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Porlock Parish Council

Parish Room
Old School Centre
Porlock
Somerset, TA24 8NP

Minutes of the Porlock Parish Council Meeting
Porlock Village Hall, Wednesday 13 March 2024, 7pm
Copies of minutes and non-confidential reports are available on request

Councillors Present:
Cllr. S Colson, Cllr. D McCanlis (Chair), Cllr. S McCanlis, Cllr. M Stenning, Cllr. D Thornton, Cllr. L Thornton, Cllr. D Heath, Cllr. C Gardner

Also present: Clerk Johnathan Jones, two members of the public in attendance for part of the meeting

1) **Apologies were received by the Council**
Cllr. L Bloys, Somerset Council Cllr. S Pugsley and Cllr. F Nicholson

2) **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)
Cllr. D McCanlis and Cllr. S McCanlis declared they had no conflict of interests as permit holders in item 8) b), High Bank Car Park change of use for bays 15&16. The Council agreed dispensation was not required.

3) **Items to be dealt with after the public, including press, have been excluded.**
20) a-c) - Arrangements (including legal arrangements) with other bodies - PVCIC Lease update

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.
Jeff Cox from the War memorial Working Group requested and subsequently was invited to speak on agenda item 16) d) i), on the war memorial restoration work.

5) **Somerset Council – to receive reports from Somerset Council**
No report was received by Somerset Council. Cllr. S Colson gave a brief update, Highway budget will be cut back for the forthcoming year which will see a reduction in services including the Highways Steward from April '24 onwards. The Local Community Network are reviewing how Parish Councils can be enabled to take on these services.

6) **Minutes for the meeting held on the 14 Feb '24 – to consider for approval and signing at the meeting**
Council RESOLVED to approve the minutes from the 14 Feb '24 with no amendments
PROPOSED: Cllr. L Thornton SECONDED: Cllr. S McCanlis. ALL VOTING IN FAVOUR

7) **Parish Council vacancies – to receive an update on the recent parish by-election**
There were no candidates

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8) **Asset & Property Portfolio – to receive an update and consider the report previously circulated**

a) **Cemetery arrangements – to review the recording system and consider any further actions**

Cllr. L Thornton will hand over Cemetery work to the Clerk with continued support from the Admin Officer.

It was also recommended by Cllr. L Thornton that the Cemetery Committee be reinstated. The proposal will be brought to the Council at the next Full Council meeting ~~which~~ IF APPROVED THE NEW COMMITTEE will ~~include~~ REVIEW Terms of Reference for the committee, current known issues, recommendations and associated costs.

b) **High Bank Car Park - to consider the proposed amendment to the High Bank terms and conditions regarding bays 15 & 16 being a designated double-parking bay, for long vehicles/campervans**

Council RESOLVED to amend the High Bank terms and conditions

PROPOSED Cllr. L Thornton SECONDED Cllr. S Colson ALL VOTED IN FAVOUR

9) **Environment & Community Portfolio – to receive an update and consider the report previously circulated**

There was a discussion about the Hedgehog Highway Project, it was mutually agreed that this wasn't the right project for the village however the council were in agreement regarding the plight of hedgehogs; use of plastic, pesticides, speeding etc. should be considered in other working groups. Cllr. L Thornton recommended that this it is incorporated into the newly formed working group called 'Love where You Live (LWYL)'. The council recognised that they have a duty as a Council to enhance bio-diversity and the need to be more proactive in such. Cllr. L Thornton will incorporate this into the LWYL Working Group.

10) **Floral Maintenance contract – to confirm and approve the details of the Floral Maintenance contract renewal**

Council RESOLVED to approve the rate of pay, hours and length of contract, £11.44 per hour, ~~1~~ 5 hours per week for 28 Weeks, noting amendments to be made to the wording of the contract.

PROPOSED Cllr. S McCanlis SECONDED Cllr. L Thornton ALL VOTED IN FAVOUR

Cllr. Thornton summarised the Floral Maintenance Contract for the public in attendance.

Cllr. S Colson raised concern with the wording of the self-employment contract as it could raise IR35 issues and his offer to edit the contract was accepted by Cllr. L Thornton.

11) **Porlock Marsh Working Group – to consider the proposal to set up an investigative Working Group and lead Councillor**

Council ~~REJECTED~~ CONSIDERED the proposal for a Porlock Marsh Working Group but did not support the Proposal as there are already other groups who are custodians of the marsh. The council ~~however RESOLVED~~ agreed that Cllr. D Heath would be the Council lead representative for Porlock Marsh working with Somerset Council, Exmoor National Park and National Trust and to incorporate Porlock Marsh into the Community Plan. AS IT FITTED BETTER WITHIN THIS WORK

12) **Festival and Events Working** Group – to consider the proposal to set up a Working Group and Lead Cllr.

Council RESOLVED to set up the Festival and Events Working Group with joint leads. Further detail on the scope of the WG to be presented to Full Council at the next meeting

PROPOSED: Cllr. S McCanlis SECONDED: Cllr. D Heath ALL VOTED IN FAVOUR

Cllr. S McCanlis and Cllr D Heath to be joint lead

Any events born out of the Festival and Events Working Group to come to council for approval

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13) **Emergency Plan** – to consider the proposal and setting up of Working Group and lead Councillor
Council RESOLVED to set up the Emergency Plan Working Group with Cllr. D McCanlis as the lead Councillor.
PROPOSED: Cllr. D McCanlis SECONDED: Cllr S Colson ALL VOTED IN FAVOUR

14) **Informal assessment of Council's performance – to receive and consider the proposal to conduct an informal review of the council**
Council DEFERRED the proposal until the April Full Council Meeting

The proposal is to be redrafted for further consideration

15) **Planning of the Annual Parish Meeting (APM)** - **to consider the arrangements and plan for the '24 APM**
Council RESOLVED to approve the arrangements and plan for the APM with an allocated refreshments budget of £100 and the inclusion of a report on the Henery Rogers ~~Fund~~ CHARITIES. Note that subsequent to these minutes Cllr. L Thornton has advised that the charity is called: The Roger and Holes ~~Charities:~~ CHARITY.
PROPOSED: Cllr. S Colson SECONDED: Cllr S McCanlis ALL VOTED IN FAVOUR

Cllr. S Colson confirmed the date proposed for the APM being the 11th April '24

Refreshments to be sourced on a sale or return basis PPC NEEDS TO BE INVOICED ON ACCOUNT OR TO USE THE PPC CREDIT CARD. CLLRS ARE NOT PERMITTED TO USE PERSONAL CREDIT CARDS & THEN ASK FOR REIMBURSEMENT.

Working groups to be added to the community groups invitation list

Clerk to find the historic invitee list on the system and provide to the APM Working Group

16) **Finance & Governance – documents previously circulated**

a) **Bank reconciliation to end of February '24 – to consider for approval and signing at the meeting**
Council RESOLVED to approve and sign the bank reconciliation to end February 2024.
PROPOSED: Cllr. L Thornton SECONDED: Cllr. S Colson ALL VOTED IN FAVOUR

b) **Detailed Receipts & Payments to end of February '24 – to note with Summary and signing at the meeting**
This was signed by the Chair.

c) **Payments Schedule for March '24 – to consider for approval and signing at the meeting**
Council RESOLVED to approve and sign the Payments Schedule for March 2024 withholding the Somerset Council fees for By-Elections pending further information.
PROPOSED: Cllr. L Thornton SECONDED: Cllr. S Colson ALL VOTED IN FAVOUR

Cllr. L Thornton raised the issue that Somerset Council have started to charge for By-Elections. The Clerk has challenged this fee requesting further explanation of the fees and service received for these fees. Clerk to report back to council.

d) **Finance Committee - to receive draft minutes from the Fin Com meeting of 6 Mar 24 and consider for approval the following recommendations:**
   i) **to approve the war memorial restoration fund - £10,000.00**

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Council RESOLVED to approve to restoration work to be initiated using the ring fenced EMR War Memorial Restoration Fund.
PROPOSED: Cllr. L Thornton SECONDED: Cllr. M Stenning ALL VOTED IN FAVOUR

Jeff Cox gave overview of the need for the restoration proposal, benefit to the village and our history. Funds have been ring fenced, this is the time to do it!

ii) to approve the Porlock Youth Club service level agreement recommendation
iii) to approve the business risk assessment review prior to audit
iv) to approve Rialtas contract renewal
v) to approve NatWest bank mandate changes
vi) to approve expenditure exceeding £200
(1) Old School Centre (OSC) electrical installation quote from Crosswells
(2) OSC Shed/Storage quote from Taunton Sheds
(3) The budget to repair the OSC roof

Council RESOLVED to approve items 16)d)ii-vi)(1-3) as taken as read in the Finance Committee draft minutes 6 Mar 2024
PROPOSED: Cllr. L Thornton SECONDED: Cllr. D Heath ALL VOTED IN FAVOUR

e) SLCC annual subscription – to consider for approval
Council RESOLVED to approve SLCC annual subscription
PROPOSED: Cllr. L Thornton SECONDED: Cllr. S Colson ALL VOTED IN FAVOUR

f) IT infrastructure migration, management and service proposal – to consider for approval
Council RESOLVED to approve the IT migration, management and service proposal for the Office but not for Cllrs, subject to amendments as noted.
PROPOSED: Cllr. L Thornton SECONDED Cllr. M Stenning ALL VOTED IN FAVOUR

Office user (Clerk & Admin) Microsoft 365 exchange not required for Cllrs. due to cost of total annual fee.

Clerk to look into alternative system options for Cllrs once initial migration from Person to Business suite has been achieved.

Clerk to confirm what the SLA response time is for general site visit and incorporate a service review to the SLA

17) Planning
a) To receive the draft minutes from the Planning Committee meeting of 14 February '24
Council noted draft the minutes of the Planning committee of 14 Feb '24

b) To note any other planning matters
Next meeting Tuesday 19 March '24 rescheduled to 6pm to allow more committee members to attend

18) Reports from outside bodies – Received and noted
Defibrillator at Porlock Village Hall: Cllr S Colson advised that up to 50% funding could be available from Somerset Prepared. Cllr D Thornton to follow up.

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a) **DMMC – to receive an update on the charity status of the DMMC and next steps**
Council received a report from Cllr. D McCanlis regarding the DMMC being reinstated as a charity and the Council has now resumed Custodian Trustee status. There is a meeting of the DMMC on the 25 March to discuss next steps.

19) Staffing

a) **Flexible Working – to consider the proposed Flexible Working policy**
Council RESOLVED to approved the flexible working policy subject to amending a typo, with an implementation date of 1 April '24
PROPOSED: Cllr. S Colson SECONDED: Cllr. D Heath ALL VOTED IN FAVOUR

b) **Clerk mobile – to consider proposal to fund a mobile number for the Parish Clerk**
Council RESOLVED to approved the provision of a E-SIM at a cost of £10 per month for use by the Clerk
PROPOSED: Cllr. D Heath SECONDED: Cllr. M Stenning ALL VOTED IN FAVOUR

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 items 20 on this agenda as the Parish Council will be discussing confidential legal matters.
Council RESOLVED to go into closed session for item 20
PROPOSED: Cllr: L Thornton SECONDED: Cllr. D Thornton ALL VOTED IN FAVOUR

20) Arrangements (including legal arrangements) with other bodies:

a) **PVCIC Lease – to receive an update on the discussions with the Parish Council's Lawyers**
Council received an update from Cllr. D McCanlis.

b) **Old School Centre - to consider best use of the OSC**
Deferred pending further updates.

c) **PVCIC Letter - to consider the letter from the PVCIC and agree a response**
Council discussed options available including Lovelace Community Resource Centre lease.

Clerk to send the grant paperwork and links to grant application form on the PPC website. Council welcomed the opportunity to support events that benefit the local economy and businesses.

Festival and Events Working Group will invite the Visitor Centre Manager to join this WG.

The meeting closed at 10:10pm

JJones

Johnathan Jones
Clerk and RFO to Porlock Parish Council

10/04/24

Heads up on Agenda item 6. March draft mins

From <cllr.lesley.thornton@porlockparishcouncil.gov.uk>
To Cllr.duncan Mccanlis <cllr.duncan.mccanlis@porlockparishcouncil.gov.uk>, Clerk
Date 10/04/2024 10:35

Hi,

Just to let you both know, I have a few things I will be raising to consider amending
doing this in public but that's the process, so I wanted to give you a heads up.

10). Floral Maintenance Contract - it should say 5 hours a week in total for 28 weeks.
also would have preferred the last sentence to say '....was welcomed...' rather than '
meaning essentially still the same, just a different tone, perhaps.

11). Mins say we REJECTED the proposal from Don and RESOLVED to do something else but
If none of that happened the mins should just say something like, 'The Council conside
that .... and he agreed.' We could then fill in the dots with the stuff about the
liaising with them and add that this initiative fitted better into the Local Community

15). Mins can only reflect the meeting and should not include anything subsequent. So,
called the Rogers and Holes Charity (or should be as PP have always referred to it as
somewhat confusingly) should have been to added to April mins when approving these Mar
to leave mins as is now and add a bit to item 6 about the name of the Charity which I

Refreshments to be sourced on a sale or return basis - can we add that PPC needs to be
(as advised at the meeting) to remind Councillors not to use personal credit cards and
raise this at item 6 to be minuted at tonight's meeting rather than change what is min

Johnathan and I have already discussed the wording of item 8.a) and an amendment will
of Reference for the committee.

All the best,
Lesley.

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