

# NORTON ST PHILIP PARISH COUNCIL

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

**Chairman** Ian Hasell, 7 Monmouth Paddock, Norton St Philip, Somerset, BA2 7LA, [ianhasell1@gmail.com](mailto:ianhasell1@gmail.com)  
**Clerk** Nicola Duke, April Rise, 81 Studland Park, Westbury, Wiltshire, BA13 3HN, [clerk@nortonstphilipparishcouncil.gov.uk](mailto:clerk@nortonstphilipparishcouncil.gov.uk)

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Minutes of a meeting of the Parish Council held on  
**Wednesday 14<sup>th</sup> January 2026 at 7.00 pm** in the Palairet Hall, Norton St Philip.

**Present:** Cllr Hasell (Chairman), Cllr Fox, Cllr Hitchins, Cllr Murfitt, Cllr Lund, Cllr Curwen and Cllr Molian (from agenda item 9181).

**In attendance:** Nicola Duke (Parish Clerk) 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>
9178	<b>Apologies for Absence</b> None.
9179	<b>Declarations of Interest and Dispensations to Participate</b> None.
9180	<b>Minutes</b> <b>a)</b> The minutes of a Council Meeting held on <b>10<sup>th</sup> December 2025</b> were approved for accuracy and adopted (proposed Cllr Fox , seconded Cllr Curwen). <b>b)</b> To consider any matters arising from the above meetings (if any): The details of the enforcement case referred to was confirmed. Cllr Boyden was chasing for progression on these.
9181	<b>Co-option of a Parish Councillor</b> In accordance with the Local Elections (Parishes and Communities) Rules 1986 SI 1986/2215 r 8 (3) Members considered the co-option of a Parish Councillor. Having met and heard from David Molian it was resolved to co-opt Mr Molian to the Parish Council (proposed Cllr Hasell, seconded Cllr Hitchins). Cllr Molian signed his Declaration of Acceptance of Office and joined the table.

9182	<p><b>Council Reports</b></p> <ul style="list-style-type: none"> <li>• The Chairman reported the following: <ul style="list-style-type: none"> <li>○ Stonewood – a meeting for residents to discuss the development at the Bell Hill Garage had been booked by Stonewood for 30<sup>th</sup> January 2026 in the Palairret Hall. It was agreed to also invite representatives to attend the February meeting to provide an alternative opportunity for residents to hear from them. It was noted that the contamination issues at the site were now being worked on, with liaison taking place with SC.</li> <li>○ Context Planning – the Planning Consultants had confirmed the detail of the brief and indicated an expected fee of £10,000, which was noted to be within the allocation set by the PC. The formal acceptance of the quote would now be processed, with a request for a start date for the work to be as soon as possible. Should the work overrun or more costs be anticipated permission to proceed further would be sought from the PC.</li> <li>○ Local Plan – The Chairman expressed concern that the letter written to the SC Portfolio Holder Cllr Rigby regarding the lack of formal consultation for the Local Plan Call for Sites had not received any response, despite a chaser being sent. A further chaser would be sent and would also refer to the fact that the PC had heard informally that the outcome of the Call for Sites had been delayed until March 2026. Clarification on this point would therefore also be sought.</li> <li>○ SCRAPP (Somerset Communities Raging Against Poor Planning) meeting – the inaugural meeting of the group had been scheduled for Friday 23<sup>rd</sup> January 2026 at 7pm at Keinton Mandeville Village Hall and representatives from community action groups, Parish Councils and other groups who ‘wanted to challenge unsustainable development and the consequent destruction of rural Somerset’ had been invited. The Chairman was planning to attend and the invitation extended to other members.</li> </ul> </li> <li>• Parish Clerk – No report.</li> <li>• County Councillors; Dawn Denton and Adam Boyden had provided reports which had been circulated to members. Apologies for absence had been received from both members. Cllr Lund referred to the report from Cllr Denton from which it seemed that SC had avoided bankruptcy, although the budget deficit was still significant. The job redundancies and the resulting shortage of qualified and experienced staff had been reported as impacting service levels and this raised concerns. The Chairman would liaise further with Cllr Denton to request a fuller report.</li> <li>• Other Reports: <ul style="list-style-type: none"> <li>○ Palairret Hall – No report, the next meeting was due to take place w/c 19<sup>th</sup> January 2026.</li> <li>○ Church Mead Committee – Cllr Hitchins had provided a report, which is copied below:</li> </ul> </li> </ul>
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	<p><i>Following Somerset Council's approval of the S106 bid submitted to the PC by CMC last October the CMC have met with the preferred supplier (Phoenix Play) who have submitted a revised quote. The new equipment is likely to consist of a wooden climber and a spinning cone climber (stainless steel with ropes ). These, together with construction of the Boules Court will cost approx. £28k, slightly more than the S106 fund. The committee have allowed for a further £10k with £4k contingency to replace the worn safety surfacing underneath the existing swings and play tower. The PC's capital fund for CM is currently £4k and the Committee may request the release of some or all of this.</i></p> <p><i>Whilst the Boules Court is being constructed drainage will be installed at the gates from The George and High Street paths as there has been some erosion of the path surface.</i></p> <p><i>The playground will be closed for a week to ten days whilst the works are carried out; hopefully in late Feb/early March.</i></p> <ul style="list-style-type: none"> <li>○ Sustainable Norton St Philip – No report.</li> </ul>
9183	<p><b>Planning Applications, Enforcements and Consultations</b> None.</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 – Members noted a further revision of the 'Agreed Expiry Date' from 9<sup>th</sup> January 2026 to 31<sup>st</sup> January 2026 (as shown on the SC Planning Portal) and the continuing absence of documents 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>) – None.</p> <p><b>Draft Order (Revised): SUO0357676 – Proposed stopping up of Highway at Church of Our Lady, Bell Hill, NSP (SW/6147)</b> – Members considered the proposed order (previously circulated) which was noted with no comments.</p>
9184	<p><b>Financials</b></p> <ul style="list-style-type: none"> <li>a) Council payments due as listed were approved (proposed Cllr Lund, seconded Cllr Curwen).</li> <li>b) Bank Reconciliation Statement December 2025 had been circulated to members and was noted. Cllr Fox sought clarification on the website costs, which the Clerk confirmed were higher than usual as the invoices covered several years.</li> </ul>

	<p>c) Backdated Employee Pension Contributions – Members noted that £600.70 had been repaid to the Council through the December payroll; amount outstanding £1802.10 ; due to repaid in full by the March 2026 payroll.</p> <p>d) Members had received information on the National Pay Award for 2025-26 which was duly adopted with an increase in hourly rate from £19.66 to £20.29 and the backpay due in the amount of £393.12 being approved (proposed Cllr Hasell, seconded Cllr Hitchins).</p> <p>e) Church Mead Committee regarding funding for a replacement gang mower - Cllr Hitchins reported that the mower was now working, no further action required at this stage.</p>																																
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9185	<p><b>Parish Council Budget and Precept 2026/2027</b> (information previously circulated)</p> <p>a) Members reviewed and approved the Council’s Reserves as at December 2025 as listed (proposed Cllr Hasell, seconded Cllr Lund):</p> <table border="1"> <tr> <td>CF Street Furniture</td> <td>1,390</td> </tr> <tr> <td>CF Recreation Land</td> <td>1,000</td> </tr> <tr> <td>CF Allotments</td> <td>1,500</td> </tr> <tr> <td>CF Church Mead</td> <td>4,240</td> </tr> <tr> <td>CF Palairret Hall</td> <td>5,000</td> </tr> <tr> <td>CF FH Water Tower</td> <td>1,015</td> </tr> <tr> <td>CF Capital Projects General</td> <td>1,035</td> </tr> <tr> <td>CF Defibrillators</td> <td>3,050</td> </tr> <tr> <td><b>Total Capital Funds</b></td> <td><b>18,230</b></td> </tr> <tr> <td>EMR Road Safety</td> <td>3,000</td> </tr> <tr> <td>EMR Highways and Rights of Way</td> <td>6,630</td> </tr> <tr> <td>EMR Bollard installation</td> <td>1,000</td> </tr> <tr> <td>EMR Speed Sign</td> <td>400</td> </tr> <tr> <td>EMR Jig with a Pig Fund</td> <td>1,231.41</td> </tr> <tr> <td>EMR Legal and Professional Fees</td> <td>33,359</td> </tr> <tr> <td>EMR Pension Fund</td> <td>15,378.57</td> </tr> </table>	CF Street Furniture	1,390	CF Recreation Land	1,000	CF Allotments	1,500	CF Church Mead	4,240	CF Palairret Hall	5,000	CF FH Water Tower	1,015	CF Capital Projects General	1,035	CF Defibrillators	3,050	<b>Total Capital Funds</b>	<b>18,230</b>	EMR Road Safety	3,000	EMR Highways and Rights of Way	6,630	EMR Bollard installation	1,000	EMR Speed Sign	400	EMR Jig with a Pig Fund	1,231.41	EMR Legal and Professional Fees	33,359	EMR Pension Fund	15,378.57
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	<b>Total EMR Funds</b>	<b>61,098.98</b>
	<p>b) Members reviewed the level of General Reserve as at December 2025, which was approved at £14,937 (proposed Cllr Hasell, seconded Cllr Lund). Members considered an appropriate transfer of funds to the Public Sector Deposit Fund with CCLA and agreed that a decision should be deferred until more information had been received from Somerset Council regarding the arrangements for the payment of precept in 2026. The matter would be considered at the February meeting with members noting that it was incumbent on them to ensure council funds were receiving the best rate of interest available; in order to protect the public purse.</p> <p>c) Members considered the draft budget for 2026-2027 (previously circulated), which was adopted with one amendment to vire the capital allocation for Church Mead to the general line for Unallocated Funds (Cllr Hitchins confirming the sum allocated was not required by the Committee for 2026/27), showing a budget requirement of £ 60,350 (proposed Cllr Hitchins, seconded Cllr Molian).</p> <p>d) Members considered the level of the Council’s precept for 2026-27 which was set in line with the budgetary requirements at £ 60,350 ; representing an annual increase of £5.28 (0.44p pcm) for a Band D equivalent household and a percentage increase on the current year of 4.9% (proposed Cllr Lund, seconded Cllr Murfitt).</p>	
9186	<p><b>Parish Council Projects</b></p> <p>a) Installation of additional defibrillators in the parish – The Chairman reported that the Co-Op had been extremely efficient in responding to the request for a defibrillator to be installed at the store and the company had granted permission and undertaken to purchase and install the unit at its own cost. This would mean that the budget allocated to the project would be under spent. An order had been placed for the units for the Palairet Hall and the Old School Room in Farleigh Hungerford and would be installed externally once the required electric spurs had been added. In the meantime, the units would be stored at the Halls and would be operational outside of the external cabinets.</p> <p>b) Electric Vehicle Charging Points – Members discussed additional information received from SC (previously circulated) and received a report from Cllr Lund. Members discussed the potential locations for the installation of charging points, having regard to the criteria for sites laid down in the SC guidance note. The criteria relating to pavement width, sites not being within a conservation area and land needing to be owned by SC were felt to present significant issues in NSP, with the potential sites being therefore of an extremely limited nature. Following debate, members noted that the role of the parish councils as outlined by SC was to support the successful roll out of the LEVI programme and it was therefore agreed to provide information on the programme in the next edition of the Parish News. Cllr Lund</p>	

	would provide some appropriate copy, which the Clerk would also post on the website.
9187	<p><b>Neighbourhood Plan</b></p> <p>Members noted receipt of the Sealed Order in respect of the Judicial Review lodged in July 2025 and a subsequent letter from Sharpe Pritchard representing Lochailort Investments Ltd (previously circulated). The Chairman reported that SC was commencing work to appoint a new Examiner, the previous Examiner having now retired. SC had confirmed that the PC would be consulted on the proposed appointment.</p>
9188	<p><b>Traffic Action Group, Highways and Footpaths</b></p> <p>Cllr Fox provided an update on the work of the Traffic Action Group, with the minutes of the most recent meeting (8<sup>th</sup> January 2026 being available on the website). The PC was asked to consider the following:</p> <p><u>Pavements Church St and North St</u></p> <p>Members noted the safety concerns arising from the poor condition of the pavements and agreed the request from TAG that the PC write to SC to request that Highways maintain the historic pavements in a manner appropriate to the conservation area. Cllr Fox would draft correspondence for the Clerk to send.</p> <p><u>Bell Hill parking issues</u></p> <p>Members noted the concerns raised at TAG over parking issues at Bell Hill, also noting the challenging requirement to balance the need for residents parking with ensuring appropriate pavement safety and access for pedestrians. Several options were considered – the installation of double yellow lines, collapsible bollards and residents parking permits however, none were felt to be without issue. Cllr Fox reported on an initiative she had seen in Bristol where a white line was painted on to the pavement to delineate a ‘kerb’, which would indicate to drivers the extent of the pavement on which they were able to park thereby ensuring safe passage for pedestrians. She would take this back to TAG for further discussion.</p> <p><u>Potholes in the village</u></p> <p>Members agreed the request that the PC write to SC to ask them to carry out an urgent review of the potholes in the village. The Chairman would prepare some correspondence for the Clerk to issue.</p> <p>Cllr Curwen provided an update on the proposal to install a Lorry Watch camera on the bridge at Farleigh Hungerford. It was noted that this had previously been considered by the PC and received in principle support. At the time the costs had been estimated at approx. £200 however, it had now been confirmed these were £760. Information on this increase and on how the data collection and analysis would be managed by residents was required.</p>

	<p>Cllr Curwen would liaise further with Mr Eastment to obtain a fuller report for the PC to consider.</p>
9189	<p><b>Correspondence</b> None.</p>
9190	<p><b>Parish News</b> Members agreed the below items for inclusion in the next edition of Parish News:</p> <ul style="list-style-type: none"> <li>• General meeting update - Chair</li> <li>• Report on planned works at Church Mead – Cllr Hitchins</li> <li>• Reference to the article on Electric Vehicle Charging Points – Cllr Lund</li> </ul>
9191	<p><b>Meeting schedule</b> Wednesday 11<sup>th</sup> February 2026 – The Palaiet Hall, Norton St Philip</p>

There being no further business the meeting was closed at 9.15 pm.