

Clerk to Porlock Parish Council
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PORLOCK

Parish Council

Parish Room
Old School Centre
PORLOCK
Somerset, TA24 8NP

Notice of a Meeting of the Parish Council

To all Councillors:

You are hereby summoned to attend the Council meeting at 7pm on Wed 13 September 2023 in the Village Hall

Dated: 8 September 2023

A Health & 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

GUEST SPEAKER: Thomas Thurlow, Historic Buildings Officer, Exmoor National Park Authority
Management Plans for Porlock and Porlock Weir Conservation Areas

- 1. Apologies for Absence – to receive apologies for absence (LGA 1972 s85 (1))**
- 2. Declarations of Interest and Disclosable Pecuniary Interest Dispositions.**
Members to declare any interests they may have in agenda items and consideration of any prior requests from members for Dispositions (NB this does not preclude any later declarations) (LGA 1972 sch12, para 41(1))
- 3. Items to be dealt with after the public, including the press, have been excluded. (Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960**
- 4. 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. (LGA1972 sch12, paras 10(2) (b)
- 5. Somerset Council – to receive reports**
- 6. Minutes for the Meeting held on the 12 July 2023 – to approve the minutes**
- 7. Minutes for the Extraordinary Meeting held on the 7 August 2023 – to approve the minutes**
- 8. Parish Council vacancies – to receive an update**
- 9. Code of Conduct – to note receipt of a Code of Conduct complaint**
- 10. Asset & Property Portfolio – report previously circulated**
 - i) Skip for OSC – to approve hire
 - ii) Village Hall car park
 - a) To confirm arrangements for reserved parking
 - b) To confirm areas of responsibility regarding grounds

- iii) Cemetery Regulations – to review and approve draft
- iv) Noticeboards/signage – to review quotes and approve funding for new noticeboards for OSC, St Dubricius Church and Methodist Church
- v) Parish Office security – to receive an update

11. Environment & Community Portfolio – report previously circulated

- i) Traffic Calming working group – to receive report
- ii) Double yellow lines – to note recommendations to SC Highways
- iii) No-loading yellow markers on pavement – to review impact on High St
- iv) Late Night Shopping – to receive report
- v) Bench at the marsh near memorial – to consider purchase and installation
- vi) Replacement bench and memorial plaque at Hawkcombe playground – to consider purchase and installation
- vii) Somerset Council Public Space Protection Orders (dogs) consultation – to agree consultation response
- viii) Queen's Platinum Jubilee plaque – to agree location
- ix) Emergency Plan – to consider the development of a plan for the parish
- x) Ada Lovelace in Porlock group – to appoint a Council representative

12. Finance & Governance – documents previously circulated

- i) Bank Reconciliations to end July and end August 2023 – to approve and sign at the meeting
- ii) Detailed Receipts & Payments to end August 2023 – to note with Summary to be signed at the meeting
- iii) Payments Schedule for August 2023 – to note
- iv) Payments Schedule for September 2023 - to approve and sign at the meeting
- v) Grant requests:
 - a) Porlock Pantomime & Drama Society – purchase stage equipment
- vi) Doverhay toilets – to note change to payment of electricity costs
- vii) Rural Market Towns Group – to consider annual subscription £90.75
- viii) Investment options – to consider report & recommendation from RFO
- ix) Standing Order amendments:
 - a) Draft meeting minutes to be published on the website (including committee) SO 12 e)
 - b) Include facility for use of paper ballot for voting during co-option process SO 3 s)
- x) Bank Mandate – to approve Cllr S Colson as a Unity bank signatory

13. Policy Review – to review and approve draft policies previously circulated

- i) Use of OSC grounds Policy
- ii) Safeguarding Policy
- iii) Grounds Maintenance Policy
- iv) Retention Policy
- v) Privacy Notice – to note minor updates
- vi) Accessibility Statement for website – to note updates

14. Planning

- i) To receive the draft minutes of the Planning Committee meeting held on 31 August and note consultation response
- ii) To receive an update regarding enforcement matters
- iii) To receive an update regarding the Exmoor National Park Authority consultation on proposed changes to ENPA meeting process

15. Strategic Planning – to receive an update

16. Reports from outside bodies – to receive reports previously circulated

17. Correspondence – to receive the Schedule of Correspondence previously circulated

18. Staffing – supporting documents previously circulated

- i) Admin Officer – to approve the appointment and contractual terms for the Admin Officer
- ii) Caretaker – to delegate authority for recruitment to Staffing Committee and approve budget as necessary

19. Arrangements (including legal agreements) with other bodies – to receive an update

- i) To approve £600 plus VAT towards PVCIC legal fees for preparation of new lease

In accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and the Parish Council's Standing Order 3 d) the press and public will be excluded from the meeting during the discussion of item 20 ii) and iii) on this agenda as the Parish Council will be considering legal advice and publicity is likely to prejudice the legal position of the Council.

- ii) PVCIC lease – to review first draft
- iii) Lovelace Centre legal agreement – to receive an update

A handwritten signature in black ink, reading 'A. Dallaway', is displayed on a light yellow rectangular background.

Clerk/RFO to Porlock Parish Council