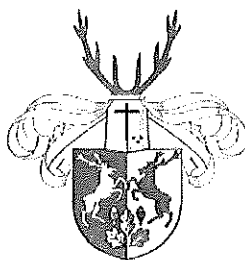


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Porlock

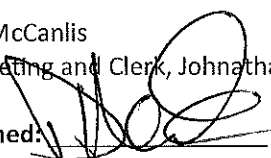


Parish Room
Old School Centre
Porlock
Somerset, TA24 8NP

Parish Council

Minutes of the Ordinary Meeting of Porlock Parish Council, Porlock Village Hall, Wednesday 9th April 2025, 7pm.

Councillors Present: D McCanlis (Chair), S Colson (Vice-Chair) & S McCanlis
Also present: Two members of the public for part of the meeting and Clerk, Johnathan Jones

Signed: 

Dated: 14/05/2025

Min Ref:	Minutes	Action
C-2024-520	1) To receive apologies for absence (LGA 1972 s85 (1)) Apologies were received from Cllrs. D Heath & M Stenning	
C-2024-521	2) To consider any declarations of interest and disclosable pecuniary interest dispensations The chair asked members for and declarations. No declarations were made.	
C-2024-522	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 There were no items proposed.	
C-2024-533	4) To consider for approval and signing the minutes of the Ordinary Meeting of the Council held on the 26th March 2025 Council RESOLVED to approve the minutes with no amendments. The chair signed the minutes. PROPOSED: S Colson SECONDED: D McCanlis VOTING: 3 In favour	
C-2024-544	5) To receive and note any updates from the Action Log report C-2024-406 Parish Logo – Closed - To be reviewed once confirmation received from The College of Arms on permitted use. It was noted that good progress had been made to complete outstanding actions before Civic year end.	JJ
C-2024-545	6) Public participation Public – Would council consider a request to put a bench on the corner of The Meadows outside no 2 as a popular walk especially with older folk with no existing bench in near vicinity. Council – This will be looked into subject to land owner permission and costs.	JJ
C-2024-546	Public – What is happening with the footpath that runs alongside Villes lane Council – As far as it is aware this is not a public right of way and belongs to the landowner adjacent.	
C-2024-547	7) To consider the request to demolish and reconstruct existing wall bordering Hawkcombe Cottage and the Cemetery Item was withdrawn as property owner is seeking provisional planning advice from Exmoor National Park Authority.	

- C-2024-548** 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.

Council PROPOSED to 'support' the application with specific recognition of the replacement of single glazed casement windows .

PROPOSED: S McCanlis

SECONDED: S Colson

VOTING: 3 In favour

- C-2024-549** 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.

Council PROPOSED 'no objection' to the application.

PROPOSED: S Colson

SECONDED: S McCanlis

VOTING: 3 In favour

10) To receive the RFO Report (Fin Regs 1.5)

Council RECEIVED the report.

- C-2024-550** **Quarter 4 / year end** - The RFO gave a brief summary of the last quarter end of year accounts: Receipts £131,095.05, Payments £150,511.37 with a -£19,416.32 Current Year fund balance and £156,762.79 End of year reserve balance. Year end was lower than previously forecast. Whilst our payment and receipts both exceed budget planned and actual spent this is before EMR movements (Receipts and Payments). The Clerk explained the way in which EMRs are now reported (as advised by Rialtas) now show a true percentage against planned budget. Taking this into consideration including movements to/from EMRs, year end shows an underspend against planned budget of £2,650.

Earmarked Reserves – review of the report has now been completed and format including words agreed.

How to read the numbers – This was received and was said to be very useful.

It was noted by S Colson the amount of work that had been undertaken by the clerk to get the budget reports where they are now and that, with the forward budget coding and simplification, this work has put council in a strong position moving forward, particularly when reviewing the budget each quarter.

- C-2024-551** **11) To consider for approval and sign the bank reconciliation to end of March 2025 (Fin Reg 2.6)**

Council RESOVED to approve & sign the bank reconciliation. The reconciliation was signed by S McCanlis and the clerk.

PROPOSED: S McCanlis

SECONDED: S Colson

VOTING: 3 In favour

- C-2024-552** **12) To note with the summary and sign the Detailed Receipts & Payments to end of March 2025 (Fin Regs 6.8 & 6.10)**

Council RECEIVED the Summary and the Detailed Receipts & Payments to end of March 2025. D McCanlis and the Clerk signed the summary.

- C-2024-553** **13) To note and sign the Final Payments Schedule for March 2025 (Fin Regs 6.8 & 6.10)**

Council RECEIVED the schedule to end of March 2025 and was signed by S Colson & the clerk.

C-2024-554 14) To receive, approve and sign the Draft Payments Schedule for April 2025 (Fin Regs 6.8 & 6.10)

Council RESOLVED to approve the schedule and was signed by S Colson & the clerk.

PROPOSED: S Colson

SECONDED: D McCanlis

VOTING: 3 In favour

C-2024-555 15) To consider for approval and signing the end of year accounts for 2025-26

The item was amended to read 'To consider approving the closing down of the year end accounts for 2024-25.'

PROPOSED: D McCanlis

SECONDED: S Colson

VOTING: 3 In favour

C-2024-556 Council RESOLVED to approved the closing down of the year accounts

PROPOSED: S Colson

SECONDED: D McCanlis

VOTING: 3 In favour

C-2024-557 16) To consider the following spend:

a) Sponsorship of the 2025 Porlock Duck Race £25.00 (EMR 330 Sponsorships & Grants)

Item was withdrawn as the Porlock Carnival Club had achieved their sponsorship target.

C-2024-558 17) To consider for approval the list of annual direct debits for 2025-26

The item was amended to read ' To consider for approval the list of regular and contractual payments for 2025-26.

PROPOSED: D McCanlis

SECONDED: S McCanlis

VOTING: 3 In favour

C-2024-559 Council RESOLVED to approved the list of regular & contractual payments.

PROPOSED: S McCanlis

SECONDED: D McCanlis

VOTING: 3 In favour

C-2024-560 18) To consider the Earmarked Reserves Limitations statements for 2025-2026 and the movement of required funds from General Reserves

Council discussed the proposal noting that the movements from general reserves would put council at the very lower end of the recommended reserve fund at circa 56% of target. It was again noted the amount of work that had taken place to provide transparency of its reserves and how it better manages these going forward. In addition several new reserves were added which better indemnifies various village assets in the long term.

It was also discussed that in order to strengthen the reserves both general and earmarked over time, that council would have to look at all available options including additional grants and raise funds through the precept when considering the budget next year.

Council RESOLVED to approve the statements and the movement of funds proposed with the exception of the Devolution EMR of £10,000. This will now form part of the annual budget process later in the year.

PROPOSED: S Colson

SECONDED: D McCanlis

VOTING: 3 In favour

C-2024-561 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%

Council RESOLVED to approve the reinvestment of £7,500.

PROPOSED: S Colson

SECONDED: D McCanlis

VOTING: 3 In favour

- C-2024-562 20) To consider the renewal of the flower display watering contracts for 2025-2026 for 26 weeks**
a) Anna Toeman @ £12.21 per hour 1 hours per week
b) Louise Crabb @ £12.21 per hour 4 hours per week

Council RESOLVED to approve the flower display watering contracts for 2025-26.

PROPOSED: S McCantis

SECONDED: D McCantis

VOTING: 3 In favour

- C-2024-563 21) To receive the portfolio report**
Council RECEIVED the Portfolio Report.

- C-2024-564 22) To discuss how the Council owned floral displays are better managed, maintained and funded throughout the year**
Council discussed the current arrangements and it was agreed that different arrangements needed to be in place to better manage the displays, especially over winter, and possible extension of the watering periods to ensure the lifespan of tubs as well as the plants inside when giving consideration to climate change the dryer warmer winters and spring.

- C-2024-565** The clerk will look to get information from Minehead Town Council on who provides their plants as well as some advice on planting and maintenance schedules. JJ

- C-2024-566** The Clerk will arrange a meeting with the watering contractors and S McCantis to see what suggestions they have to improving the management of the displays and present recommendations to Council at the meeting in May. JJ

- C-2024-567 23) To receive and consider the final draft of 'how Council puts the Biodiversity Policy into practice' document**
Item was DEFERRED as D Heath was not present and no papers had been received.

- C-2024-568 24) To consider a budget of £1750 for Late Night Shopping for 2025-26 funded through Earmarked Reserves(LGA 1972, s.144 & s.145)**
Council RESOLVED to approve the budget of £1750.00

PROPOSED: D McCantis

SECONDED: S Colson

VOTING: 3 In favour

- C-2024-569 25) To review the permitted use of the Old School Garden for dogs on leads**
Item DEFERRED until after the Old School Garden Centre Garden Project update in May.

- C-2024-570 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.**
The clerk gave an update on the current progress with the multiple draft revisions of the contract between the library service, the library officer and the clerk. There are no major changes to the contract or the funding proposed. All parties now consider that the draft contract was in its final stages ready for council's review.

Council RESOLVED to nominate S Colson and D McCantis to undertake the review of the final draft contract once it was received.

PROPOSED: S Colson

SECONDED: D McCantis

VOTING: 3 In favour

C-2024-571 27) To receive the Old School Centre project update and consider the works schedule
Council RECEIVED the report.

Council RESOLVED to approve the dates for the work to begin on the 23rd June 2025 noting that the Old School Center would be closed for a period of 10 days.

PROPOSED: S McCantis

SECONDED: D McCantis

VOTING: 3 In favour

C-2024-572 28) To receive an update from Somerset Council's representatives on:
a) the replacement/appointment of Idverde's manual street cleaner
b) other notable points for information

Somerset Councillors sent their apologies, providing an update to the clerk on the manual street cleaner. Advertising has taken place online and locally and this had resulted in two applications for the role. Idverde are interviewing two candidates wc 14th April.

C-2024-573 29) To note outstanding items:

- a) To review the permitted use of the Old School Garden for dogs on leads
- b) To receive and consider the final draft of 'how Council puts the Biodiversity Policy into practice' document

C-2024-574 30) To receive any other business - For information only
No items were received

C-2024-575 31) Date of the next meeting being the Annual Meeting of the Council – 14th May 2025, at 7pm
at Porlock Village Hall, Porlock

Meeting closed at 8:23pm

