

**DUNSTER PARISH COUNCIL**  
**Sarah Towells – Clerk**  
**[Clerk.dunsterpc@gmail.com](mailto:Clerk.dunsterpc@gmail.com)**  
**01984 631914**

Dear Councillor

07<sup>th</sup> May 2025

You are hereby summoned to attend the Council Meeting of the Dunster Parish Council to be held on **Monday 12<sup>th</sup> May 2025 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

*Sj Towells*

Sarah Towells - Clerk to the Council

**25/01 Elect a Chair and sign acceptance of office**

**25/02 Elect a Vice Chair**

**25/03 Apologies for absence** (LGA 1972 s85(1))

**25/04 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.

**25/05 Minutes of the Meeting held on Monday 14<sup>th</sup> April 2025 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 10<sup>th</sup> March 2025 as a true and accurate record.

**25/06 Review of delegation arrangements to committees, staff and other local authorities**

**25/07 Review terms of reference for committees and groups**

25/07.1 Allotment committee

25/07.2 Finance committee

25/07.3 Cemetery committee

25/07.4 Climate group

25/07.5 Planning committee

25/07.6 Community Plan/Neighbourhood Plan working group

25/07.7 Buttercross Orchard

25/07.8 Personnel/Staffing Committee

25/07.9 Grievance Committee

25/07.10 Disciplinary Committee

**25/08 Appointment of members to existing committees and groups**

25/08.1 Allotment Committee

25/08.2 Finance Committee

25/08.3 Cemetery Committee

25/08.4 Climate Group

25/08.5 Planning committee

25/08.6 Community Plan/Neighbourhood Plan working group

25/08.7 Buttercross Orchard

25/08.8 Personnel/Staffing Committee

25/08.9 Grievance Committee

25/08.10 Disciplinary Committee

**25/09 Appointment to any new committees in accordance with standing order 4**

**25/10 Review of Standing Orders**

**25/11 Review of Financial regulations**

**25/12 Review of Code of Conduct**

**25/13 Review of contract with Retail and storage units**

**25/14 Appointment of representations on outside Bodies and arrangements for reporting back**

- 25/14.1 LCN representatives
- 25/14.2 Marsh Playing Field Representative
- 25/14.3 Packhorse Playing Field Representative
- 25/14.4 Memorial Hall Representative
- 25/14.5 Tithe Barn Representative

**25/15 Review of Asset Register**

**25/16 Confirmation of arrangements for insurance cover and insurance renewal**

**25/17 Review of Councils and staff subscriptions to outside bodies**

**25/18 Adopt complaints procedure**

**25/19 Adopt General Privacy Notice**

**25/20 Adopt Retention and disposal policy**

**25/21 Adopt Equal Opportunity policy**

**25/22 Adopt Annual Leave Policy**

**25/23 Adopt Flexible Working Policy**

**25/24 Adopt Media and Press Policy**

**25/25 Adopt Management of Transferable Data policy**

**25/26 Adopt Staff absence Policy**

**25/27 Adopt Publication Scheme**

**25/28 Review Grievance and Disciplinary Policy**

**25/29 Review Data Protection Policy**

**25/30 Somerset Councillor Report**

**25/31 Accounts report**

- 25/31.1 Approval of expenditure (to be given out day of meeting)
- 25/31.2 To consider current account expenditure analysis for April 2025
- 25/31.3 Agree Bank reconciliation for April 2025
- 25/31.4 To consider Budget Monitoring
- 25/31.5 Agree PAYE figures for March 2025
- 25/31.6 NS&I Account: Agree to sign closure of account paperwork and transfer money to NatWest account
- 25/31.7 Consider Exmoor Society Annual Membership renewal
- 25/31.8 Review the Councils expenditure incurred under S137 of the local Government Act 1972
- 25/31.9 To agree internal auditor for next year
- 25/31.10 To consider the findings of the internal audit review
- 25/31.11 To approve Annual Governance Statement
- 25/31.12 To consider the Accounting Statements
- 25/31.10 To approve the Accounting Statements
- 25/31.11 Chairman to sign the Accounting Statements
- 25/31.12 To agree dates of the period for the exercise of public rights

**25/32 Planning:**

- 25/32.1 Verbal report from Planning committee
- 25/32.2 To Consider the following planning applications:

ENP	WTCA 25/11	Proposal: Works to trees in a conservation area: To reduce height and spread of a closely spaced group of three Yew trees, and remove one large dead stem, to give the group an overall better shape.	1 THE BALL, DUNSTER, MINEHEAD, TA24 6SD
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**25/33 Toilets:** verbal update from the Clerk

- 25/33.1 CCTV at toilet block – Discuss and agree quotes
- 25/33.2 Donation boxes/pay to use – Discuss and agree quotes

**25/34 Cemetery:**

- 25/34.1 Wall by new gate cemetery 1- update
- 25/34.2 Phase two works of cemetery 3 – consider way forward
- 25/34.3 New gate in cemetery 1- update
- 25/34.4 Metal gate in cemetery 2- consider way forward

- 25/35 Allotments:** Verbal update from Cllr Sully
- 25/36 Buttercross Orchard:** Verbal update from Cllr Harris
- 25/37 Riverside Walk:** Verbal update from Cllr Vicary
- 25/38 Correspondence:** For discussion and agree response
- 25/38.1 Email from Alison Hall regarding coaches in the village (forwarded 18.04.25)
- 25/38.2 Email regarding Dunster Travel guide book (forwarded 18.04.25)
- 25/39 Review of Risk Register**
- 25/40 Highways:**
- 25/40.1 Light on Priory Green – verbal update from Cllr Vicary
- 25/40.2 Email from highways regarding cycle path (forwarded 18.04.25)
- 25/41 Community/Neighbourhood plan/Top 5 Priorities-** update from Working Group
- 25/42 Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council**
- 25/43 Consider quotes for changing to .gov.uk website and email**
- 25/44 Review Allotment charges**
- 25/45 Review Cemetery Charges**
- 25/46 Allotment cups**
- 25/47 Damage to Yarn Market – Discuss how to proceed**
- 25/48 Items to Report**
- 25/49 Matters for the next meeting to be held on Monday 9<sup>th</sup> June 2025**
- 25/50 Close meeting**