

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 11th June 2025 to be held at The Village Hall, Porlock.

Dated: Friday 6th June 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 Annual Parish Council Meeting held on the 14th May 2025
- 5) To receive and note any updates from members to 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 sponsorship grant application from Lesley Thornton on behalf of Will Rayner, owner of the Discover Porlock Website for website hosting for one year and development of the Discover Porlock Website £745.00 (Sponsorships & Grants EMR 330)
- 8) To consider a request to permit access for works to replace the water service pipe at Swiss Lodge, Parsons Street on the 25th June 2025
- 9) To receive the RFO report
- 10) To note and sign the final payments for May 2025
- 11) To consider for approval and sign the bank reconciliation to end of May 2025 (Fin Reg 2.6)

- 12) To note with the summary and sign the detailed receipts & payments to end of May 2025 (*Fin Regs 6.8 & 6.10*)
- 13) To receive, approve and sign the draft payments schedule for June 2025 (*Fin Regs 6.8 & 6.10*)
- 14) To receive and consider the final draft of 'how council puts the biodiversity policy into practice' action plan and agree next steps:
 - a) Publish the action plan
 - b) Create a communications plan for consideration by council
 - c) Create website page to hold all biodiversity information and activity
- 15) To discuss and consider options on how council better manages and maintains its green and community spaces (Cemetery, War Memorial, OSC Community Gardens, Churchyard, The Meadows etc) in line with the biodiversity policy and action plan
- 16) To receive and consider the proposed grounds maintenance contractor tender list and timescales
- 17) To receive an update on and to consider recommendations on how to improve and fund council owned floral displays
- 18) To receive an update on the Somerset Wildlife Trust Ponds Alive project at the Old School Centre Community Garden (orchard) and to consider:
 - a) adopting the proposed draft plans
 - b) sourcing third parties to help develop the project plans and costs for council to consider
 - c) exploring grant funding sources
- 19) To consider the proposal to transform the Old School Centre Community Garden (playground) and:
 - a) sourcing third parties to help develop the project plans and costs for consideration
 - b) exploring grant funding sources
- 20) To review the current permitted use for dogs on leads in the Old School Centre Community Garden (orchard) and consider if dogs should be:
 - a) permitted on leads
 - b) permitted
 - c) not permitted
- 21) To consider options on how council better manages ongoing upkeep of grounds (not included in the grounds maintenance contract) and what this includes
- 22) To consider making a formal request of Somerset Council to devolve its responsibility for manual street cleaning of Porlock village to Porlock Parish Council
- 23) To receive the portfolio report
- 24) To consider waste disposal contract recommendations (excluding ground maintenance contract waste disposal) for:
 - a) General Waste - Old School Centre & Cemetery
 - b) Sanitary Waste – Old School Centre & Doverhay toilets
- 25) To consider the following spend:
 - a) B&Q - Baby changing facility for OSC public toilet - £134.95 (Inc VAT)
 - b) Flagsandflagpoles.co.uk - Replacement flagpole for OSC - 6m £113.40 (inc VAT)
 - c) JF Computers - additional office hardware - £1,490.40 (inc VAT)
 - d) Active signs – OSC signage and notice boards – waiting quote

26) To consider opening a CRS trade account

27) To receive and consider member nominations as representative for Somerset Bus Partnership

28) To receive and discuss nominations for the Somerset Council Chair's Community Awards 2025

29) 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**

30) To note outstanding items:

- a) To consider the priority order for the roll out of the water refill units** – to be discussed once the installation approval from Wessex Water has been received.

31) To receive any other business - For information only

32) Date of the next meeting being the ordinary meeting of the Council – 9th July 2025, at 7pm at Porlock Village Hall, Porlock



Johnathan Jones

Clerk and Responsible Financial Officer to Porlock Parish Council