

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 Annual Parish Council Meeting of Porlock Parish Council

To all Councillors

You are hereby summoned to attend the Annual Parish Council Meeting of Porlock Parish Council at 7pm on Wednesday 14th May 2025 to be held at The Village Hall, Porlock.

Dated: Thursday 8th May 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 nominations and elect the Chair
- 2) To receive nominations and elect the Vice-Chair
- 3) To receive apologies for absence (LGA 1972 s85 (1))
- 4) 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))
- 5) 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
- 6) To consider for approval and signing the minutes of the ordinary meeting of the council held on the 9th April 2025
- 7) To consider for approval and signing the minutes of the extraordinary meeting of the council held on the 30th April 2025
- 8) To receive and note any updates from the action log report
- 9) **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))*
- 10) To discuss concern about overnight parking in central car park during Porlock Beer & Music Festival (3rd - 6th July 2025) and consider:
 - a) requesting Somerset Council replace existing small notices with larger ones
 - b) producing some A0 size notices to be used on existing council A-boards
 - c) requesting the organisers of the festival update their marketing material and website with information on camping facilities and that camping is prohibited in central car park
 - d) requesting traffic enforcement officers provide extra patrols during the festival

- 11) To receive the quarterly report of Porlock Youth Club and consider approving the quarterly sponsorship payment of £856.44 (EMR 330)
- 12) Annual review of council policies and procedures to consider:
- a) delegation arrangements to committees, sub committees and staff and other local authorities 5.j.v
 - b) terms of reference for its committees 5.j.vi
 - c) appointment of members to existing committees 5.j.vii
 - d) review of any new committees in accordance with standing order 4 5.j.viii
 - i) disbanding the Traffic & Road Safety Working Group
 - ii) disbanding the Car Parking Working Group
 - e) adoption of the revised updated standing orders and
 - i) how council records its resolutions (not a 'recorded vote')
 - f) council's finance regulations 5.j.ix
 - g) arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses 5.j.x
 - h) inventory of land and other assets including buildings and office equipment 5.j.xiii
 - i) confirmation of arrangements for insurance cover in respect of all insurable risks 5.j.xiv
 - j) representation on or work with external bodies and arrangements for reporting back 5.j.xi
 - k) council's and/or staff subscriptions to other bodies j.5.xv
 - l) council's complaints procedure 5.j.xvi
 - m) council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (also SO 11,20 and 21) 5.j.xvii
 - n) council's policy for dealing with the press/media 5.j.xviii
 - o) council's employment policies and procedures 5.j.xix
 - i) adoption of the proposed equality & diversity policy
 - p) council's expenditure incurred under s.137 of the Local Government Act 1972 or the power of competence
 - q) determining the time and place of ordinary meetings of the Council up to and including the next Annual Meeting of the Council. 5.j.xxi
- 13) To receive and consider the recommendations from the 2024/25 internal audit report
- 14) To consider completing and signing at the meeting, Section on 1 - the Annual Governance Statement of the Annual Governance and Accountability Return 2024/25
- 15) To receive and consider signing at the meeting, Section 2 - the Accounting Statements of the Annual Governance and Accountability Return 2024/25
- 16) To consider the notice period of the exercise of public rights being the 19th May to 30th June 2025
- 17) To receive the RFO Report (*Fin Regs 1.5*)
- 18) To note and sign the final payments schedule for April 2025 (*Fin Regs 6.8 & 6.10*)
- 19) To consider for approval and sign the bank reconciliation to end of April 2025 (*Fin Reg 2.6*)
- 20) To note with the summary and sign the detailed receipts & payments to end of April 2025 (*Fin Regs 6.8 & 6.10*)
- 21) To receive, approve and sign the draft payments schedule for May 2025 (*Fin Regs 6.8 & 6.10*)
- 22) To consider the following spend:
- a) Clear Councils annual insurance renewal and consider the three year fixed term of £2,217.61 per year, noting that the premium exceeds budget forecast for 2025-26 of £2,000 (Budget 101/4044)
 - b) SLCC CiLCA Qualification Registration £450 (Budget 100/450)
 - c) Quotes from C J Lynch & Sons:

- i) **Widening of Dunster Steep virtual footpath £14,688 inc VAT** (not budgeted)
 - ii) **High Street dropped kerb installation £2,910.00 inc VAT** (not budgeted)
 - d) **Ian Freeman Carpentry for OSC project carpentry works - £1170.00** (EMR 321 – Old School Centre)
 - e) **MS Group War Memorial Maintenance Contract 1 years £2,310 exc VAT** (Budget - Grounds Maintenance 206/4129)
 - f) **J Jones travel expenses claim for CiLCA Training £102.30** (Budget 100/4050)
- 23) To consider the following sponsorship & grant applications:** (EMR 330 Sponsorships & Grants)
- a) **Doverly Manor Museum - Professional museum designer services £3,500.00**
 - b) **Margaret Wilson on behalf of John Barnes Court outdoor table & chairs £150**
- 24) To receive the portfolio report**
- 25) To consider the priority order for the roll out of the water refill units**
- 26) To consider the promotional campaign for encouraging the use of central car park**
- 27) To receive an update on the Somerset Wildlife Trust Ponds Alive project at the old school centre community gardens and to consider;**
- a) **adopting the proposed draft plans**
 - b) **engaging a third party to help develop the project plans and costs**
- 28) To receive and consider the final draft of ‘how council puts the biodiversity policy into practice’ document**
- 29) To discuss how we better manage and maintain council’s green spaces (Cemetery, War Memorial, OSC community gardens etc) to encourage greater biodiversity**
- 30) To review the permitted use of the old school centre community garden for dogs on leads**
- 31) To receive the old school centre project works update:**
- 32) To receive an update from Somerset Council’s representatives on:**
- 33) To note outstanding items:**
- a) **To receive the report and to consider recommendations on how to better manage, maintain and fund council owned floral displays**
- 34) To receive any other business - For information only**
- 35) Date of the next ordinary meeting of the council – 11th June 2025, at 7pm at the Village Hall, Porlock**



Johnathan Jones
Clerk and Responsible Financial Officer to Porlock Parish Council