

# NORTON ST PHILIP PARISH COUNCIL

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

Clerk Nicola Duke, April Rise, 81 Studland Park, Westbury, Wiltshire, BA13 3HN, [clerk@nortonstphilipparishcouncil.gov.uk](mailto:clerk@nortonstphilipparishcouncil.gov.uk)

## To: All Members of Norton St Philip Parish Council

You are hereby summoned to attend a meeting of the Parish Council to be held on **Wednesday 10<sup>th</sup> June 2026** commencing at **7.00 pm** in the Old School Room, Farleigh Hungerford for the transaction of the business shown on the agenda below.



Nicola J Duke - Parish Clerk

5<sup>th</sup> June 2026

### Public Participation

The Chair of the Parish Council will invite members of the public to present their questions, comments and petitions submitted under the Council's Public Participation Procedure at the start of the meeting. *Please note that the Clerk will record the names of those wishing to address the Council together with the subject matter prior to the start of the meeting and each speaker will be permitted 3 minutes in which to address members.* Members are reminded of their obligations under the Code of Conduct.

	AGENDA ITEM
9246	<b>Apologies for Absence</b> To receive apologies for absence and consider reasons for non-attendance.
9247	<b>Declarations of Interest and Dispensations to Participate</b> To receive declarations of interest and dispensations to participate.
9248	<b>Minutes</b> <b>a)</b> To receive and confirm as a correct record the minutes of the Annual Council Meeting held on <b>6<sup>th</sup> May 2026</b> (attached). <b>b)</b> To consider any matters arising from the above meetings (if any).
9249	<b>Council Reports</b> <ul style="list-style-type: none"><li>• The Chair including an update on the possible Permissive Pathway, Farleigh Hungerford (Existing PROW11/39)</li><li>• Parish Clerk</li><li>• County Councillors; Dawn Denton and Adam Boyden</li><li>• Other Reports:</li></ul>

	<ul style="list-style-type: none"> <li>○ Palairet Hall</li> <li>○ Church Mead Committee</li> <li>○ Sustainable Norton St Philip</li> </ul>
9250	<p><b>Planning Applications, Enforcements and Consultations</b></p> <p><b><u>New Planning Applications</u></b></p> <p><b>2026/0957/HSE and 2026/0958/LBC</b> - Fairview Farm Bath Road Norton St Philip Frome Somerset - Replacement doors and windows on rear &amp; side elevations.</p> <p><b>2026/1005/TCA</b> - Bell Hill Cottage Bell Hill Norton St Philip Frome Somerset - T1 (Cherry) - Reduce the height by approximately 1.5m, prune in the remaining canopy by 1.5m - Notification only.</p> <p><b>2026/0969/HSE and 2026/0970/LBC</b> - 1 High Street Norton St Philip Frome Somerset BA2 7LH - Re-roofing the front and rear roof slopes, relaying the existing stone tiles, including the replacement of damaged stone tiles with reclaimed tiles. Repairs to existing copings stones, replacement of mortar haunching at abutments with new lead soakers and cover flashings. New breathable roof membrane. 2no. replacement rooflights and flashings on the rear elevation.</p> <p><b><u>Current Planning Applications</u></b></p> <p><b>2025/1515/FUL</b> - Land West Of 67 Fortescue Street Norton St Philip Frome - Erection of 8 dwellings including affordable housing. Formation of a 1.1ha area of open space, linking Church Mead with Ponds Country Park, new vehicular accesses and footpath links. Hard and soft landscaping including new planting improvements to the tree belt with Church Mead, ecological and biodiversity enhancements including bat replacement habitat. Car and cycle parking. Associated works – To receive an update.</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>)</p>
9251	<p><b>Financials</b></p> <ul style="list-style-type: none"> <li>a) Council payments - to approve payments due as listed:</li> <li>b) To receive the Bank Reconciliation Statements April and May 2026 (attached).</li> <li>c) To receive and note the list of Council Reserves (attached).</li> </ul>

	<table border="1"> <tr> <td>N Duke</td> <td>Expenses May 2026</td> <td>£ 52.19</td> </tr> <tr> <td>N Duke</td> <td>Salary May 2026</td> <td>£ 1,327.70</td> </tr> <tr> <td>Gooding Accounts</td> <td>Payroll fee March</td> <td>£ 40.00</td> </tr> <tr> <td>Devon and Somerset Pension</td> <td>Pension Fund May 2026</td> <td>£ 387.83</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI May 2026</td> <td>£ 369.47</td> </tr> <tr> <td>IAC Auditing Solutions Ltd</td> <td>Internal Audit fee 2025/26</td> <td>£ 354.00</td> </tr> <tr> <td>3D CAD Visuals</td> <td>Production of 3D images</td> <td>£ 1,500.00</td> </tr> <tr> <td>ML Cleaning Solutions</td> <td>CMC Dog bins</td> <td>£ 280.00</td> </tr> <tr> <td>ClIr Hitchins</td> <td>Reimburse fuel for strimming</td> <td>£ 16.47</td> </tr> </table>	N Duke	Expenses May 2026	£ 52.19	N Duke	Salary May 2026	£ 1,327.70	Gooding Accounts	Payroll fee March	£ 40.00	Devon and Somerset Pension	Pension Fund May 2026	£ 387.83	HMRC	PAYE/NI May 2026	£ 369.47	IAC Auditing Solutions Ltd	Internal Audit fee 2025/26	£ 354.00	3D CAD Visuals	Production of 3D images	£ 1,500.00	ML Cleaning Solutions	CMC Dog bins	£ 280.00	ClIr Hitchins	Reimburse fuel for strimming	£ 16.47
N Duke	Expenses May 2026	£ 52.19																										
N Duke	Salary May 2026	£ 1,327.70																										
Gooding Accounts	Payroll fee March	£ 40.00																										
Devon and Somerset Pension	Pension Fund May 2026	£ 387.83																										
HMRC	PAYE/NI May 2026	£ 369.47																										
IAC Auditing Solutions Ltd	Internal Audit fee 2025/26	£ 354.00																										
3D CAD Visuals	Production of 3D images	£ 1,500.00																										
ML Cleaning Solutions	CMC Dog bins	£ 280.00																										
ClIr Hitchins	Reimburse fuel for strimming	£ 16.47																										
9252	<p><b>Parish Council Accounts Year Ending 31<sup>st</sup> March 2026</b></p> <p>a) To receive and consider the Internal Audit Report, review its findings, agree any required actions.</p> <p>b) To review the independence of the Internal Auditor and the effectiveness of the system of internal control.</p> <p>c) To prepare and approve Section 1: parts 2 and 3 (Annual Governance Statement 2025/26) of the Annual Governance and Accountability Return (AGAR).</p> <p>d) To consider Section 2; parts 2 and 3 (Accounting Statements 2025/26) of the AGAR.</p> <p>e) To approve, sign and date Section 2; parts 2 and 3 (Accounting Statements 2025/26).</p> <p>f) To set the dates for the period of public inspection (proposed copy attached).</p>																											
9253	<p><b>Neighbourhood Plan</b></p> <p>To receive any available updates, including noting the submission of the Parish Council's response Somerset Council's 'Consultation on Changes in Basic Conditions'.</p>																											
9254	<p><b>Somerset Council Local Plan</b></p> <p>To receive any available updates and to note the commencement of the Local Plan's Scoping Consultation on 19<sup>th</sup> June 2026.</p>																											
9255	<p><b>Traffic Action Group, Highways and Footpaths</b></p> <p>To receive any available updates and reports including:</p> <p>a) Potential installation of a Lorry Watch camera on Farleigh Bridge – to consider a briefing note from ClIr Curwen (to follow).</p> <p>b) Speed limits at Tellisford Lane – ClIr Fox to report.</p> <p>c) 'Road narrows' warning signs at bridges – ClIr Fox to report.</p>																											
9256	<p><b>Correspondence</b></p> <p>None at time of issue.</p>																											

9257	<b>Parish News</b> To agree any items for inclusion in the next edition of Parish News.
9258	<b>Meeting schedule</b> Wednesday 8 <sup>th</sup> July 2026 – Palairet Hall.