

Clerk to Porlock Parish Council
Office Tel: 01643 863350
clerk@porlockparishcouncil.gov.uk
www.porlockparishcouncil.gov.uk



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 9th April 2025 to be held at The Village Hall, Porlock.

Dated: Friday 4th April 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 26th March 2025**
- 5) **To receive and note any updates from the Action Log report**
- 6) **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))
- 7) **To consider the request to demolish and reconstruct existing wall bordering Hawkcombe Cottage and the Cemetery**
- 8) **Planning applications to be considered:**
6/27/25/002 - OLD ROSE & CROWN, HIGH STREET, PORLOCK, MINEHEAD, TA24 8PS
Proposal: Listed building consent for the proposed replacement of 12no windows with single glazed casements.
- 9) **Planning applications to be considered:**
6/27/25/004 - Land off Bossington Lane (Easting - 289090, Northing - 147050)
Proposal: Proposed erection of 1no. 3 bed dwelling and associated works in lieu of 1no. 4 bed dwelling extant approval 6/27/06/104.
- 10) **To receive the RFO Report** (Fin Regs 1.5)

- 11) To consider for approval and sign the bank reconciliation to end of March 2025 (*Fin Reg 2.6*)
- 12) To note with the summary and sign the Detailed Receipts & Payments to end of March 2025 (*Fin Regs 6.8 & 6.10*)
- 13) To note and sign the Final Payments Schedule for March 2025 (*Fin Regs 6.8 & 6.10*)
- 14) To receive, approve and sign the Draft Payments Schedule for April 2025 (*Fin Regs 6.8 & 6.10*)
- 15) To consider for approval and signing the end of year accounts for 2025-26
- 16) To consider the following spend:
 - a) Sponsorship of the 2025 Porlock Duck Race £25.00 (EMR 330 Sponsorships & Grants)
- 17) To consider for approval the list of annual direct debits for 2025-26
- 18) To consider the Earmarked Reserves Limitations statements for 2025-2026 and the movement of required funds from General Reserves
- 19) To consider the reinvestment of one third of the closing balance of the Allotment Trust Reserve Account at end March 2025 into Treasury Stock 2038 4¾%
- 20) To consider the renewal of the flower display watering contracts for 2025-2026 for 26 weeks
 - a) Anna Toeman @ £12.21 per hour xx hours per week
 - b) Louise Crabb @ £12.21 per hour xx hours per week
- 21) To receive the portfolio report
- 22) To discuss how the Council owned floral displays are better managed, maintained and funded throughout the year
- 23) To receive and consider the final draft of 'how Council puts the Biodiversity Policy into practice' document
- 24) To consider a budget of £1750 for Late Night Shopping for 2025-26 funded through Earmarked Reserves (*LGA 1972, s.144 & s.145*)
- 25) To review the permitted use of the Old School Garden for dogs on leads
- 26) To receive an update on the contract renewal process for the Community Library Partnership and to receive and consider member nominations to undertake the review of the draft contract on behalf of the Council.
- 27) To receive the Old School Centre project update and consider the works schedule
- 28) To receive an update from Somerset Council's representatives on:
 - a) the replacement/appointment of Ideverde's manual street cleaner
 - b) other notable points for information
- 29) To note outstanding items:

No outstanding items
- 30) To receive any other business - For information only
- 31) Date of the next meeting being the Annual Meeting of the Council – 14th May 2025, at 7pm at Porlock Village Hall, Porlock



Johnathan Jones
Clerk and Responsible Financial Officer to Porlock Parish Council