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Porlock



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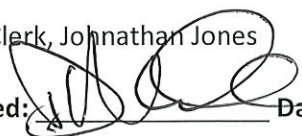
Parish Council

Minutes of the Ordinary Meeting of Porlock Parish Council, Porlock Village Hall, Wednesday 15th January 2025, 7 pm

Copies of minutes and non-confidential reports are available on request

Councillors Present: D McCanlis (Chair), S Colson (Vice-Chair), D Heath, S McCanlis, C Gardner & M Stenning

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

Signed: 

Dated: 12/02/2025

Min Ref:	Minutes	Action
C-2024-378	Apologies for absence Cllr. Craig Gardner	
C-2024-379	Declarations of interest and disclosable pecuniary interest dispensations None were declared.	
C-2024-380	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-2024-381	Minutes for the Ordinary Council meeting held on 11th December 2024 Council RESOLVED to approve the minutes with no amendments. The minutes were approved and signed by the Chair. PROPOSED: S McCanlis SECONDED: D Heath	VOTING: Four in Favour Abstained M Stenning - not present on the 11/12/24
C-2024-382	Updates from the Action Log Report No updates were given at the meeting	
C-2024-383	Public participation The two members of the public had no additional items to be raised other than those already on the agenda.	
C-2024-384	RFO report 2024-25 Q3 Budget Review & Q4 Forecast The Clerk gave a summary of the report that was previously circulated to members. Q3 budget review shows no areas of concern and remains on track. After earmarked reserve movements, there is a remaining budget of £20,088 for Q4. Following independent reviews of forecast by the Clerk and the Finance & HR Chair S Colson, Q4 forecast currently looks positive with no areas for concern. The Clerk also advised that due to other priorities, the 'how to' guide for members would be completed for February's meeting.	

C-2024-385 Earmarked Reserves Status Report

A review of how to better manage Earmarked Reserves and their movement will be undertaken by the Clerk and the Finance & HR Chair. As at the end of December 2024:

Available Unspent Funds £73,823.54

Current Balance £150,143.34

Committed Spend £33,880.80

Estimated Future Spend £42,439.00

- C-2024-386** S Colson requested that Council should now look to set grant, sponsorship and EMR expenditure for future years and how this is budgeted via the precept. Clerk to add an agenda Item is to be added to the next Finance & HR Committee meeting. JJ

C-2024-387 2025-2026 budget and Precept of £117,031

The Clerk confirmed that the adjustments to the line items as requested at the last meeting of the Council in December had been completed.

S Colson highlighted to members that the majority of this year's increase in precept is almost entirely driven by council salaries with the addition of the extra admin officer at 12hrs per week. This is to ensure that everything required continues to get done, as Council has a small number of Cllrs. which doesn't look to change any time soon. This will provide continuity for the future as devolution continues and also reduces the pressure on current members to take on more tasks. This increase equates to £30.30 increase per year for a Band D property.

Council RESOLVED to approve the 2025-2026 Budget and Precept of £117,031

PROPOSED: S Colson

SECONDED: D McCanlis

VOTING: All in Favour

C-2024-388 Investment Policy

The Council holds Treasury Stock Gilts, dividends are paid twice yearly and are used to support grant funding for local projects. The current investments are due to mature in March and the Council is required to decide how to reinvest. Historically Council has reinvested Treasury Stock Gilts for 12 years, however longer or shorter investment periods are available and attract varying returns. Council's current investment policy only allows a maximum 12 month investment period. The proposed amendment to the investment policy will exclude Treasury Stock Gilts from the 12 month limitation.

Council RESOLVED to approve the amendments as proposed and previously circulated to members.

PROPOSED: S Colson

SECONDED: S McCanlis

VOTING: All in Favour

C-2024-389 Grants Policy

Council's current Grant Policy doesn't allow for funding towards running costs or individuals. The amendment to the policy will allow greater flexibility for Council to support applications from organisations and individuals. The amendment will include amendments for sponsorship as well as projects. As an example the current Grant Policy doesn't allow for funding of the Porlock Youth Club as the requested funds are for staff costs.

Council RESOLVED to approve the amendments as proposed and previously circulated to members.

PROPOSED: S McCanlis

SECONDED: D Heath

VOTING: All in Favour

C-2024-390 Porlock Community Benefit Sponsorships

Porlock Youth Club 2025-2028 annual Community Benefit Sponsorship Grant of £3,425.76

Council RESOLVED to amend the 2025-2028 Community Benefit Sponsorship:

1.1b "fundraising target of £250 in year one and targets to be agreed for years two and three with Porlock Parish Council, including agreed plans for the ongoing provision of equipment & events."

PROPOSED: S Colson

SECONDED: S McCanlis

VOTING: All in Favour

C-2024-391 Porlock Community Benefit Sponsorships

Porlock Youth Club 2024 6 month Community Benefit Sponsorship Grant of £925.76

Porlock Youth Club 2025-2028 annual Community Benefit Sponsorship Grant of £3,425.76

Council RESOLVED to approve the grants.

PROPOSED: S McCanlis

SECONDED: M Stenning

VOTING: All in Favour

C-2024-392 Council representative of Porlock Youth Club

Council discussed current representations. The Chair suggested that the Clerk be the representative, the nomination was agreed by the Clerk.

Council RESOLVED to appoint the Clerk as Council's representative for Porlock Youth Club.

PROPOSED: D McCanlis

SECONDED: M Stenning

VOTING: All in Favour

C-2024-393 Grounds Maintenance Contract

The Clerk noted that Road Signs had been added to the schedule as it had been omitted from the amendment following last month's review by Council. Clarity was provided to help differentiate what was meant by tree maintenance versus specific tree management. The latter would be undertaken by a contractor such as a tree survey or works identified, separate to day to day maintenance such as fallen trees branches etc. In regard to this point, S Colson requested that the schedule noted that 'Road Signs' were allocated to Somerset Council slash Contractor.

Council RESOLVED to approve the amendment of adding SC/C to Road Signs

PROPOSED: S Colson

SECONDED: D Heath

VOTING: All In Favour

C-2024-394 Council RESOLVED to approved the Grounds Maintenance Works Schedule as amended

PROPOSED: D Heath

SECONDED: S McCanlis

VOTING: All In Favour

C-2024-395 Bank reconciliation

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

PROPOSED: S Colson

SECONDED: D McCanlis

VOTING: All in Favour

C-2024-396 Detailed Receipts & Payments

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

C-2024-397 Final Payments Schedule for December 2024

The Clerk highlighted the two amendments to the final payment schedule which had been made after the schedule had been presented at the December meeting. One late invoice had been received from Tindle Newspapers for the Late night shopping advert for £66.00 and the

invoice total for Threeatop was recorded incorrectly on the schedule by a variance of £10. The total should have read £1278.00 instead of £1268.00

Council NOTED the amendments and the amended Final Payment Schedule for December was signed by S Colson.

C-2024-398 Final Payments Schedule for January 2025

The Clerk circulated the Final Payment Schedule to members which included one late invoice addition: Westward Coast Services £100 for late night shopping. These were checked for accuracy by S Colson.

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

PROPOSED: S Colson

SECONDED: S McCanlis

VOTING: All in Favour

C-2024-399 Spend for Approval

A Binding - Villes Lane fencing (remove & replace) £716.00 (EMR 321)

Council RESOLVED to approve the quote for works to remove and replace the fence at Villes Lane of £716.00

PROPOSED: M Stenning

SECONDED: D Heath

VOTING: All in Favour

C-2024-400 S Colson suggested that operational costs should be recorded as part of the operational budget and not transferred immediately to an EMR until year end, so there is a greater level of transparency about actual operational costs at year end. An item will be added to the next Finance & HR committee agenda. JJ

C-2024-401 Old School Centre Project

The Clerk gave an update on the current work list based on the current in-principle plans. The layout will be subject to final approval by council once the quotes have been received. The fire officer will be visiting the OSC Thursday 16th January, any requirements will be added to the work list.

C-2024-402 Dignity at Work Policy

The revised Dignity at Work Policy was put to Council for approval. S Colson drafted the new version which was reviewed by D Heath and the Clerk.

Council RESOLVED to adopt the Dignity at Work Policy.

PROPOSED: S Colson

SECONDED: D Heath

VOTING: 3 in Favour
2 Abstained S McCanlis & M
Stenning – the latter not
having read the policy

C-2024-403 Civility & Respect Pledge

Council RESOLVED to sign the Civility & Respect Pledge

PROPOSED: S McCanlis

SECONDED: D Heath

VOTING: All in Favour

C-2024-404 Somerset Council Update

S Pugsley gave an update from Somerset Council Budget setting continues to be the primary focus, no decisions have been made in regard to devolved services and staff impacts. It was noted that Minehead Town Council have done a deal with the Council.

The Boundaries review continues the proposals that had been previously prepared and circulated but were not signed off by Somerset Council's working party and therefore not submitted to the boundary commission.

Idverde service provision and what's in contract, in particular Road sweeping was raised by members as an ongoing issue.

S Colson also raised the lack of response in regard to local highway improvements. It was recognised that recent weather events had taken a priority although the original request is now several months old and that the request is not to do anything but to provide advice.

C-2024-405 Porlock Parish Council Logo

Council discussed the revision of the logo and agreed that the following elements be reworked:

- Antlers to be those of a red stag
- Background colour to the ribbon to be white not silver
- Font to be corrected for consistency – visually looks different
- Original colour of the 'ribbons' to be kept
- Once a design is finalised then to look at variations for multiple use/applications especially for size variations e.g. footers, headers, digital applications etc.

Council DEFERRED the approval of the design.

C-2024-406 S McCanlis to sit down and discuss with C Gardner and finalise the design in respect of the above elements and to be happy with it before re-presenting it to Council.

SM

C-2024-406 Late Night Shopping Working Group
The report was received.

C-2024-407 Terms of Reference for the Late Night Shopping Working Group
The amended version was received.

Council RESOLVED to approve the Late Night Shopping Terms of Reference.

PROPOSED: D McCanlis

SECONDED: S Colson

VOTING: All in Favour

C-2024-408 Christmas Lights & Trees Working Group

The report was received. It was noted that Council accepted the suggestion from St Dubricius Church to absorb the cost the refreshments supplied to entertainers on Late Night Shopping instead of paying for the tree purchased by Council.

C-2024-409 Biodiversity Policy

The report on how Council puts the Biodiversity Policy into practice was received. Cllrs discussed the document, who it was for and feedback was given to D Heath about how to improve the document ensuring that the right names were used. In addition the document needs to mirror the words of the Biodiversity Policy.

Once the amendments have been made and input has been received from the current grounds maintenance contractor, the revised version to be brought back to Council for approval with a clear plan on implementation.

DH

C-2024-410 Old School Centre Community Garden
No update received, item deferred.

C-2024-411 Ponds Alive initiative

No update received, item deferred.

C-2024-412 Terms of Reference

Love Where You Live Working Group

No terms of reference were received. S McCanlis resigned as Working Group lead with immediate effect. Members were asked if anyone wished to take the lead to which there were no nominations. Under the rules for Working Groups the LWYL WG was therefore disbanded.

It was agreed that Council would revisit the need and purpose of such a working group in the future once membership numbers had improved.

Current campaign posters were circulated to members. It was noted that although spend for campaign materials had been approved, Council had not considered the appropriateness of the campaigns and were agreed it did not represent the right tone of voice for the village. The 'We're Watching You' poster was felt to be unsuitable, while the 'Pooh Fairy' only appropriate if positioned in the right place i.e. around the school.

Council recognised that the members of the public involved with this initiative would probably wish to continue the campaign. This being the case, Council decided that the Porlock Parish Council logo is not to be used in any of the posters and requested that the 'We're watching you' poster is not used at all.

Council recognised the work that has been done to date and that it would welcome any individual initiatives being presented to council in the future.

C-2024-413 The Clerk to write to inform L Thornton & L Davis.

JJ

C-2024-414 Old School Centre Community Garden Working Group

The Terms of Reference were received and approved subject to the deletion of one typo in the last paragraph.

Council RESOLVED to approve the Old School Centre Community Garden Working Group Terms of Reference as amended.

PROPOSED: D Heath

SECONDED: M Stenning

VOTING: All in Favour

C-2024-415 Portfolio Report

The report was received. D McCanlis to feed in his comments for circulation.

Council noted the Cemetery progress made by the Admin Officer and the great work that had been achieved.

C-2024-416 Administration Officer Recruitment

The Clerk gave an update on the recruitment process. D Heath volunteered to participate in the interviews along with the Admin Officer and the Clerk.

C-2024-417 Porlock Village Hall Management Committee

M Stenning will report back following the meeting to be held on the 27th January 2025.

C-2024-418 Outside bodies

Doverly Manor Committee

The report was received.

C-2024-419 Porlock Community Library

The report was received.

C-2024-420 Local Community Network
No report was received.

C-2024-421 Deferred Items:

- a) To consider how Council puts the Biodiversity Policy into practice document
- b) To receive and consider the Old School Centre Community Garden proposal
- c) To consider taking part in the Ponds Alive initiative

C-2024-422 Any Other Business
No other business disclosed.

C-2024-423 Date of the next Ordinary Meeting of the Council
12th February '25, at 7pm in Porlock Village Hall

Meeting closed at 20:59

