

DUNSTER PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD At DUNSTER TITHE BARN ON
13th June 2022 7.00pm

Attendees

Councillors: Doug Challoner (Chair), Kevin Sully, Geoff Dibble, Carol Ell and Peter Finney

Clerk: Mrs Sarah Towells

Other: Christine Lawrence (SCC) Steve Griffiths (SWaT)

Apologies

Councillors: Christine Oliver, Alan Vicary, Jackie Meakes, Tessa Williams and James Morley

Other: Marcus Kravis (SwaT and SCC)

22/43 To note apologies for absence: As noted above.

22/44 Declaration of Office for Vice Chairman: Cllr Dibble duly signed the declaration of office.

22/45 Any New Declarations of interest and dispensations: There were none. The Clerk reminded Councillors that they should have submitted their ROI form with the District Council within 28 days of signing them.

22/46 Minutes of the Meeting held on 09th May 2022 for approval: It was resolved to approve the minutes.

22/47 Co-option of new members: There were none. This means there is still one vacancy on the Council. It was resolved to put a notice up.

22/48 County Councillor Report: Cllr Lawrence reported she was now on the back bench and had lost her car parking space and office space, she went on to say she was on the scrutiny group for adult social care.

22/49 District Councillor Report: Cllr Griffiths reported that Council tax rebate payments could now be claimed to be paid direct into bank account. If this has not been claimed by end of June it would be taken directly off the Council tax invoice, this invoice would then be reissued. Most reports about the new parking machines are positive although a few negative ones had been received.

22/50 Appointment of Councillors to committees: It was resolved to defer these until next month's meeting.

22/51 Terms of Reference

22/51.1 Terms of reference for the Finance Committee: It was resolved to adopt the following:

1. The Finance Committee will look at Grant applications and set precept and budget
2. The Committee will consist of no more than four councillors
3. The Committee will meet at twice yearly with additional meetings as necessary
4. Elect a Chair at the first meeting of the year
5. The Committee shall not be responsible for electing Committee Members and the election of Committee Members must take place annually by Full Council. Any vacancies occurring within the year must be filled by Full Council
6. Non-members of the Committee may attend the meeting with an invitation from the Chair of the Committee but will have no voting rights
7. The Committee has no other Powers and must report back to Full Council with any recommendations
8. Minutes will be taken by The Clerk
9. Review Terms of Reference annually

22/51.2 Terms of reference for the Allotment Committee: It was resolved to adopt the following:

1. The allotment Committee is responsible for looking after the Dunster Allotments
2. The Committee will consist of no more than four councillors
3. The Committee will meet as necessary
4. Elect a chair at the first meeting of the year
5. The Committee shall not be responsible for electing Committee Members and the election of Committee Members must take place annually by Full Council. Any vacancies occurring within the year must be filled by Full Council
6. Non-members of the Committee may attend the meeting with an invitation from the Chair of the committee but will have no voting rights
7. The Committee has no Powers and must report back to Full Council with any recommendations
8. No Clerk required at these meetings, but it is the Clerks job to send out allotment tenancy agreements and annual invoices
9. Review Terms of Reference annually

22/51.3 Terms of reference for the Cemetery Committee: It was resolved to adopt the following:

1. The Cemetery Committee is responsible for looking after the Dunster Cemeteries
2. The Committee will consist of no more than four councillors
3. The Committee will meet as necessary
4. Elect a chair at the first meeting of the year
5. The Committee shall not be responsible for electing Committee members and the election of Committee Members must take place annually by Full Council. Any vacancies occurring within the year must be filled by Full Council
6. Non-members of the committee may attend the meeting with an invitation from the Chair of the Committee but will have no voting rights
7. The Committee has no Powers and must report back to Full Council with any recommendations
8. No Clerk required at these meetings, but the Clerk will liaise with funeral directors to organise funerals.
9. Review Terms of Reference annually

22/51.4 Terms of reference for the Planning Committee: It was resolved to adopt the following:

1. The Planning Committee is responsible for looking at all planning applications received by The Council
2. The Committee will consist of no more than four councillors
3. The Committee will meet monthly with additional meetings as necessary
4. Elect a Chair at the first meeting of the year
5. The Committee shall not be responsible for electing Committee Members and the election of Committee Members must take place annually by Full Council. Any vacancies occurring within the year must be filled by Full Council
6. Non-members of the committee may attend the meeting with an invitation from the Chair of the committee but will have no voting rights
7. The Committee has no Powers and must report back to Full Council with any recommendations
8. No Clerk required at these meetings
9. If a site visit is required these must be arranged via The Clerk
10. Review Terms of Reference annually

22/51.5 Terms of reference for the Staffing committee: It was resolved to adopt the following:

1. The Staffing Committee is responsible for setting out contracts of employment for all employees and ensuring payments are up to date with the Inland Revenue. To carry out annual appraisals of all employees
2. The Committee will consist of no more than two councillors
3. The Committee will meet at least once a year with additional meetings as necessary
4. Elect a Chair at the first meeting of the year
5. The committee shall not be responsible for electing Committee members and the election of Committee members must take place annually by Full Council. Any vacancies occurring within the year must be filled by Full Council

6. Non-members of the committee may not attend the meeting without receiving an invitation from the Chair of the committee
7. Minutes taken by The Clerk. The Committee can get an outside Clerk in from another local Council if they deem it necessary for a staffing meeting
8. The Committee has no other Powers other than those listed in number 2 and 7 above and must report back to Full Council with any recommendations
9. Review Terms of Reference annually

22/51.6 Terms of reference for the Grievance Committee: It was resolved to adopt the following:

1. The Grievance Committee is responsible to deal with any allegations made
2. The Committee will consist of no more than three councillors
3. The Committee will meet as necessary
4. Elect a Chair at the first meeting of the year
5. The Committee shall not be responsible for electing Committee members and the election of Committee Members must take place annually by Full Council. Any vacancies occurring within the year must be filled by Full Council
6. Non-members of the Committee may not attend the meeting unless invited by The Chair of the Panel
7. The Grievance policy adopted by the Council on 14/10/19 must be followed
8. Review Terms of Reference annually

22/51.7 Terms of reference for the Disciplinary Panel: It was resolved to adopt the following:

1. The Disciplinary Panel is responsible to deal with any allegations made
2. The Committee will consist of no more than three councillors
3. The Committee will meet as necessary
4. Elect a Chair at the first meeting of the year
5. The Committee shall not be responsible for electing Committee Members and the election of Committee Members must take place annually by Full Council. Any vacancies occurring within the year must be filled by Full Council
6. Non-members of the Committee may not attend the meeting unless invited by The Chair of the Panel
7. The Disciplinary policy adopted by the Council on 14/10/19 must be followed
8. Review Terms of Reference annually

22/51.8 Terms of reference for the Appeal Panel: It was resolved to adopt the following:

1. The Appeal Panel is responsible for dealing with employees who feel their grievance has not been satisfactorily resolved
2. The Panel will consist of no more than three councillors
3. The Panel will meet as necessary
4. Elect a Chair at the first meeting of the year
5. The Panel shall not be responsible for electing Panel Members and the election of Panel Members must take place annually by Full Council. Any vacancies occurring within the year must be filled by Full Council
6. Non-members of the Panel may not attend the meeting unless invited by The Chair of the Panel
8. The Disciplinary policy adopted by the Council on 14/10/19 must be followed regarding The Appeal
9. Review Terms of Reference annually

22/52 Risk Register: It was resolved to note there were no updates.

22/53 Accounts

22/53.1 Approval of expenditure: It was resolved to pay the payments on the attached list.

22/53.2 Current account expenditure analysis for May 2022: It was resolved to note the income and expenditure for May, and this was signed by Cllr Finney.

22/53.3 Bank reconciliation for May 2022: It was resolved Cllr Finney could sign the bank reconciliation for May.

22/53.4 Buttercross Orchard balance: The Clerk had been notified there was no change.
 22/53.5 Budget Monitoring: It was resolved to note the budget monitoring. Cllr Dibble would sign this.
 22/53.6 PAYE figures for May 2022: These were checked and signed by Cllr Dibble.
 22/53.7 Report from Finance Committee and any recommendations. It was resolved to note the report and further resolved to award grants to the following:
 Tithe Barn £500
 Dunster Memorial Hall and Dolls Museum £500
 Dunster Marsh Playing Field £350
 Packhorse Playing Field £300
 Parish Newsletter £150
 22/53.8 To consider the findings of the internal audit review: It was resolved to note the findings and the Clerk reported she had already actioned them.
 21/53.9 To approve the annual governance statement: It was resolved to approve the annual governance statement and this was signed by The Chairman.
 21/53.10 To consider the accounting statements: The accounting statements were discussed.
 21/53.11 To approve the accounting statements: It was resolved to approve the accounting statements.
 21/53.12 Chairman to sign the accounting statements: It was resolved the Chairman would sign the annual statements.

22/54 Planning:

22/54.1 To consider the following planning applications:

ENP	6/10/22/111	Application under Regulation 3 of the Town & Country Planning General Regulations 1992 for advertisement consent for the proposed replacement of external and window signage at EXMOOR NATIONAL PARK VISITOR CENTRE, DUNSTER STEEP, DUNSTER, MINEHEAD, TA24 6SE	It was resolved to note there were no objections.
ENP	6/10/22/112 And 6/10/22/113LB	Proposed replacement of rear roof material, installation of shower vent, replacement of existing velux window and installation of solar panels to roof of main dwelling. Together with, the demolition and replacement of existing timber outbuilding at 19, WEST STREET, DUNSTER, MINEHEAD, TA24 6SN	It was resolved to note there were no objections.
ENP		Prior notification for the proposed creation of 10 no. access tracks for forestry use. Woodland at Wootton Courtenay, Easting: 9437 & Northing: 4402	No comments to submit

22/55 Toilets: Donation boxes had received £76.00 during the previous month. Work on the toilets still not started due to illness.

22/56 Cemetery: The Clerk had started work on the planning application.

22/57 Allotments:

22/18.3 Notice board: It was resolved A Ell quote of £210.50 was accepted and he could make the notice board.

22/58 Correspondence: Cllr Challoner reported bus partnership was plodding on and although nothing for Dunster he would continue to attend the meetings.

22/59 Dunster Recovery Group: A zoom meeting was held on 11th May 2022. The group would now look at how to implement the extra £5000 received to enhance and build on the successes achieved from the original grant.

With the recent transfer of the mobile covid signs from SWaT to the Parish Council ideas were being put together on how these could be used.

Social media: Visitor number in the South West Region are down.

Jeni fender would produce a walking map, which would go onto the Explore page on the website.

Next meeting would be held face to face and not via zoom.

22/60 Welcome Back Fund: The bins should be delivered by the end of this month. It was resolved to remove this item from the agenda.

22/61 Dunster Working Group: The money was now in the bank account. DRG must be informed on what we are spending the funds on.

22/62 Packhorse Playing Field: The work had now been completed but no invoice has yet been received.

22/63 Sea Lane Flooding: There was no update.

22/64 Queens Jubilee 2022: The celebrations had gone very well and the group would stay together to look at arranging an annual event going forward.

22/65 Stone Wall on cemetery side of allotment: The Clerk had asked for a start date but not yet received one. It was resolved Cllr Sully would also contact the contractor to ask for a start date.

22/66 Steps at top of West Close: The Clerk reported District Council have come back to say they do not own the steps. It was reported that an elderly lady had cut her leg after falling on the steps. It was resolved the Clerk would contact the rights of way team to try to find a way forward.

22/67 Ash Tree behind pavilion: There was no update.

22/68 Caravans on old A39: It was noted there were now four caravans.

22/69 Leaking Leat: Cllr Challoner was meeting with Nick Kelly to discuss the work required.

22/70 Dunster Marsh Street Lights: Despite this being reported many times the lights are still on all day and night. The Clerk will report this again.

22/71 Sports Field fence blown down: It was resolved Cllr Challoner would mention this to Nick Kelly during there meeting about the leaking Leat.

22/72 Hedge at Sea Lane: It was resolved to note this had been cut.

22/73 Broken Fence post at Dunster Steep: This had still not been repaired but it was noted it was now laying almost flat.

22/74 Items to Report and matters for the next meeting to be held on 11th July:

Some Cobbles by Chapel House,2 West Street are missing.

Grabbist walk from the Cemetery is very overgrown

ATM at memorial Hall, an asbestos register is required before this can be removed.

Meeting closed 8.40 p.m.

Signed Date.....