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Porlock



Parish Room
Old School Centre
Porlock
Somerset, TA24 8NP

Parish Council

**Minutes of the Porlock Parish Council Meeting,
Porlock Village Hall, Wednesday 10th July 2024, 7 pm**
Copies of minutes and non-confidential reports are available on request

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

Also present: Clerk, Johnathan Jones

Signed:  Dated: 11/09/24

Min Ref:	Minutes	Action
C-2024-156	Apologies were received by the Council Cllrs. L Bloys, C Gardner & L Thornton	
C-2024-157	Declarations of interest and disclosable pecuniary interest dispensations None were declared.	
C-2024-158	Items to be dealt with after the public, including press, have been excluded 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-2024-159	Minutes from the ordinary council meeting held on 12th June '24 A statement from L Thornton regarding agenda items C-2024-102, C-2024-103 and the accuracy of the draft minutes was read out by the Chair as requested. Council RESOLVED to approve the minutes with no amendments. The minutes were approved and signed by the Chair. PROPOSED: Cllr. D Heath SECONDED: Cllr. S McCanlis VOTING: ALL IN FAVOUR	
C-2024-160	Minutes from the extraordinary meeting held on 26th June '24 The Clerk apologised for not having completed the minutes due other work priorities Council DEFFERED the item to the extraordinary meeting on the 13 th August '24. PROPOSED: Cllr. D McCanlis SECONDED: Cllr. S Colson VOTING: ALL IN FAVOUR	
C-2024-161	Minutes from the Finance & HR Committee meeting held on 2nd July '24 Council RESOLVED to approve the minutes . The minutes were approved and signed by the Chair. PROPOSED: Cllr. D Heath SECONDED: Cllr. S McCanlis VOTING: ALL IN FAVOUR	
C-2024-162	Draft minutes from the planning meeting held on 27th June '24	

Initials:  Date: 11/09/24

Council received the minutes.

C-2024-163 Action log updates

No updates were received, it was noted that actions assigned to David Thornton & Cllr. Lesley Thornton should be reassigned by the Clerk.

JJ

Public participation

C-2024-164 Public – What is happening to the dilapidated water feature in the Old School Centre (OSC) upper garden.

Council – A recent site assessment identified this as requiring work. This will be looked at by the OSC Community Garden Working Group (OSCCGWG).

To discuss with Terry Cable the original installation and provide a report to Council at the September meeting.

DH

Finance HR & Governance

C-2024-165 Future financial scenarios of the Old School Centre

Council received the report

Council discussed the report presented by the Clerk. Concern was raised about other cost impacts such as resources to manage the extra facility. The Clerk reported that resourcing costs could be included in the service/hire charge of the space.

Further work is to be done to understand operational procedures including access and security for out of normal business hours use.

JJ

C-2024-166 The Chair informed the meeting that he will be calling an extraordinary meeting of the Council on the 13th August to focus on the developing options and continue to receive ideas from residents. With an aim to reach a final decision during the ordinary meeting of the Council on the 11th September.

DM/JJ

C-2024-167 Bank reconciliation to the end June '24

Council RESOLVED to approve and sign the Bank reconciliation to the end of June '24. The bank reconciliation was signed by Cllr. D Heath and the RFO.

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

C-2024-168 Summary and Detailed Receipts & Payments to end of June '24

Council RECEIVED the Summary and Detailed Receipts and Payments to end of June '24. The summary was signed by Cllr. D Heath and the RFO.

C-2024-169 Payments Schedule for July '24

£3423.20 is to be transferred from The Porlock Project Fund (EMR 337) to the War Memorial (EMR 325) for the payment of the War Memorial Restoration Work.

JJ

C-2024-170 Council RESOLVED to approve the Payment Schedule for July '24 as noted above. The schedule was signed by Cllr. D McCanlis.

JJ

PROPOSED: Cllr. M Stenning SECONDED: Cllr. S Colson VOTING: ALL IN FAVOUR

- To receive the Utility Contracts Update/Review (ref: FH-2024-013)**
- C-2024-171 Water 2 Business Doverhay Car Park**
The report was received. Clerk will update Council once the inspection by Wessex Water has been completed. JJ
- C-2024-172 Octopus Electricity, switching tariffs to obtain potential savings of £340-400 inc VAT and the instillation of a smart meter at the OSC.**
Council RESOLVED to switch energy tariffs to the cheaper 24 month green energy tariff and to the installation of a smart meter replacing the existing traditional meter at the OSC. JJ
- PROPOSED: Cllr. S Colson SECONDED: Cllr. M Stenning VOTING: ALL IN FAVOUR
- C-2024-173 Telephone and broadband change of supplier**
Council RESOLVED to pay BT's early exit fees of £311.85 and move to Vodafone under a 24 month contract at £46 per month to make a potential saving of £1,413.99 inc VAT. JJ
- PROPOSED: Cllr. S Colson SECONDED: Cllr. M Stenning VOTING: ALL IN FAVOUR
- C-2024-174 Late Night Shopping Working Group and budget allocation**
1st amendment to agenda item to 'Confirm existing LNSWG and Lead Cllr D McCanlis'.
PROPOSED: Cllr. D McCanlis SECONDED: Cllr. S McCanlis VOTING: ALL IN FAVOUR
- C-2024-175 2nd amendment to agenda item to 'allocate a proposed budget to £2,000 (from EMR 340).**
PROPOSED: Cllr. M Stenning SECONDED: Cllr. S Colson VOTING: ALL IN FAVOUR
- C-2024-176 Amended agenda item – To confirm existing Late Night Shopping Working Group with Cllr. D McCanlis as the working group lead and consider proposed budget allocation of £2000 (EMR 340).**
Council RESOLVED the existing LNSWG and lead Cllr D McCanlis and budget proposal of £2000 to be allocated from EMR 340. JJ
- PROPOSED: Cllr. D McCanlis SECONDED: Cllr. S McCanlis VOTING: ALL IN FAVOUR
- C-2024-177 Cllr. S McCanlis requested funding of Christmas lights to be put on to the September agenda.** JJ
- C-2024-178 To consider the removal of D Thornton from Council's bank authority**
Council RESOLEVD to remove David Thornton from the banking mandates. JJ
- PROPOSED: Cllr. D Heath SECONDED: Cllr. S Colson VOTING: ALL IN FAVOUR
- C-2024-179 Bank signatories to be reviewed by Council at the ordinary meeting of the Council on the 11th September.** JJ
- C-2024-180 Nominations for Porlock Parish Council's representation of Porlock Village Hall**
Council RESOLEVD to appoint Cllr M Stenning as Council's representative to Porlock Village Hall with Cllr. S McCanlis deputising as required. JJ
- PROPOSED: Cllr. M Stenning SECONDED: Cllr. S McCanlis VOTING: ALL IN FAVOUR

- C-2024-181 Porlock Parish Council's representation of Porlock Vale Defibrillator Scheme**
Council RESOLVED to appoint the Clerk as Council's representative to Porlock Vale Defibrillator Scheme. JJ
- PROPOSED: Cllr. D McCanlis SECONDED: Cllr. M Stenning VOTING: ALL IN FAVOUR
- C-2024-182 Porlock Parish Council's representation of Porlock Community Library**
Council RESOLVED to appoint the Clerk as Council's representative to Porlock Community Library Partnership. JJ
- PROPOSED: Cllr. D McCanlis SECONDED: Cllr. M Stenning VOTING: ALL IN FAVOUR
- C-2024-183 Porlock Parish Council Asset & Property Portfolio lead**
Council DEFFERED the item. Review to be conducted by the Clerk on how to best manage the portfolio reports going forward and report back in at the ordinary meeting of the council in September. JJ
- PROPOSED: Cllr. D McCanlis SECONDED: Cllr. S Colson VOTING: ALL IN FAVOUR
- C-2024-184 Environment & Community Portfolio Report**
Report was received.
- C-2024-185** Two trees at the junction of Meadowhayes and Sparkhayes: remove grass around them, mulch and ensure well-watered JJ
- C-2024-186 To receive the Asset & Property Portfolio report**
Report was received.
The Clerk updated the Council confirming that the driveway to the Hawkcombe Cemetery is owned by Porlock Parish Council and was confirmed by the Land Registry back on 19th June 2006 (ST89934).
- C-2024-187 Outside bodies Somerset Council**
No report received.
- C-2024-188 Doverly Manor Committee**
The June report was received with no additional update for July.
- C-2024-189 Porlock Community Library**
Report was received.
- C-2024-190 Porlock Village Hall**
No report this month.
- C-2024-191 Outstanding Items**
Council noted items deferred.
- C-2024-192 Bio Diversity Policy (ref: C-2024-134) - Cllr. D Heath to prepare policy for consideration at the next ordinary meeting of the council on the 11th September.** DH

C-2024-193 The Clerk confirmed that item 24bi (Role of Vice-Chair) would be removed from the deferred items list as it is a standard item on the Annual Parish Council Meeting agenda held in May each year.

JJ

To receive any other business - For information only

- C-2024-194** - How is 5G considered in Bio Diversity policy
C-2024-195 - How does council fill the gaps with the recent resignations
C-2024-196 - How to recognise the positive work achieved by David & Lesley Thornton during their time on the Council

DH

JJ

DM

C-2024-197 Date of the next ordinary Council meeting

Cllrs. noted the date of the next Ordinary Council meeting 11th September '24, at 7pm in Porlock Village Hall

The meeting closed at 8:22pm