

DUNSTER PARISH COUNCIL
Sarah Towells – Clerk
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01984 631914

Dear Councillor

09th September 2026

You are hereby summoned to attend the Council Meeting of the Dunster Parish Council to be held on **Monday 14th September 2026 at 7.00pm** at Dunster Tithe Barn Meeting Room for the purpose of transacting the following business. Members of the public are invited to attend the meeting. Please see Public Participation Notice.

Lucie Hazel from ENP's Active Travel will address the Council Prior to the start of the meeting.

Yours sincerely

Sj Towells

Sarah Towells - Clerk to the Council

26/122 Apologies for absence (LGA 1972 s85(1))

26/123 Declarations of Interest & Dispensations – Members to declare any interests including disclosable pecuniary interests they may have in agenda items that accord with requirements of the Parish Council's Code of Conduct and to consider any written requests from members for dispensations that accord with the Localism Act 2011 s33(b-e). This does not preclude any later declaration.

26/124 Minutes of the Meeting held on Monday 13th July 2026 for approval (LGA 1972 sch 12 para 41 (1))(Forwarded)- To receive, approve and sign the minutes of the July Parish Council meeting held on 13th July 2026 as a true and accurate record.

26/125 Minutes of the Extra-Ordinary Meeting held on Thursday 30th July for approval (LGA 1972 sch 12 para 41 (1))(Forwarded)- To receive, approve and sign the minutes of the Extra-ordinary Parish Council meeting held on 30th July 2026 as a true and accurate record.

26/126 Minutes of the Meeting held on Tuesday 11th August 2026 for approval (LGA 1972 sch 12 para 41 (1))(Forwarded)- To receive, approve and sign the minutes of the last Parish Council meeting held on 11th August 2026 as a true and accurate record.

26/127 Review of Asset Register

26/128 Review of Risk Register

26/129 Somerset Councillor Report

26/130 Accounts report

26/130.1 Approval of expenditure

Payable to	What for	Payment date	Amount	VAT	TOTAL
Sarah Towells	Salary for August	14.09.26	£1066.15	-	£1066.15
EDF (DD)	Toilets	16.09.26	£65.50	£3.28	£68.78
HMRC	PAYE	14.09.26	£58.97	-	£58.97
Sarah Towells	Home working Allowance	14.09.26	£18.00	-	£18.00
Sarah Towells	Transport and parking	14.09.26	£20.10	-	£20.10
Spot on Supplies	Toilet rolls	14.09.26	£111.33	£22.27	£133.60
K S Cleaning	Toilets	11.08.26	£550.00	-	£550.00
SALC	Training 27.07.26	14.09.26	£40.00	-	£40.00
Spot on Supplies	Soap	14.09.26	£47.65	-	£57.18
SALC	Training 07.09.26	14.09.26	£25.00	-	£25.00
Dunster Tithe Barn	Room hire	14.09.26	£267.30	-	£267.30

26/130.2 To consider income/expenditure analysis for August 2026

26/130.3 Agree Bank reconciliation for August 2026

26/130.4 To consider Budget Monitoring

26/130.5 Agree PAYE figures for August 2026

26/130.6 Application form from Dunster Tithe Barn

26/131 Planning: To receive verbal report from Planning Committee regarding the following applications

EXM/26/183/FULL	Proposed change of use from an existing bed and breakfast (class C1) to residential (Class C3)	Millstream Cottage, 2 Mill Lane, Dunster, TA24 6SW
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26/132 Cemetery's: Verbal update from Cllr Sully

26/132.1 Cemetery maintenance contract renewal

26/132.2 New concrete path required in garden of rest – agree to get quotes

- 26/132.3 Email regarding bramble and weeds – agree way forward
- 26/132.4 Email regarding the rubbish area – agree way forward
- 26/133 Allotments:** Verbal update from Cllr Sully
- 26/134 Buttercross Orchard:** Verbal Update from Cllr Harris
- 26/135 Riverside Walk:** Verbal update from Cllr Vicary
- 26/136 Dunster Steep Toilets:**
 - 26/136.1 To note donations and toilet rolls
 - 26/136.2 Clerks verbal update regarding toilets
- 26/137 Correspondence:** For discussion and agree response/action
 - 26/137.1 Email from Dunster Estate with copy of Orchard Lease regarding terms of reference (forwarded)
 - 26/137.2 Email from parishioner regarding watering the playing fields with a sprayer (forwarded)
 - 26/137.3 Email from Tithe Barn regarding User Agreement (forwarded)
 - 26/137.4 Letter from Ruth Webber regarding funding for the fence at Marsh Playing Field
 - 26/137.5 Email from Somerset Council re: Heritage at Risk Register
 - 26/137.6 Email from Linda Moden re: Police newsletter
 - 26/137.7 Hire agreement for Tithe Barn
- 26/138 Defibs – Agree to order 3 more**
- 26/139 Highways**
 - 26/139.1 To receive Highway working group draft minutes from meeting held on 8th September 2026 and approve any recommendations
 - 26/139.2 Hedge by toilet block needs cutting – agree way forward
- 26/140 Bike racks – agree specification and obtain quotes**
- 26/141 Packhorse playing field – working group update**
- 26/142 To form an Emergency Plan Committee or working group and agree terms of reference**
- 26/143 To form a Contractor Committee and agree terms of reference**
- 26/144 To adopt Anti-Harassment policy**
- 26/145 Agree an additional member to the staffing committee – in line with Cllr Bryan’s training**
- 26/146 Village Planters – agree way forward**
- 26/147 Items to Report**
- 26/148 Matters for the next meeting to be held on Monday 12th October 2026**
- Volunteer agreement
- 26/149 To resolve to exclude the public and press from the remainder of the meeting due to confidentiality**
- 26/150 To receive draft staffing committee minutes held 9th September and agree any recommendations**
- 26/151 Close meeting**