

# NORTON ST PHILIP PARISH COUNCIL

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

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

Minutes of the **Annual Council Meeting** of the Parish Council held on  
**Wednesday 6<sup>th</sup> May 2026** at 7.50 pm in the Palaiet Hall, Norton St Philip.

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

**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: None.

	<b>AGENDA ITEM</b>
9230	<b>Election of Chair</b> In accordance with the Local Government Act 1972 ss 15 (2) and 34 (2) it was proposed by Cllr Hasell, seconded by Cllr Fox and resolved to elect Cllr Murfitt as Chair of the Parish Council for the municipal year 2026/2027.
9231	<b>Declaration of Acceptance of Office</b> The Chair duly signed the declaration of acceptance of office.
9232	<b>Election of Vice-Chair</b> In accordance with the Local Government Act 1972 ss 15 (2) and 34 (2) it was proposed by Cllr Lund, seconded by Cllr Molian and resolved to elect Cllr Hitchins as Vice-Chair of the Parish Council for the municipal year 2026/2027.
9233	<b>Declaration of Acceptance of Office</b> The Vice-Chair duly signed the declaration of acceptance of office.
9234	<b>Apologies for Absence and to consider the reasons given</b> None.
9235	<b>Declarations of Interest and Dispensations to Participate</b> Cllr Murfitt declared an interest in agenda item 9242 planning applications <b>2026/0606/HSE</b> and <b>2026/0607/LBC</b> - Castle House Trowbridge Road Farleigh Hungerford Bath as a neighbour to the property.

9236	<p><b>Minutes</b></p> <p>a) The minutes of a meeting of the Parish Council held on <b>8<sup>th</sup> April 2026</b> were approved for accuracy and adopted (proposed Cllr Hasell, seconded Cllr Hitchins).</p> <p>b) To consider any matters arising from the above meetings, if any:</p> <ol style="list-style-type: none"> <li>a. Cllr Curwen reported that he had received additional information from Mr Eastment regarding the potential installation of lorry watch camera at Farleigh Bridge. He would circulate a briefing note and the Clerk would add this to the agenda for the June meeting.</li> <li>b. Cllr Fox reported that training for the required Chapter 8 certification was outstanding. The Clerk confirmed she was working to obtain dates but responses were slow.</li> </ol>
9237	<p><b>Parish Council structure</b></p> <p>Members considered the structure for the municipal year 2026/2027 in respect of committees, working groups and portfolios and agreed appointments as listed:</p> <ul style="list-style-type: none"> <li>• Internal PC Planning Group (planning applications) – Cllrs Fox, Lund, Hitchins, Molian with input from other members when appropriate.</li> <li>• Strategic Planning Group – Cllrs Hitchins and Molian. Cllr Hasell would continue in an advisory capacity following his retirement from the PC.</li> <li>• Traffic Action – Cllrs Fox, Curwen and Murfitt.</li> <li>• Church Mead Committee – Cllr Hitchins.</li> <li>• Palairet Hall Committee – Appointment deferred.</li> <li>• Sustainable Norton St Philip - Cllr Lund.</li> <li>• Neighbourhood Plan Steering Group – Cllrs Hitchins and Lund.</li> <li>• Staffing Committee – Cllrs Murfitt, Curwen and Lund.</li> <li>• Farleigh Hungerford Bathing Water Steering Group – Cllrs Murfitt and Curwen.</li> <li>• Vale of Frome Local Community Network Group – Members to attend as and when appropriate to their areas of interest.</li> </ul>
9238	<p><b>Insurance</b></p> <p>Members reviewed the Parish Council’s insurance provision 2026/2027. It was noted that the insurance costs were £806.91 in 2025/26. The renewal quotation had been received in the amount of £814.53. The quotation was approved and the insurance renewed with Hiscox Insurance Company (proposed Cllr Murfitt, seconded Cllr Hitchins).</p>
9239	<p><b>Bank Signatories and Standing Orders</b></p> <p>Members confirmed the bank signatories for 2026/2027 as listed (note bank signatories were for online banking) and approved the Standing Order for salary payments would continue (proposed Cllr Lund, seconded Cllr Hitchins):</p> <ul style="list-style-type: none"> <li>• Cllr Fox</li> <li>• Cllr Hitchins</li> <li>• Cllr Lund</li> <li>• Cllr Murfitt</li> </ul>

9240	<p><b>Standing Orders</b></p> <p>Members reviewed the Council’s Standing Orders, received information from the Clerk on the changes contained in the updated document and approved for adoption the Model Document 2025 (copy previously circulated) (proposed Cllr Murfitt, seconded Cllr Molian).</p>																											
9241	<p><b>Financials</b></p> <ul style="list-style-type: none"> <li>a) Members approved Council payments due as listed (proposed Cllr Murfitt, seconded Cllr Hasell).</li> <li>b) Members approved for signature the Subscription Form required for the purchase of shares from the CCLA Public Sector Deposit Fund in the amount of £67,000 (previous minutes refer) (proposed Cllr Murfitt, seconded Cllr Fox).</li> <li>c) Members approved for release part of the Service Level Agreement for the Palairet Hall in the amount of £875.20 for annual insurance costs (proposed Cllr Murfitt, seconded Cllr Lund).</li> </ul> <table border="1" data-bbox="427 831 1474 1211"> <tr> <td>N Duke</td> <td>Expenses May 2026</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>£ 378.98</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI April 2026</td> <td>£ 371.47</td> </tr> <tr> <td>N Duke</td> <td>Balancing pay April 2026</td> <td>£ 614.44</td> </tr> <tr> <td>Chris Wharton</td> <td>Church Green works</td> <td>£ 1127.50</td> </tr> <tr> <td>Somerset Association Local Councils</td> <td>Clerk’s training</td> <td>£ 45.00</td> </tr> <tr> <td>Frome Area Building Supplies</td> <td>Materials Church Green works</td> <td>£ 414.15</td> </tr> <tr> <td>Hardington Vale PCC</td> <td>Copying Annual Report</td> <td>£ 24.00</td> </tr> </table>	N Duke	Expenses May 2026	£ 55.59	Gooding Accounts	Payroll fee April	£ 20.00	Devon and Somerset Pension	Pension Fund contributions April	£ 378.98	HMRC	PAYE/NI April 2026	£ 371.47	N Duke	Balancing pay April 2026	£ 614.44	Chris Wharton	Church Green works	£ 1127.50	Somerset Association Local Councils	Clerk’s training	£ 45.00	Frome Area Building Supplies	Materials Church Green works	£ 414.15	Hardington Vale PCC	Copying Annual Report	£ 24.00
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9242	<p><b>Planning Applications and Footpaths</b></p> <p><b>2026/0606/HSE and 2026/0607/LBC</b>- Castle House Trowbridge Road Farleigh Hungerford Bath - Timber Orangery to replace existing conservatory – Support (proposed Cllr Fox, seconded Cllr Lund).</p> <p><b>2026/0710/TCA</b> - Norton House Bath Road Norton St Philip Frome Somerset - Beech (T1) – Fell – No Comment (Notification Only).</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 and an extension could not be obtained</i>) – None.</p> <p><b>Existing PRow11/39 and Possible Permissive Pathway, Farleigh Hungerford</b> – Members received a note following a site visit (previously circulated) and the Chair confirmed she was liaising with Iford Manor representatives and the owners of the Hungerford Arms regarding next steps. Research and costings were required as listed and would be referred to the June PC meeting for consideration:</p>																											

	<ul style="list-style-type: none"> <li>• Costings for kissing gate and installation – it was noted that the Public Rights of Way Officer at SC had indicated the department would fund and supply the timber for a kissing gate and also for a white painted finger post. The department would not however, fund the installations. It was felt that the Ramblers Association might be able to assist with installation and Cllr Fox would liaise accordingly.</li> <li>• Plan and costings for work to the wall to provide access – Cllr Hitchins offered to obtain some costings from a stonemason in the village, as well as looking into costings for a pedestrian access gate through or beside the existing metal field gate beside the Castle entrance.</li> </ul> <p>The Chair and the Clerk would liaise to prepare an update for representatives from Iford Manor, who would be invited to the June meeting.</p>
9243	<p><b>Correspondence</b> Somerset Council re: Enhanced Highways Maintenance Scheme for highway works funded by City, Town and Parish Councils (previously circulated) – Noted.</p>
9244	<p><b>Parish News</b> Members agreed the below items for inclusion in the next edition of Parish News. It was noted that the Clerk would now prepare the copy, for sign off by the Chair by the deadline of 20<sup>th</sup> each month.</p> <ul style="list-style-type: none"> <li>• Election of New Chair and Vice-Chair</li> <li>• Thanks to Retiring Chairman</li> <li>• General Meeting Update</li> <li>• Information on the 2026 Annual Report</li> <li>• Calendar of Meetings 2027/27</li> </ul>
9245	<p><b>Calendar of Meetings 2026/2027</b> Members agreed the calendar of meetings as listed:</p> <p>Wednesday 10<sup>th</sup> June 2026 – Farleigh Hungerford  Wednesday 8<sup>th</sup> July 2026  August – Council Recess, meeting to be held only if required.  Wednesday 9<sup>th</sup> September 2026  Wednesday 14<sup>th</sup> October 2026 – Farleigh Hungerford  Wednesday 11<sup>th</sup> November 2026  Wednesday 9<sup>th</sup> December 2026  Wednesday 13<sup>th</sup> January 2027  Wednesday 10<sup>th</sup> February 2027  Wednesday 10<sup>th</sup> March 2027  Wednesday 14<sup>th</sup> April 2027 – Farleigh Hungerford  Wednesday 12<sup>th</sup> May 2027 – Annual Council Meeting/Annual Parish Meeting</p>

There being no further business the meeting was closed at 8.40 pm.