with Gallagher Insurance in the amount of £806.91 (£798.57 paid in previous year) – (proposed Cllr Hasell, seconded Cllr Lund).</p>
9099	<p>Bank Signatories and Standing Orders</p> <ul style="list-style-type: none"> a) The bank signatories for 2025/2026 were confirmed as Cllrs Hitchins, Lund, Murfitt and Fox (bank signatories also appointed for online banking) (proposed Cllr Hasell, seconded Cllr Fox). Members would reconsider the payment process at the June meeting. b) Members authorised the continued payment of the Clerk’s salary by monthly Standing Order (proposed Cllr Hasell, seconded Cllr Lund).
9100	<p>Parish Council Accounts Year Ending 31.03.2025 (reports previously circulated)</p> <ul style="list-style-type: none"> a) Members received and considered the Internal Audit Report, reviewed its findings and approved the effectiveness of the system of Internal Control (proposed Cllr Hasell, seconded Cllr Lund). b) Members prepared and approved Section 1: parts 2 and 3 (Annual Governance Statement 2024/25) of the AGAR (proposed Cllr Fox, seconded Cllr Lund). c) Members considered Section 2; parts 2 and 3 (Accounting Statements 2024/25 of the AGAR. d) Members approved, signed and dated Section 2; parts 2 and 3 (Accounting Statements 2024/25) (proposed Cllr Hasell, seconded Cllr Hitchins). e) Members set the dates for the period of public inspection as 3rd June 2025 to 14th July 2025 (proposed Cllr Lund, seconded Cllr Hitchins).

9101	<p>Financials</p> <p>a) Members approved Council payments due as listed (proposed Cllr , seconded Cllr).</p> <p>b) The Clerk reported that Unity Bank was now operational and the annual precept had been deposited in the reserve account. Permission was sought and granted for the sum of £10,000 to be transferred to the current account (proposed Cllr Hasell, seconded Cllr Lund). The Clerk further reported that the bank switch from NatWest was now moving forward.</p> <p>c) Members considered the release of the below listed annual grants, as per the adopted budget for 2025-26, which were duly approved (proposed Cllr Hasell, seconded Cllr Lund):</p> <p>a. Friends of St Leonards Church - £800</p> <p>b. Farleigh Hungerford Village Hall Society - £450</p> <table><tr><td>N Duke</td><td>Expenses May 2025</td><td>£ 55.59</td></tr><tr><td>Gooding Accounts</td><td>Payroll fee April</td><td>£ 20.00</td></tr><tr><td>Devon and Somerset Pension</td><td>Pension Fund contributions April</td><td>£ 378.93</td></tr><tr><td>HMRC</td><td>PAYE/NI April 2025</td><td>£ 228.30</td></tr><tr><td>N Duke</td><td>Balancing pay April 2025</td><td>£ 15.21</td></tr><tr><td>IAC Audit and Consultancy Ltd</td><td>Internal Audit fee 2024-25</td><td>£ 354.00</td></tr><tr><td>Cllr Hitchins</td><td>Reimburse NP domain name</td><td>£ 19.20</td></tr><tr><td>Somerset Assoc Local Councils</td><td>Subscription 2025-26</td><td>£ 495.42</td></tr><tr><td>Farleigh Hungerford VH Society</td><td>Hall hire April</td><td>£ 20.00</td></tr><tr><td>Zurich Charity Insurance</td><td>Palairot Hall annual insurance</td><td>£ 853.54</td></tr><tr><td>ML Cleaning Services</td><td>CMC Dog Bin collections</td><td>£ 280.00</td></tr><tr><td>Hardington Vale PCC</td><td>Photocopying Annual Report</td><td>£ 18.90</td></tr></table>	N Duke	Expenses May 2025	£ 55.59	Gooding Accounts	Payroll fee April	£ 20.00	Devon and Somerset Pension	Pension Fund contributions April	£ 378.93	HMRC	PAYE/NI April 2025	£ 228.30	N Duke	Balancing pay April 2025	£ 15.21	IAC Audit and Consultancy Ltd	Internal Audit fee 2024-25	£ 354.00	Cllr Hitchins	Reimburse NP domain name	£ 19.20	Somerset Assoc Local Councils	Subscription 2025-26	£ 495.42	Farleigh Hungerford VH Society	Hall hire April	£ 20.00	Zurich Charity Insurance	Palairot Hall annual insurance	£ 853.54	ML Cleaning Services	CMC Dog Bin collections	£ 280.00	Hardington Vale PCC	Photocopying Annual Report	£ 18.90
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9102	<p>Planning Applications</p> <p>2025/0767/TCA - The Old Vicarage Vicarage Lane Norton St Philip Bath Somerset -T1 - Cedar - Reduce lateral limbs in upper canopy up to 3m – Notification only - No comment required.</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>) – <i>None</i>.</p>																																				
9103	<p>Mendip Local Plan Limited Update - Notice of Main Modifications</p> <p>Members noted the previously circulated information on the SC consultation on main modifications, following changes made to the site allocation policies as agreed at the examination hearings and to consider whether to submit any comments to the LPA (deadline for response 26 May 2025). It was agreed that no action was required; the information being noted.</p>																																				

9104	<p>Calendar of Meetings 2025/2026</p> <p>Members agreed the calendar of meetings as listed:</p> <p>Wednesday 11th June 2025</p> <p>Wednesday 9th July 2025</p> <p>August – Council Recess, meeting to be held only if required.</p> <p>Wednesday 10th September 2025</p> <p>Wednesday 8th October 2025 – Farleigh Hungerford</p> <p>Wednesday 12th November 2025</p> <p>Wednesday 10th December 2025</p> <p>Wednesday 14th January 2026</p> <p>Wednesday 11th February 2026</p> <p>Wednesday 11th March 2026</p> <p>Wednesday 8th April 2026 – Farleigh Hungerford</p> <p>Wednesday 13th May 2026 – Annual Council Meeting/Annual Parish Meeting</p>
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There being no further business the meeting was closed at 7.35 pm.