

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

Dated: Tuesday 1st July 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 receive and consider casual vacancy applications for co-option**
- 3) To sign any declarations of acceptance of office and undertakings to abide by the Code of Conduct for successful applicants**
- 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 council meeting held on the 11th June 2025**
- 7) To receive and note any updates from members on the action log report**
- 8) 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))
- 9) To consider sponsorship grant application from Lesley Thornton for redesign work of www.discoverporlock.co.uk by Tomato Creative for £425.00 (Sponsorships & Grants EMR 330)**
- 10) To receive the quarterly report on Porlock Youth Club and consider approving the quarterly sponsorship payment of £856.44 (EMR 330)**

- 11) To consider planning application No: 6/27/25/005 (Full) & 6/27/25/006LB (Listed Building Consent)**
Location: St Dubricius Church, Parsons Street, Porlock, Minehead, Somerset, TA24 8QJ
Proposal: Proposed new PV system and glass door
- 12) To receive the RFO report**
- a) To consider removal of faulty Printer HP Office Printer from the asset register
 - b) To consider spend of £495.00 to Breakthrough Communications for the Local Council Data Protection Compliance Kit service
 - c) To note upgrades to Vodafone contract:
 - i. Parish phoneline upgrade £10 per month/ £120 per year inclusive calls (Budget)
 - ii. Clerk Mobile tariff fixed until April 2027 with increase from April 2026 of £1.50 per month / £18.00 Per year (Budget)
- 13) To note and sign the final payments for June 2025**
- 14) To consider for approval and sign the bank reconciliation to end of June 2025** (*Fin Reg 2.6*)
- 15) To note with the summary and sign the detailed receipts & payments to end of June 2025** (*Fin Regs 6.8 & 6.10*)
- 16) To receive, approve and sign the draft payments schedule for July 2025** (*Fin Regs 6.8 & 6.10*)
- 17) To consider spend:**
- a) Furniture at Work – Library/Community Room Furniture £1,678.00 (EMR 338 Library)
 - b) C J Lynch – Mobile speed indicator device pole extender - £210.00 (EMR 337 Porlock Projects)
 - c) Active signs – OSC signage and notice boards – waiting quote
- 18) To receive the portfolio report**
- a) To receive an update on the request to place a community seat at the meadows and consider:
 - i) Budget of £250 to install required base paving and installation of a bench
 - ii) Budget of £750 for bench and preferred material (recycled plastic or wooden)
 - iii) Applying for a S171 highways application licence
 - iv) Signing the licence letter of consent from Somerset Council
 - b) To receive an update on the lapsed car park lease at Porlock Village Hall
 - c) To consider any required action following the recent flooding report at the Village Hall
 - d) To consider the official opening of the Old School Centre Community Hub to be held at 10 am on Thursday October 16th 2025
 - e) To receive an update on other notable points from the portfolio report for information
- 19) To receive a report on the phasing out of South West Ambulance Services NHS First Responders and the move to Community First Responders and to discuss what steps council could take to support SWAS and Porlock Fire Service in the promotion of CFR**
- 20) To receive an update from Somerset Council's representatives on:**
- a) idverde's recruitment of Town Ranger (manual street cleaner)
 - b) other notable points for information
- 21) 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.
 - b) To receive and consider the proposed grounds maintenance contractor tender list and timescales
 - c) To consider options on how council better manages ongoing upkeep of grounds (not included in the grounds maintenance contract) and what this includes

- d) To consider making a formal request of Somerset Council to devolve its responsibility for manual street cleaning of Porlock village to Porlock Parish Council**

22) To receive any other business - For information only

23) Date of the next meeting being the ordinary meeting of the Council – 10th September 2025, at 7pm at Porlock Village Hall, Porlock



Johnathan Jones

Clerk and Responsible Financial Officer to Porlock Parish Council