

Clerk to Porlock Parish Council
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Parish Room
Old School Centre
Porlock
Somerset, TA24 8NP

Parish Council

Notice of the Ordinary Meeting of Porlock Parish Council

To all Councillors

You are hereby summoned to attend the Ordinary Meeting of Porlock Parish Council at 7pm on Wednesday 26th March 2025 to be held at The Village Hall, Porlock.

Dated: Thursday 20th March 2025

A Health and Safety announcement will be made at the start of the meeting.

This meeting will be recorded in accordance with NALC's Guidance on Recording of Parish Meetings.

Agenda

- 1) To receive apologies for absence - (LGA 1972 s85 (1))**
- 2) To consider any declarations of interest and disclosable pecuniary interest dispensations**
Members to declare any interests they may have in agenda items and consideration of any prior requests from member for Dispensations (NB this does not preclude any later declarations) (LGA 1972 s12 para 41(1))
- 3) To consider items to be dealt with after the public, including press, have been excluded. (S. 1(2) of the Public Bodies (Admission to Meetings) Act 1960**
- 4) To consider for approval and signing the minutes of the Ordinary Meeting of the Council held on the 12th February 2025**
- 5) To consider for approval and signing the minutes of the Finance & HR committee meeting held on the 29th January 2025**
- 6) To consider for approval and signing the minutes of the Planning Committee meeting held on the 26th February 2025**
- 7) To receive and note any updates from the Action Log report**
- 8) Public participation**
This section provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate. (LGA 1972 s 12 paras 10(2) (b))
- 9) To receive the Hawkcombe Cemetery Assessment report and to consider the recommendations (Open Spaces Act 1906, ss. 9, LGA 1972, s.214(6))**
- 10) To receive the RFO Report (Fin Regs 1.5)**
- 11) To consider the adoption of the Financial Reserves Policy (Fin Regs 1.5)**
- 12) To consider the adoption of a Purpose & Limitations Statement for all Earmarked Reserves (Fin Regs 1.5)**

- 13) To consider applying to become a member of the UK Debt Management Office's Approved Group for Gilt Purchase and Sale Service to enable the Council to invest future funds into Treasury Stock (*Fin Reg 11.3 & Investment Policy 3.1*)
- 14) To consider for approval and sign the bank reconciliation to end of February 2025 (*Fin Reg 2.6*)
- 15) To note with the summary and sign the Detailed Receipts & Payments to end of February 2025 (*Fin Regs 6.8 & 6.10*)
- 16) To note and sign the Final Payments Schedule for February 2025 (*Fin Regs 6.8 & 6.10*)
- 17) To receive, approve and sign the Draft Payments Schedule for March 2025 (*Fin Regs 6.8 & 6.10*)
- 18) To consider the following spend:
 - a) SRP - Reprint of the Poetry Book 'Through the Library Window' - £381 - EMR 338 Library
 - b) SLCC - Renewal Society of Local Council Clerks membership - £300 (Budget 2025-26 106/4304)
 - c) Savills - Rent for the Car Park at Porlock Village Hall - £300 (Budget 2025-26 208/4100)
 - d) Alan Binding – Coach Road Gate replacement – £260 (EMR 340 Environment & Community)
 - e) J Jones – Reimbursement of travel expenses - £59.80 (Budget 2024-25 100/4050)
 - f) SLCC – CiLCA training course £300 (Budget 2025-26 100/4050)
 - g) Idverde – Risk Assessment for reinstated bins - £90 (Inc VAT) (EMR 321 Old Cshol Centre)
- 19) To consider amending the Finance & HR Terms of Reference, Meeting Protocol 4.1 'meeting at least 3 times a year' to 'meeting at least once in the financial year' (*Standing Order 4d i-ii*)
- 20) To consider amending the Financial Regulations 5.4, 5.7 and 5.11 due to legislative changes in The Procurement Act 2023 and The Procurement Regulation 2024.
- 21) To receive the Portfolio Report
- 22) To consider writing to thank the Porlock Ladies for their years of volunteering work to maintain the Old School Centre Gardens
- 23) To consider the date, start time and draft agenda for the Annual Parish Meeting - 8th April 2025 at 7pm and a refreshments budget of £100 (Budget 2025-26 102/4039) (*LGA 1972 S.9(1)*)
- 24) To discuss how Porlock Parish Council resolves the lack of a manned street cleaner and funding
- 25) Porlock Village Hall
 - a) To review Council's representation of Porlock Village Hall Management Committee
- 26) To note the update from the Traffic & Road Safety Working group and to consider: (*LGA (MP) Act 1953, s.4*)
 - a) making a request from Somerset Council that bus shelters are provided at proposed locations of Doverhay Car Park (either side of the road) and outside the Old School Centre as part of Somerset Council's Bus Service Improvement Plan
 - b) the widening of the virtual footpath on Dunster Steep and obtaining a quote from CJ Lynch and Sons
- 27) To note the update from the Car Parking Working group and consider its recommendations
- 28) To note the update from the Christmas Lights & Trees Working group and to: (*LGA 1972, s.144 7 S.145*)
 - a) discuss plans for 2025-26
 - b) consider a budget of £500 for 2025-26 funded through Earmarked Reserves
 - c) consider future years funding to be include in the annual budget as an operational cost

- 29) To note the update from the Festival & Events Working Group and to: (LGA 1972, s.144 & s.145)
- a) consider hosting Porlock Apple Day October 2025 (date TBC) and provisional budget of £250 funded through Earmarked Reserves
 - b) consider hosting a Porlock Walking Weekend March 2026 (date TBC) and a provisional budget of £250 funded through Earmarked Reserves
 - c) consider future years funding to be include in the annual budget as an operational cost
 - d) discuss how to commemorate the 80th anniversary of Victory in Europe on the 8th May 2025
- 30) To note the update from the Late Night Shopping Working Group and to consider: (LGA 1972, s.144 & s.145)
- a) a budget of £500 for 2025-26 funded through Earmarked Reserves
 - b) future years funding to be include in the annual budget as an operational cost
- 31) To receive the Old School Centre Project works progress update and to:
- a) consider the final layout plans
 - b) receive the quotes and consider the recommended work stages, priorities and associated costs
- 32) To receive an update from Somerset Council's representatives on:
- a) the Somerset Council's parking policy changes and next steps
 - b) the definitive status and responsibility of The Drang
 - c) replacement/appointment of Ideverde's manual street cleaner
 - d) other notable points for information
- In accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and the Parish Council's Standing Order 3 d) the press and public will be excluded from the meeting during the discussion of item 32 - 34 on this agenda as the Parish Council will be discussing confidential legal and staffing matters.*
- 33) To consider the recommendations for the provision and management of Porlock Parish Council website
- 34) To consider the recommendations for the provision and management of Porlock Parish Council's information management and technology infrastructure (SO 11a)
- 35) To receive an update on the Admin Officer recruitment process and to:
- a) review the outcome of Administration Officer applicant interviews held on 24th March 2024
 - b) consider the appointment of an Administration Officer and contractual terms as recommended
- 36) To note outstanding items:
- a) To receive and consider the final draft of 'how Council puts the Biodiversity Policy into practice' document
- 37) To receive any other business - For information only
- 38) Date of the next Ordinary Meeting of the Council – 9th April 2025, at 7pm at Porlock Village Hall, Porlock



Johnathan Jones
Clerk and Responsible Financial Officer to Porlock Parish Council