

MINUTES OF NORTON SUB HAMDON PARISH COUNCIL
MEETING HELD ON MONDAY 14th JULY 2025
AT 7.30 P.M. IN THE COMMITTEE ROOM, NORTON VILLAGE HALL

25/2229 PRESENT:

Cllr. S More (Chairman), Cllr. B. Matraives (Vice-Chair), Cllr. J Cole, Cllr. J Harris, Cllr. Mike Hewitson (Somerset Councillor) and Mrs. L. Brooks (Clerk). There were no members of the public present.

25/2230 APOLOGIES:

Cllr. C Riley

Cllr. P Gartrell

Cllr R Reid

Cllr. Oliver Patrick (Somerset Councillor) – ongoing apologies

25/2231 DECLARATIONS OF INTEREST:

Nothing to report

25/2232 PUBLIC TIME

25/2232/a Public Time

Nothing to report

25/2232/b P.C.S.O. Report:

Nothing to report

25/2232/c Somerset Councillor report:

County Councillor Hewitson provided the Parish Council with the latest updates from Somerset Council, including progress on the Ham Hill Visitor Centre project.

25/2232/d CLT Update:

Nothing to report

25/2232/e HYG Report

Nothing to report

25/2232/f Allotments Report

Nothing to report

25/2232/g Bus Service Report

Nothing to report

25/2233 MINUTES

The Minutes from the June meeting were circulated. They were approved and signed.

Proposed: Cllr. Cole

Seconded: Cllr. Harris

Agreed unanimously.

25/2234 MATTERS ARISING

25/2234/a Update to new website and email domains

The clerk confirmed that from August, the new website domain would be

<https://nortonsubhamdon-pc.gov.uk>

and the clerk's email would be: **clerk@nortonsubhamdon-pc.gov.uk**

The transfer would happen over the next 7 days. The Clerk reported that she is currently working with the website company to transfer all relevant information from the old domain to the new one. New email addresses will be assigned to each Councillor once the new website is operational.

Action: Clerk

25/2234/b Minchington rec – update on devolution of asset

The Clerk informed the Parish Council that all three sites had successfully passed through the internal pre-Asset Management Group (AMG) review process. However, she had been informed that the scheduled July AMG meeting had been cancelled, and the next meeting is now expected to take place in early August.

Norton sub Hamdon Parish Council's sites, along with sites from several other parish councils, are on the agenda for this upcoming meeting.

The AMG meeting represents the final stage of internal approvals required before Somerset Council can formally sign off on the devolution proposals. It also acts as the catalyst for issuing the Heads of Terms. These may include specific conditions agreed at the AMG meeting and will initiate the statutory process required under Section 123 of the Local Government Act, relating to the disposal of public open space.

Once the AMG has approved the proposals, the Heads of Terms will be sent to the Clerk, who will then be in a position to obtain quotes from solicitors to progress the legal transfer.

Action: Clerk

25/2234/c New footpath gate – Y20/34

The Clerk confirmed that she had been in contact with George Montague, who would be installing a new gate on the footpath. The gate would be one of the kissing gates secured by the Parish Council earlier in

the year. The installation cost is £175.00. The Clerk is currently awaiting a response from George in order to arrange field access with the owner of the horses.

Action: Clerk

25/2234/d Allotment footpath landslide

The Clerk reported that she had once again forwarded the contact details of Bagnell Farm to the Rights of Way Officer to enable her to make contact. Both the Clerk and Cllr Hewitson agreed to follow up on the matter.

Action: Clerk

25/2235 PLANNING:

25/2235/a Matters For Report

Nothing to report

25/2235/b Decisions Notified:

The Parish Council was informed by Cllr Hewitson that despite our objection, Somerset Council have now approved the following:

Erection of a new two-storey, two-bedroom domestic dwelling with new vehicular access

Turnpike Lodge Norton Sub Hamdon Somerset TA14 6SL

Ref. No: 24/00233/FUL - Status: Approved

25/2235/c Applications for consideration

Nothing to report

25/2236 FINANCE:

25/2236/a Matters for report:

1. End of 1st quarter accounts

NAT WEST BANK ACCOUNTS:

Current account	£ 100.00
Reserve Account	£ 3,285.80
Total	£ 3,385.80

UNITY TRUST BANK

Current Account	£ 5,103.79
Instant Saver	£ 78,572.59
TOTAL IN BOTH BANKS	£ 83,676.38

There were no cheques outstanding/unbanked:	£ 0.00
Total as cash book	£ 83,676.38

The clerk reported that the accounts will now be submitted to the internal auditor for review.

2. Payments made between meetings:

HYG - annual grant - paid 4th June 2025 - £2,416.00

Play UK Playground Ltd – urgent play equipment repairs – paid 23rd June 2025 - £96.00

3. Village Hall Loan repayment 1st July 2025 - £2,280.76

25/2236/b Matters for resolution

Agreement ref Payment of August invoices without a meeting (a list of all invoices for payment sent to Parish Councillors at the beginning of August).

Louise Brooks	Democratic services – June 2025	£ 1,201.35
HMRC	Employee NI & PAYE & Employer NI to pay – June 2025	£ 167.63
Louise Brooks	Home Office Allowance – June 2025 – Government set	£ 26.00
Louise Brooks	June Parish Council Office supplies – Includes paper, ink and other office consumables, postage.	£ 44.00
Louise Brooks	Annual Anti-virus software for PC laptop (2YR DEAL)	£ 75.99
Somerset Landscapes Ltd	Grounds maintenance (main rec) Apr-June 2025	£ 823.37
Down2Earth SW Ltd	Village maintenance Inc. Main rec play area Apr-June 25	£ 345.00
Norton newsletter	Annual grant - payment for monthly articles in newsletter Apr 25-Mar 26 inclusive	£ 60.00

Proposed: Cllr. Matraves

Seconded: Cllr. Harris

Agreed unanimously

25/2236/c Invoices Payable – all paid via the Unity Trust Bank

Proposed: Cllr. Matraves

Seconded: Cllr. More

Agreed unanimously

25/2237 VILLAGE HALL:

Prior to the Parish Council meeting, members of the Village Hall Committee discussed a proposed change to the layout of the side access to the recreation ground and verandah. The Parish Council raised no objections to the proposal. The committee will now proceed with obtaining quotes for the required work. Cllr Cole raised the matter of securing an official letter from the Parish Council confirming their agreement to continue renting the land at a peppercorn rent of 50p per year. The Chair noted that such an agreement should be formalised through a legally written document. Cllr Cole will review the existing paperwork to determine the current terms of agreement and will report back for further discussion at the next Village Hall Committee meeting.

Action: Cllr. Cole

25/2238 RECREATION GROUND:

Nothing to report.

25/2239 CORRESPONDENCE:

All correspondence received has been circulated to all Parish Councillors.

25/2240 FOOTPATHS:

Nothing to report

25/2241 MEMBERS' REPORTS.

Nothing to report

The meeting closed at 8.38pm

The Chair reminded the Parish Councillors that there was no meeting in August.

The next monthly meeting will be held on MONDAY 8th SEPTEMBER 2025 at 7.30 pm in the village hall committee room.