

DUNSTER PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD At DUNSTER TITHE BARN ON Monday 14th
September 2026 7.00pm

Attendees

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

Clerk: Mrs Sarah Towells

Other: Cara Strom

Apologies

Councillors: Peter Finney

Other: None

Cllrs absent without apology: None

Prior to the start of the meeting, Lucie Hazell gave a presentation regarding the consultation and Audit of Exmoor National Parks Active Travel.

26/122 To note apologies for absence: As noted above.

26/123 Any New Declarations of interest and dispensations: It was **resolved** to note there were none, but Cllrs Ell and Bryan would note vote on item 26/130.6

26/124 Minutes of the Meeting held on Monday 13th July 2026 for approval: It was **resolved** to approve the minutes and the Chair would sign the minutes as a true record of the meeting.

26/125 Minutes of the Extra-Ordinary Meeting held on Thursday 30th July for approval: It was **resolved** to approve the minutes and the Chair would sign the minutes as a true record of that meeting.

26/126 Minutes of the Meeting held on Tuesday August 11th for approval: It was resolved to approve the minutes and the Chair would sign the minutes as a true record of the meeting.

26/127 Review of Asset Register: It was **resolved** to note the bench in West Close was beyond repair so remove from the register. It was further **resolved** not to replace this bench. Two benches have been donated to Buttercross Orchard so need to be added to the register.

26/128 Review of Risk Register: It was **resolved** to note there were no amendments.

26/129 Somerset Councillor Report: Cllr Strom reported that Somerset Council Financial Improvement had been recognised. External Auditors have place Somerset Council Category A which is the highest available assessment and reflects confidence that the Council can return to a fully unqualified audit opinion by 2027/28.

Somerset Council has approved My World, My tomorrow which is a major program designed to improve outcomes for children and young people through earlier intervention and family support.

Somerset Council has launched a Rural Active Travel Toolkit to help parish councils and community groups develop walking, wheeling and cycle projects.

The signs at Nutcombe bottom are now being investigated.

26/130 Accounts Report:

26/130.1 Approval of expenditure: It was **resolved** to pay the following invoices:

Payable to	What for	Date	Amount	VAT	Total
Sarah Towells	Salary	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	14.09.26	£18.00	-	£18.00
SALC	Cllr Training	14.09.26	£40.00	-	£40.00
Sarah Towells	Travel/parking	14.09.26	£20.10	-	£20.10
K S Cleaning	Toilets	14.09.26	£550.00	-	£550.00
SALC	Cllr Training	14.09.26	£25.00	-	£25.00
Dunster Tithe Barn	Room Hire	14.09.26	£267.30	-	£267.30
Initial	Bin emptying	14.09.26	£96.66	£19.33	£115.99
Spot on Supplies	Toilet Rollis	14.09.26	£111.33	£22.27	£133.60
Spot On Supplies	Soap	14.09.26	£47.65	£9.53	£57.18

26/130.2 Current account expenditure and income analysis for August 2026 It was **resolved** to note the figures, and further **resolved** Cllr Finney would sign these at next months meeting.

26/130.3 Bank reconciliation for August 2026: It was **resolved** to note the bank reconciliation which would be signed by Cllr Finney at next months meeting.

26/130.4 Budget Monitoring: It was resolved to note the budget monitoring which would be signed by Cllr Finney at next months meeting.

26/130.5 PAYE figures for August 2026: It was **resolved** to note these were correct and a payment of £58.97 would be paid to HMRC. They would be signed by Cllr Finney at next months meeting.

26/130.6 Application grant form from Tithe Barn: It was **resolved** to grant the Barn £150.00 for revamping the shrub beds around the outside of the Tithe Barn.

26/107 Planning: Cllr B Bryan, Chair of the Planning committee reported the planning committee recommend the Council support the planning application EXM/26/183/FULL

EXM/26/183/FULL	Proposed change of use from an existing bed and breakfast(Class C1) to residential (Class 3)	It was resolved to support this application as it was previously a family home.
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26/132 Cemetery's: Cllr Sully reported the cemetery committee would meet to discuss the emails received regarding the cemetery and report back to full council.

26/132.1 Cemetery maintenance contract renewal: It was **resolved** to note the contract was up for renewal and further **resolved** the specification was correct so the Clerk would get quotes.

26/132.2 New concrete path required in garden of rest - Agree to get quotes: The cemetery committee would meet to look at what is required to enable a specification to be drawn up and the Clerk would then get quotes.

26/132.3 Email regarding bramble and weeds in garden of rest – agree way forward: It was **resolved** the cemetery committee would look at this and report back to full council.

26/132.4 Email regarding the rubbish area – agree way forward: discussions took place regarding placing 2 panels in front of the bins. It was **resolved** the cemetery committee would look at this and report back to full council.

26/133 Allotments: Cllr Sully reported there was presently 4 vacant plots, but the Clerk had sent him an updated waiting list so these could be filled by the next meeting.

26/110 Buttercross Orchard: Cllr Harris reported Apple Day would be held on 4th October. Eight Sacks of apples had been picked and pressed, producing 65 bottles of juice.

26/135 Riverside Walk: Cllr Vicary reported the grass would be cut this week.

26/136 Dunster Steep Toilets: Cllr Sully reported that the kiosk owners had offered to blow around the outside of the public toilets to keep them clean, at no cost to the Council.

26/136.1 To note donations and toilet rolls: It was **resolved** to note that during August there were 66 toilet rolls used and donations of £170.57

26/136.2 Clerks verbal update: There was nothing to report.

26/137 Correspondence:

26/137.1 Email from Dunster Estate with copy of Orchard Lease regarding terms of reference: It was **resolved** the Clerk would contact Dunster Estate to confirm who pays the £1500 legal fees and also to state that the Council would only be prepared to maintain the boundary fence to the orchard.

26/137.2 Email from Parishioner regarding watering the playing fields with a sprayer: it was **resolved** to note the Council have no idea who was spraying the playing field.

26/137.3 Email from Tithe Barn regarding User Agreement: It was **resolved** the Clerk would sign the agreement and return to the Tithe barn.

26/137.4 Letter from Ruth Webber regarding funding for the fence at Marsh Playing Field: It was **resolved** the Clerk would contact Ruth and ask for 2 more quotes before agreeing any funding.

26/137.5 Email from Somerset Council regarding the Heritage at Risk Register: It was **resolved** the Clerk would respond to ask that Gallox Bridge and the Yarn Market were added to the at Risk register.

26/137.6 Email from Linda Moden with Police newsletter: It was **resolved** to note the newsletter.

26/138 Defibs: It was **resolved** the Clerk would order 3 defibs the same as the last one ordered.

26/139 Highways:

26/139.1 To receive the Highway Working Group Minutes from meeting held on 8th September 2026 and agree any recommendations: It was **resolved** to note the draft minutes and there were no recommendations. It was further **resolved** Cllr Harris, The Clerk and Cara Strom were meeting with Katherine Tyson from Highways on 1st October.

26/139.2 Hedge by the Toilet Block: It was resolved the Clerk would write to Somerset Council stating the hedge is causing damage to the toilet block and that it needs cutting ASAP. The Clerk would say that Dunster Parish Council would do the work.

26/140 Bike Racks: It was **resolved** to defer placing the bike racks and that funding was also available from Somerset Council as well as ENP for active travel so they maybe able to help.

26/141 Packhorse playing field: It was **resolved** to note there was no update.

26/142 To form an Emergency Plan Committee: It was **resolved** that Cllrs Sully, Bryan, L Dibble and Matt Griffiths would form the Emergency Plan Group. It was further **resolved** the Clerk would draft terms of reference to be agreed by Full Council next month. The Clerk reminded the Council that these meetings must be clerked and advertised for the public to attend.

26/143 To form a Contractor Committee and agree terms of reference: It was **resolved** that cllrs Harris, Sully, Williams and Ell would form the committee. It was further **resolved** the Clerk would draft terms of reference to be agreed by Full Council at the next meeting. The Clerk reminded the Council that these meetings must be clerked and advertised to the public to attend.

26/144 To adopt anti-harassment Policy: It was **resolved** to adopt the policy and the Clerk would put this on the website.

26/145 Agree an additional member to the staffing committee: Following Cllr Bryans training it was **resolved** to have four councillors on the staffing committee. It was **resolved** Cllr Bryan would join the committee.

25/146 Village Planters: Sue Ashton approached the Chairman to ask if she could take over looking after the planters. It was resolved Cllr G Dibble would respond to say The Council were happy for her to look after the Village Planters.

26/147 Items to Report:

Drain on Dunster Marsh has lifted

Packhorse bridge needs repair urgently

26/148 Matters for the next meeting to be held on Monday 12th October:

Volunteer agreement

26/149 To resolve to exclude the public and press from the remainder of the meeting due to confidentiality: It was **resolved** to exclude the press and public from the remainder of the meeting.

26/150 To received draft staffing committee minutes held on 9th September and agree any recommendations: It was **resolved** to adopt the updated terms of reference for the staffing committee and for the Clerk to purchase a safe to stock personnel papers, which will be stored in the storage area of the toilet building.

26/151 Close Meeting: The chairman declared the meeting closed 9.10p.m.

Signed Date.....