

PORLOCK PARISH COUNCIL

Parish Room, Old School Centre, Porlock Somerset. TA24 8NP

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Minutes of the Ordinary Meeting of Porlock Parish Council

held at Porlock Village Hall on Wednesday the 10th September 2025 at 7pm

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

Also present: 3 members of the public, Cllrs. S Pugsley F Nicholson for part of the meeting and Clerk J Jones.

Signed:

Dated:

08/10/2025

Min Ref:	Minutes	Action
C-2025-133	1) To receive apologies for absence No apologies received.	
C-2025-134	2) To sign any declarations of acceptance of office and undertakings to abide by the Code of Conduct for successful applicants No casual vacancies received.	
C-2025-135	3) To consider any declarations of interest and disclosable pecuniary interest dispensations Cllr. D Heath declared one of the contractors who has provided a quote for works in item 12 is a family member.	
C-2025-136	4) To consider items to be dealt with after the public, including press, have been excluded Council RESOLVED the press and public will be excluded from the meeting during item 24 and item 12 on this agenda to discuss personnel matters and commercially sensitive information.	
C-2025-137	5) To consider for approval and signing the minutes of the ordinary council meeting held on the 9th July 2025 Council RESOLVED to approve the minutes with no amendments. The minutes were signed by the chair.	
C-2025-138	6) To receive and note any updates from members on the action log report C-2025-091 – The Pond project at the Old School Centre Community Garden (orchard) Update: The project is larger than initially thought. Historic pipework plans have been provided by Wessex Water which shows what is underneath the orchard. Cllr. D Heath has requested that how council wishes to proceed is considered at the October meeting. C-2024-208 - Mobile Speed Indicator Device (See item 19a)	
C-2025-139	7) Public participation The chair invited attending members of the public to address the council. Public – A request from a member of the public for council to pay for the hire of the village hall as support for a road awareness event hosted by Somerset Road Safety before the end of the year.	

Council – Write to the Clerk with further information so a request for funding can be considered at a future council meeting.

Public – Should the police be requested to attend to monitor speed.

Council - We have had a community speed watch in the village, and it was unsuccessful. Relative to other areas in the county, data doesn't show that there is a problem. A recent request has been made of the police to attend; however they have limited resources.

- C-2025-140 8) To consider planning application No: 6/27/25/005**
Location: St Dubricius Church, Parsons Street, Porlock, Minehead, Somerset, TA24 8QJ
Proposal: Proposed new PV system and glass door
Council RESOLVED no objection to the application.
- C-2025-141 9) To consider planning application No: WTPO 25/03**
Location: Bossington Stables, Porlock, Minehead, TA24 8HB
Proposal: Works to tree subject to a tree preservation order: Proposal to cut through any roots of the Holm Oak tree that may be found during the driveway widening works.
Council RESOLVED to object to the application; concerns were raised that there were no proper plans for works proposed and that benefit in doing the work could not be seen from the application. Concern was also raised that the works proposed would interfere with the roots that are within the width of the tree canopy, in addition at the time of the meeting there was no report from the tree officer.
- C-2025-142** Clerk to raise the issue of 'no report' with the tree officer. JJ
- C-2025-143 10) To receive the revised grounds maintenance report and consider:**
a) The revised maintenance programme works list
Council RESOLVED to approve the works list with the following amendments JJ
- i. Create detailed schematic for each of the following locations: Old School Centre Orchard & Garden, Churchyard, and Cemetery, Hawkcombe Playground and the car park at the Village Hall to determine what is gardener and what is contractor work and what work is to be carried out.
 - ii. More detail is required with some of the locations.
 - iii. Villes Lane flower bed at the bottom of the steps and other areas identified on the works list to be included in the gardener works list.
 - iv. Flower beds to be allocated as a gardener task and not grounds contractor.
 - v. Tender to be separate into two clear packages 'gardener and grounds maintenance'.
 - vi. Wildflowers areas – use the Old School Centre Orchard as a pilot.
 - vii. Road signs & parking will continue to be managed on an ad hoc basis in addition to Somerset Council schedule.
- C-2025-144** Cllr. D Heath & the clerk talk to Exmoor National Park about the creation of a wildflower area. JJ/DH
- C-2025-145 b) How council will address devolved responsibilities and works not currently covered under the ground maintenance contract (see work list) Volunteers, contractor or employed labour.**
i) Flower displays (▲)
Council RESOLVED to explore a hybrid model of an employed gardener who would lead volunteering resource.

- C-2025-146** **ii) Flower gardens (2a, 14, 16, 19, 29 & 38)**
Council RESOLVED to explore a hybrid model of an employed gardener who would lead volunteering resource.
- C-2025-147** **iii) Ad hoc maintenance requests/requirements**
Council RESOLVED that all ad hoc requests would be managed through the Clerk and assigned to the most appropriate resource.
- C-2025-148** **iv) How to manage weed control ()**
 (1) spraying twice a year and manual weeding in between sprays
 (2) manual weeding only
 Council RESOLVED to continue with its current policy that is- *herbicides, or similar chemical applications are not used and when such action is deemed necessary an application must be made to the clerk who will consult with a member of the council before granting permission.*
- C-2025-149** Clerk to develop a manual weeding plan for consideration by council. JJ
- C-2025-150** **c) The works to be included in the grounds maintenance tender**
 i) Whole programme and or
 ii) Packages – 1) General Grounds 2) Gardens 3) Displays 4) Weeding
 Council RESOLVED that the works should be split into two tenders; a general grounds maintenance package and a gardening package that supports the hybrid model (10bi, ii) and includes displays and manual weeding.
- C-2025-151** It was agreed that the watering contract is not to be added into the tender process
- C-2025-152** **d) The revised tender timescales**
Council received and noted the revised timescales.
- C-2025-153** **11) To consider making a formal request of Somerset Council to devolve its responsibility for manual street cleaning of Porlock village to Porlock Parish Council**
Council RESOLVED to make a formal expression of interest to Somerset Council.
- C-2025-154** Clerk to write to Julian Grant and copy in the portfolio holder Frederica Smith-Roberts and Cllrs S Pugsley & F Nicolson. JJ
- C-2025-155** **13) To receive the RFO report and to:**
 a) To consider the Data Protection and Deletion of Parish Council Information letter to be issued to all past councillors
 Council RESOLVED to approve the letter as amended - paragraph 4 to read 'This request includes, but is not limited to, correspondence with residents, internal council communications, *councillors, Somerset Council, employees, contractors* and any documents containing personal or sensitive information.
- C-2025-156** **b) To consider the following new policies and procedural documents:**
 i) Vexatious Behaviour Policy
 ii) IT Policy
 iii) Bring Your Own Device Policy
 iv) Volunteer Policy
 Council RESOLVED to approve policies as 13 bi - iv with no amendments

- C-2025-157 v) Volunteering Agreement**
Council RESOLVED to approve the policy with no amendments
- C-2025-158 vi) Volunteer Job Role (Gardening)**
Council RESOLVED to approve the job role – Noting reporting line could change subject to hybrid gardener model.
- C-2025-159 vii) Lone Working Policy**
Council RESOLVED to approve the policy as amended to include volunteers.
- C-2025-160 c) Consider the Community Room hire agreement including tariffs**
Council DEFERRED the motion requesting that further clarity be provided on the terms of use and related tariffs at next month's meeting.
- 9.00pm Cllr. S McCanlis left the meeting**
- C-2025-161 Meeting extension**
Council RESOLVED to approve an extension of 30 mins
- C-2025-162 d) Consider opening of a Staples trade account**
Council RESOLVED to approve the opening of a Staples account.
- C-2025-163 14) To receive and sign the accounts to:**
a) **31st July 2025 Bank & cash reconciliation and, summary and detailed receipts & payments reports**
Council RESOLVED to approve reports; the reconciliation and was signed by Cllr. D Heath and the summary, detailed receipts and payments reports was signed by Cllr. D McCanlis.
- C-2025-164 b) 31st August 2025 Bank & cash reconciliation and, summary and detailed receipts & payments reports**
Council RESOLVED to approve the reports; the reconciliation and was signed by Cllr. D Heath and the summary, detailed receipts and payments reports was signed by Cllr. D McCanlis.
- C-2025-165 15) To receive and consider member nominations for the Planning and Finance & HR committees**
Nominations were received from Cllr. J Adlington for both committees.

Council RESOLVED to approve Cllr. J Adlington's nominations.
- C-2025-166 16) To receive, approve and sign the draft payment report for September 2025 and consider the following spend:**
a) **Fine Memorials – Hawkcombe Cemetery memorial works £4690.00 (EMR 326)**
Council RESOLVED to approve the amended spend of £4690.00.
- C-2025-167 b) idverde waste contract renewal 2025-26 £572.00 + VAT (Budget)**
Council RESOLVED to approve the spend.
- C-2025-168 c) Local government services pay agreement 2025/26 - £1564.09 (Budget)**
Council RESOLVED to approve the spend.
- C-2025-169 d) Budget to replace trees at the Village Hall Car Park - £851**
Council RESOLVED to approve the spend from EMR 380.

C-2025-170 e) Tollhurst Heating – Boiler Maintenance - £1,249.40

Council RESOLVED to approve, from general reserves.

C-2025-171 17) To consider sponsorship grant application from Porlock Vale CIC for a contribution of £500 towards the costs of hosting and maintenance of www.porlock.co.uk (Sponsorships & Grants EMR 330)

Council RESOLVED to approve the grant application. Cllr D McCanlis requested a recorded vote.

Proposed: Cllr. S Colson

Seconded: Cllr. D Heath

Voting:

For: S Colson & D Heath

Abstained: D McCanlis -
more information required

C-2025-172 18) To consider signing the Community Library Partnership contract renewal with Somerset Council

Council RESOLVED to sign the contract as reviewed by Cllr. S Colson and Cllr. D McCanlis.

C-2025-173 19) To receive the portfolio report and to:

a) Receive an update on the Mobile SID project

Cllr. S Colson gave an update on the Mobile Speed Indicator Device project. Following the July meeting Highways have reviewed proposals, four of the six locations didn't meet their safety requirements so were not approved. The two remaining locations (Redway and High Street) don't have standard posts and would require modifications. In addition, available data doesn't support the need and given the reduction in desired locations the cost benefit is no longer justifiable, and the project will close. The remaining committed funds will be released back to the Porlock Projects EMR 337.

C-2025-174 b) Consider adoption of Bug Barrel Pond (see community library portfolio report)

Council RESOLVED to adopt the Bug Barrel Pond.

C-2025-175 c) Consider hosting a workshop run by Somerset Rivers Authority for riparian owners on the corridor of Hawkcombe Stream

Council RESOLVED to host the workshop.

C-2025-176 d) Consider removal of the wall hung old bookcases at the end of the Old School Centre building

Council RESOLVED the removal of the bookcases.

C-2025-177 e) Consider removal of the remaining fence or replacing the fallen fencing to the footpath High Bank Car Park to Pollards Court

Council DEFERRED the motion requesting more information.

C-2025-178 f) Consider the removal or repair and refurbishment or replacement of the community noticeboard at Central Garage forecourt

Council DEFERRED the motion until further consultation and future solution has been found regarding the future solution of notices on the church railings.

C-2025-179 g) Consider the date of the 10th December 2025 for the Lighting up Porlock's Christmas Trees & Lights

Council RESOLVED the proposed date.

C-2025-180 A request was made of council to put the solar lights up sooner.

- C-2025-181** **h) Discuss how to improve engagement with parishioners**
Council DEFERRED the motion due to time limit.
- C-2025-182** **i) Consider the creation of a new Parish Council Newsletter**
Council DEFERRED the motion due to time limit.
- C-2025-183** **20) To receive the report in response to concerns raised from Love Where You Live community group**
The report was received. The report to be sent in letter form to the LWYL group. JJ
- C-2025-184** **21) To receive an update from Somerset Council's representatives**
Winter maintenance of the green routes has not changed and will be maintained during the winter where capacity allows. A decision from the boundary commission is still outstanding. SC consultation on car parking charges has been launched; the current survey shows no changes planned for Porlock.
- C-2025-185** **22) To note outstanding items:**
 a) To consider the priority order for the roll out of the water refill units - to be discussed once the locations review from Wessex Water has been received
 Wessex Water are doing a site visit of the Old School Centre water refill unit on the 11th September and have confirmed that a job request has been raised to review the proposed location list for the additional units
 b) Consider the Community Room hire agreement including tariffs
 c) Receive an update on the Old School Centre Community Garden Orchard Pond Project and to discuss next steps
 d) Consider the removal or repair and refurbishment or replacement of the community noticeboard at Central Garage forecourt
 e) Discuss how to improve engagement with parishioners
 f) Consider the creation of a new Parish Council Newsletter
- C-2025-186** **21.30 Meeting extension**
Council RESOLVED to approve a 15 min extension
- C-2025-187** **23) To consider entering into closed session to discuss personnel matters.**
 In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and the council's Standing Order 3 d), the press and public will be excluded from the meeting during the discussion of item 12 and 24 and on this agenda.

 Council RESOLVED to enter closed session
- C-2025-188** Cllr. D Heath requested an amendment to the motion to include *ii) the contractor quotes received.*

 Council RESOLVED to approve the amendment to the motion.
- C-2025-189** **12) To receive an update on the revival of the Old School Centre Jubilee Garden and consider:**
 a) Which approach council wishes to pursue to get the garden back to a manageable state
 i) volunteers or a contractor
 Council RESOLVED to pursue the use of a contractor for the reinstatement of the garden.

- C-2025-190** **ii) the contractor quotes received**
Council RESOLVED to award the contract to Pheonix Landscaping with the quote of £2000.00 excluding VAT, budget from the Porlock Projects EMR 337.
- C-2025-191** **b) How the garden should be maintained once the initial work has taken place**
i) Volunteers, contractor or employed labour (ref agenda item 10b2)
Council RESOLVED that the ongoing maintenance of the Jubilee Garden would be undertaken as part of the hybrid gardener role.
- C-2025-192** Cllr. D Heath requested a separate item on the October agenda to receive an update on the Old School Centre Community Garden Pond project and to discuss and consider next steps.
- C-2025-193** **24) To consider the permanent appointment of the two administration officers following completion of probationary period reviews**
Council RESOLVED to confirm the appointment of the two administrators.
- C-2025-194** Council requested that the Finance & HR committee consider, under delegated authority, the uplift of salary grading for the two administrators, based on performance and experience, from SCP 8 – 12 as originally budgeted.
- C-2025-195** **25) To receive any other business - For information only**
Cllr. D Heath – Cycling Club Hill Climb 21 September 2025 and to put in the calendar the National Cycling event for October 2026 date to be confirmed.
- Clerk – An email has been received from the Porlock Vale CIC regarding the Somerset Association Local Councils Health & Wellbeing grant. The content of which has not yet been digested. The email will be forwarded to members.
- C-2025-196** **26) Date of the next meeting being the ordinary meeting of the Council – 8th October 2025, at 7pm at Porlock Village Hall, Porlock**

Meeting closed 10:10pm

