DUNSTER PARISH COUNCIL
Sarah Towells – Clerk
clerk@dunsterparishcouncil.gov.uk
01984 631914

Dear Councillor 04th November 2026

You are hereby summoned to attend the Council Meeting of the Dunster Parish Council to be held on **Monday 09th November 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.

Yours sincerely

S j Towells

Sarah Towells - Clerk to the Council

26/175 Apologies for absence and approve reason, where appropriate (LGA 1972 s85(1))

26/176 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.

26/177 Minutes of the Meeting held on Monday 12th October 2026 for approval (LGA 1972 sch 12 para 41 (1))(Forwarded)- To receive, approve and sign the minutes of the October Parish Council meeting held on 12th October 2026 as a true and accurate record.

26/178 Review of Asset Register

26/179 Review of Risk Register

26/180 Somerset Councillor Report

26/181 Accounts report

26/181.1 Approval of expenditure

Payable to	What for	Payment date	Amount	VAT	TOTAL
Sarah Towells	Salary for October	09.11.26	£909.20	-	£909.20
EDF (DD)	Toilets	11.11.26	£67.68	-	£67.68
HMRC	PAYE	09.11.26	£12.80	-	£12.80
Sarah Towells	Home working Allowance	09.11.26	£18.00	-	£18.00
Sarah Towells	Transport and parking	09.11.26	£20.10	-	£20.10
RBL	Wreath	09.11.26	£25.00	-	£25.00
K S Cleaning	Toilets	09.11.26	£550.00	-	£550.00

26/181.2 To consider income/expenditure analysis for October2026

26/181.3 Agree Bank reconciliation for October 2026

26/181.4 To consider Budget Monitoring

26/181.5 Agree PAYE figures for October 2026

26/181.5 Grant application from Memorial Hall – discuss and agree way forward

26/182 Planning: To receive verbal report from the planning committee regarding the application below

SC	3/10/26/001	Erection of a single storey rear extension at 6 Marsh Street, Dunster, Minehead, TA24 6PN

26/183 Cemetery's:

26/183.1 Cemetery maintenance contract renewal -Discuss and agree quotes

26/183.2 Re-adopt cemetery rules and agree for grave purchasers/FD to sign

26/183 Allotments

26/184 Buttercross Orchard: Verbal Update from Cllr Harris

26/185 Riverside Walk

26/186 Dunster Steep Toilets:

26/186.1 To note donations and toilet rolls

26/186.2 Clerks verbal update regarding toilets

26/186.3 Toilet cleaning - update

26/187 Correspondence: For discussion and agree response/action

26/187.1 Email from Dunster Estate with copy of Orchard Lease regarding terms of reference (forwarded)

26/187.2 Resignation from Alan Vicary

26/187.3 Resignation from Kevin Sully

26/187.4 Resignation from Peter Finney

26/188 Defibs – Agree locations and fitting

26/189 Highways

26/189.1 To receive Highway working group draft minutes from meeting held on 2nd November 2026 and approve any recommendations

26/189.2 Hedge by toilet block - update

26/190 Packhorse playing field – working group update

26/191 To agree volunteer agreement

26/192 Hanging baskets – agree way forward

26/193 Succession plan for the allotments

26/194 Somerset Preparedness

26/195 Cllr Emails

26/196 Dunster Winter Festival

26/197 Christmas Tree Festival – agree if the PC wants a tree

26/198 Memorial Hall – ownership – agree way forward

26/199 Date/time of December meeting

26/200 To note the Clerk is now CiLCA qualified – agree pay increase of one scale

26/201 Items to Report

26/202 Matters for the next meeting

Review committees

26/203 To resolve to exclude the staff and public from remainder of the meeting due to staffing matters

26/204 To note the draft minutes of the staffing meeting held on 2nd November 2026 and approve any recommendations

26/205 Close meeting