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# Porlock



Parish Room  
Old School Centre  
Porlock  
Somerset, TA24 8NP

## Parish Council

**Minutes of the Ordinary Meeting of Porlock Parish Council,  
Porlock Village Hall, Wednesday 9<sup>th</sup> October 2024, 7 pm**  
*Copies of minutes and non-confidential reports are available on request*

**Councillors Present:** D McCanlis (Chair), S Colson, S McCanlis,

**Also present:** Cllrs. F Nicholson, S Pugsley, four members of the public for part of the meeting and Clerk, Johnathan Jones

Signed:

Dated:

13/11/2024

| Min Ref:   | Minutes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Action |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| C-2024-248 | <b>Apologies were received by the Council</b><br>Cllrs. L Bloys, C Gardner and D Heath. Cllr. M Stenning not present                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |
| C-2024-249 | <b>Declarations of interest and disclosable pecuniary interest dispensations</b><br>None were declared.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |
| C-2024-250 | <b>Items to be dealt with after the public, including press, have been excluded</b><br>The Chair asked Council if there were any items that they felt should be discussed in closed session. The Council did not request any items requiring the public, including the press to be excluded.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |
| C-2024-251 | <b>Minutes from the ordinary meeting of the Council held on 11<sup>th</sup> September 2024</b><br>Council RESOLVED to approve the minutes with no amendments.<br>The minutes were approved and signed by the Chair.<br><br>PROPOSED: Cllr. S McCanlis    SECONDED: Cllr. S Colson    VOTING: ALL IN FAVOUR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |
| C-2024-252 | <b>Action log updates</b><br>Cllr. S Colson raised concern with several items on the action log and requested that priority be given to those regarding Council's banking authority. The Clerk confirmed banks require a copy of the minutes to make any changes. Now the minutes are signed these actions could be completed.<br><br>Action log updates were received from Cllr. S Colson.<br>C-2024-211 – Awaiting a response from Kevin Bridgewater.<br><br>C-2024-210 - Information has been obtained from Somerset Council and engagement will begin once the working group is formed.<br><br>C-2024-207 - Sparkhayes signage at the bottom of Dunster Steep has been ordered and will be fitted soon. Signage designs for Sparkhayes lane will be shared with Piggy In The Middle owners prior to ordering and highways are currently reviewing space requirements | JJ     |

C-2024-203 - A39 Speed awareness – The police have advised that drugs and alcohol are the leading factors contributing to recent road accidents and not speeding. Given there is no evidence to support that speeding is the direct cause, there don't appear to be any plans for further speed restrictions at present.

Cllr. D McCanlis asked if there was any update on the missing Castle signage. Cllr. S Colson advised that it is on the list however onboarding issues of the new contractor has created a backlog of work. On a positive note, some of the other outstanding items such the 'keep clear' road markings in Parsons Street have now been repainted as well as the white line that forms the virtual footpath on Dunster Steep.

#### **Public participation**

**C-2024-253** **Public** – Regarding item 7a & b, Porlock Youth Club Service Level Agreement funding request and the annual fee (£3,425.76 + VAT) why was the amount for the annual fee not twice that of the 6 month fee (£925.76 +VAT)?

**Council** – would explore this during the next item.

**C-2024-254** **Minehead Eye's Service Level Agreement to Sponsor Porlock Youth Club**  
The Chair invited Paul Matcham (PM) Minehead Eye (ME) to answer the cost variance between the 6month and annual SLAs. PM gave a brief overview of the cost challenges that are faced by Minehead eye and that the 6-month request would fill the gap in funding for 24-25. Cllr. S Colson asked PM to clarify understanding that ME has lost a significant source of funding going forward from one of its current sponsors which has resulted in the increased request for the annual SLAs. PM and Cllr. D McCanlis clarified that funding from the Samworth Brothers event some years ago were paid via the Recreation Ground Committee and not a direct funding of the Recreation Committee.

Cllr. D McCanlis wanted to know how this service level agreement is different to a grant. PM explained that a SLA gives a level of certainty and security of funding over a longer period and a commitment between ME and PPC to work together to deliver its services for the benefit of the local community. With the security of an SLA this empowers ME to seek additional grants from other organisations with the support funding already in place from a body like the Parish Council.

Cllr. S Colson suggested that an SLA should describe what ME intend to deliver for the Youth Club and therefore suggested that three additional elements are added to the SLA commitment.

- 1 - the minimum number of events/sessions in the year
- 2 - fundraising and report annually on progress
- 3 - grow the membership on an ongoing basis

PM agreed to incorporate these into the SLA.

Cllr. S Colson wanted to know how the sum is calculated in relation to other councils and how much specifically of the funds being requested overlaps with other youth clubs. PM explained that the funding being sought was purely for salary costs of two qualified youth workers to run Porlock Youth Club. The funds requested do not buy any services or extras for any other clubs.

Cllr. S McCanlis expressed that in her view this was value for money and one of the very few things that does happen for young people in Porlock.

Cllr. D McCanlis also suggested that the membership fee was included as part of the SLA commitment and keeping the membership at £1 per session per member. PM agreed to the addition.

Cllr. S Colson was satisfied that PM has answered the questions posed by Council and proposed that, subject to the additions being added to the SLA as discussed and minuted, the council should approve item 7 a + b together.

**C-2024-255 Item 7 a & b**

Council RESOLVED to approve 7a) 6 months SLA from the 1 October '24 to the 31st March '25 at a cost of £925.76 (+ VAT) and 7b) 3 years SLA from 1st April 2025 to the 31st March 2028 for the annual sum of £3,425.76 (+ VAT) subject to the amendments as recorded being added to the SLA.

PROPOSED: Cllr. S Colson      SECONDED: Cllr. S McCanlis      VOTING: ALL IN FAVOUR

**C-2024-256** Clerk to draft items for inclusion in the SLAs with Cllr. S Colson & Cllr. D McCanlis once approved, then send to Minehead Eye for inclusion.

**JJ/SC/  
DM**

**C-2024-257** Payment for the 6-month SLA to be held until the SLA is amended and signed.

**JJ**

**C-2024-258 Item 7 c**

Council RESOLVED to approve the use of the Old School Centre and Grounds as an alternative option venue for Porlock Youth Club, if the pavilion is out of use due to building works, subject to insurance checks.

PROPOSED: Cllr. S McCanlis      SECONDED: Cllr. D McCanlis      VOTING: ALL IN FAVOUR

**JJ**

**C-2024-259** Once the SLA has been signed then the Clerk is to inform the insurance company of the SLA, and the clubs requested use of the premises.

**JJ/PM**

**C-2024-260** Old School Centre building and gardens to be explicitly mentioned in the SLA.

**C-2024-261 Deferred agenda item 8 and 9**

Chair deferred agenda to later in the meeting to allow Somerset Council Cllrs. to be present.

**C-2024-262 Letting the larger of the two rooms at the Old School Centre (OSC) to a Community Business Enterprise**

Council discussed the proposal and although it wasn't explicit in what was agreed at the extraordinary meeting held in August, Council had explicitly excluded the space being let to any business and that the space should remain for community use. It was recognised that whilst the idea had merits in minimising workload for Council staff it would mean that Council would not have control of the space.

Council RESOLVED not to consider letting the larger of the two rooms at the OSC to a Community Business Enterprise.

PROPOSED: Cllr. D McCanlis      SECONDED: Cllr. S Colson      VOTING: ALL IN FAVOUR

**C-2024-263 Principal OSC future use space options**

Council reviewed the principal space option proposals presented by the Clerk and the Library Officer. The following key areas were discussed:

1. Lovelace Resource Centre and Library expansion occupying a shared space in the smaller of the two rooms currently occupied by the Visitor Centre. Removing the door between the library and the smaller room making it wider to a minimum of two door widths, relocating some existing library material and LRC equipment from the parish room.
2. Remodelling the parish room to create a dedicated Parish office with three workstations, project bench, secure filing and a seating area.
3. Create a dedicated children's area in the existing library space by moving the Public Computer Networks to the new expanded area and restricting access to the kitchen to reduce hazard risks for children.
4. Make better use of the extra space for existing library sections to create a better library experience for all.
5. Create a community room in the larger of the two rooms currently occupied by the Visitor Centre, installing folding doors between the two rooms and removing the storeroom and built in cupboards to maximise space utilisation/occupancy options, creating a separate entrance via the door on the front.
6. Porch entrance to be retained as is, noting that library access will continue to be via the right-hand door and LRC access via the left-hand door when either of the two are not open. Thus, maintaining access security when only one part is in operation.
7. The fire officer has already had a look at proposed plans and has no real concerns with the proposed layouts once agreed he will revisit and make safety recommendations such as extra smoke detectors etc.
8. The Library Service space planners have also provided a report to Council with recommendations which have been taken into account.

Council discussed several items that would need costing and working out to make the changes and that, once the principal plans had been approved, a full detailed costing exercise would need to be undertaken and presented to Council. In addition, once plans had been approved the Clerk should look to formalise funding opportunities.

Council RESOLVED to approve the principal layout plans of the future use of the Old School Centre.

PROPOSED: Cllr. S McCanlis      SECONDED: Cllr. D McCanlis      VOTING: ALL IN FAVOUR

**C-2024-264** Clerk to begin working on next steps, costings, formalising funding opportunities and estimated timeframes and provide Council with an update at the next meeting. **JJ**

**C-2024-265 Financial Year Quarter 2 Review**

The quarterly review was presented by the Clerk. Spend is generally up, this had been raised but recognised that some of the long-term projects/commitments had been completed. Much of the spend being one off payments earlier in the year and some payments had or would be made from reserves. Where spend was below expected levels this was where spend had not yet occurred. Electricity accounts would be checked as these were significantly below spend despite receiving and payment of monthly bills. There were still several items that need recoding/journaled, however a full line by line review had been undertaken with the Finance & HR Chair to identify

- areas that had been incorrectly coded. Code corrections would happen prior to month end in October, which would be presented at the November meeting. JJ
- C-2024-266** Cllr. S Colson added that the Q2 review was not finished; it will be done once the journals have been done, in effect a Q2+1. It was also recognised the detail that is required in the accounting process is complex and unnecessary in places and that the budget setting process this year would look to help simplify this complexity where appropriate but without losing detail where required and necessary. SC/JJ
- C-2024-267** The Clerk encouraged all Councillors to seek support from the Clerk when it comes to the numbers, recognising it is not everyone's expertise, but it is the responsibility of all Councillors to understand the numbers. Cllr. S Colson suggested that this message was repeated at the November meeting when hopefully more Cllrs. would be present. JJ
- C-2024-268** **Biodiversity Policy**  
A discussion was held about the policy and as a statutory duty how do we audit the actions within it rather than it just being an unacted policy.  
  
Council RESOLVED to approve the Biodiversity policy.  
  
PROPOSED: Cllr. S McCanlis      SECONDED: Cllr. S Colson      VOTING: ALL IN FAVOUR
- C-2024-269** Cllrs. D Heath & S McCanlis to look at what needs to happen to put the policy into practice. DH/SM
- C-2024-270** **Memorial Inspection Report**  
Council RESOLVED that priority is required to those memorials in St Dubricius closed churchyard given its location and the significant footfall from locals and visitors. JJ  
  
PROPOSED: Cllr. S McCanlis      SECONDED: Cllr. D McCanlis      VOTING: ALL IN FAVOUR
- C-2024-271** Council RESOLVED to proceed with fixing all unsafe memorials to reduce the risk and notify deed holders of the report and invoice the cost to repair as per council's cemetery regulations. JJ  
  
PROPOSED: Cllr. S Colson      SECONDED: Cllr. S McCanlis      VOTING: ALL IN FAVOUR
- C-2024-272** Identified deed holders to be provided with an extract of the Council's Cemetery Regulations and link to the regulations on the Council's website. JJ/CH
- C-2024-273** **All Day Free Parking in Doverhay and Central car parks for three Saturdays in December**  
It was noted that the figures quoted in 15b were incorrect and should be corrected
- C-2024-274** Council RESOLVED to approve:
- C-2024-275** a) Saturday 14<sup>th</sup> December, Doverhay and Central car parks - £48.36 funded from the Late-Night Shopping budget  
b) Saturday 7<sup>th</sup> and 21<sup>st</sup> December, Doverhay & Central car parks - £96.72 funded from EMR 340  
  
PROPOSED: Cllr. D McCanlis      SECONDED: Cllr. S McCanlis      VOTING: ALL IN FAVOUR

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|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| C-2024-276 | Advertising needs to be increased to create awareness and maximise the benefit of the free parking i.e. notice boards, Facebook, shops windows etc and driven by the Traders of Porlock. Advertising not to commence until payment has been confirmed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | DM/<br>TOP |
|            | <b>Spend approvals</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |
| C-2024-277 | a) Jewson £581.93 – Tools to refurbish parish benches                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            |
|            | Council RESOLVED to reject the quote on the grounds that these were not the right tools for the job or value for money.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |
|            | PROPOSED: Cllr. D McCanlis      SECONDED: Cllr. S Colson      VOTING: ALL IN FAVOUR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            |
| C-2024-278 | Caretaker to talk to Cllr. D McCanlis about method proposed and revision of equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | AB         |
|            | Council RESOLVED to approve spend for:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |
| C-2024-279 | b) Somerset Rivers Authority annual subscription £5.00 (EMR 314)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            |
| C-2024-280 | c) J Jones - Contribution towards prescription for Display Screen Equipment use -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | JJ         |
| C-2024-281 | £75.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | JJ         |
|            | d) C Harding - Contribution towards prescription for Display Screen Equipment use -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | JJ         |
|            | £75.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |
|            | PROPOSED: Cllr. D McCanlis      SECONDED: Cllr. S McCanlis      VOTING: ALL IN FAVOUR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            |
|            | <b>Doverhay Toilet Asset Review Report</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            |
|            | Council RESOLVED to approve spend for:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |
| C-2024-282 | a) Reinstatement or replacement of the disused toilet in the Left-hand store (report ref 3f) – Estimate £465 (EMR 324)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | JJ         |
| C-2024-283 | b) Removal of the disconnected toilet in the right store (report ref 4b) – Estimate £220 (EMR 324)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | JJ         |
|            | PROPOSED: Cllr. D McCanlis      SECONDED: Cllr. S Colson      VOTING: ALL IN FAVOUR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            |
| C-2024-284 | Clerk to provide ongoing updates via the portfolio report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | JJ         |
| C-2024-285 | <b>Somerset Council (SC) Update (Deferred item 9)</b><br>Cllr. S Pugsley provided an update. SC are currently embarking on a further job reduction programme this is having an impact on current response/service times, progress on some projects is impacted. Locally there is a focus on how we are best prepared for impacts on local services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            |
| C-2024-286 | <b>Enhanced Highways Maintenance Pilot (Deferred item 8)</b><br>Cllr. S Colson thanked Cllr. S Pugsley for the email reply in regard to the EHM pilot. Further clarity is required on what they do and more importantly what they won't be doing, so we can start to identify what we need to prepare for. Cllr. F Nicholson responded that it is unlikely there will be any further info until SC has set its budget and this would be after local councils had set their budgets. Cllrs. reiterated that even that information is helpful as this means that Council must continue current preparedness by means of funds being held in an Earmarked Reserve. Cllr. S Pugsley did reiterate that the SC levels of service document does list what is provided although it doesn't state what won't be delivered. Cllr. S Colson requested that communication needs to be clearer. Council noted at this stage they wouldn't be taking part in the EHM pilot as it didn't represent value for money. |            |

- Finance HR & Governance**
- C-2024-287** **Draft Minutes from the Finance & HR Committee meeting held on 25<sup>th</sup> September 2024**  
The draft minutes were received
- Recommendations from the Finance & HR (FHR) Committee meeting held on the 25<sup>th</sup> September 2024**  
Council RESOLVED to approve:
- C-2024-288** c) adopting of the council's revised Finance Regulations JJ  
**C-2024-289** d) adopting of the council's FHR Committee Terms of Reference JJ  
**C-2024-290** e) adopting of the council's Investment Policy JJ
- PROPOSED: Cllr. S Colson      SECONDED: Cllr. D McCanlis      VOTING: ALL IN FAVOUR
- C-2024-291** Council RESOLVED to approve:  
f) beginning the recruitment of an Administration Officer for 12hrs a week with a maximum cost impact of £4,000 for recruitment and salary (subject to start date) for the current financial year
- PROPOSED: Cllr. S McCanlis      SECONDED: Cllr. S Colson      VOTING: ALL IN FAVOUR
- C-2024-292** Cllr. S McCanlis to review the advert and circulate draft SM
- C-2024-293** **Meeting extension**  
Council RESOLVED to a 15 min meeting extension
- PROPOSED: Cllr. S McCanlis      SECONDED: Cllr. S Colson      VOTING: ALL IN FAVOUR
- C-2024-294** **Bank reconciliation to the end September 2024**  
Council RESOLVED to approve and sign the Bank reconciliation to the end of September 2024. The bank reconciliation was signed by Cllr. S McCanlis and the RFO.
- PROPOSED Cllr. S McCanlis      SECONDED: Cllr. D McCanlis      VOTING: ALL IN FAVOUR
- C-2024-295** **Summary and Detailed Receipts & Payments to end of September 2024**  
Council RECEIVED the Summary and Detailed Receipts & Payments to end of September 2024. The summary was signed by Cllr. D McCanlis and the RFO.
- C-2024-296** **Payments Schedule for October 2024**  
The clerk highlighted the two additions and that no invoice has been received at this stage and until such time a payment will not be made. JJ
- Council RESOLVED to approve the Payment Schedule and signed by Cllr. S Colson
- PROPOSED Cllr. S Colson      SECONDED: Cllr. S McCanlis      VOTING: ALL IN FAVOUR
- C-2024-297** **Member nominations for the FHR committee**  
No nominations were received due to the absence any non-committee members
- C-2024-298** **Addition of nominated FHR members to the council's bank authorities (Unity & NatWest)**  
No nominations were received.

- C-2024-299 First meeting of the Cemetery Committee or disbanding the Committee**  
Council RESOLVED to disband the Cemetery Committee due to Cllr. numbers and that six months has passed since the motion.  
  
PROPOSED Cllr. D McCanlis    SECONDED: Cllr. S McCanlis    VOTING: ALL IN FAVOUR
- C-2024-300 Donation of the Cycle racks to the Porlock Recreation Ground**  
Council RESOLVED that the Cycle racks should be donated to Porlock Recreation Ground  
  
PROPOSED Cllr. S Colson    SECONDED: Cllr. D McCanlis    VOTING: ALL IN FAVOUR
- C-2024-301 Council's Working Group Protocols**  
Council RESOLVED to adopt the Working Group Protocols  
  
PROPOSED Cllr. S Colson    SECONDED: Cllr. D McCanlis    VOTING: ALL IN FAVOUR
- C-2024-302 Car Park Working Group**  
A nomination was received from Cllr. S Colson  
  
PROPOSED Cllr. S Colson    SECONDED: Cllr. D McCanlis    VOTING: ALL IN FAVOUR
- C-2024-303 Christmas Tree Festival 2024 at St Dubricius church**  
A nomination was received from Cllr. S McCanlis  
  
Council RESOLVED to enter a tree into the Christmas Tree Festival with Cllr. S McCanlis being lead.  
  
PROPOSED Cllr. S McCanlis    SECONDED: Cllr. D McCanlis    VOTING: ALL IN FAVOUR
- C-2024-304 Portfolio Report**  
Cllr. D McCanlis wanted clarification on the 5-year cycle recommendation for tree surveys. Clerk to clarify source. JJ
- C-2024-305 Noticeboards at the OSC.** Cllr requested to see the specification, height etc and positioning of the boards. Clerk advised that this will be brought to council for approval. JJ
- C-2024-306 Noticeboards at Central Garage** to be put onto Council asset list as a community asset and then refurbished. Clerk to seek clarity on which groups wish to continue to use them. JJ
- C-2024-307 Noticeboard inside St Dubricius porch** 'Parish Notices' to be used – Clerk to add to noticeboard list JJ
- C-2024-308 Noticeboard outside the hardware store** to be refurbished, ideally replaced with a larger one that would accommodate min three x three sheets of A4 paper (portrait) – Clerk to talk to Porlock Home & Hardware JJ
- C-2024-309 Meeting Extension**  
Council RESOLVED a 10 min meeting extension

**C-2024-310    Rights of Way meeting update**  
The update was received

**C-2024-311    Old School Centre Community Garden Working Group including the Boat Pump feature**  
No update received

**C-2024-312    Outside bodies  
Doverly Manor Committee**  
No report this month. DMC are meeting on the 17<sup>th</sup> October.

Cllr. S McCanlis provided an update that the Museum has had a very successful year with visitor number being up.

**C-2024-313    Porlock Community Library**  
The report was received.

**C-2024-314    Community Plan Update**  
Due to the level of current Cllr. numbers and activities Cllr. S Colson advised that the Community plan would be put on hold until we have capacity to deliver the plan.

**C-2024-315    Porlock Village Hall**  
No report was received

Cllr. D McCanlis to follow up with Cllr. M Stenning

DM

**C-2024-316    Outstanding Items**  
Cllr. S Colson raised that priority needs to be given to the water refill units as this has been ongoing for far too long. This was raised at the Annual Parish Meeting in April and Council cannot risk reporting the same situation next year. In addition, concern was raised over the deferral of the Grounds Policy which has an impact on other items and audit recommendations outstanding from 2020/23 and a lack of confidence that this would not be heard at November's meeting.

JJ

Council noted the following items as deferred until the next ordinary meeting of the council.

- i) What council needs to do to meet the requirements set out under the Civility & Respect Pledge
- ii) Porlock Parish Council Logo Update - redesign
- iii) Water Refill Units – Alternative options
- iv) To receive and consider the revised Grounds Policy
- v) To discuss what could be done to resolve the crumbling of the mortar being used to secure the cobbles at the war memorial caused by weed growth.
- vi) To receive and consider council's requirements for the renewal of the Grounds Maintenance Contract:
- vii) The work schedule that will be included in the contract tender process
- viii) The term being a two-year contract as recommended by the internal auditor
- ix) The timescales for the tender process
- x) To receive an update on the Community Health & Wellbeing programme being run by Somerset Association of Local Councils and Somerset Council.

**C-2024-317 Any other Business (for Information only)**  
There were no other items raised

**C-2024-318 Date of the next ordinary Council meeting**  
Cllrs. noted the date of the next Ordinary Council meeting 13<sup>th</sup> November '24, at 7pm  
in Porlock Village Hall

Cllr. S Colson gave his apologies for the November meeting.

The meeting closed at 9:24pm