

Clerk to the Council

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Porlock



Parish Council

Parish Room
Old School Centre
West End
PORLOCK
Somerset TA24 8NP

Signed:

Date:

Minutes of the Porlock Parish Council Meeting
Porlock Village Hall, Wednesday 14 February 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 L Bloys in attendance for part of the meeting

Also present: Clerk Johnathan Jones; Cllr Steven Pugsley, Cllr Frances Nicholson Somerset Council (SC) in attendance for part of the meeting, 14 members of the public in attendance for part of the meeting

1. Apologies for absence were received by the Council

Cllr D Heath, Cllr C Gardner

2. Chair's Announcements

Welcome to new Clerk & RFO Johnathan Jones & announced newly elected Cllr, Craig Gardner
Trialing new process for selected agenda items: Cllrs to raise hands if they wish to speak to an agenda item, Chair will then take them in order.

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))
Cllr L Thornton declared an interest in item 15 (Co-option of new trustee) for Cllr D McCanlis, Cllr S McCanlis & Cllr L Thornton who are all trustees of the Recreation Ground and therefore will abstain from the vote.

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

Agenda item 19 as the Parish Council will be discussing legal advice and agenda item 20 as the Council will be discussing confidential staffing matters.

5. Public Participation – there were 14 members of the public in attendance

Lyn Davis – Raised the issue regarding the volume of dog waste in Porlock and what can be done about it?
Council: Invited Lyn to join the discussion on the topic later in the meeting: agenda item 12.v.

Minna & James Allenby– on behalf of 'While We Still Can' gave a report on the 'Down to Zero' shop activity.
Council: Gave praise for the work that had gone into the project and would be interested to see the ongoing impact that this had regarding other local projects. Requested a copy of the report and photos to be published on the website.

6. Somerset Council – to receive reports

An update was given regarding Street Cleaning – Current contract runs out Jan '25, awaiting a further update regarding the remit of the street cleaning task description for Porlock

7. Minutes for the Meeting held on the 17 January 2024 – to consider for approval and signing at the meeting

Council RESOLVED to approve the minutes from the 17 Jan 2024 with the amendments

PROPOSER: Amends by Cllr L Thornton SECONDER: Cllr D McCanlis. ALL VOTING IN FAVOUR

- i) FC Meeting Minutes 13 Dec 2023, Item 12 vi amendment: Cemetery EMR would be topped up to £15k (Redacted: ~~£1.5K~~)
- ii) FC Meeting Minutes 17 Jan 2024, item 12.iv amendment: Council agreed that it would be useful to have the option for more than one officer or an agreed councillor to have read/write access (redacted: ~~and for agreed councillors to have read only access~~)

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

Council RESOLVED to approve the minutes from the 31 Jan 2024 Meeting with the amendments

PROPOSER: Cllr D McCanlis SECONDER: Cllr L Thornton. ALL VOTING IN FAVOUR

- i) 5.iv) There is a dedicated Facebook page. Ownership needs to be transferred from Cllr L Thornton to the Clerk

Noted: Council agreed to move the scheduled review of cemetery management from the end of February to the March Full Council agenda.

9. Parish Council vacancies

- i) By-election for three vacancies - to receive an update
Somerset Council to announce a by-election in due course

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

PROPOSED: Cllr S Colson SECONDED: Cllr D McCanlis. ALL VOTING IN FAVOUR

Council RESOLVED to respond positively to the letter that drew on two of the three items from our letter: their interest in understanding availability of grant funding and the application process, and the progression of the Lovelace Centre lease. Council reiterated their commitment to the future of the Lovelace centre as stated in the original letter.

Council RESOLVED to respond to the letter with a proposed meeting date after the Full Council Meeting on 13th March 2024. Chair, Vice Chair & Clerk to draft a letter to be circulated to councillors for comment before issuing.

11. Asset & Property Portfolio – report previously circulated

i) To provide an update re business rates for High Bank car park

A letter has been sent to the DVO requesting that the site is rated for Business Rates, rather than each individual user. Currently no response, Clerk to follow up and provide an update

ii) Doverly Manor – to consider funding for a Fire Risk Assessment for the premises

PROPOSER: Cllr L Thornton SECONDER: Cllr L Bloys. ALL VOTING IN FAVOUR

Council RESOLVED that a budget of £500 should be set aside to complete the Fire Risk Assessment. Two quotations to be obtained.

12. Environment & Community Portfolio – report previously circulated

i) To consider funding for ornamental tree at Doverly Manor

PROPOSER: Cllr L Thornton SECONDER: Cllr L Bloys. ALL VOTING IN FAVOUR

Council RESOLVED to pay for the tree from the tree fund with a budget of £100

Noted D Hancock provided a view on cost and what sort of tree would be appropriate

ii) To consider the quote for hedge cutting along the lane adjacent the Recreation Ground

PROPOSER: Cllr L Thornton SECONDER: Cllr S McCanlis. ALL VOTING IN FAVOUR

Council RESOLVED to pay for the Hedge cutting based on the quote provided, £720 but with the option to use the cuttings to be chipped and used in the allotment. Cllr. Thornton to request a cost reduction for the removal of greenery/clean-up costs, as the contractor will not have so much green material to dispose of.

Noted that there is a plum tree in the middle of the hedge which is quite rare, and the contractor must not cut it down.

Noted Cllr S McCanlis to be the lead with the allotment on use of the chippings and identifying the plum tree.

iii) To consider the recommendations in the Traffic Calming and Road Safety Working Group's report

PROPOSER: Cllr S Colson SECONDER: Cllr D McCanlis. ALL VOTING IN FAVOUR

Council RESOLVED to accept the conclusions and recommendations made in the report and that the Working Group should now progress these findings into robust and tangible plans for Council's consideration.

Noted thanks to the 222 members of the public who completed the survey, the working group members and special thanks to Russell Vowles for all his work creating the online questionnaire and analysing the data.

iv) To receive an update re the Spire Project and consider Parish Council endorsement of the project

Council RESOLVED to endorse the letter as drafted

PROPOSER: Cllr S McCanlis SECONDER: Cllr L Bloys. ALL VOTING IN FAVOUR

Noted Peter Fosker answered questions from the Council regarding the specifics of the project

Noted the postcode is incorrect and should read 8QJ

v) To consider how to improve our environment with regards to dog waste

Council RESOLVED to set up a working group to address the issue

PROPOSER: Cllr L Thornton SECONDER: Cllr L Bloys. ALL VOTING IN FAVOUR

Noted Cllr Thornton selected as Lead Councillor for this Working Group.

Noted Council invited Lyn Davis to share her ideas on how to resolve the problem.

Noted Council should understand the remit of the street cleaning task description for Porlock.

Noted S Pugsley SC raised the matter of a public space protection order which would provide an opportunity to pursue legal action, advised to contact jo.toogood@somerset.gov.uk to discuss further.

Addition to the report:

No28 Bus Service changes and petition

Council RESOLVED to publish updated news story on Facebook and the PPC website with links to petition. There was no proposer, seconder on this amendment as it was not part of the original agenda.

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

No further correspondence received. SC are meeting on 20 Feb 2024 to set their budget.

Jo White now heads up Planning at Exmoor National Park Authority: JWhite@exmoor-nationalpark.co.uk

Cllr L Bloys left the meeting

14. Finance & Governance – documents previously circulated

i) Bank Reconciliation to end January 2024 – to consider for approval and signing at the meeting

Council RESOLVED to approve and sign the bank reconciliation to end January 2024.

PROPOSER: Cllr L Thornton; SECONDER: Cllr D McCanlis. ALL IN FAVOUR.

ii) Detailed Receipts & Payments to end January 2024 – to note with Summary to be signed at the meeting

The Chair signed the Summary Receipts & Payments reports to end January 2024.

iii) Payments Schedule for February 2024 to include final Late Night Shopping budget - to consider for approval and signing at the meeting

Council RESOLVED to approve and sign the Payments Schedule for February 2024.

PROPOSER: Cllr L Thornton; SECONDER: Cllr S Colson. ALL IN FAVOUR.

Noted by Cllr L Thornton an outstanding invoice from the Morris Dancers

iv) Doverly Manor Management Committee grant application – to consider application for external lights

Council RESOLVED to approve the Doverly Manor Management Committee Grant Application.

PROPOSER: Cllr D Thornton; SECONDER: Cllr S Colson. ALL IN FAVOUR.

v) Doverly Manor Museum grant application – to consider application for display materials and moving the Tannery Bell into the garden

Council RESOLVED to approve the Doverly Manor Museum grant application.

PROPOSER: Cllr S Colson; SECONDER: Cllr M Stenning. ALL IN FAVOUR.

vi) Porlock Youth Club (Minehead Eye) grant application – to consider application for transport costs/membership costs/equipment & activities

Council RESOLVED to approve the Porlock Youth Club grant application

PROPOSER: Cllr L Thornton; SECONDER: Cllr S McCanlis. ALL IN FAVOUR.

Noted the Council would look at supporting the ongoing promotion of the Youth Club and that Minehead Eye should provide the Council with an example of a Service Level Agreement for consideration to cover further Council financial support.

Noted that there was a concern raised by Cllr L Thornton about where any grant funding would come from. It was agreed that funding will come from the EMR Allotment fund, which has built up substantial reserves over the past few years.

vii) Porlock Village Hall grant application – to consider application for heating system upgrade

Council RESOLVED to approve part payment of the revised grant application from Porlock Village Hall.

Cllr D Thornton gave an overview of a revised proposal from the Village Hall, which required half the monies asked for in the original grant application and proposed that the Council should approve paying for the hardware as quoted by Powrmatic, cost of £1503.50. Cllr D Thornton will go back to the Village Hall to confirm they are happy with this arrangement.

PROPOSER: Cllr D Thornton; SECONDER: Cllr S Colson. ALL IN FAVOUR.

viii) Website contract – to consider annual renewal

Council RESOLVED to approve payment for the annual website contract renewal

PROPOSER: Cllr L Thornton; SECONDER: Cllr D Thornton. ALL VOTED IN FAVOUR.

ix) SLCC annual subscription – to consider and approve £303

Council RESOLVED to defer SLCC annual subscription membership until 13 March 2024

Noted that there is insufficient information on what the different levels of membership provide.

x) Doverly Manor Management Committee – to appoint a second Parish Council representative for the DMMC

Council RESOLVED to appoint the Clerk as second Parish Council representative for the DMMC, to sit on the DMMC Committee with Cllr D McCanlis.

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

Council RESOLVED to approve the co-option of Denys Lyons as new Trustee

PROPOSED: Cllr S Colson SECONDED: Martin Stenning. All Voted in favour

Cllr L Thornton Cllr D McCanlis, Cllr S McCanlis ABSTAINED from the votes as all are trustees of the Recreation Ground.

16. Planning

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

Council noted that the minutes of the Planning committee of 17 Jan 2024 were now approved

ii) To note any other planning matters - No other matters raised

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

Cllrs were asked to state their interest in leading or participating on the range of activities in the plan; these were added to the plan.

Council RESOLVED to approve the community plan format and content in its current form.

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

Council noted the following reports: Library.

A location will be made available on the website to publish the Reports.

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

Council noted there was no new progress regarding the PVCIC lease

20. Staffing 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

Council RESOLVED to approve item 7, the appraisal process and schedule

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

b) Pensions

Council RESOLVED to approve the three matters in item 8.

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

c) Parish office shared use

Council RESOLVED to approve the recommendations of item 9 and to defer any further discussions until Council reps have met with the PVCIC.

PROPOSED: Cllr S Colson SECONDED: Cllr L Thornton. 7 VOTED IN FAVOUR 1 AGAINST: Cllr S McCanlis

The meeting closed at 9.30pm

 13/03/2024