

DUNSTER PARISH COUNCIL
DRAFT MINUTES – MEETING HELD 14TH AUGUST 2017, 7.30 P.M. AT TITHE BARN, DUNSTER

Present: D Challoner (Chairman), G Ebborn (Vice Chairman), C Ell, G Lamacraft, A Bevan, A Vicary, G Witherford, A Webber

C Lawrence (SCC), P Pilkington (WSDC), 1 member of the public (Mr M Harbourne)

Apologies: C Oliver, G Dibble, J Halbert

Minutes of the last meeting: Agreed and signed as a correct record

Declarations of Interest: G Ebborn, Planning Application, Chapel House, West Street. C Ell, Planning Application Chapel House, Dunster

Dispensations: No new

Casual Vacancy Co-Option: The Chairman welcomed A Bevan to the Council. The paperwork was signed and passed to the Clerk.

Reports:

Cllr Lawrence reported on the actions points which she had agreed to investigate at the last meeting.

- West Street Cobbles - North Side. Christine has spoken to John Woodman, who will now discuss further with Alyn Jones. John will write back directly to Graham Lamacraft with an update. The details on how the work will be done and then the pavement adopted are still being discussed.
- Mill Lane Repair Work. SCC have inspected this road and have confirmed that it is surfaced up as far as the gateway to 1 Mill Gardens. Beyond this the road is unsurfaced. SCC will maintain this section in a safe condition but will not upgrade it by applying a “tarmac” surface. One option is for the National Trust to apply for a “Stopping Up Order” to remove the public highway rights from the unsurfaced section and bring it within Dunster Castle’s control. Please note that any surfacing would be expensive due to need to construct a new road foundation to support it. Cllr Lawrence has met with S Rogers of the National Trust to explain the situation.
- Higher Marsh Farm. Christine has spoken to Bryn Kitchin at West Somerset Council and Helen Vittery at Somerset County Council. Christine is awaiting an update from Helen about the width of the road and the height of the wall. Helen will also update Christine regarding the pavement connection to the A39 as there are some concerns that the £50k of S.106 is insufficient to cover the full cost. If this is the case then another source of funding (eg SIS, Small Improvement Schemes) will have to be applied for. Clerk will write to H Vittery at SCC Highways requesting that this is a priority. A Vicary asked if Cllr Lawrence had any information regarding the wall outside Higher Marsh Farm, because of visibility issues. This will need to be monitored.
- Cllr Lawrence has spoken to d Peake regarding the footings and foundation under the BT Telephone box in Bremis Road. This will need to be checked again, once the telephone box is relocated.

Cllr Pilkington reported

- that the repairs to the wall in Park Street Car Park will be carried out in 2018
- He is speaking to a resident in Church Street, Dunster regarding the smoke from the NT greenhouse boilers. Cllr Ebborn confirmed that he had not reported any issues from smoke at his address.
- A resident asked for clarification of a small parcel of land, which he has been maintaining. D Challoner has visited and made a few suggestions regarding possible ownership.

Matters Arising

1. Dunster Steep Toilets. The report from the toilet sub-committee was circulated. D Challoner explained the on-going issues with the 20 pence pieces and gave the three options regarding charging.
 - a. Continue charging 20pence and attempt to resolve the issues by way of notices and inspections.
 - b. Adapt the locks to take 10 pence pieces, which would reduce the potential income by half.
 - c. Provide free of use toilets.

It was proposed by G Ebborn, seconded by C Ell that DPC continue to charge 20 pence. Unanimously agreed.

Emergency repairs have needed to be carried out and a protocol needs to be implemented and agreed at a full Council meeting, to ensure that correct procedures are followed when securing emergency repairs. Clerk to do.

The W.I are campaigning nationally for the provision of Public Toilets. C Oliver has written requesting to be included and advised of developments.

D Challoner has requested a more detailed breakdown of running costs and income connected with the toilets. Clerk will do.

G Lamacraft has completed the planning application regarding the proposed retail unit and the information board, with advertising. Clerk to sign and send to ENP.

G Witherford queried why G A Sully has been paid in full for the refurbishment of the toilets, when there is still some residual work to be carried out in the proposed retail unit. D Challoner explained, that if G A Sully quote (and are awarded the contract for the retail unit, then the works will be completed at that point and all the works carried out at the same time). If G A Sully are not awarded the contract for the Retail unit, then D Challoner confirmed that G A Sully will complete the works, as per their original quotation.

D Challoner is putting together the specification for the works on the proposed Retail unit. He will pass a copy to the Clerk, once planning consent has been obtained.

Business Donations towards the Toilets. Out of 15 businesses contacted, 4 have donated £20.00. D Challoner will follow up with the outstanding businesses in September.

Revenue Collection. Currently 2 Councillors are collecting the money daily. D Challoner proposed that this could now be carried out twice weekly, and only one councillor (accompanied if they chose) could do this. It will reduce the duties to once in every 11 weeks. D Challoner will put a new rota together. A point was raised about inspection of the toilets, especially as there have been a couple of the lock units removed. D Challoner explained that he passes by the toilets most days and will check on passing. It was also suggested that the Cleaners could alert DPC to any obvious issues. An alternative could be that any tenant within the retail unit could also check the toilets.

It has been suggested that there are improvements which could be made in the toilets i.e. a mirror and shelving in the Ladies and possibly removing the toilet lids, because they are breaking. The gutters and ivy also needs clearing. D Challoner requested any further suggestions, so that costs can be made.

D Challoner is waiting to hear back from the individual who has expressed an interest in the retail unit. D Challoner stated that he would have a preference for the unit to go to this individual, rather than it being advertised locally. The Clerk commented that due to best practice and for transparency and openness, the retail unit should be advertised to allow any other interested parties to have the opportunity express an interest. Cllrs Ebborn and Lamacraft also expressed concerns about the unit not being publicly advertised. Cllr Lawrence explained that due to transparency, the Unit must be publicised. This could be adequately covered by reporting in the DPC public Minutes, that there will be a retail unit available for rent in the future.

2. **Higher Marsh Farm** : see Cllr Lawrence's report
3. **Phone Box, Bremis Road**: BT have advised DPC that it will take 16-24 weeks to disconnect the electricity supply. The Clerk has provided them with the correct contact details for Western Power, but this will not reduce the timing.
4. **Yew Trees, Cemetery**: A quote has been received from G A Sully for £598.00 plus VAT. This was agreed in principal at an earlier meeting, not to go out to tender as Parish Councillors will be assisting in this maintenance and G A Sully quotation is providing good value for money. Work is hoped to be carried out in September.
G Ebborn proposed, seconded A Vicary, in accepting this quotation. Unanimously agreed. Matter closed

5. **West Close Yellow Lines:** Jo Sharp has confirmed that the order has been sealed and the work will be carried out. Matter closed
6. **Land at The Ball:** G Lamacraft met with Paul Arnold regarding quoting for the steel railing. The fence posts will be £35.00 each. It was discussed how much needs to be fenced and it was agreed that possibly just the 2 top sides.
7. **West Street Pavement:** See Cllr Lawrence's report
8. **Packhorse Bridge Flooding Update:** The shingle has now been removed and the Environment Agency have confirmed that they hope to install the gabions in the near future. It was decided that removing gravel is required but funding will be needed, with a suggested 40% from ENP but Dunster Parish Council would have to find 60%. There is a possibility that the SRA could assist and DPC would seek assistance from the E.A. There is a meeting taking place with Bert Leach from the E.A. on 4th September at 2.00 p.m. regarding the shingle removal. As Carhampton Village would be affected by potential storm flooding, they will be contacted and invited to the meeting. D Challoner to make arrangements. A Vicary stated that there is a build-up of shingle outside The Mill, but the responsibility for this will fall to the National Trust at riparian owner.
9. **Levelling Graves Cemetery:** G Witherford has been contacted by three people regarding the graves being levelled. He has explained the situation and they have accepted the situation regarding the relevant affected graves. Start date is planned for the Autumn. Matter closed
10. **Somerset Strategic Housing Framework:** Dunster Parish Councillors have the information and details and can respond directly if they wish. Matter closed
11. **Minehead Beach Management Plan:** D Challoner reported that the Environment Agency is re-assessing the situation and following the request for any comments Dunster Parish Council agreed that they have no further comment to make at this point. Matter closed
12. **Dunster Newsheet:** A request has been made for a donation towards the publishing of the Dunster Newsheet. It was discussed that a donation of £50.00 will be made in this financial year. The Dunster Newsheet will then be added as an organisation to receive an annual grant (£100.00) when the grants are reviewed at the beginning of the next financial year.
Proposed c Ell, seconded A Vicary. Unanimously agreed. Clerk to action
13. **Historic Signposts:** Dunster Tourism Forum is currently reviewing any historic signposts within Dunster. The wider area of Dunster Parish has very few historic signposts. ENP currently have funding for training and materials to refurbish these signposts. Cllr Lawrence has completed the training and if any Councillors wish to undertake the training, to contact her.
14. **Mill Lane:** see Cllr Lawrence's report
15. **Exmoor National Park, Draft Landscape Character Assessment Planning Document:** The full details of the document are on line and the details have been passed to the Councillors and they will respond directly with their views.
16. **Forestry Commission meeting:** Andy Harris from the Forestry Commission will be making contact for an appointment mid-September.

17. Standing Orders: Due to late circulation of the draft standing orders to be adopted, these will be looked at an amended and decided at the September meeting.

18. Accounts Report: The annual figures have been circulated.

The following cheques were approved for payment

Chq 942	G A Sully & Sons	£ 23900.17	Balance due for refurbishment of toilets
Chq 943	D Williams	£599.86	– Cemetery Maintenance June and July
Chq 945	D Stanyon	£551.23	– Clerk’s Salary and home working allowance July
Chq 946	Hedley price	£36.00	– Purchase of grave markers
Chq 947	J & W Cleaners	£613.80	Cleaning Steep Toilets July
Chq 948	D Challoner	£28.36	reimbursement of purchase of repair kit-Jewson (Toilets)
Chq 949	G A Sully -	£492.25	Renew Saniflow in baby changing room (Toilets)
		£126.00	Emergency hedge cutting cemetery and allotments
		£11.44	Hand soap – Steep toilets
Chq 950	Spot on Supplies	£61.20	Toilet rolls
Chq 951	Bristol City Council	£624.00	Hanging baskets. VAT cannot be reclaimed
Chq 952	Savills	£ 8.40	Rent of Buttercross Orchard 7 years (which has been unpaid)
Chq 953	S Smith	£ 25.00	refund of allotment deposit

Currently no planned expenditure, other than what has been agreed.

G Ebborn requested a full list of annual expenditure. Clerk will action

Planning:

WTCA/17/15 7 The Ball, Dunster. Works to trees in conservation Area

No Objections

6/10/17/111 3 & 5 park Street, Dunster. Change of use from Doctor’s Surgery to 2 dwellings. One for the open market and one for affordable housing.

No objections

G Ebborn was asked to leave the room while the Council discussed the planning application at Chapel House.

6/10/17/109 and 6/10/17/110LB – Chapel House, Dunster. Proposed alterations and listed building consent

No Objections

Proposed G Lamacraft, seconded G Witherford. Unanimously agreed

Correspondence:

Congratulations were passed to Mr Harbourne for the success in this year’s Somerset Field of the Year Competition and receiving an Award of Excellence.

2 letters were received regarding the parking in Sea Lane, Dunster in order to access the Steam Coast Trail. These letters were for the request of Dunster Parish Council to support the implementation of yellow lines in Sea Lane. The concerns were about the erosion of the verges and possible safety issues for pedestrians and access of emergency vehicles to Dunster Beach Chalets. A very detailed discussion took place with Mr Harbourne expressing his opinions. Various suggestions and options were then discussed. The Chairman summed up that the implementation of yellow lines will not resolve the parking issues, and will only create more problems further back to Dunster Marsh. It was agreed that other solutions need to be sought by Dunster Beach Chalets, which do not involve Dunster Parish Council.

It was unanimously agreed that Dunster Parish Council, currently, does not wish to support the implementation of yellow lines in Sea Lane, Dunster.

G Ebborn proposed accepting the above, seconded G Lamacraft. Unanimously agreed. Matter closed

Items on Report:

G Witherford reported that egressing from the Dunster Marsh Lane turning on to the A39 is becoming impossible, due to the amount of traffic. It was agreed that individuals need to be gathering a petition to contact Highways.

G Witherford has been contacted by Mr Pennington-Greed regarding the graves he has purchased. He is requesting a plinth be allowed to stretch across the two adjoining graves. This was agreed by the Council

A Vicary reported that the National Trust has erected a new sign at the station and the sign does not include markers to the Riverside Jubilee Gardens Walk. Clerk to contact NT

C Ell reported that the hedge by St George's School opposite the cottages needs to be cut and the wall needs repairing. Cllr Lawrence will look into this. There is a substantial hole in the road by the Zig-zag lines outside the school. Clerk will take a photograph and report to Highways.

C Ell requested whether any action is being taken regarding the vehicle parked outside 37-39 Park Street. The Clerk reported that the local PCSO is monitoring the situation and she has also reported it to the car parking team.

G Ebborn informed DPC that the Christmas tree, which is erected by the Dunster by Candlelight Organisation is no longer covered by their insurance after Dunster by Candlelight is over. If DPC was gifted the tree, then the tree could be enjoyed throughout the festive period. It would also be covered by DPC Public Liability insurance. The Dunster by Candlelight organization are prepared to remove and dispose of the tree. Dunster Parish Council agreed to this.

D Challoner reported that a resident in Bridges mead and two residents in Haven Close have reported dangerous overhanging branches in their properties. D Challoner will look into with both residents and contact SCC

D Challoner informed DPC that there is a new Village Agent, Kirsty Hollins.

D Challoner asked if any-one knew whether the gulleys had been cleaned in Conduit Lane. A Vicary will check.

Meeting closed at 9.35 p.m.