

DUNSTER PARISH COUNCIL MEETING  
Monday 10<sup>th</sup> July 2017 7.30 p.m., TITHE BARN, DUNSTER

MINUTES

PRESENT: D Challoner (Chair), G Ebborn (Vice Chair), C Oliver, A Webber, C Ell, G Lamacraft, A Vicary, G Dibble, D Stanyon (Clerk)

C Lawrence (SCC), P Pilkington (WSDC) 15 members of the public.

APOLOGIES: G Witherford

MINUTES OF THE LAST MEETING: There was one correction to C Lawrence's report in the Minutes. Agreed and signed as a correct record.

DECLARATIONS OF INTEREST: No new.

DISPENSATIONS: None

CASUAL VACANCIES: Cllr Challoner read out 2 letters of introduction from Mr J Halbert and Ms A Bevan. There are currently 2 casual vacancies and Cllr Ell proposed, seconded by Cllr Ebborn and RESOLVED that Mr Halbert and Ms Bevan be invited to join DPC. Clerk will organise the paperwork to be completed and invite them to the next meeting.

PUBLIC QUESTION TIME:

West Close proposed yellow lines (Point 5 on the Agenda) was brought forward for discussion. Cllr Challoner read out 3 letters from Mr & Mrs Simpson, Mr & Mrs Hodges-Miles and Mr & Mrs Mallindine. Mr & Mrs Simpson have formally objected to the West Somerset Amendment Order No 5 and the other 2 letters were supporting Mr & Mrs Simpson's comments that 1-2 parking spaces be available on the right-hand side, going up West Close. Cllr Challoner pointed out that had SCC painted the yellow lines, as per the original request, this matter would not have arisen. The original request and recommendation from Dunster PC was that the yellow lines would be painted on the left hand side (from St George's Street) and that the existing yellow lines would remain on the right hand side. This is to allow for all residents access to and from West Close and to ensure that safety vehicles would have clear access. The residents from No 6, 17, 12a, 2, 1, 10 West Close raised the following points: that when vehicles are parked on the left hand side, there is inadequate room for clear and safe access, especially for emergency vehicles; access is especially difficult at school opening and closing times; there used to be a garage on the right hand side going up West Close, which was demolished specifically to allow for clear access for the residents of West Close as the road is so narrow on the approach; it was pointed out that 2 of the objectors own holiday homes and were advertising parking with the holiday homes. Mr Hodges-Miles pointed out that parking is not advertised with the holiday homes and that residents of West Close park in St George's Street. Cllr Challoner sympathised with all parties and acknowledged that parking in Dunster is difficult due to the lack of parking throughout the village.

A full vote was taken by DPC that DPC recommend that WSDC Amendment Order No 5 proceed as planned, due to Health and Safety and clear access for the residents of West Close. DPC unanimously agreed and this was RESOLVED.

Cllr Lawrence will speak to D Peake to ensure this is carried out asap. Clerk will write to WSDC Highways Dept. Matter closed.

Members of the public left the meeting.

REPORTS:

Cllr Lawrence confirmed that she has moved to Health and Well Being, SCC. Minehead hospital wards have now re-opened, but there still needs to be re-assurance that this is not a temporary measure. Staffing is a big problem throughout West Somerset and trained staff are not staying in the area. There are also similar problems within the care industry.

The Crossing at the Upper School in Alcombe will now go ahead, but will take place in the next financial year. This will benefit older people as well as acting as a traffic calming measure throughout that area of Alcombe.

Regarding the West Close pavement (East side), following the meeting with Cllr Lawrence, J Woodman and G Lamacraft, no parties have heard anything from J Woodman. Cllr Lawrence will follow this up and also speak to D Peake about progressing this matter.

Cllr Ebborn asked if Cllr Lawrence could follow up the issue regarding the road in Mill Lane and the National Trust, as there is some query over maintenance, finance and ownership. It was proposed that it may be helpful for DPC to meet with D Peake and Seamus Rogers from the NT. Cllr Lawrence will look into this.

Cllr Vicary asked whether Cllr Lawrence had heard anything regarding the proposed road width from H Vittery or B Kitching. Cllr Vicary had spoken to B Kitching who was going to contact the builders. To date DPC, nor Cllr Lawrence have been given any formal notification that the road will be widened as per what was agreed at the site meeting. Cllr Lawrence and Clerk will write to H Vittery and B Kitching regarding the final decision regarding the proposals. Cllr Vicary stated that the original wall is blocking visibility and requested whether it will be lowered? This will be monitored.

#### **MATTERS ARISING:**

1. Dunster Steep Toilets. The coin operated locks are not proving successful in these early stages. They are stiff to use and Cllr Challoner has been called out to check them. They are found to be in full working order, but just stiff to use. Notices have been displayed in the toilets.  
The Cleaning has improved and they are being cleaned daily. Despite this, a lot of mess is being created by users in between daily cleans. Cllr Challoner has received some positive comments about the improvements.  
DPC had received an estimated Electricity Bill from SSE for £819.00. The actual meter reading was given and this amount has reduced to £190.32. This should reduce further once WSDC have been invoiced for their usage.  
The revenue collected is increasing weekly.  
Three non-resident businesses have donated £20.00 towards the Toilets as per the letter of request.  
Cllr Challoner and Cllr Lamacraft will work on drawing the plans up and submitting the planning application for the Notice Board and the retail unit.  
The lighting will need to be looked at prior to the winter to ensure the lighting is adequate through the darker months.
2. Higher Marsh Farm – see details under Cllr Lawrence’s report
3. Bremis Road Telephone Box. DPC has now paid the £1.00 and received the contract of ownership. The telephony equipment has been removed. The Clerk has contacted BT 3 times, regarding disconnecting the electricity, in order to move the phone box to its new site. Clerk will chase an answer again.
4. Yew trees in Old Cemetery. It was agreed at the Finance meeting that these works should be completed in full, rather than splitting the works over 2 periods. A Vicary will obtain a quote from C Sully for the works needed on the yew trees. This will be submitted to full council for approval before work commences.
5. West Close yellow Lines – see above report.
6. Defibrillator. Cllr Ebborn advised that it is highly likely that there will be no free funding in this financial year and he will monitor. It was agreed that the defibrillator will be looked at again in the budget for 2018-2019 financial year. Matter closed.
7. Adoption of the Land at the Ball. The cheque has been sent to Thorne Segar for the Land registry fee, but DPC has not heard anything to date. Clerk to chase Thorne Segar. Cllr Lamacraft suggested that a fence could be erected around The Ball (in keeping with fencing elsewhere in Dunster). Cllr Lamacraft will look in to the cost involved.
8. West Street pavement East side. A meeting was held with Cllr Lawrence, J Woodman and Cllr Lamacraft regarding the proposals and the query over who would adopt the pavement? To date no response has been received from J Woodman. Cllr Lawrence stated that J Woodman was very impressed at the work which had been carried out on the West side. Cllr Lawrence will contact J Woodman for a response.

9. Pack Horse Bridge- Flooding update. B Leach from the EA is hopeful that he will receive the final funding which he needs in order to carry out the work on the gabions. He is hoping that the job will be underway by September 2017.
10. Levelling the graves – Dunster Cemetery. Four quotes were sought, but 2 contractors were unable to quote. A quote was received from D Williams for £859.35 (excl VAT) and G A Sully £2028 (excl VAT). Cllr Ell proposed, seconded A Vicary that D Williams be awarded the contract. Clerk will advise D Williams. Cllr Challoner will publish notices in the village and also submit the proposed works to the graves in the Parish Magazine, so that the public are informed as much as possible.
11. Village of the year 2017 competition. DPC were advised that they were not short-listed this year.
12. Trench Dunster Steep. Wessex Water visited site the same day as the problem was reported and filled in the hole.
13. 37-39 West Street – parking on yellow lines and alterations. The Clerk contacted Trevor Short at ENP and he confirmed that 37 West Street is not a listed building, therefore any internal alterations do not need planning consent through ENP. The Clerk reported the van parking outside to the local PSCO and she has asked the parking Team to monitor the situation and deal with as necessary. The Clerk has received 3 emails from Linda Brookes (PSCO), confirming that she is still monitoring the situation with the parking.

## AGENDA ITEMS

- a. Park Street – No through Road sign. An email has been received from Gwyn Hughes stating that after discussion and consultation with Jo Sharp that any additional signage would be confusing and add the signing proliferation in the area. Cllr Challoner will contact Ms Cody-Boucher to advise her of the outcome.
- b. Meeting Start Times - A Councillor has requested moving the start time back to 7.00 p.m. throughout the year. This was discussed and voted on and it was RESOLVED that the meeting times would remain at 7.30 p.m. during British Summer time months and 7.00 p.m. during the winter months.
- c. Standing Orders - this was discussed under the Finance Sub-committee meeting
- d. Top 5 Priorities WSDC. This was discussed and agreed that the Top 5 Priorities would remain the same as last year. Clerk will write to WSDC.

Cllr Ell left the meeting 9.00 p.m.

- e. Finance Sub-committee meeting. The Minutes from the Finance sub-committee meeting were circulated. The Internal Auditor recommended a Policy on Awarding Grants to local Organisations was drafted. The Clerk put together a Policy, which was discussed at the Finance Committee meeting. Cllr Dibble proposed, seconded by Cllr Ebborn that the Policy was adopted. Unanimously agreed. Matter RESOLVED

The Clerk pointed out that regular payments are now being made in connection with the Duster Steep Toilets, grass cutting, cemetery maintenance and the Clerk's salary. These could all be paid on receipt of invoice, rather than wait for a DPC meeting (especially as most of these contractors are local). Formal protocols will need to be written for this, under the NALC guidelines. This was agreed in principle. Proposed Cllr Oliver, seconded Cllr Webber. Unanimously agreed. Clerk will draft a policy for further discussion and approval.

The Budget was updated at the Finance Committee meeting, as the Toilet expenditure will increase slightly and levelling the graves in the Cemetery was not budgeted for. The budget was circulated to all. Cllr Ebborn proposed, seconded C Oliver that the budget be formally approved. Unanimously agreed RESOLVED.

Standing Orders and Financial regulations: Due to the issues arising around the purchase of hanging baskets the Clerk has researched Standing Orders and Financial Guidelines and has suggested to the Finance Committee that the existing DPC standing orders could be updated and far more complete, in line with NALC guidance. There are currently no separate Financial Regulations for DPC, the Clerk proposed that these were also put together. Cllr Challoner has drafted Standing Orders and passed to the Clerk. It was suggested that

the Clerk work on Standing Orders to discuss at the August DPC meeting and the Financial Guidelines at the September DPC meeting.

This was proposed by Cllr Dibble, seconded Cllr Oliver and unanimously agreed. RESOLVED. Clerk to work on the policies over the next 2 months and circulate to all Councillors for comment, prior to the meetings.

f. Sale of Forestry Interests ( Crown estate):

DPC is concerned, following the sale of the Forestry Interests that the high standards and way-marked routes at Nutcombe Bottom continue. A meeting has been proposed between the Forestry Commission and DPC. Clerk to contact Forestry Commission.

g. SALC meeting. There is a Good Councillors Training evening on 19<sup>th</sup> July 2017 In Watchet organised by SALC. Councillors Challoner, Dibble and Ebborn will be attending, together with the Clerk.

**ACCOUNTS REPORT:**

**Expenditure**

928	12.6.17	338.40	G A Sully	Hedge cutting/strimming- Dunster Steep
929	12.6.17	30.00	Thorne Segar	Land Registry charge The Ball
930	12.6.17	1.00	BT	Purchase of phone box
931	15.6.17	259.99	D Stanyon	Purchase of projector-Grant rec'd ENP
932	15.6.17	40.00	D Challoner	Toilet rolls- Tesco
933	15.6.17	50.00	A Vicary	Reimbursement for petrol
934	16.6.17	293.98	C Ell	Reimbursent for purchase of bench for West Street
935	16.6.17	240.00	P Storey	Weedkilling
936	21.6.17	182.15	Initial	Quarterly charge-Dunst Toilets
937	30.6.17	53.34	D Stanyon	Postage,ink, balance on projector
938	30.6.17	601.11	D Stanyon	Salary, travel, home working allowance
939	6.7.17	632.40	J & W Cleaning	June cleaning contract and toilet rolls
940	6.7.17	132.00	D Challoner	Reimbursement Toilet rolls from Spot-On
941	10.7.17	190.32	SSE Electricity	Electricity Steep Toilets April – June

**Income**

<b>19.7.17</b>	<b>32.33</b>	<b>Income from Toilets ( net of VAT)</b>
26.6.17	92.93	Income from Toilets ( net of VAT)
15.6.17	2000.00	Tesco – Grant towards Buttercross Community Orchard
21.6.17	216.66	Grant from Exmoor National park for Projector
23.6.17	90.00	Somerset County Council-Contribution towards grass

cutting.

Hanging Baskets. The Clerk had taken advice from the Internal Auditor, SALC and SLCC regarding the procedures regarding the purchase of the hanging baskets for 2017. DPC is able to receive a grant from the Village Society, however no VAT can be reclaimed. An invoice will need to be raised by DPC to The Village Society, in order to ensure a full audit trail. The individuals who have purchased hanging baskets will need to pay the Village Society direct. The hanging baskets purchase for 2018, will need to be discussed as an Agenda item and the process decided and agreed on prior to hanging baskets being ordered next year.

Planned Expenditure – None reported.

**Planning**

Appication No: WTCA 17/13 Hillside, 23 St George's Street, Dunster

Works to trees in conservation area.

No objections

**Items on Report:**

Cllr Ell reported earlier that up to 30 gunshots were heard at the allotments on Saturday evening (8<sup>th</sup> July). This will be monitored.

Cllr Ebborn reported that no residents turned up for the Coffee with Cops morning in June. There are notices displayed for the July meeting.

Cllr Oliver reported that there was a power cut recently and Western power could not access the main junction box in the High Street, due to a car being parked over the junction box. It was proposed that lineage needs to be painted around the box, to prevent parking in the future. Cllr Oliver has provided photographs. Clerk to write to highways.

Meeting ended 9.35 p.m.