DUNSTER PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD At DUNSTER TITHE BARN ON Monday 12th October 2026 7.00pm

Attendees

Councillors: Geoff Dibble (Chair), Kevin Sully, Alan Vicary, Carol Ell, Barbara Bryan, Linda Dibble, James Morley, Steve Harris, Matt Griffiths and Peter Finney

Clerk: Mrs Sarah Towells

Other: Cara Strom

Apologies

Councillors: None

Other: None

Cllrs absent without apology: Tessa Williams

26/152 To note apologies for absence: As noted above.

26/153 Any New Declarations of interest and dispensations: It was r**esolved** to note there were none.

26/154 Minutes of the Meeting held on Monday 14th September 2026 for approval: It was **resolved** to approve the minutes and the Chair would sign the minutes as a true record of the meeting.

26/155 Review of Asset Register: It was **resolved** to note there were no amendments.

26/156 Review of Risk Register: It was **resolved** to note there were no amendments.

26/157 Somerset Councillor Report: Cllr Strom reported she had been in contact with Lucie Hazel from Active Travel at ENP and there was nothing more the Council needed to do at this point. Fairer and more consistent parking charges across Somerset have been considered by the Executive at Somerset Council. If approved charges would rise by 10% from January 2027 with a new county-wide tier based system from Autumn 2027. The £50 million flood resilience program have Agreed the first 15 areas which includes Dunster Marsh. Somerset is in the top 10% of authorities in the country for recycling waste.

26/158 Accounts Report:

26/158.1 Approval of expenditure: It was **resolved** to pay the following invoices:

Payable to	What for	Date	Amount	VAT	Total
Sarah Towells	Salary	12.10.26	£909.00	-	£909.00
EDF (DD)	Toilets	16.10.26	£64.91	£3.58	£68.16
HMRC	PAYE	12.10.26	£13.00	-	£13.00
Sarah Towells	Home working	12.10.26	£18.00	-	£18.00
Spot On Supplies	Toilet roll and soap	12.10.26	£158.98	£31.80	£190.78
Sarah Towells	Travel/parking	12.10.26	£31.40	-	£31.40
K S Cleaning	Toilets	12.10.26	£575.00	-	£575.00
PKF Littlejohn LLP	Audit	12.10.26	£315.00	£63.00	£378.00
Spotted Penguin (card)	Safe for staffing	12.10.26	£57.41	£10.94	£65.65

London Hearts	3 Defibs	12.10.26	£2866.00	£573.00	£3439.20
MSMG	Fit Safe to wall	12.10.26	£25.00	-	£25.00

26/158.2 To consider invoice from G A Sully & Sons Ltd for hedge cutting despite job not being approved by Council: It was **resolved** to pay the invoice for £186.00. Cllr Sully apologised for not following protocol and assured the Council it would not happen again, although he re-assured the council that this was done in the best interests of the Council, as there were branches sticking out of the hedge and it was very overgrown and could have damaged cars. He also stated he had tried to contact the Chairman. All orders for work should be instructed by the Clerk to ensure this does not happen again.
26/158.3 Current account expenditure and income analysis for September 2026 It was **resolved** to note the figures, and further **resolved** Cllr Finney would sign these.
26/158.4 Bank reconciliation for September 2026: It was **resolved** to note the bank reconciliation which would be signed by Cllr Finney.
26/158.5 Budget Monitoring: It was **resolved** to note the budget monitoring which would be signed by Cllr Finney. It was resolved to note that we are that we are over budget on maintenance due to the new cemetery fence and over budget on training. This would be looked at by the finance committee when they look at the budget for next year.
26/158.6 PAYE figures for September 2026: It was **resolved** to note these were correct and a payment of £13.00 would be paid to HMRC. They would be signed by Cllr Finney.
26/158.7 To note conclusion of audit and agree way forward regarding comments on AGAR 3: It was **resolved** to note the conclusion of audit. It was **resolved** the council would double check the boxes regarding sole managing trustees when completing next years AGAR and if any donations are added to the register to put them at a nominal £1 not the actual value. It was **resolved** to answer 'NO' to Assertion 4 when completing next year's annual governance statement.

26/159 Planning: It was **resolved** to note there were no planning applications to discuss or any other planning matters.

26/160 Cemetery's: Cllr Sully reported the cemetery committee had met and agreed a specification for the works required. It was resolved the Clerk would contact Minehead landscaping, Greenslades and G A Sully & Sons to get quotes.
26/160.1 Cemetery maintenance contract renewal: It was **resolved** to note no quotes had yet been received. The Clerk would chase the 3 contractors that requested the specification.
26/160.2 New concrete path required in garden of rest – It was **resolved** to note that this did not need doing at this present time.
26/160.3 Cemetery Rules: It was **resolved** the Clerk would arrange the present rules in order for the funeral director and the grave purchaser to be discussed and agreed at the November meeting.

26/161 Allotments: Cllr Sully reported he had let 2 plots and the Clerk had sent tenancy agreements to them. However, plot 16b needed trees to be removed and also plot 22 had trees to be removed and hedge needs cutting. This would be discussed in more detail at the November meeting.

26/162 Buttercross Orchard: Cllr Harris reported Apple Day held on 4th October was a success and the orchard had a lot of interest and support. Approximately £130 of apple juice was sold on the day.

26/163 Riverside Walk: Cllr Vicary reported the grass was still being cut and weed was still being pulled from the river.
26/163.1 Footpath from Loxhole Bridge to Riverside Walk: This had been ploughed and there was no sign of the footpath. It was **resolved** the Clerk would contact Rob Jackson to arrange a meeting with Cllr G Dibble to look at the paths.

26/164 Dunster Steep Toilets
26/164.1 To note donations and toilet rolls: It was **resolved** to note that during September there were 57 toilet rolls used and donations of £200.22
26/164.2 Clerks verbal update: The Clerk reported that K S Cleaning had sent in a letter giving a months notice to terminate the cleaning contract.

26/164.3 Agree way forward regarding the cleaning at the toilets: As the present contractor would finish on 31st October a temporary solution was required. It was **resolved** the Clerk would contact Porlock Parish Council, Cutcombe Parish Council, Minehead Town Council, Blue Anchor CIC and MSMG Handyman services to find out if their contractors would be interested in taking it on until 31st December 2026.

26/165 Correspondence:
26/165.1 Email from Dunster Estate with copy of Orchard Lease regarding terms of reference: Following a proposal from B Bryan and seconded by K Sully with an abstention from S Harris it was **resolved** to accept the terms from Dunster Estate and pay £250 per year rent and a one off cost of £750 towards the legal costs for the Community Orchard lease for the next 20 years.
26/165.2 Letter of Engagement from the Independent Internal Auditor: It was **resolved** that the Chairman could sign the letter.
26/165.3 Email from ENP regarding consultation on new signs: It was **resolved** the Clerk would respond to say Dunster Parish Council have no objections.

26/166 Defibs: It was **resolved** the defibs would be sent out once the invoice had been paid. It was **resolved** the clerk would chase the electrician to contact Cllr Ell.

26/167 Highways:
26/167.1 To receive the Highway Working Group Minutes from meeting held on 6th October 2026 and agree any recommendations: It was **resolved** to note the draft minutes and there were no recommendations. However, concerns were raised by councillors regarding the 7.5t limit being introduced through the village. It was **resolved** the Working group would discuss this at their next meeting and pass concerns onto Katherine Tyson.
26/167.2 Hedge by the Toilet Block: It was **resolved** the Clerk would reply to Somerset Council's response to ask them to cut the hedge.

26/168 Packhorse playing field: It was **resolved** to note there was no update.

26/169 To agree terms of reference for the Emergency Plan Committee: It was **resolved** to adopt the following terms of reference:

1. *The Purpose of the Committee is to Produce an Emergency Plan for Dunster Village and Dunster Marsh*
2. *The Committee will be elected by Full Council annually.*
3. *The Emergency Plan Committee will elect their chairman at their first meeting of each year.*
4. *The Committee will meet at least twice a year.*
5. *The Committee will consist of no more than 4 councillors and three will be quorate.*
6. *The Parish Clerk will issue all notices and agenda in line with legislation and attend meetings to take minutes.*
7. *The Emergency plan committee have no delegatory powers and will always report back to Full Council for their approval.*

26/170 To agree terms of reference for the Contractor Committee: It was **resolved** to adopt the following terms of reference:

1. *The Purpose of the Committee is to Produce specifications for approval of Full Council prior to going out to tender or quotes.*
2. *The Committee will be elected by Full Council annually.*
3. *The Committee will elect their chairman at their first meeting of each year.*
4. *The Committee will meet as necessary.*
5. *The Committee will consist of no more than 4 councillors and three will be quorate.*
6. *The Parish Clerk will issue all notices and agenda in line with legislation and attend meetings to take minutes.*
7. *The Committee have no delegatory powers and will always report back to Full Council for their approval.*

26/171 Volunteer Agreement: It was resolved to defer this to the November meeting.

26/172 Items to Report: Mill Lanes entrances for cars have been made without planning permission

26/173 Matters for the next meeting to be held on Monday 09th November:
Succession plan for the allotments
Xmas Dinner
Somerset Preparedness

26/174 Close Meeting: The chairman declared the meeting closed 9.15p.m.

Signed …… Date…….