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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 12th February 2025, 7pm.

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

Also present: Cllrs. S Pugsley & F Nicholson for part of the meeting and Clerk, Johnathan Jones

Signed: 

Dated: 26/03/2025

Min Ref:

Minutes

Action

- C-2024-424 Apologies for absence**
None received. Craig Gardner was not present
- C-2024-425 Declarations of interest and disclosable pecuniary interest dispensations**
Cllrs. S McCanlis & D McCanlis declared interests for agenda item 31, as trustees of Porlock Recreation Ground, and Cllrs. S Colson & D McCanlis declared for agenda item 12, as trustees of the repair café. It was agreed that for both items, the chair of the meeting would be handed over to another member, and that Cllrs would remain in the meeting to answer any questions of members and abstain from voting.
- C-2024-426 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-2024-427 Minutes of the Ordinary Meeting of the Council held on the 15th January 2025**
Council RESOLVED to approve the minutes with no amendments.
The Chair signed the minutes.

PROPOSED: D Heath SECONDED: S McCanlis VOTING: All in favour
- C-2024-428 Action Log report**
C-2024-332 Grounds contract tender process timescales – Revise once the works schedule has been approved. Cllr. S Colson requested an update. The Clerk aims to send the request for tender by the end of March. Following this, there will be a 28-day period for responses. It is therefore anticipated that an update will be provided to Council at the April meeting. JJ
- C-2024-429 Public participation**
There were no members of the public present
- C-2024-430 Recommendations from the Finance & HR Committee held on the 29th January 2025:**
a) The adoption of the Allotment Trust Fund Policy
Council RESOLVED to approve the Allotment Trust Fund Policy

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

b) The reinvestment of the Treasury Stock 2025 for 12 years into stock title: 4.3/4% Treasury Stock 2038

Council RESOLVED to approve the recommendation

PROPOSED: S Colson

SECONDED: D Heath

VOTING: All in favour

c) The Grant & Sponsorship Fund for 2025-2026 and forecast funding

The Clerk gave an overview of the report – The key points:

- Allocation of Funds: Two-thirds of the Allotment Trust Reserve (ART) account balance will be spent for the benefit of the local community. One-third will be reinvested to generate additional income.
- Balance Allocation: Starting Balance (Dec 31, 2024): £22,770.79. Funds to be Reinvested (One-third): £7,590. Available Funds for Grants & Sponsorships (Two-thirds): £15,180
- Transparency and Accountability: Transfer funds from the ATR to the Council's Current Account to ensure transparency. Rename the current Treasury Stock Grants to Grants & Sponsorship to distinguish them from the ATR account.

This will reduce the ATR balance each year while ensuring that funds are transparently allocated for the benefit of the local community.

Council RESOLVED to approve the fund as presented in the report summarised as follows:

2025-2026 £8,425 (to include fund for Porlock Youth Club)

2026-2027 £5,000

2027-2028 £3,500

PROPOSED: D Heath

SECONDED: S Colson

VOTING: All in favour

C-2024-431 To consider the recommended cemetery fees

Council RESOLVED to approve the recommended increase in cemetery fees and simplification of the tariff as presented in the report.

PROPOSED: S Colson

SECONDED: S McCanlis

VOTING:

It was recognised that the costs to maintain the cemetery were not going to be covered by fees alone and that general maintenance of the cemetery would need to be funded through the precept.

Council requested that special thanks be given to the Admin Officer, recognizing the level of work that had been accomplished.

C-2024-432 To consider joining the Institute of Cemetery and Crematorium Management (ICCM) at a cost of £100.00 per year for 2025-2026 (Budget)

Council RESOLVED to join the ICCM

PROPOSED: D Heath

SECONDED: M Stenning

VOTING: All in Favour

C-2024-433 To consider the adoption of Council's Personal Electrical Equipment Policy

Council RESOLVED to adopt the policy.

PROPOSED: D Heath

SECONDED: S Colson

VOTING: All in favour

C-2024-434 Cllr. D McCanlis handed over the chair of the meeting to Cllr. D Heath.

C-2024-435 To consider using the Repair Café to carry out Council's annual Portable Appliance Testing for a donation of up to £100 (Budget)
Council RESOLVED to approach the Repair Café to see if they wished to take on Council's annual testing of portable appliances.

PROPOSED: D Heath

SECONDED: S McCanlis

VOTING: Three in favour
Two abstained: D McCanlis &
S Colson

C-2024-436 Cllr. D McCanlis handed over the chair of the meeting to Cllr. D Heath.

C-2024-437 To consider movements from Earmarked Reserves to General Reserves of £63,346

The Clerk gave an overview of the report presented to Council – the key points:

- Misclassified Spending: Review and correct classification of operational vs. capital expenditure.
- Review: Conduct regular and annual reviews of EMRs during budget process.
- Operational Costs: Allocate operational costs to the council's budget.
- General Reserve: Increase general reserves to recommended levels.

Council RESOLVED the movement of £63,346 as presented in the report.

PROPOSED: D Heath

SECONDED: M Stenning

VOTING: All in favour

C-2024-438 To consider the procedure for making and reporting payments

Council RESOLVED to adopt the procedure as presented in the report.

PROPOSED: M Stenning

SECONDED: S Colson

VOTING: All in favour

C-2024-439 To receive an update from the Car Parking Working Group

Cllr. S Colson gave a verbal update from the Working Group. Somerset Council (SC) has provided occupancy data, which has been especially useful. SC has confirmed they have agreed to the recommendation to add an additional free 15-minute shoppers' space at Doverhay car park. Their county-wide review of car parking is ongoing, so no further requests will be considered at this stage. Several initiatives that are being explored were highlighted to Council, which would come back to Council for consideration once further discussions with Somerset Council have taken place.

C-2024-440 To consider for approval and sign the bank reconciliation to end of January 2025

Council RESOLVED to approve and sign the bank reconciliation. D Heath and the Clerk signed the reconciliation.

PROPOSED: D Heath

SECONDED: S Colson

VOTING: All In favour

C-2024-441 To note with the summary and sign the Detailed Receipts & Payments to end of January 2025

Council RECEIVED the Summary and Detailed Receipts & Payments to end of January 2025. S Colson and the Clerk signed the summary.

C-2024-442 To note the amendments to the Final Payments Schedule for January 2025

a) Viking Stationary £21.16 (Payment not presented)

b) Jewson – Safety Gear £55.44 (not invoiced – payment deferred)

Council RECEIVED the amended Final Payments Schedule for January 2025. S Colson and the Clerk signed the summary.

C-2024-443 To receive, approve and sign the Final Payments Schedule for February 2025

Council RESOLVED to approve the Final Payments Schedule for February 2025. S Colson and the Clerk signed the summary.

PROPOSED: D Heath

SECONDED: D McCanlis

VOTING: All in favour

C-2024-444 To consider the grant application from Doverly Manor Management Committee (DMMC) for materials to repair the bridge for £250.00 (EMR 330)

Council discussed the application at length. There was no proposer for the motion. The application was rejected.

It was noted that Council has recently funded the reinstatement survey, legal fees for reinstatement of the charity, and rent legal reviews in recent months, and that according to their accounts, the DMMC is able to afford the cost of the repairs.

C-2024-445 To consider opening of the following credit accounts

The Clerk explained that the objective in setting up the accounts was to reduce reliance on the council credit card and Amazon.

Council RESOLVED to approve account applications being made for the below companies noting that local businesses should be considered first when making any purchases:

a) Miles Tea & Coffee (Refreshment supplies)

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

b) Exmoor Rambler (Stationery supplies)

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

c) Tool Station (Tools, Equipment & Supplies)

PROPOSED: D Heath SECONDED: M Stenning VOTING: All in favour

d) Pro Body Art (Cleaning & Toiletry products)

PROPOSED: M Stenning SECONDED: S McCanlis VOTING: All in favour

C-2024-446 To consider addition of a new 'cash book' in the Rialtas system to manage the corporate credit card account

Council RESOLVED the addition of the new 'cash book.'

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

C-2024-447 To consider signing a 5-year service contract with RICOH for the provision of an office printer at a cost of £109.96 per quarter commencing in April

Council RESOLVED to sign the contract with RICOH. Council did consider the possibility of obtaining an additional quote, but the consensus was that given the amount of work that would entail, there would be limited savings.

PROPOSED: M Stenning SECONDED: S McCanlis VOTING: four in favour
D Heath Abstained

C-2024-448 To consider the following spend

Council RESOLVED to approve:

a) Safe Options for two additional shelves for the Community Bookcase £252.00 (Inc VAT) (EMR 340)

Council RESOLVED to approve the spend.

PROPOSED: D Heath SECONDED: M Stenning VOTING: All in favour

b) Hodgson Marketing for out of contract website services £255.75 (EMR 321)

Council RESOLVED to approve the spend.

PROPOSED: S McCanlis

SECONDED: D McCanlis

VOTING: All in favour

c) ElanCity Evolis Solar Mobile Sign - £2,500 (existing MSID budget EMR 340)

Council RESOLVED to approve the spend subject to further location survey and assessment of needs.

PROPOSED: S Colson

SECONDED: S McCanlis

VOTING: Four in favour
M Stenning Abstained

d) Mobile Speed Indicator Device deployment equipment / signage £717.42 (existing MSID budget EMR 340)

Council RESOLVED to approve the spend.

PROPOSED: S Colson

SECONDED: D Heath

VOTING: Four in favour
M Stenning Abstained

e) Pollards Court – No Parking Signs budget request of £100 (EMR 340)

Council RESOLVED to approve the spend, subject to approval from the landowners

PROPOSED: D Heath

SECONDED: M Stenning

VOTING: All in favour

C-2024-449 21:00 Meeting Extension 20 mins

PROPOSED: D McCanlis

SECONDED: S Colson

VOTING: All in favour

C-2024-450 To receive an update from Somerset Council representatives

Cllrs. S Pugsley and F Nicolson provided an update. SC budget is nearly fixed. Staffing structure to be reviewed with further reductions. Government have approved a 7.5% increase on SC council tax. No current plans to reduce bus services. Council should continue to forecast a bus reserve of £6,000 as per the original agreement.

C-2024-451 To receive an update on the Council's website and IT infrastructure provision

The Clerk provided an update: following the recent increase in the cost of contract renewal for the website and email provision, work was underway to research and obtain alternative quotes. Council is now out of contract but has approved payment for three months service until end of March 2025 to ensure service continuity while the review is undertaken. Proposals will be brought to Council at the March meeting.

C-2024-452 To receive the Portfolio Report

The report was received.

C-2024-453 To consider approving the placement of a memorial plaque on a bench in the churchyard in memory of Shaun (Leo) O'Gorman

Council RESOLVED to approve the placement of the plaque.

PROPOSED: S McCanlis

SECONDED: M Stenning

VOTING: All in favour

C-2024-454 To receive an update for the Old School Centre Community Garden proposal including an update on the Ponds Alive initiative

Cllr D Heath provided an update. No responses have been received from the existing previous organisations. The Ponds Alive bid has been successful. Contact has been made with the wildlife trust to understand fund value and next steps.

C-2024-455 To receive the Old School Centre project works progress update

The Clerk provided an update. Site visits have been held with a range of contractors to obtain quotes aligned to the works schedule. Currently waiting on quotes for the archway and double doors. It is anticipated a full report will be made available to Council at the March meeting.

C-2024-456 To receive reports from outside bodies

a) Village Hall

The report was received. The Clerk clarified the next steps towards developing the village emergency plan. The Clerk noted to contact Richard Mayhew to ensure he is aware of what was happening next.

b) Dovere Manor Management Committee

The report was received.

c) Porlock Community Library

The report was received.

d) Local Community Network

The report was received.

e) West Somerset Flood Group

The report was received.

C-2024-457 Cllr. D McCanlis handed over the chair of the meeting to Cllr. S Colson.

C-2024-458 To consider the co-option of Suzanne Adlington as a trustee of the Porlock Recreation Ground
Council RESOLVED to approve the co-option.

PROPOSED: D Heath

SECONDED: S Colson

VOTING: Three in favour
Two Abstained S McCanlis &
D McCanlis

C-2024-459 Cllr. S Colson handed back the chair of the meeting to Cllr. D McCanlis

C-2024-460 To receive an update on the Administration Officer recruitment

Recruitment for the role continues; the next deadline is the 28th February.

C-2024-461 21:20 Meeting Extension 5 mins

PROPOSED: D Heath

SECONDED: D McCanlis

VOTING: All in favour

C-2024-462 To note outstanding items:

- a) To receive and consider the final draft of 'how Council puts the Biodiversity Policy into practice' document

C-2024-463 To receive any other business - For information only

C-2024-464 Date of the next Ordinary Meeting of the Council – 12th March '25, at 7pm at Porlock Village Hall, Porlock

Meeting closed at 9.21pm