

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 10th September 2025 to be held at The Village Hall Porlock.

Dated: Friday 5th September 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 sign any declarations of acceptance of office and undertakings to abide by the Code of Conduct for successful applicants**
- 3) **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))
- 4) **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)
- 5) **To consider for approval and signing the minutes of the ordinary council meeting held on the 9th July 2025**
- 6) **To receive and note any updates from members on the action log report**
- 7) **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))
- 8) **To consider planning application No: 6/27/25/005**
Location: St Dubricius Church, Parsons Street, Porlock, Minehead, Somerset, TA24 8QJ
Proposal: Proposed new PV system and glass door
- 9) **To consider planning application No: WTPO 25/03**
Location: Bossington Stables, Porlock, Minehead, TA24 8HB
Proposal: Works to tree subject to a tree preservation order: Proposal to cut through any roots of the Holm Oak tree that may be found during the driveway widening works.

- 10) To receive the revised grounds maintenance report and consider:**
- a) The revised maintenance programme works list
 - b) How council will address devolved responsibilities and works not currently covered under the ground maintenance contract (see work list) Volunteers, contractor or employed labour.
 - i) Flower displays (▲)
 - ii) Flower gardens (2a, 14, 16, 19, 29 & 38)
 - iii) Adhoc maintenance requests/requirements
 - iv) How to manage weed control (■)
 - (1) spraying twice a year and manual weeding in between sprays
 - (2) manual weeding only
 - c) The works to be included in the grounds maintenance tender
 - i) Whole programme and or
 - ii) Packages – 1) General Grounds 2) Gardens 3) Displays 4) Weeding
 - d) The revised tender timescales
- 11) To consider making a formal request of Somerset Council to devolve its responsibility for manual street cleaning of Porlock village to Porlock Parish Council**
- 12) To receive an update on the revival of the Old School Centre Jubilee Garden and consider:**
- a) Which approach council wishes to pursue to get the garden back to a manageable state
 - i) Volunteers or a contractor
 - b) How the garden should be maintained once the initial work has taken place
 - i) Volunteers, contractor or employed labour (ref agenda item 9b2)
- 13) To receive the RFO report and to:**
- a) To consider the Data Protection and Deletion of Parish Council Information letter to be issued to all past councillors
 - b) To consider the following new policies and procedural documents:
 - i) Vexatious Behaviour Policy
 - ii) IT Policy
 - iii) Bring Your Own Device Policy
 - iv) Volunteer Policy
 - v) Volunteering Agreement
 - vi) Volunteer Job Role (Gardening)
 - vii) Lone Working Policy
 - c) Consider the Community Room hire agreement including tariffs
 - d) Consider opening of a Staples trade account
- 14) To receive and sign the accounts to :**
- a) 31st July 2025 Bank & cash reconciliation and, summary and detailed receipts & payments reports
 - b) 31st August 2025 Bank & cash reconciliation and, summary and detailed receipts & payments reports
- 15) To receive and consider member nominations for the Planning and Finance & HR committees**
- 16) To receive, approve and sign the draft payment report for September 2025 and consider the following spend:**
- a) Fine Memorials – Hawkcombe Cemetery memorial works £4690.90 (EMR 326)
 - b) idverde waste contract renewal 2025-26 £572.00 + VAT (Budget)
 - c) Local government services pay agreement 2025/26 - £1564.09 (Budget)
 - d) Budget to replace trees at the Village Hall Car Park - £851
 - e) Tollhurst Heating – Boiler Maintenance - £1,249.40
- 17) To consider sponsorship grant application from Porlock Vale CIC for a contribution of £500 towards the costs of hosting and maintenance of www.porlock.co.uk (Sponsorships & Grants EMR 330)**
- 18) To consider signing the Community Library Partnership contract renewal with Somerset Council**

19) To receive the portfolio report and to:

- a) **Receive an update on the Mobile SID project**
- b) **Consider adoption of Bug Barrel Pond** (see community library portfolio report)
- c) **Consider hosting a workshop run by Somerset Rivers Authority for riparian owners on the corridor of Hawkcombe Stream**
- d) **Consider removal of the wall hung old bookcases at the end of the Old School Centre building**
- e) **Consider removal of the remaining fence or replacing the fallen fencing to the footpath High Bank Car Park to Pollards Court**
- f) **Consider the removal or repair and refurbishment or replacement of the community noticeboard at Central Garage forecourt**
- g) **Consider the date of the 10th December 2025 for the Lighting up Porlock's Christmas Trees & Lights**
- h) **Discuss how to improve engagement with parishioners**
- i) **Consider the creation of a new Parish Council Newsletter**

20) To receive the report in response to concerns raised from Love Where You Live community group

21) To receive an update from Somerset Council's representatives

22) To note outstanding items:

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

23) To consider entering in to closed session to discuss personnel matters.

In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and the council's Standing Order 3 d), the press and public will be excluded from the meeting during the discussion of item 24 on this agenda.

24) To consider the permanent appointment of the two administration officers following completion of probationary period reviews

25) To receive any other business - For information only

26) Date of the next meeting being the ordinary meeting of the Council – 8th October 2025, at 7pm at Porlock Village Hall, Porlock



Johnathan Jones
Clerk and Responsible Financial Officer to Porlock Parish Council

