

Clerk to Porlock Parish Council
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PORLOCK



Parish Room
Old School Centre
PORLOCK
Somerset, TA24 8NP

Parish Council

Notice of a Meeting of the Parish Council

To all Councillors:

You are hereby summoned to attend the Council meeting at 7pm on Wed 14 February 2024 in the Village Hall

Dated: 9 February 2024

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

- 1. Apologies for Absence – to receive apologies for absence (LGA 1972 s85 (1))**
- 2. Chair's Announcements**
- 3. 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 members for Dispensations (NB this does not preclude any later declarations) (LGA 1972 sch12, para 41(1))
- 4. 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**
- 5. 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))
- 6. Somerset Council – to receive reports**
- 7. Minutes for the Meeting held on the 17 January 2024 – to consider for approval and signing at the meeting**

8. Minutes for the Extraordinary Meeting held on the 31 January 2024 – to consider for approval and signing at the meeting

9. Parish Council vacancies

- i) By-election for 3 vacancies - to receive an update

7.30pm

10. To Consider the letter received from the PVCIC and agree a response

11. Asset & Property Portfolio – report previously circulated

- i) To provide an update re business rates for High Bank car park
- ii) Doverly Manor – to consider funding for a Fire Risk Assessment for the premises

12. Environment & Community Portfolio – report previously circulated

- i) To consider funding for ornamental tree at Doverly Manor
- ii) To consider the quote for hedge cutting along the lane adjacent the Recreation Ground
- iii) To consider the recommendations in the traffic calming and road safety working group's report
- iv) To receive an update re the Spire Project and consider Parish Council endorsement of the project
- v) To consider how to improve our environment with regards to dog waste

13. Somerset Council asset transfer and devolution opportunities for Parish Councils – to consider any further correspondence received from SC Leader

14. Finance & Governance – documents previously circulated

- i) Bank Reconciliation to end January 2024 – to consider for approval and signing at the meeting
- ii) Detailed Receipts & Payments to end January 2024 – to note with Summary to be signed at the meeting
- iii) Payments Schedule for February 2024 to include final Late Night Shopping budget - to consider for approval and signing at the meeting
- iv) Doverly Manor Management Committee grant application – to consider application for external lights
- v) Doverly Manor Museum grant application – to consider application for display materials and moving the Tannery Bell into the garden
- vi) Porlock Youth Club (Minehead Eye) grant application – to consider application for transport costs/membership costs/equipment & activities
- vii) Porlock Village Hall grant application – to consider application for heating system upgrade
- viii) Website contract – to consider annual renewal
- ix) SLCC annual subscription – to consider and approve £303
- x) Doverly Manor Management Committee – to appoint a second Parish Council representative for the DMMC

15. Recreation Ground – to consider for approval the co-option of a new trustee

8pm

16. Planning

- i) To receive the draft mins from the Planning Committee meeting of 17 January 2024

ii) To note any other planning matters

17. Community Plan – to review the revised draft document and receive further input from councillors

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

8.15pm

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 19 & 20 on this agenda as the Parish Council will be discussing confidential legal and staffing matters.

19. Arrangements (including legal agreements) with other bodies

i) Old School Centre to receive an update regarding the PVCIC lease

20. Staffing

- i) To receive the draft mins from the Staffing committee meeting of 8 February 2024 and consider the recommendations to Full Council:
 - a) Appraisals – to agree the process and schedule
 - b) Pensions – to be confirmed
 - c) Parish office shared use – to be confirmed



Johnathan Jones

Clerk & RFO to Porlock Parish Council