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Porlock

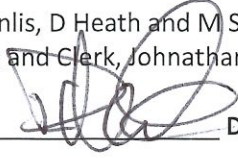


Parish Room
Old School Centre
Porlock
Somerset, TA24 8NP

Parish Council

Minutes of the Annual Parish Council Meeting of Porlock Parish Council, held at Porlock Village Hall on Wednesday the 14th May 2025 at 7pm.

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

Signed:  Dated: 11/06/2025

Minute Ref:	Minutes	Action:
C-2025-001	1) To receive nominations and elect the Chair Nominations were received from Cllr. D McCanlis Council RESOLVED to elect Cllr. D McCanlis as Chair. Cllr. D McCanlis and the clerk signed the declaration of acceptance of office.	
C-2025-002	2) To receive nominations and elect the Vice-Chair Nominations were received from Cllr. S Colson Council RESOLVED to elect Cllr. S Colson as Vice Chair. Cllr. S Colson and the clerk signed the declaration of acceptance of office.	
C-2025-003	3) To receive apologies for absence (LGA 1972 s85 (1)) All Cllrs were present.	
C-2025-004	4) To consider any declarations of interest and disclosable pecuniary interest dispensations The chair asked members if there were any declarations or disclosable pecuniary interests to be declared. None were declared.	
C-2025-005	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 The chair declared no items required the public or press to be excluded.	
C-2025-006	6) To consider for approval and signing the minutes of the ordinary meeting of the council held on the 9th April 2025 Council RESOLVED to approve the minutes with no amendments. The minutes were signed by the chair.	
C-2025-007	7) To consider for approval and signing the minutes of the extraordinary meeting of the council held on the 30th April 2025 Council RESOLVED to approve the minutes with no amendments. The minutes were signed by the chair.	

C-2025-008 8) To receive and note any updates from the action log report

C-2024-208 - Purchase Mobile Speed indicator device once training has been completed and recommendation to proceed. Update: Following a conversation with a Willton Town Councillor it has been advised that battery operated MSIDs are much easier to install and uninstall than solar if being used in multiple locations. Therefore the recommendation is to purchase a battery operated device. In addition permission from highways is required to install the device on identified locations. Highways have been contacted and will supply the required paperwork so permission can be applied for.

C-2024-332 Grounds contractor tender process timescales &

C-2024-328 Publish Grounds policy once amendments have been made and agreed. Update: Once the 'putting the Biodiversity policy into practice' (Item 28 on the agenda) has been resolved then progress can be made on C-2024-332 and C-2024-328

C-2025-009 9) Public participation

There were no questions from the public.

C-2025-010 10) To discuss concerns 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 JJ
- b) producing some A0 size notices to be used on existing council A-boards JJ
- 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 SM/JJ
- d) requesting traffic enforcement officers provide extra patrols during the festival JJ

Council RESOLVED to approve items a – d.

C-2025-011 Cllr. S McCanlis to talk to the owner of the Top Ship before the Clerk writes to them. SM

C-2025-012 11) To receive the quarterly report of Porlock Youth Club and consider approving the quarterly sponsorship payment of £856.44 (EMR 330)

The report was received. The chair invited attending members of Minehead Eye to give a summary of the report which is available on the council website and in the Library.

Council RESOLVED to approve the first quarterly sponsorship payment of £856.44.

C-2025-013 Council requested that future reports provide an update on quarter by quarter progress against KPIs such as attendance, membership and activities, as well progress against the fund raising target. JJ/ME

C-2025-014 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

Council RESOLVED to approve the current arrangements.

C-2025-015 b) terms of reference for its committees 5.j.vi

Council RESOLVED to approve the current terms of references.

C-2025-016 c) appointment of members to existing committees 5.j.vii

Cllr. M Stenning resigned from the planning committee.

Council RESOLVED the revised current committee membership.

Amendments to be made: remove C Gardner from the members list and replace M Stenning as Porlock Village Hall representative with D McCanlis.

d) review of any new committees in accordance with standing order 4 5.j.vii

- i) disbanding the Traffic & Road Safety Working Group
- ii) disbanding the Car Parking Working Group

Council RESOLVED to disband the two working groups with no new committees were recommended.

C-2025-017 e) adoption of the revised updated standing orders and

- i) **how council records its resolutions** (not a 'recorded vote')

Council RESOLVED to adopt the revised NALC standing orders as proposed with no further amendments.

C-2025-018 f) council's finance regulations 5.j.ix

Council RESOLVED to approve the current Financial Regulations as adopted in March 2025.

C-2025-019 g) arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses 5.j.x

Council RESOLVED to approve the arrangements as per the report.

C-2025-020 h) inventory of land and other assets including buildings and office equipment 5.j.xiii

Council RESOLVED to approve the asset register.

C-2025-021 i) confirmation of arrangements for insurance cover in respect of all insurable risks 5.j.xiv

Council RESOLVED to approve its insurance arrangements.

C-2025-022 j) representation on or work with external bodies and arrangements for reporting back 5.j.xi

Council RESOLVED to approve its current arrangements as set out in the Committee Portfolio.

C-2025-023 k) council's and/or staff subscriptions to other bodies j.5.xv

Council RESOLVED to approve its current arrangements as set out in the report.

Proposed:

Seconded:

Voting:

C-2025-024 l) council's complaints procedure 5.j.xvi

Council RESOLVED to approve the current procedure continues to meet requirements

C-2025-025 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

Council RESOLVED to approve current arrangements as set out in the report.

C-2025-026 n) council's policy for dealing with the press/media 5.j.xviii

Council RESOLVED to approve the current policy continues to meet requirements.

C-2025-027 o) council's employment policies and procedures 5.j.xix

Council RESOLVED to approve its current policies and procedures.

C-2025-028 i) adoption of the proposed equality & diversity policy

Council RESOLVED to approve the adoption of the policy.

C-2025-029 p) council's expenditure incurred under s.137 of the Local Government Act 1972 or the power of competence

No expenditure under S.137 was incurred.

C-2025-030 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

Council RESOLVED to approve the proposed schedule of meetings amending the start time of the 11th March 2026 meeting to 7pm.

It was raised by Cllr. S Colson that Finance & HR committee members should make particular note for their diaries the first budget review meeting scheduled for the 17th September 2025.

C-2025-031 13) To receive and consider the recommendations from the 2024/25 internal audit report

The report was received. Two recommendations were made:

- i. Standing Orders Section 18 (a) and (c) needs updating from £25,000 to £30,000 inc VAT. – Completed
- ii. Recommend that replacement values for assets with a finite life be included to enable transparency on potential future liabilities. – Work is underway as a primary task of the new admin Officer (assets)

Council RESOLVED to adopt the recommendations in the report.

C-2025-032 14) To consider completing and signing at the meeting, Section 1 - the Annual Governance Statement of the Annual Governance and Accountability Return 2024/25

The chair read out the Annual Governance checklist line by line and the Council agreed to tick items 1 - 8 and tick n/a to item 9.

Council RESOLVED to approve the Annual Governance Statement for 2024/25. The chair and the clerk signed the statement.

C-2025-033 15) To receive and consider signing at the meeting, Section 2 - the Accounting Statements of the Annual Governance and Accountability Return 2024/25

The Accounting Statements for 2024/25 were presented having been previously signed by the RFO prior to the meeting.

Council RESOLVED to approve the Accounting Statements Section 2. The Chair signed the statement.

C-2025-034 16) To consider the notice period of the exercise of public rights being the 19th May to 30th June 2025

The clerk requested the date of the motion be changed 'To consider the notice period of the exercise of public rights being the 3rd June to the 14th July 2025' to ensure the period included the first 10 working days of July.

Council RESOLVED to amend the motion.

C-2025-035 Council RESOLVED to approve motion as amended.

C-2025-036 17) To receive the RFO Report (Fin Regs 1.5)

The report was received.

- C-2025-037 18) To note and sign the final payments schedule for April 2025 (Fin Regs 6.8 & 6.10)**
The schedule was received, noted and signed by Cllr. S Colson and the Clerk.
- C-2025-038 19) To consider for approval and sign the bank reconciliation to end of April 2025 (Fin Reg 2.6)**
Council RESOLVED to approve the reconciliation and was signed by Cllr. D Heath and the clerk.
- C-2025-039 20) To note with the summary and sign the detailed receipts & payments to end of April 2025 (Fin Regs 6.8 & 6.10)**
The reports were received, noted and signed by Cllr. D McCanlis and the Clerk.
- C-2025-040 21) To receive, approve and sign the draft payments schedule for May 2025 (Fin Regs 6.8 & 6.10)**
Council RESOLVED to approve the schedule, signed by Cllr. S Colson and the clerk.
- C-2025-041 22) To consider the following spend:**
f) 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)
- The clerk provided an update regrading the 35% increase in insurance. Clear Councils had explained since the change of insurers to Ecclesiastical Insurance there is now a charge for Legal Expenses of the premium. This challenge has resulted in a revised reduced quote of £1,991.84 inclusive of 12% Insurance Premium Tax and administration fees.
- The clerk requested that the motion be amended to include the new quote of £1991.84 and for one year's premium aligning this to budget forecast.
- The clerk recommended council did not accept the three year fixed premium as this could have a negative effect on the precept in three years with a vastly increased premium rather than a gradual, more manageable annual increase each year.
- Council RESOLVED to amend the motion to – f) Clear Councils annual insurance renewal of £1991.84 for one year (Budget 101/4044)
- C-2025-042** Council RESOLVED to approve the motion as amended.
- C-2025-043 g) SLCC CiLCA Qualification Registration £450 (Budget 100/450)**
Council RESOLVED to approve the spend.
- C-2025-044 f) Quotes from C J Lynch & Sons:**
i) Widening of Dunster Steep virtual footpath £14,688 inc VAT (not budgeted)
The motion fell.
- C-2025-045 i) High Street dropped kerb installation £2,910.00 inc VAT (not budgeted)**
The motion fell.
- C-2025-046 g) Ian Freeman Carpentry for OSC project carpentry works - £1170.00 (EMR 321 – Old School Centre)**
Council RESOLVED to approve the spend.

- C-2025-047 h) MS Group War Memorial Maintenance Contract 1 years £2,310 exc VAT**
(Budget - Grounds Maintenance 206/4129)
Council RESOLVED to approve the spend.
- C-2025-048 i) J Jones travel expenses claim for CiLCA Training £102.30** (Budget 100/4050)
Council RESOLVED to approve the payment.
- C-2025-049 23) To consider the following sponsorship & grant applications:** (EMR 330
Sponsorships & Grants)
a) Doverly Manor Museum-Professional Museum designer services £3,500.00
Cllr. S McCanlis did not enter the discussion or vote as a volunteer at the museum.

Council RESOLVED to approve the grant.
- C-2025-050 b) Margaret Wilson on behalf of John Barnes Court outdoor table & chairs £150**
Council RESOLVED to approve the grant.
- C-2025-051 24) To receive the portfolio report**
The report was received.
- C-2025-052 25) To consider the priority order for the roll out of the water refill units**
Council DEFERRED the item until final installation costs had been received and approval from Wessex Water had been received. The roll out plan should also consider Porlock Vale rather than Porlock village as funding was granted for the vale.
- C-2025-053 26) To consider the promotional campaign for encouraging the use of central car park**
Council RESOLVED to approve the campaign.
- C-2025-054 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

Council DEFERRED the item until the June meeting. DH
- C-2025-055 28) To receive and consider the final draft of 'how council puts the biodiversity policy into practice' document**
Council DEFERRED to the June meeting as no paper was submitted.

Cllr. D Heath to provide the clerk with the required amendments to document. DH
- C-2025-056 29) To discuss how we better manage and maintain council's green spaces (Cemetery, War Memorial, OSC community gardens etc) to encourage greater biodiversity**
Council DEFERRED to the June meeting requesting a paper be submitted to allow an informed discussion. JJ
- C-2025-057 30) To review the permitted use of the old school centre community garden for dogs on leads**
Council DEFERRED to the June meeting.
- C-2025-058 31) To receive the old school centre project works update:**
The report was received. Library Officer to recommend launch date of refurbished OSC. JJ/MP
- C-2025-059 32) To receive an update from Somerset Council's representatives**

Somerset Cllrs were not present having sent their apologies.

Council requested the clerk to ask the Cllrs. for an update on the cleaning of Porlock Hill road signs.

JJ

C-2025-060 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
- b) To receive and consider the final draft of 'how council puts the biodiversity policy into practice' document
- c) To consider the priority order for the roll out of the water refill units
- d) To receive an update on the Somerset Wildlife Trust Ponds Alive project at the old school centre community gardens and to consider:
 - i) adopting the proposed draft plans
 - ii) engaging a third party to help develop the project plans and costs
- e) To discuss how we better manage and maintain council's green spaces (Cemetery, War Memorial, OSC community gardens etc) to encourage greater biodiversity

C-2025-061 34) To receive any other business - For information only

Salt Path Film launches 30th May 2025 – this is hoped to bring extra tourism into the area.

C-2025-062 35) Date of the next ordinary meeting of the council – 11th June 2025, at 7pm at the Village Hall, Porlock

The meeting closed at 8.58pm