

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 11th June 2025 at 7.00 pm in the Palairet Hall, Norton St Philip.

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

In attendance: Nicola Duke (Parish Clerk) 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 attended to speak in support of his application for land at Bath Road, providing background to the application. It was noted that the PC had supported a previous application on the site with the current application being on a smaller footprint. In response to a question the applicant confirmed there would be no loss of hedgerow at the site.
- A resident spoke regarding the tree work application to fell an apple tree in Church Street, reporting that this had been submitted as a last resort in support of a planned application for a kitchen extension. He reported that this work may no longer proceed due to a potential house move. The PC expressed its concern at the potential removal of this significant tree. Following discussion, the applicant undertook to withdraw the application and re-submit as a pruning application in the future, if required. This was welcomed by members.

	AGENDA ITEM
9105	Apologies for Absence None.
9106	Declarations of Interest and Dispensations to Participate None.
9107	Minutes <ul style="list-style-type: none">a) The minutes of the Annual Council Meeting held on 14th May 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">• None.

9108	<p>Council Reports</p> <ul style="list-style-type: none"> • The Chairman reported the following: <ul style="list-style-type: none"> ○ That the difference between the PC's calculation of the outstanding account with DLA Piper and its statements had now been settled to the satisfaction of the Chairman and Clerk with a rebate of £97.20 being owed to the PC. ○ That he and Cllr Hitchins were meeting with Neil Howlett of Harris and Harris solicitors the following week to take forward the land registry issues reported and approved at a previous PC meeting (relating to Church Mead and The Pound). ○ That he had asked the Clerk to chase an outstanding donation to the Palairret Hall, which had been agreed with Fred Films for the filming of 'Mothers Pride' in the village. This had been outstanding for many months. ○ That he had taken forward his plan to arrange regular meetings with the Chairs of the neighbouring parishes of Rode and Beckington to discuss issues of mutual interest. Cllr Paula Fox had been unable to attend the first meeting due to ill health however, he and Cllr Peter Travis had found the meeting most useful and a further meeting would be arranged shortly. The Chairman had attended the Rode Annual Parish Meeting to discuss how NSP PC had funded and continued to provide funding for professional fees relating to planning matters and legal challenges. • Parish Clerk – No report. • County Councillors; Dawn Denton and Adam Boyden had sent apologies for absence. Reports had been received from both members, which had been circulated to members and were noted. • Other Reports: <ul style="list-style-type: none"> ○ Palairret Hall – No report. ○ Church Mead Committee – Cllr Hitchins reported that goalposts had now been installed. These had been very kindly donated by residents at a much reduced cost and Cllr Hitchins asked for it to be recorded that the CMC were very grateful for their generosity. ○ Sustainable Norton St Philip – Cllr Lund reported that a full team of litter pickers was once more operational in NSP. Members noted the large amount of dog mess in the village, which the Chairman would raise in the next edition of the Parish News. Cllr Murfitt drew attention to the litter and rubbish on the lane into Farleigh Hungerford from the petrol station. It was noted that SC would not permit a road closure along this narrow lane and litter picking could not therefore be carried out.
9109	<p>Planning Applications and Decisions</p> <p>2025/0898/FUL and 2025/0899/LBC- Land At 377113 156609 Bath Road Norton St Philip Frome - Repair and re-instatement of a 2 storey cottage to form a 2 bedroom dwelling – Support with comment that the LPA applies a condition to any grant of permission to ensure</p>

	<p>it has prior approval for building materials to be used; in order to ensure these are in keeping with the site and its location (proposed Cllr Fox, seconded Cllr Hitchins).</p> <p>2025/0900/TCA - The Beeches 1 Fair Close Norton St Philip Bath Somerset - Works/Felling Trees in a CA – Notification only – No PC comment required; planned works felt to be an improvement.</p> <p>2025/0919/TCA - 1 Church Street Norton St Philip Frome Somerset BA2 7LU - Works/Felling Trees in a CA – Notification only – Members had regard to the undertaking from the applicant given during the public participation session that the application to fell the tree would be withdrawn and re-submitted as a pruning application if required. This undertaking was welcomed by the PC and SC would be informed accordingly.</p> <p>To receive and consider planning applications received after the issue of the agenda (<i>where the response time fell outside of the meeting schedule</i>)</p> <p>2025/0991/LBC - Grafton House High Street Norton St Philip Frome Somerset - Convert small area of loft into shower (ensuite) – Support (proposed Cllr Hasell, seconded Cllr Fox).</p> <p>Planning Decision</p> <p>2023/1918/FUL - Bell Hill Garage Bell Hill Norton St Philip Bath Somerset BA2 7LT - Demolition of existing garage buildings; erection of 9no. dwellings; cottage extension; erection of new commercial garage building (sui generis); & associated access, landscaping & drainage works – Approval (decision date 19th May 2025) – Noted; the Chairman drew attention to the significant number of conditions associated with the grant of permission.</p>
9110	<p>Financials (reports previously circulated)</p> <ul style="list-style-type: none"> a) Council payments due as listed were approved (proposed Cllr Murfitt, seconded Cllr Fox). b) The Bank Reconciliation Statement April had been circulated to members and was noted. The May reconciliation would follow on receipt of bank statements. c) Banking Arrangements <ul style="list-style-type: none"> a. The Clerk reported that the bank switch from NatWest to Unity Bank had been successfully completed and the accounts with NatWest duly closed. b. Members considered the process for online banking in depth. Following debate, it was agreed to continue to use cheque payments until such a time as these were no longer possible. There would therefore be no adjustments required to the access arrangements for Unity Bank. In considering how to make payments due Members resolved to process costs relating to staffing via Standing Order (Clerk's salary, HMRC and pension contributions) and the Clerk would provide signatories with the

	<p>necessary information to establish these (proposed Cllr Lund, seconded Cllr Murfitt).</p> <p>c. Members resolved to commence the process to open an appropriate investment account with CCLA for the Council’s reserves and to transfer the amount of £85,000 to the account once opened; the bank signatories would remain as already agreed for the Unity accounts (proposed Cllr Hasell, seconded Cllr Lund).</p> <p>d) Employee Pension – Members considered a report from the Clerk regarding the payment of the backdated pension contributions (now possible due to the establishment of internet banking). Following debate, it was resolved to release the earmarked sum of £17,679.79 (including backdated payments due of £12,375.07). The employee pension contributions of £3,003.50 would also be paid with the amount being repaid via the payroll for the remainder of the financial year (proposed Cllr Hasell, seconded Cllr Murfitt). The Clerk would prepare a letter for the Chairman to sign confirming the arrangements and stating that, should the employment end or be terminated, any outstanding debt would need to be repaid.</p>																																							
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9111	<p>Governance Documents (Documents previously circulated)</p> <p>a) Members reviewed the Council’s Standing Orders; resolving an adjustment to the tender level listed therein to reflect the value set in the Financial Regulations amending this from £25,000 to £60,000 (proposed Cllr Hasell, seconded Cllr Lund).</p> <p>b) Members reviewed the Council’s Treasury and Investment Policy, which was amended to reflect a revised threshold level of £100,000 (proposed Cllr Hasell, seconded Cllr Lund).</p>																																							

9112	<p>Traffic Action Group, Highways and Footpaths</p> <p>a) Cllr Fox reported that the Traffic Action Group had not met since the last PC meeting. She informed members that she was still waiting for SC to approve the proposed locations for the SID's and confirmed that a grant application would be made to Avon and Somerset Police for a further device once approval had been received. There was no deadline for applications however, the new tranche of funding would be available in September. Cllr Murfitt reported that she had analysed the survey responses from Farleigh Hungerford (previous minutes refer) and sent a spreadsheet to TAG.</p> <p>b) Members considered a request from a resident for PC funding in support of gravel for the footpath that runs along the Cottage between the High Street and Shepherds Mead and noted that the work had been approved and carried out under delegated authority in the amount of £262 and approved under agenda item 9110a) (proposed Cllr Fox, seconded Cllr Hasell).</p>
9113	<p>Neighbourhood Plan for Norton St Philip</p> <p>Members noted the decision taken by Somerset Council on 3rd June 2025 to take the Neighbourhood Plan to Referendum and the associated confirmation that the Referendum is confirmed for 17th July 2025. It was further noted that the relevant documents had now been issued by Somerset Council. Cllr Hitchins provided the below report:</p> <p><i>The NP Examiner's report was submitted to Somerset Council on 7th May. The Examiner concluded that he was</i></p> <p><i>"delighted to recommend to Somerset Council, that the Norton St Philip Neighbourhood Plan, as modified by my recommendations, should proceed, in due course, to referendum."</i></p> <p><i>His proposed modifications and suggested amendments are detailed in the PC's document "Modifications and PC's suggested amends following Examination" circulated with the Agenda and available on the NP website. These suggested amendments were accepted by Somerset Council. The Examination version of the Plan has since been amended in accordance with the agreed amendments and referendum versions of the NP and CA approved by SC. These documents are available on the NP website.</i></p> <p><i>The main modifications to the Examination version are:</i></p> <p><i>1) the deletion of Policy 3 (the overarching housing policy) as the Examiner considered that it was an unnecessary duplication.</i></p> <p><i>2) The deletion of Policy 9 (Monitoring Review) as the Examiner considered that it was not capable of being used to determine a planning application.</i></p>

	<p>3) Moving design criteria from policy 1 to policies 5 and 6 (as renumbered) as the Examiner considered they should apply to all development</p> <p>4) amending the boundary of IGS NSP009 to allow the owners future flexibility</p> <p><i>There are other amendments to the text of the NP which are required to take account of the Examiner's suggestions. These are detailed in the PC's amendments document and are taken forward into the Referendum version of the NP.</i></p> <p><i>Over the past few days Somerset have published additional documents relating to the NP and referendum including a statement that the NP meets the statutory "basic conditions". It has issued its decision taken on 3rd June "To accept the Independent Examiner's report for the Norton St Philip Neighbourhood Plan and progress to referendum a modified Neighbourhood Plan."</i></p> <p><i>The Referendum is scheduled for Thursday 17th July; 5 weeks tomorrow.</i></p> <p>Members welcomed the amendments made to the Neighbourhood Plan following the Examiner's recommendations and the final Referendum version of the Plan. The Chairman drew attention to the prompt work carried out by Cllr Hitchins in preparing the final version of the Plan, for which the PC expressed its grateful thanks.</p> <p>Members agreed to ensure that information relating to the Referendum was publicised both in the Parish News and via the normal PC letter drop to each household. Cllrs Hitchin, Hasell and Fox would liaise to create a succinct document for release and for the local Facebook page.</p>
9114	<p>Parish Maintenance</p> <p>a) Telephone Kiosk:</p> <ol style="list-style-type: none"> Members considered an offer from a resident to provide 'Bleed Kits' for the kiosk (information attached) and Cllr Hitchins provided some background to the offer. Following debate, it was resolved to purchase a bleed kit with a plastic storage box at a total cost of £175 plus vat (proposed Cllr Hitchins, seconded Cllr Hasell). Cllr Hitchins would liaise with the resident to provide an update and confirm the funding to be kindly provided by him (expected to be in the region of £100). Members approved maintenance works which had needed to be carried out to the telephone kiosk including painting and replacement of broken window, noting that the associated costs in the amount of £200 had been approved under agenda item 9110a) (proposed Cllr Hitchins, seconded Cllr Lund). <p>b) Church Mead – Members considered options for the collection of waste and Cllr Hitchins reported that it was hoped the number of collections could be reduced to</p>

	<p>fortnightly, certainly over the winter months. The Chair asked the Clerk to provide information on the costs of waste collection in previous years and reported that he would include an article on this matter in the next edition of the Parish News. Cllr Hitchins reported that the CMC would wish to use the PC's SLA funding for the purchase of the fireworks again in 2025 and asked the Clerk to keep him updated as to the level of SLA funds remaining, given the increased costs of waste collection.</p> <p>c) Noticeboard, Bell Hill – Members considered the replacement of the deteriorated noticeboard with a unit similar to that recently installed at the junction of Tellisford Land and Frome Road agreed to obtain some quotations for consideration at the July PC meeting.</p>
9115	<p>Correspondence</p> <p>Avon and Somerset Police re: recent burglary at the Co-Op (previously circulated) – Members noted the request that the PC 'put pressure' on the co-op, to enable security shutters to be put on the front of the building. Cllr Hitchins provided some background to the installation of shutters inside the main doors. Following discussion, it was agreed that Cllr Hasell would visit the Co-op to ascertain the plans post incident and would update members accordingly. The Parish Clerk would respond to the PCSO thereafter.</p>
9116	<p>Parish News</p> <p>Members agreed the below listed items for inclusion in the next edition of Parish News:</p> <ul style="list-style-type: none"> • Neighbourhood Plan Referendum information • Dog waste in the village • Overhanging foliage • Normal PC meeting update
9117	<p>Meeting schedule</p> <p>Wednesday 9th July 2025– Palairet Hall, Norton St Philip.</p>

There being no further business the meeting was closed at 9.08 pm.