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Porlock



Parish Room
Old School Centre
Porlock
Somerset, TA24 8NP

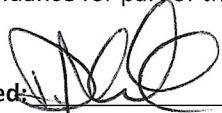
Parish Council

**Minutes of the Annual Parish Council Meeting,
Porlock Village Hall, Wednesday 8th May 2024, 6 pm**
Copies of minutes and non-confidential reports are available on request

Councillors Present:

Cllr. D McCanlis (Chair), Cllr. S McCanlis, Cllr. D Thornton, Cllr. L Thornton, Cllr. L Bloys, Cllr. M Stenning

Also present: Clerk Johnathan Jones, one member of the public in attendance for part of the meeting

Signed:  Dated: 12/06/2024

Min Ref:	Minutes	Action
C-2024-001	Election of Chair The Chair asked for nominations. One nomination was received from Cllr. D McCanlis. Cllr L Thornton raised while having no concern with Cllr. D McCanlis as Chair, there was a concern in the way in which the Chair conducted his role and the manner in which this was carried out.	
C-2024-002	The Chair noted the concerns raised and requested to meet with the three abstaining Cllrs. (L Thornton. D Thornton and L Bloys) together or individually to hear their views.	DM
C-2024-003	The Council RESOLVED to elect Cllr. D McCanlis as Parish Council Chair for the Civic year '24-'25 PROPOSER: Cllr. D McCanlis SECONDER Cllr. M Stenning VOTING: 3-IN FAVOUR: Cllr. M Stenning, Cllr. S McCanlis, Cllr. D McCanlis 3-ABSTAINED: L Thornton, D Thornton, L Bloys Cllr D McCanlis requested a recorded vote.	
C-2024-004	To receive Declaration of Acceptance of Office Cllr D McCanlis signed the Declaration of Acceptance of Office of the Chair.	
C-2024-005	Election of Vice-Chair The Chair asked for nominations. One nomination was received from Cllr. S Colson. Cllr D Thornton questioned the need for the role of Vice-Chair, raising that to his knowledge, over the last year there had been no instance where the Vice-Chair had stepped in on behalf of the Chair and that it was felt that the Chair was using the Vice-Chair incorrectly. The 'Council' matter as a whole and not as separate parts. This opinion was also agreed by Cllr. L Thornton and Cllr. L Bloys. The Chair responded to say that the Vice Chair has not chaired meetings is incorrect and that he as Chair consults with the Vice-Chair on multiple occasions as he does with other	

Initials:  Date: 12/08/24

Cllrs. but not on everything. He believed this to be in the interest of democracy and to build resilience for the Council should anything happen to the Chair.

Council RESOLVED to elect Cllr S Colson as the Vice-Chair

PROPOSER: Cllr. S Colson SECONDER Cllr. S McCanlis

VOTING: 3-IN FAVOUR: Cllr. M Stenning, Cllr. S McCanlis, Cllr. D McCanlis

1-AGAINST: Cllr. L Bloys 2-ABSTAINED: Cllr. D Thornton, Cllr. L Thornton

Cllr. D McCanlis requested a recorded vote

C-2024-006 It was noted that Council will revisit the roles of Chair and Vice-Chair at a future Council meeting. **JJ/Council**

C-2024-007 Cllrs. L Thornton, D Thornton and L Bloys requested for the record that their objection was against the need of a Vice-Chair and not personal to the individual nominee Cllr S Colson.

C-2024-008 **Apologies were received by the Council**
Cllr. D Heath & Cllr. S Colson, Cllr. C Gardner

C-2024-009 **Declarations of interest and disclosable pecuniary interest dispensations**
None were declared

C-2024-010 **Items to be dealt with after the public, including press, have been excluded**
The Chair advised that following permission from the Clerk in regard to agenda item 16, there were no matters that needed to be discussed in closed session

C-2024-011 **Minutes for the Council meeting held on April 10th '24**
The minutes were approved and signed by the Chair

PROPOSED: Cllr. L Thornton SECONDED: Cllr. D McCanlis VOTING: ALL IN FAVOUR

C-2024-012 **Public participation**
There were no topics for discussion.

C-2024-013 **Discuss the future of the Old School Centre and consider a process for deciding on its reuse**
A discussion was held covering commercial and community priorities for and uses of the Old School Centre.

An overview of the current commercial value and how it was made up was provided highlighting any loss in revenue could impact operating costs and potentially increase the precept. This view was not seen as significant by all, as the current rental income is very small in comparison to the Council's overall income and while renting at a more commercial rate basis would generate more income, it could still be relatively modest. It was also recognised that Council should be careful not to provide unfair competition to the High Street traders if a lower than market rent was offered.

It was also discussed that the space doesn't need to be used as one space as it has the option to be used as two separate spaces and this presents more opportunities for multiple uses to benefit the village.

The Chair read out a statement from Cllr. S Colson, presenting his views on the opportunity presented to the council focusing on two priorities, one to create a more professional Parish office the second is a multi-functional community area. PPC's rental objectives shouldn't result in another shop becoming empty.

C-2024-014 Council RESOLVED to publicise the availability and future use and space, which could be two spaces currently occupied by the Visitor Centre at the Old School Centre, encouraging the Village to submit their ideas on how the space, as a whole or as two separate spaces, could be used in the future. JJ/LT

C-2024-015 Clerk to work with Cllr. L Thornton on draft advertisement. JJ

C-2024-016 Clerk to share for approval with Council the draft wording and the how and where it will be published. PPC

C-2024-017 To review and discuss received suggestions at the June Council meeting and agree the process and next steps to deciding the future use of the Old School Centre.

PROPOSED Cllr. L Thornton SECONDED: Cllr: L Bloys

VOTING: 4-IN FAVOUR 2-ABSTAINED

Finance & Governance

Annual Policy and Procedures review of:

C-2024-018 **Delegation arrangements to committees, sub committees and staff and other local authorities 5.j.v**

Council RESOLVED to approve the delegation arrangements to committees, sub committees and staff and other local authorities.

PROPOSED: Cllr. L Thornton SECONDED: Cllr. D Thornton VOTING: ALL IN FAVOUR

C-2024-019 **terms of reference for committees 5.j.vi**
Council RESOLVED to approve the terms of reference for all committees noting that the Finance Committee terms of reference will need reviewing to reflect the updated Finance Regulations issued by National Association of Local Councils on the 6 May '24 LT/JJ

PROPOSED: Cllr. L Thornton SECONDED: Cllr. D Thornton VOTING: ALL IN FAVOUR

C-2024-020 **appointment of members to existing committees 5.j.vii & review of any new committees in accordance with standing order 5.j.viii**
Council RESOLVED to approve the appointment of members to existing committees, merging the Finance Committee and the HR & Staffing Committee, Cllr. Sue McCanlis to step down as Chair to the HR & Staffing Committee. Revised committees structure to be updated on the Council's website JJ

PROPOSED: Cllr. L Thornton SECONDED: Cllr. D McCanlis VOTING: ALL IN FAVOUR

C-2024-021 Council RESOLVED that additional membership is required to the Asset & Property Portfolio.

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

C-2024-022	Clerk to issue an email to Council for nominations to the portfolio	JJ
C-2024-023	Clerk to circulate the current Asset Schedule Review List to the Council for nominations of ownership	JJ
C-2024-024	and adoption of standing orders 5.j.ix Council RESOLVED the adoption of the standing orders PROPOSED: Cllr. L Thornton SECONDED: Cllr. M Stenning VOTING: ALL IN FAVOUR	
C-2024-025	and adoption finance regulations 5.j.ix Council RESOLVED to approve the adoption of the current finance regulations	
C-2024-026	Council noted that the previously circulated proposed amendments to the regulations would now need reviewing by the Finance Committee along with the updated Finance Regulations issued by National Association of Local Councils on the 6 May '24.	JJ/Fin Com
C-2024-027	arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses 5.j.x Council RESOLVED to approve the arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses noting the ongoing issues raised in the report. PROPOSED: Cllr. L Thornton SECONDED: Cllr. S McCanlis VOTING: ALL IN FAVOUR	JJ/LT
C-2024-028	inventory of land and other assets including buildings and office equipment 5.j.xiii Council RESOLVED to approve the inventory of land and other assets including buildings and office equipment, noting that the column headings were not clear and needed to be made clear including rebuild costs. PROPOSED: Cllr. L Thornton SECONDED: Cllr. D Thornton VOTING: ALL IN FAVOUR	JJ
C-2024-029	confirmation of arrangements for insurance cover in respect of all insurable risks 5.j.xiv Council RESOLVED to approve confirmation of arrangements for insurance cover in respect of all insurable risks as recommended by the Finance Committee 15 April 24, at the Renewal Quote of £1505.00.	
C-2024-030	It was noted that the Clerk is to undertake a full review of our total insurance cover, once we have accurate rebuild costs information, to ensure Council is properly covered. PROPOSED: Cllr. D McCanlis SECONDED: Cllr. L Thornton VOTING: ALL IN FAVOUR	JJ
C-2024-031	representation on or work with external bodies and arrangements for reporting back 5.j.xi Council RESOLVED to approve the representation on or work with external bodies and arrangements for reporting back with the following amendments: PROPOSED: Cllr. L Thornton SECONDED: Cllr. S McCanlis VOTING: ALL IN FAVOUR	
C-2024-032	Council to discuss the removal of PVCIC representation at the June meeting when Cllr S Colson, elected by PPC to be the PVCIC Rep, is present.	JJ/Council

- C-2024-033** The Chair is to discuss with the Recreation Ground Committee if they require a Porlock Parish Council representative, Cllr L Bloys put himself forward. **DM**
- C-2024-034** **Council's and/or staff subscriptions to other bodies j.5.xv**
Council RESOLVED to approve the Council's and/or staff subscriptions to other bodies **JJ**
PROPOSED: Cllr. L Thornton SECONDED: Cllr. D Thornton VOTING: ALL IN FAVOUR
- C-2024-035** **Council's complaints procedure 5.j.xvi**
Council RESOLVED to approve the Council's complaints procedure 5.j.xvi
PROPOSED: Cllr. L Thornton SECONDED: Cllr. D McCanlis VOTING: ALL IN FAVOUR
- C-2024-036** **Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (also SO 11,20 and 21) 5.j.xvii**
Council RESOLVED to approve the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (also SO 11,20 and 21)
PROPOSED: Cllr. L Thornton SECONDED: Cllr. D McCanlis VOTING: ALL IN FAVOUR
- C-2024-037** **Council's policy for dealing with the press/media 5.j.xviii**
Council RESOLVED to approve the Council's policy for dealing with the press/media
PROPOSED: Cllr. D Thornton SECONDED: Cllr. L Thornton VOTING: ALL IN FAVOUR
- C-2024-038** **Council's employment policies and procedures 5.j.xix**
Council RESOLVED to approve the Council's employment policies and procedures
PROPOSED: Cllr. S McCanlis SECONDED: Cllr. M Stenning VOTING: ALL IN FAVOUR
- C-2024-039** **Council's Expenditure incurred under s.137 of the Local Government Act 1972 or the power of competence**
Council noted that the Council had £0.00 expenditure incurred under s.137 of the Local Government Act 1972 or the power of competence
- C-2024-040** **Determining the time and place of ordinary meetings of the Council up to and including the next Annual Meeting of the Council. 5.j.xxi**
Council RESOLVED to approve the previously circulated calendar of meetings determining the time and place of ordinary meetings of the Council up to and including the next Annual Meeting of the Council. These will be published on the Council's website **JJ**
PROPOSED: Cllr. L Thornton SECONDED: Cllr. S McCanlis VOTING: ALL IN FAVOUR
- C-2024-041** **Policies & Procedures Review Schedule**
Council RESOLVED to approve and implement a three year review schedule for Council Policies and Procedures and updating the Council's Standing Orders to reflect this. The Draft schedule and Standing Orders amendments to be finalised with Cllr. L Thornton and brought back to Council in June. **JJ/LT**
PROPOSED: Cllr. L Thornton SECONDED: Cllr. M Stenning VOTING: ALL IN FAVOUR

- C-2024-042 Bank reconciliation to end of April '24**
Council RESOLVED to approve the bank reconciliation to the end of April '24
PROPOSED: Cllr. D Thornton SECONDED: Cllr. L Thornton VOTING: ALL IN FAVOUR
- C-2024-043 Detailed Receipts & Payments to end of April '24**
Council RECEIVED the Detailed Receipts and Payments Summary to end of April '24
- C-2024-044 Payments Schedule for May '24**
Council RESOLVED to approve the Payment Schedule for May '24 JJ
PROPOSED: Cllr. L Thornton SECONDED: Cllr. M Stenning VOTING: ALL IN FAVOUR
- C-2024-045 NatWest mandate**
Council RESOLVED to update signing rules to any two to sign, remove previous clerks Chris Fitzgerald, Debbie Pitkin-Taylor and Annie Dallaway as signatories and add Johnathan Jones. Porlock Parish Council Clerk, Jonathan Jones, to have full access to the account online as account administrator. LT
PROPOSED: Cllr. D McCanlis SECONDED: Cllr. L Thornton VOTING: ALL IN FAVOUR
- C-2024-046 Finance Committee**
Council received the draft minutes from the Finance Committee meeting held on the 15th April '24 and RESOLVED to approve the following recommendations made by Finance Committee 15 April '24:
PROPOSED: Cllr. L Thornton SECONDED: Cllr. D Thornton VOTING: ALL IN FAVOUR
- C-2024-047** - Audit arrangements for '24 – will be held on the 16th May '24
- C-2024-048** - Annual Governance and Accountability Return – will be completed at the Council meeting 12th June '24
- C-2024-049** - Service charge for Porlock Vale Community Interest Company – to be based on last years' service charge calculation method - Recommended for approval JJ/LT
- C-2024-050** - Church Finial repair - £235+VAT quote from West Country Blacksmiths – recommended for approval JJ
- C-2024-051 Quotes requiring approval**
Council RESOLVED to approve the quote received from Barrett Corp & Harrington for the Reinstatement Cost Assessments for: Doverly Manor on behalf of the Committee, and the Old School Centre - £1,176.00 (inc VAT) JJ
PROPOSED: Cllr. L Thornton SECONDED: Cllr. D Thornton VOTING: ALL IN FAVOUR
- C-2024-052 Earmarked Reserves**
Council received the report and RESOLVED to approved the Earmarked Reserves, noting that a full review is required to be conducted by the Finance Committee identifying what reserves are for and what is no longer required JJ/Fin Com
PROPOSED: Cllr. L Thornton SECONDED: Cllr. D McCanlis VOTING: ALL IN FAVOUR

C-2024-053	Asset & Property Portfolio report Council received the report It was noted that the insurance quote for Doverly Manor is now being undertaken by the Charity as the Clerk is not able to request quotes on behalf of the Charity.	
C-2024-054	Cemetery site visit Council RESOLVED to agree that members of the Cemetery Committee will undertake a site visit of Hawkcombe cemetery ahead of first Cemetery Committee meeting	JJ/Cem Com
C-2024-055	Clerk to coordinate a cemetery site meeting PROPOSED: Cllr. L Thornton SECONDED: Cllr. D McCanlis VOTING: ALL IN FAVOUR	JJ
C-2024-056	Fletcher Plumbing Council RESOLVED to approve the quote received to replace the pan & cistern in Doverhay Toilet – £465.00 PROPOSED: Cllr. D Thornton SECONDED: Cllr. L Thornton VOTING: ALL IN FAVOUR	JJ
C-2024-057	Cemetery Commemorative Bench Council RESOLVED to approve the request for a commemorative bench at Hawkcombe cemetery, made by Jim Bruce, subject to Council approving the design, or, if they decide not to go down that route, a bench of their choice bought by PPC, again subject to approval of the design. The bench would then be installed by a contractor agreed by PPC with all costs for the bench and installation to be covered by a donation to PPC by the family. The location of the bench will be subject to agreement between the family and PPC following further discussions with the grounds maintenance contractor and PPC. PROPOSED: Cllr. D Thornton SECONDED: Cllr. M Stenning VOTING: ALL IN FAVOUR	JJ/LT
C-2024-058	Hawkcombe playground Commemorative Bench Council RESOLVED to approve a request for a commemorative bench at the old Hawkcombe playground area. Family to fund the bench and the installation via a donation to the Council who would arrange to purchase and install the bench so that it can be covered by PPC's PLI. A quote of £200 for the installation has been provided. PROPOSED: Cllr. L Thornton SECONDED: Cllr. D Thornton VOTING: ALL IN FAVOUR	JJ/LT
C-2024-059	Cemetery Access Council discussed and agreed that a removable chain and better signage is to be installed in an attempt to restrict access and parking to visitors to Hawkcombe cemetery Cemetery Committee to consider this proposal at their first meeting	JJ/Cem Com
C-2024-060	Environment & Community Portfolio Council received the report	
C-2024-061	Bleed kit scheme Council RESOLVED to approve funding for community bleed kits to be purchased through the Police who then, once installed, take on responsibility for replacement and monitoring.	

- C-2024-062** Funding agreed for three kits at a cost of £199 + VAT per kit (limpet kits) and will be provided through Earmarked Reserves 340. Possible locations are: Abbeyfield, Porlock Weir and the Village Hall. **LT**
- C-2024-063** Exact requirement and locations where bleed kits are required are to be further investigated with those who installed the defibrillators and with the Village Hall as a discussion. **LT/DT**
- Replacement arrangements for existing defibrillators to be understood.
- PROPOSED: Cllr. D Thornton SECONDED: Cllr. L Thornton VOTING: ALL IN FAVOUR
- C-2024-064** **Love where you live**
Council RESOLVED to approve a budget of £500 to support the anti-dog fouling campaign proposal from the Love Where You Live Working Group
- Funding £500 will be provided through Earmarked Reserves 340
- PROPOSED: Cllr. L Thornton SECONDED: Cllr. L Bloys VOTING: ALL IN FAVOUR
- C-2024-065** **Parish Letter 'Rights of Way'**
Council RESOLVED that the Clerk will work with Cllr. L Thornton and Cllr. D Heath to contact ENPA to get their feedback and report back to Council in June having completed the form before the deadline. **JJ/LT/DH**
- PROPOSED: Cllr. L Thornton SECONDED: Cllr. L Bloys VOTING: ALL IN FAVOUR
- C-2024-066** **Grassland management and conservation**
Council DEFERRED the Ground Policy review to the June meeting. Any recommendations following the review are to be incorporated into the grounds maintenance contract review. **JJ/LT**
- PROPOSED: Cllr. D McCanlis SECONDED: Cllr. L Thornton VOTING: ALL IN FAVOUR
- C-2024-067** **Meeting Time Extension 19.50**
Council Resolved to extend the meeting by an additional 15 mins from 20:00
- PROPOSED: Cllr. D McCanlis SECONDED: Cllr. L Thornton
VOTING: 5-IN FAVOUR 1-ABSTAINED
- C-2024-068** **Porlock Recreation Ground**
Council RESOLVED to approve the amended constitution of this Charitable Incorporated Organisation
- Cllrs. L Thornton, D McCanlis and S McCanlis did not vote as members of the Recreation committee
- PROPOSED: Cllr. D Thornton SECONDED: Cllr. M Stenning VOTING: ALL IN FAVOUR
- C-2024-069** **Planning**
No planning matters to note

Reports from outside bodies

C-2024-070

Somerset Council

No report received

C-2024-071

Doverly Manor Committee

Report received

C-2024-072

Porlock Community Library

Report received. Cllr D Thornton gave an update on the Food Pantry meeting at the Library and they are going to set up a system for the Library to be a point of collection or donation.

C-2024-073

Porlock Village Hall

Report received. Council noted the success of the Steam Punk event for the village. The Council also noted that special thanks should be given to Alex and Craig Gardner for organising the successful event and it was agreed that a letter of thanks from the Council should be issued.

JJ/DM

C-2024-074

Adoption of new meeting minuting system

Council RESOLVED to adopt the new minute referencing system

JJ

PROPOSED: Cllr. M Stenning SECONDED: Cllr. L Thornton VOTING: ALL IN FAVOUR

C-2024-075

Probationary Review

Council RESOLVED to approve the recommendations following the probationary review of the Clerk & Responsible Finance Officer following a successful probationary period including the increment of one salary point (from £16.30 to £16.67 per hour) to come into effect from the 7th May '24

JJ

PROPOSED: Cllr. M Stenning SECONDED: Cllr. L Bloys VOTING: ALL IN FAVOUR

C-2024-076

Clerk Training

Council RESOLVED to approve funding of £360 for the Clerks training for ILCA to CiLCA preparatory course

JJ

PROPOSED: Cllr. L Thornton SECONDED: Cllr. D Thornton VOTING: ALL IN FAVOUR

C-2024-077

Date of the next ordinary Council meeting

Cllrs. noted the date of the next Ordinary Council meeting 12th June '24, at 7pm in Porlock Village Hall

The meeting closed at 8:07pm