

Clerk to Porlock Parish Council
Office Tel: 01643 863350
clerk@porlockparishcouncil.gov.uk
www.porlockparishcouncil.gov.uk

Porlock



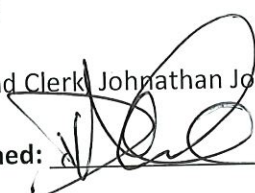
Parish Room
Old School Centre
Porlock
Somerset, TA24 8NP

Parish Council

**Minutes of the Ordinary Meeting of Porlock Parish Council,
Porlock Village Hall, Wednesday 11th December 2024, 7 pm**
Copies of minutes and non-confidential reports are available on request

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

Also present: Two members of the public for part of the meeting and Clerk Johnathan Jones

Signed: 

Dated: 15/01/25

Min Ref:	Minutes	Action
C-2024-375	Apologies were received by the Council Cllr. C Gardner. Cllr. M Stenning not present, no apology received.	
C-2024-376	Declarations of interest and disclosable pecuniary interest dispensations Cllrs. D McCanlis & S. McCanlis registered their pecuniary interest in item 10a High Bank Car Park. To remain quorate, it was agreed that the Chair would hand over Chairing of the meeting for that item to the Cllr. Colson, Vice Chair, and that that Cllrs. D McCanlis & S McCanlis would remain although withdraw from participating in the discussion & vote.	
C-2024-377	Items to be dealt with after the public, including press, have been excluded The Chair asked members if there were any items that they felt should be discussed in closed session. No items were proposed.	
C-2024-378	Minutes from the ordinary meeting of the Council held on 13th November 2024 Council RESOLVED to approve the minutes with no amendments. The minutes were approved and signed by the Chair. PROPOSED: Cllr. S McCanlis SECONDED: Cllr. D McCanlis VOTING: 3 in favour Abstain: Cllr. S Colson – Not present on 13/11/24	
C-2024-379	Action log updates Received and noted	
	C-20224-207 Sparkhayes Signage – Completed and in place, old signage has been removed and being repurposed at the campsite.	
	C-2024-231-a & b - Banking Signatories – Still working with NatWest on the addition of the two new signatories. ID checks are now waiting to be carried out allowing additions and changes to be completed.	
C-2024-380	Public participation Richard Mayhew (Chairman of the village hall) raised resilience planning following the recent storms and any feedback there had been in regard to the village's response.	

Council – No negative feedback has been received as a result of the storm, quite the contrary where all that has been said has been positive. With regards to planning, Council have received information from Somerset Prepared and are reviewing this with a view to better understand Council's own resilience plans and how this dovetails into a wider village plan which could include the provision of generator, emergency equipment etc. The council has been working with Alistair Campbell regarding flood preparedness and the Clerk will begin working with Alistair and other key stakeholders to define the purpose and scope of a village emergency plan.

Richard Mayhew expressed his willingness and commitment to be involved and represent the Village Hall in any such stakeholder working group. This was welcomed by the Council.

The Chair asked if there were any other specific items that the public wished to hear. Items 15c) Citizens Advice West Somerset's - Request for a donation and 27) Old School Centre Project Report. The Council agreed these items be heard first.

C-2024-381 Payments for approval

15c) Citizens Advice West Somerset's - Request for a donation

The Library Officer gave an update that CABWS have offered the Library a touch screen system as a replacement to the physical presence in the library due to their own resourcing challenges. CABSWS have not requested a specific amount from Council.

Council RESOLVED in principle that it's donation would be to pay for the installation and set up costs of the touch screen in the Library.

PROPOSED: Cllr. D McCanlis SECONDED: Cllr. D Heath VOTING: All in favour

C-2024-382 Report back to Council with installation costs when known.

MP/JJ

C-2024-383 Old School Centre Report

The report was received. A works list has been identified which is now being compiled ready for two members of Council to review with the Clerk and the Library Officer prior to any recommendations being presented to Council. Once reviewed the proposal should be sent to remaining Cllrs. for any comments prior to the discussion at Council meeting.

C-2024-384 Cllrs. S McCanlis & S Colson have agreed to be the two members.

C-2024-385 Cllr. D McCanlis requested that it was made explicit that 'to make best use of the space' was added to the focus statement reading The focus is 'to make best use of the space and to reuse/repurpose any fittings that have been left to minimise cost and to reinforce Porlock's green ethos.'

C-2024-386 **Somerset Council update**
Somerset Councillors not present, apologies were received.

C-2024-387 Somerset Council's Electoral Review

A discussion followed about the Electoral review and it was the opinion of members that they had nothing material to input into the review.

Council RESOLVED 'No Response' to the review

PROPOSED: Cllr. D McCanlis SECONDED: Cllr. D Heath VOTING: All in favour

C-2024-388 RFO report

The report was received.

Update on the Q2+1 budget review

It was noted that the projected spend report should be done to support the Q3 budget review so any adjustment could be made to the 2025-26 budget in January.

JJ

Earmarked Reserves status report

It was noted that Council had spent and committed to spend a significant amount from the Earmarked Reserves.

C-2024-339 2025-2026 Budget - first draft Recommendation from the Finance & HR Committee

The Clerk gave a summary of the budget as previously circulated, highlighting where the main areas of increases are staff costs 20% and grounds and asset maintenance

Proposed precept increase £93,940 to £116,374 equates to £29 per year / 56 pence per week per band D household - 21.84% increase

Council RESOLVED to amend watering costs to be moved out of 100 - Staff Costs and returned to 207 - Old School Centre.

PROPOSED: Cllr. S McCanlis SECONDED: Cllr. S Colson VOTING: All in favour

C-2024-340 Council RESOLVED to approve the draft budget for 2025-26 as presented with the above amendment.

PROPOSED: Cllr. S Colson SECONDED: Cllr. D McCanlis VOTING: All in favour

Cllr. D McCanlis handed the Chairing of the meeting to the Vice Chair for the next item

C-2024-341 High Bank Car Park permit increase of 5.08% - £10.25 to £211.80 per year £17.65 per month.

Council RESOLVED to approve the increase of £10.25 5.08% to £211.80 per year / £17.65 per month.

PROPOSED: Cllr. S Colson SECONDED: Cllr. D Heath VOTING: 2 in favour
2 abstained (Cllrs. D McCanlis & S McCanlis)
Casting vote in favour

C-2024-342 Grounds Maintenance Work Schedule

The works schedule was reviewed along with the supplementary questions. It was agreed that further work was required to make this fit for purpose for tender purposes including a key and clarity over who does what on the list and what is required in each area. Revisit with current grounds contractor to ensure everything is accurately

DH/SM

represented. 'Signage to be kept clear' to be added to the requirements. Final schedule DEFERRED and to be brought back to the January meeting for consideration.

C-2024-343 Bank reconciliation to the end November 2024

Council RESOLVED to approve and sign the bank reconciliation to the end of November 2024. The bank reconciliation was signed by Cllr. D Heath and the Clerk.

PROPOSED Cllr. D Heath SECONDED: Cllr. S Colson VOTING: All in favour

C-2024-344 Rename the account names so they accurately represent the accounts

JJ

C-2024-345 Summary and Detailed Receipts & Payments to end of November 2024

Council RECEIVED the Summary and Detailed Receipts & Payments to end of November 2024. The summary was signed by Cllr. D McCanlis and the Clerk.

C-2024-346 Payments Schedule for December 2024

The Clerk circulated the Final Payment Schedule to members which included two late invoice additions. These were checked for accuracy by Cllr. Colson.

Council RESOLVED to approve the Final Payment Schedule and signed by Cllr. S Colson.

PROPOSED Cllr. S Colson SECONDED: Cllr. D Heath VOTING: All in favour

C-2024-347 Payments for approval

Fine Memorials - Repairs to unsafe memorials at St Dubricius Churchyard of £1440.00 + VAT

Council RESOLVED to approve the payment of £1440.00 + Vat to Fine Memorials.

PROPOSED: Cllr. D Heath SECONDED: Cllr. S McCanlis VOTING: All in favour

C-2024-348 The Bottom Ship - Council Staff Christmas Lunch contribution of £100 (£20 per head)

The Clerk informed members that an anonymous gift of £100 had been received in a sealed envelope in the post (by hand) with the words "To Porlock Parish Council Staff – Merry Christmas". Members discussed the gift and agreed that they could not determine if the gift was for the lunch or if it should be shared out equally among staff. Members were divided if this was the right or wrong thing to do but were unanimous in the recognition of the work and often unpaid extra hours that the council staff do. Council RESOLVED to approve £100 contribution towards the Council staff Christmas lunch.

PROPOSED: Cllr. S Colson SECONDED: Cllr. D McCanlis VOTING: 2 in favour
2 against (Cllrs. D Heath & S McCanlis)
Casting vote in favour

C-2024-349 £100 gift to be distributed among staff evenly.

JJ

C-2024-350 Water Refill Station

Council RESOLVED to approve trailing option d) The Water Cooler Company - £1275.50 + VAT.

PROPOSED: Cllr. S Colson SECONDED: Cllr. D Heath VOTING: All in favour

- C-2024-351 Card Payments**
The Clerk updated the members that Council's Sum Up account had been terminated as it was not able to pass the required validation. The card reader has since been returned and once processed a refund would be received.
- Council RESOLVED to approve the Clerk to set up a PayPal Business account and once vetting is complete then to purchase of Zettle Card Machine at a cost of £199.00. JJ
- PROPOSED: Cllr. D Heath SECONDED: Cllr. D McCanlis VOTING: All in favour
- C-2024-352 Internal auditor appointment for 2024/25**
Council RESOLVED to appoint Paul Russell as the Council's internal auditor for the civic year 2024/25 at a cost of £295.00.
- PROPOSED: Cllr. D Heath SECONDED: Cllr. S McCanlis VOTING: All in favour
- C-2024-353 Service Level Agreements with Minehead Eye (Porlock Youth Club)**
Waiting feedback from the Council's legal team. Item DEFERRED until the January meeting.
- C-2024-354 Health & Safety Policy**
Council RESOLVED to approve the Health & Safety Policy
- PROPOSED: Cllr. D McCanlis SECONDED: Cllr. S McCanlis VOTING: All in favour
- C-2024-355 Dignity at Work Policy**
Council DEFERRED to approve of the Dignity at Work policy until January meeting. The policy needs to be reviewed and made fit for purpose. Cllr S Colson to prepare a revision with the Clerk. SC/JJ
- C-2024-356 Civility & Respect Pledge**
Council DEFERRED signing of the Civility & Respect Pledge until the January meeting.
- C-2024-357 21:00 Meeting extension 15 mins**
PROPOSED: Cllr. D McCanlis SECONDED: Cllr. S Colson VOTING: All in favour
- C-2024-358 Data Policy and Privacy Notice**
Council RESOLVED to approve the Data & Privacy Notice
- PROPOSED: Cllr. D Heath SECONDED: Cllr. D McCanlis VOTING: All in favour
- C-2024-359 Website accessibility statement**
Council RESOLVED to approve the Website Accessibility Statement with the following amendments: include a statement that the fonts recommended for visually impaired users are Times New Roman, Arial or Calibri JJ
- PROPOSED: Cllr. S Colson SECONDED: Cllr. S McCanlis VOTING: All in favour
- Terms of Reference**
Council RESOLVED to approve the following Terms of Reference:
- C-2024-360 Christmas Lights & Trees Working Group**
PROPOSED: Cllr. S McCanlis SECONDED: Cllr. S Colson VOTING: All in favour

- C-2024-361 Late Night Shopping Working Group**
PROPOSED: Cllr. D McCanlis SECONDED: Cllr. S McCanlis VOTING: All in favour
- C-2024-362 Festivals & Events Working Group** – as amended Cllr. S McCanlis to be lead Cllr. and to include the group's purpose from draft TOR
PROPOSED: Cllr. S McCanlis SECONDED: Cllr. D Heath VOTING: All in favour **JJ**
- C-2024-363 Car Parking Working Group**
PROPOSED: Cllr. S Colson SECONDED: Cllr. S McCanlis VOTING: All in favour
- C-2024-364 Traffic & Road Safety Working Group**
PROPOSED: Cllr. S Colson SECONDED: Cllr. S McCanlis VOTING: All in favour
- C-2024-365 Planning Committee** - Proposed amendments:
2.3 – 'or in their absence of the Chair then those present will elect a Chair'
4.3 – 'or in their absence the Chair of the Council may'
PROPOSED: Cllr. S Colson SECONDED: Cllr. S McCanlis VOTING: All in favour **JJ**
- C-2024-366 Planning Committee** - Approved as amended
PROPOSED: Cllr. S Colson SECONDED: Cllr. D McCanlis VOTING: All in favour **JJ**
- C-2024-367** Council Deferred the following TOR to the January meeting.
Old School Centre Community Garden Working Group
Love Where You Live Working Group **DH**
SM
- C-2024-368 21:20 Meeting extension 10 mins**
PROPOSED: Cllr. S. Colson SECONDED: Cllr. D. Heath VOTING: All in favour
- C-2024-369 St Dubricius Church representative**
Council Resolved to approve Cllr. S McCanlis as Council's representative to St Dubricius Church

PROPOSED: Cllr. S McCanlis SECONDED: Cllr. D Heath VOTING: All in favour
- C-2024-370 Christmas Lights & Trees Working Group Update**
Lights and real trees are up around the Village. The Village Hall Maintenance team put up the lights in the churchyard and the Porlock Carnival committee put up the wooden trees in the existing tubs and premises flagpole mounts.
- C-2024-371 Biodiversity putting the Policy into practice**
No update was received. Deferred until next meeting. **DH**
- C-2024-372 Portfolio Report**
Report received. Complaint about the banging dog bin lid in Central Car Park to be looked at by the Caretaker to see if he can silence the bin and if successful deploy the solution to the other bins. Clerk to follow up with Somerset Council. **JJ/AB**
- C-2024-373 Outside Bodies**
Doverly Manor Committee
The report was received.

C-2024-374 Porlock Community Library
The report was received. Library contract is due for renewal in 2026. Work has begun on the review with the Library Service.

C-2024-375 Outstanding Items
Council noted the following items as deferred until the next ordinary meeting of the council.

- i) To consider signing the Service Level Agreements with Minehead Eye (Porlock Youth Club)
- ii) To receive and consider nominations for councillor representative for Porlock Youth Club
- iii) To receive and consider the Old School Centre Community Garden proposal
- iv) To consider taking part in the Ponds Alive initiative.
- v) To consider the adoption of the refreshed Porlock Parish Council Logo
- vi) To consider the Ground Maintenance Works Schedule
- vii) To Consider the Dignity at Work Policy
- viii) To consider signing the Civility & Respect Pledge
- ix) To consider the following Terms of Reference:
 - a. Love Where You Live Working Group
 - b. Old School Centre Community Garden Working Group
- x) To receive an update on how Council put the Biodiversity Policy into practice

C-2024-376 Any other Business (for Information only)
There will be not be an Finance & HR Budget Working meeting on the 16th December.

FHR

C-2024-377 Date of the next ordinary Council meeting
Cllrs. noted the date of the next Ordinary Council meeting 15th January 2025, at 7pm in the Village Hall, Porlock.

The meeting closed at 9:25pm

