

# NORTON ST PHILIP PARISH COUNCIL

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

Chair 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 11<sup>th</sup> March 2026** at 7.00 pm in the Palairet Hall, Norton St Philip.

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

**In attendance:** Nicola Duke (Parish Clerk) and three 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 spoke in respect of planning application **2026/0310/VRC** - Church Of Our Lady Bell Hill Norton St Philip Frome Somerset - as a neighbour to the site. Concerns relating to overlooking, loss of privacy and noise from air source heat pumps and drainage pumps were presented to the Council. Attention was drawn to the significant differences in the dormer windows, which would increase overlooking and loss of privacy. It was agreed that the Council would need to investigate these issues and concerns further and appropriate action would therefore be agreed at the relevant agenda item.

	<b>AGENDA ITEM</b>
9205	<b>Apologies for Absence</b> Cllr Hitchins due a prior commitment, accepted.
9206	<b>Declarations of Interest and Dispensations to Participate</b> Cllr Molian declared a pecuniary interest in planning application <b>2026/0310/VRC</b> - Church Of Our Lady Bell Hill Norton St Philip Frome Somerset - as a neighbour of the site, and would recuse himself from the debate on this item.
9207	<b>Minutes</b> <ul style="list-style-type: none"><li><b>a)</b> The minutes of a Council Meeting held on <b>11<sup>th</sup> February 2026</b> were approved for accuracy and adopted (proposed Cllr Fox, seconded Cllr Murfitt).</li><li><b>b)</b> To consider any matters arising from the above meetings (if any): None.</li></ul>

9208	<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>○ Reported on the previously circulated draft constitution for the formalisation of SCRAPP (Somerset Communities Raging Against Poor Planning), with which he was content. Further information, including any membership fees which might be required, was awaited.</li> <li>○ Drew attention to the information circulated by the Parish Clerk for an SC briefing on the Local Plan and Local Transport Plan, which was due to take place online on 16<sup>th</sup> March 2026. Members were encouraged to attend if possible.</li> <li>○ Tabled a flyer for a public consultation event to be hosted by the PC’s planning consultants Context Planning. The event had been arranged to consult the parish on potential housing sites in NSP 2025-2045 and would take place between 4-7 pm on Wednesday 1<sup>st</sup> April in the Palairret Hall. The Parish Clerk would circulate the information to the PC distribution list and post on the website and the Chairman would liaise with members to arrange for the flyer to be hand delivered through the parish.</li> </ul> </li> <li>• Parish Clerk – No report.</li> <li>• County Councillors; Dawn Denton had provided a report which had been circulated to members and had sent apologies for absence due to a commitment elsewhere. Adam Boyden had provided a report, which had been circulated to members and sent apologies for absence.</li> <li>• Other Reports: <ul style="list-style-type: none"> <li>○ Palairret Hall – No report.</li> <li>○ Church Mead Committee – Cllr Hitchins had provided a report, which had been circulated to members and is appended to the minutes.</li> <li>○ Sustainable Norton St Philip – Cllr Lund reported that the date for the village litter pick had been confirmed as Sunday 22<sup>nd</sup> March 2026 from 11am. Information had been publicised in the Parish News. The group was also working to identify a date for the next Repair Café, and this was expected to take place during May. Cllr Lund further reported that the group had a new member with expertise in social media and asked whether the PC website could host a page for Sustainable NSP. The Parish Clerk confirmed this was possible however, access for the PC website management could not be given to non-PC members. Cllr Lund would investigate establishing a separate website for Sustainable NSP, to which the PC website could provide a link.</li> </ul> </li> </ul>
9209	<p><b>Planning Applications, Enforcements and Consultations</b></p> <p><b>2026/0310/VRC</b> - Church Of Our Lady Bell Hill Norton St Philip Frome Somerset - Variation of condition 2 (Plans List) relating to planning permission 2021/0248/FUL for (Erection of a single detached dwelling within a paddock, demolition of church and the erection of a terrace of 4 houses as amended by revised drawings received on the 11 May 2022) – Having</p>

	<p>regard to the comments made during the Public Participation session it was resolved that further investigations were required, which would be led by Cllrs Fox and Lund. A draft comment would then be circulated to members for approval and submitted to SC prior to the deadline of 17<sup>th</sup> March 2026 (proposed Cllr Hasell, seconded Cllr Fox). <i>As per his declaration of interest Cllr Molian took no part in the debate relating to this agenda item.</i></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 –The Chairman reported on a meeting he, Cllr Hitchins and Cllr Fox had attended with Simon Trafford, the case officer for the application, on Friday 6<sup>th</sup> March 2026. Mr Trafford had confirmed that he would run a full re-consultation exercise, which would include all those who had submitted a comment on the original consultation as well as the statutory consultees. A revised deadline for comment had been agreed, with a minimum extension until the week after the April PC meeting (meeting date 8<sup>th</sup> April). It was noted that the formal re-consultation information had not yet been received and Members noted that any further delay in receipt would result in a longer extension to the consultation deadline.</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>Cllr Murfitt provided members with an update on the three planning applications for variation of conditions at Farleigh House, Church Farm Lane, Farleigh Hungerford Bath, which had been considered at the February PC meeting. She informed members that, despite efforts from Somerset Cllrs Denton and Boyden, the application had not been called into the SC Planning Committee but had been delegated to officers for decision. This decision had now been taken and the applications had been approved. This had resulted in extreme disappointment from residents who were gravely concerned at the impact the extended hours for pitch use would have, especially given that the pitches were being externally advertised for hire.</p>
9210	<p><b>Financials</b></p> <ul style="list-style-type: none"> <li>a) Council payments due as listed were approved (proposed Cllr Hasell, seconded Cllr Lund).</li> <li>b) The Bank Reconciliation Statement February 2026 and the Consolidated Financial Position Statement had been circulated to members and were noted. Members noted the difference of £208.19 between the funds available for the CMC S106 project (funded by SC S106 grant and the EMR CMC) and approved a transfer for funds from the general year underspend to the EMR CMC to balance this.</li> </ul>

	<p>c) Backdated Employee Pension Contributions – Members noted that £600.70 had been repaid to the Council through the March payroll; amount outstanding £600.70 due to repaid in full in the April 2026 payroll.</p> <p>d) The Clerk reported on the utilisation of the Public Sector Fund with CCLA, following a meeting with the Internal Auditor (February minutes refer). Following debate, it was resolved that the Parish Council would transfer 60% of the funds held by the PC to this account following receipt of the precept payment in early April 2026 (proposed Cllr Hasell, seconded Cllr Fox).</p>																																				
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9211	<p><b>Neighbourhood Plan</b></p> <p>The Chairman reported on correspondence from Lochailort Investments Ltd to SC received on 10<sup>th</sup> March 2026, to which the PC had been copied in. It was confirmed that the PC would acknowledge receipt.</p> <p>The Chairman tabled a draft letter to be sent to SC which queried the statement from the developer in their correspondence that <i>‘Our clients also understand from Mr Sestini that, as part of their emerging Local Plan evidence base, Somerset Council have now prepared indicative housing requirements for its neighbourhood plan areas for the period 2025-2045. The indicative target for Norton St Philip is apparently 90 units. As explained in our previous letter, this figure stands to be tested through the examination process’</i>. The letter was approved for issue and the Parish Clerk would arrange for this to be sent 12<sup>th</sup> March 2026.</p>																																				
9212	<p><b>Traffic Action Group, Highways and Footpaths</b></p> <p>Cllr Fox provided the following report:</p> <p>Our latest meeting was held on 5 March.</p>																																				

	<p><b>A366</b> A planned meeting to discuss the reaction of the two PCs to the Highways' offer of a 50mph speed limit had been postponed for a few weeks as the Chair of Hemington PC is unwell.</p> <p><b>Report of meeting with Sara Davis of Somerset Highways on pedestrian safety</b> On 18 February five NSP residents met Sara Davis to discuss the main pedestrian safety issues in NSP. These discussions were thoroughly discussed on-site, and Ms Davis' findings and recommendations were reported on 19 February.</p> <p>Key topics discussed were: safer access for wheelchair users, our historic high pavements, pedestrian safety around the centre crossroads and at Harts Forge, and parking on Bell Hill.</p> <p>As a result of our email about the poor state of the high pavements to Charlie Higgins of Highways East Team he had undertaken to inspect them for repair works and to consider their future preservation.</p> <p><b>Speed Indicator Devices</b> Progress is slowly being made on acquiring two new SIDs for Farleigh Road and Bath Road. The Parish Clerk had confirmed the different arrangements for SID deployment training in Wiltshire, which came at no cost to Parish Councils. It was unclear why SC required full Chapter 8 training for volunteers but it was accepted by members that there was no alternative option. Cllr Fox confirmed that there were 5 volunteers who would need training and the Parish Clerk would prepare costed options from the training providers who had been identified.</p> <p><b>Farleigh Hungerford</b> There had been reports of frequent traffic collisions at the bridges in Farleigh Hungerford and it was agreed to request action from Somerset Highways.</p> <p>HGVs are frequently infringing weigh limits by using the fragile bridge. It was agreed to present a costed and detailed proposal for 'HGVWatch' cameras to the PC for consideration. Cllr Curwen would liaise with Mr Eastment to take this forward.</p>
9213	<p><b>Parish Council Accounts year ending 31<sup>st</sup> March 2026</b> (information previously circulated) Members addressed administrative tasks relating to the preparation and submission of the accounts year ending 31<sup>st</sup> March 2026 including:</p> <ul style="list-style-type: none"> <li>a) Confirmation of the re-appointment of the Internal Auditor for the financial year 2026-2027 – Members confirmed the continued appointment of Mr Kevin Rose, IAC Auditing Solutions (proposed Cllr Hasell, seconded Cllr Molian).</li> <li>b) Members reviewed the Fixed Asset Register, which was adopted (proposed Cllr Hasell, seconded Cllr Lund).</li> </ul>

	<p>c) Members reviewed the list of Council Reserves, which were approved (proposed Cllr Hasell, seconded Cllr Fox).</p> <p>d) Members reviewed the Risk Registers, which were adopted as circulated (proposed Cllr Hasell, seconded Cllr Molian).</p> <p>e) Members confirmed the appointment of Gooding Accounts as payroll provider for financial year 2026-2027 and confirmed that salaries would continue to be paid by Standing Order for 2026-2027 (proposed Cllr Hasell, seconded Cllr Lund).</p> <p>f) The Parish Clerk reported that she had reviewed the current Standing Orders and an update was required following a 2025 update to the Model Document. This would be presented to Council for adoption at the Annual Council Meeting.</p> <p>g) The Parish Clerk reported on the requirements for the new Assertion 10 and confirmed that action had been taken to address these. The Parish Clerk was carrying out the required Data Audit, which would be completed and circulated to members before 31 March 2026. Members noted the requirement for an IT Policy and authority was delegated to the Parish Clerk to prepare this document, which would be circulated prior to 31 March 2026.</p>
9214	<p><b>Correspondence</b></p> <p>Rode and NSP First School Federation re: parking on Church Green (previously circulated) – Members noted the concerns raised by the school regarding parking and the suggestion that more permanent signs/stickers be provided. Following debate, it was agreed that Cllrs Hasell and Hitchins would arrange to meet with the Head Teacher to present the planned works for the area and discuss what other works may be required. It was noted that the Council had set a budget for these works, which could accommodate any further works felt to be required.</p>
9215	<p><b>Parish News</b></p> <p>The below items were agreed for inclusion in the next edition of Parish News:</p> <ul style="list-style-type: none"> <li>• General meeting update</li> <li>• Information on the Context Planning consultation event</li> <li>• Information on the re-consultation for the Lochailort application</li> <li>• Cllr Fox would prepare a separate article for a TAG update</li> </ul>
9216	<p><b>Meeting schedule</b></p> <p>Wednesday 8<sup>th</sup> April 2026 – The Palairet Hall, NSP. Members noted that the venue had been changed from the Old School Room, Farleigh Hungerford, due to the high level of public attendance expected at the April meeting. Members agreed to re-arrange the June PC meeting to take place at the Old School Room, Farleigh Hungerford.</p>

9217	<p><b>Confidential Information</b></p> <p>In view of the confidential nature of the business to be transacted at Agenda Item 9218 members resolved that the press and public be excluded from this part of the meeting (proposed Cllr Hasell, seconded Cllr Curwen). <i>Such a resolution was made in accordance with the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2), which states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies."</i> Reason for exclusion – Staffing Matters.</p> <p>The Clerk left the meeting at this point (8.25).</p>
9218	<p><b>Staffing Matters</b></p> <p>Members considered the report prepared by the Staffing Committee. It was agreed to adopt the proposed recommendations. (proposed Cllr Hasell, Seconded by Cllr Murfitt).</p>

There being no further business the meeting was closed at 8.35 pm.