

Minutes of the Dunkerton & Tunley Parish Council Meeting 22 May 2025 7.30 pm Dunkerton Parish Hall

Ref	Agenda Item	Minute	Action
	ATTENDANCE	Cllr Orme (Chairman), Cllr Robinson (Vice Chairman), Cllr Willert, Cllr Batchelor, Cllr Pilkington, Celia Bell (Cllr from agenda item 7) and the Clerk Kathryn Manchee.	
1	APOLOGIES FOR ABSENCE	Cllr Prescott and Cllr Mannings and Ward Cllrs Gourley and McCabe.	
2	Declarations of Interest/Dispensations	None.	
3	Election of Chairman	Cllr Robinson took the chair and sought a volunteer to come forward for the position of chair. Cllrs Orme and Robinson stated that they would like to see some of our younger councillors come forward with fresh ideas and a new approach especially as the chairman was looking to stand down in the near future. However no one came forward so it was unanimously resolved that Cllr Orme be appointed as chairman. Cllr Orme retook the chair.	

4	Receive the declaration of Acceptance of Office by the Chairman	The chairman signed the declaration of office witnessed by the clerk.	
5	Election of Vice Chairman	Cllr Orme sought a volunteer to come forward for the position of vice chair. Cllrs Orme and Robinson stated that they would like to see some of our younger councillors come forward with fresh ideas and a new approach especially as the vice chairman was looking to stand down in the near future. However no one came forward so It was unanimously resolved that Cllr Robinson be appointed as vice chairman.	
6	Receive the declaration of Acceptance of Office by the Vice Chairman	The vice chairman signed the declaration of office witnessed by the clerk.	
7	Consideration of Co-Option of Prospective Councillor	It was unanimously resolved that Celia Ball be co-opted as a councillor. Her acceptance of office was signed witnessed by the clerk and RFO.	
8	Appointment of Internal Auditor	It was unanimously resolved that the new internal auditor be appointed.	
9	Representatives to Parish Organisations		

9.1	Receive Reports from Parish Representatives	The Annual report on the DPH was circulated prior to the meeting and presented at the meeting.	
9.2	Appoint Representatives to Parish Organisations	It was unanimously resolved that the existing parish representative Cllr Mannings for the DPH remain in place. The TRC representative position remains unfilled.	
10	Appointments to Grievance and Disciplinary Sub Committees	It was unanimously resolved that Cllr Prescott and Cllr Robinson are reappointed as members of the grievance sub committee and Cllr Orme and Cllr Mannings are reappointed as members of the disciplinary sub committee.	
11	Reappointment of Clerk and RFO under the existing contract	Unanimously approved.	
12	Review and Confirm or Amend Website Accessibility Statement	Unanimously resolved to approve the updated statement. This to be posted on the website.	Clerk
13	Review and Confirm or Amend Standing Orders	Unanimously resolved to approve the proposed amendments with one further change related to the tenure of the chair and vice chair.	

14	Review and Confirm or Amend GDPR Documentation	Unanimously resolved to stay as is.	
15	Review and Confirm or Amend Banking Arrangements	Unanimously resolved to stay as is.	
16	APPROVAL OF MINUTES OF PREVIOUS MEETINGS	The minutes of the meeting held on 10 April 2025 were approved and signed by the chairman.	
17	MATTERS ARISING		
17.1	Update on the Arrangements for the CPR & Defibrillator Training	The clerk is still waiting to hear about possible dates for a training session on a Sunday afternoon.	
17.2	Update on Response from BANES re future of the A367 Dunkerton Bus Shelter Street Light	The clerk has heard nothing further on this. To be followed up.	Cllr Orme
17.3	Consideration of the new draft agreement with the Bristol Lions Cricket Club	The final draft with responses from the clerk and Cllr Robinson to the cricket club's questions had been circulated prior to the meeting. It was resolved that the draft could be finalised and sent to the cricket	Clerk/Cllr Robinson

		club.	
17.4	Nature Update	The results of the soil samples taken by the Avon Wildlife Trust have been received with the finding that the Manders Orchard soil is not suitable for the planting of wildflowers. The land therefore just to be strimmed which will be done with the help of the Trust in conjunction with the work done by the parish council's contractor.	Cllrs Batchelor/ Pilkington
17.5	Update on increase in HGVs using Church Lane Dunkerton	The increase in HGVs and resulting damage has been raised with BANES licensing.	
17.6	Update on repair/replacement of fencing behind the Dunkerton Bus Shelter	<p>Based on unexpected costs re the bus shelter and new computer equipment for the clerk it has been decided to obtain 3 quotes for the minimum work required to improve the fencing at the bus shelter and the land adjacent to the churchyard.</p> <p>Regarding the repairs needed to the roof of the bus shelter quotes to be obtained.</p> <p>It was also agreed that the roles undertaken by parish councillors to be updated. Cllr Ball to become the bus lead</p>	<p>Cllr Robinson</p> <p>Cllr Batchelor</p>

		and a property maintenance lead to be appointed. Before this a list of property owned by the parish council requiring ongoing maintenance and repair to be drawn up. This to be on the agenda for the next meeting.	Clerk/Cllr Robinson
17.7	Update on Parish Council meeting dedicated to the Policy HD/SCCW Somersetshire Coal Canal and the Wansdyke in the new Local Plan	It was agreed to not progress this until the engagement with parish councils re the local plan by the planning policy team has begun.	
18	URGENT BUSINESS AS AGREED BY THE CHAIRMAN	<p>Bus Issues</p> <p>As the parish now lacks any accessible bus service Cllr Ball has met with the bus campaigners and proposes that the parish council writes to WECA, First Bus and other parish councils. Once the draft letters approved these to be sent out.</p>	Cllr Ball
19	FINANCE		

19.1	Financial Report including actual vs budget 2024 2025	The balance of funds as at 22 May is £17,477.81. <u>Actual against Budget 2024 2025 Year End.</u> Total receipts down £695 at year end as compared to budget. Total Payments down £1,854. Overall this means that at year end there is a deficit of £541 compared to the budget which resulted in a deficit of £1,700. A report on the key variances was circulated prior to this meeting.	
19.2	Payments For Approval	Approved. Details can be found in Appendix 1.	
19.3	Internal Audit Report and Approval of Resulting Action if Required	A copy of the report has been circulated prior to this meeting. No changes suggested by the internal auditor so no action required.	
19.4	Approval of the Annual Governance Statement 2024 2025	Approved and signed by the chairman and the clerk.	
19.5	Approval of the Accounting Statement and supporting information 2024 2025	Approved and signed by the chairman and the clerk.	
19.6	Notification of Public Inspection Dates relating to	It was unanimously resolved that the public inspection dates be from Monday 9 June and Friday 18 July.	

	the Annual Accounts 2023 2024		
19.7	Approval of List of Transactions over £100 2024 2025	Approved.	
19.8	Approval of the Exemption from External Audit 2024 2025	As the income and expenditure for 2024 2025 were both less than £25k the parish council unanimously resolved to exempt itself from an external audit. The parish council is still audited “internally”. The chairman and RFO signed the certificate which will be submitted to the external auditor.	Clerk/RFO
20	PLANNING		
20.1	BANES Planning Decisions	<p>Planning Application 24/03576/FUL Parcel 8775, Tunley Road, Tunley, Erection of tractor and implements shed. PERMIT. Parish Council SUPPORTED.</p> <p>Planning Application REF 24/04040/FUL Parcel 3800 Old Dunkerton Hill Dunkerton Erection of an agricultural storage building/machinery and implement shed. PENDING DECISION Parish Council OBJECTED</p>	

		<p>Planning Application REF 25/00857/FUL Fosseway Old Fosseway Dunkerton Erection of single storey side extension, replacement of door on ground floor of south facing gable of existing house. PERMIT. Parish Council SUPPORTED</p> <p>Planning Application REF 25/01492/FUL Sunnyvere Tunley Road Tunley Erection of two storey rear extension PENDING DECISION. Parish Council SUPPORTED.</p> <p>Planning Application REF 25/01769/FUL - North Hill Farm , Tunley Road, Tunley, Erection of a new 2 storey 3 bedroom dwelling following demolition of an existing agricultural building. PENDING DECISION. Parish Council SUPPORTED.</p> <p>Planning Application REF 25/01489/FUL New Farm, Marksbury Lane, Priston Installation of lighting with timber screen. PENDING DECISION. Parish Council OBJECTED.</p> <p>24/00180/NONCOM Lower Tunley Farm – nothing new to report.</p>	
20.2	Planning Correspondence and Planning Related Matters	Cllr Willert attended an ALCA course on the changes to the NPPF	

21	OTHER ISSUES FOR THE ATTENTION OF DISTRICT WARD COUNCILLORS	None.	
22	DATE OF NEXT MEETING Tuesday 24 June 7.30 pm Tunley Recreation Centre		

Appendix 1 – Payments for Approval

Dunkerton & Tunley Parish Council Payments for approval at meeting 22 May 2025

Payments to Ratify

25 April	Direct Debit	Street Lighting March	£30.29
30 April	Standing Order	Clerk Net Salary April	£632.41
30 April	Bank Charge	Bank Admin Fee April	£6.00

Payments for Approval

22 May	Bank Transfer	Planning Course	£20.00
22 May	Bank Transfer	TRC Hire Feb meeting	£15.00