

Porlock Parish Council – Portfolio Report – February 2025

(Ongoing unresolved items from previous reports have been left in)

Porlock Parish Council Logo

Redesign – The redesign is undergoing further review with Cllrs C Gardner and S McCanlis.

Idverde bins

Reinstating of three bins – Waiting date for installation of the bins at Doverhay Car Park & Outside Village Hall. Once installed a risk assessment will be undertaken by Idverde.

Doverhay Toilets

Toilet Reinstatement – An electrician has been to resolve the electrical issues now waiting date for works to be carried out including the light fittings. Racking to be purchased for storing cleaning materials.

Emergency Call Alarms – Coomber Security will quote for provision of alarms and call service

St Dubricius Churchyard

Unsafe Memorial Works – Works will commence in the Spring (date TBC)

Additional Works – Advice and quotes are being obtained and will be presented to Council for consideration once received. Work should be completed by the autumn 2025.

- Footpath at the rear which ENPA have advised the only option is to raise the path to avoid damage to the roots of the yew tree.
- Masonry wall to the south. Cavities in between stones is showing a loss of mortar. This whole wall could undergo a consolidation.
- Post finial a quote from West Country Blacksmiths was approved by Council however the work has not been completed despite chasing. A new contractor will be sought.
- Coping to the west of the gate piers to the north path need consolidation.
- Church cross on the churchyard will require minor masonry maintenance every other year.

Yew Trees – Browning of the Yew trees has been reported by the Church Warden and some members of the public. Once

Hawkcombe Cemetery

Cemetery Site Assessment - The planned risk assessment of the cemetery remains to be carried out.

Unsafe Memorials – Risk assessment and plan remains to be carried out.

Cemetery Fees - Recommendations will be presented at meeting.

Memorial Benches

Kingdon – Invoice for installation has been received and payment from the Kingdon family has been requested.

Other Benches – It is know that several other benches have deteriorated. A full assessment will be caried out during the site visit and included in the report along with new policy and procedures for purchase, ongoing maintenance and renewal of benches.

Grounds Maintenance

Villes lane fencing – The replacement fencing has been completed

Tree Survey - Date pending.

Old School Centre (Right hand side) – Stone wall needs reviewing. A contractor will be requested to come and assess the wall.

Porlock Marsh War Memorial

Bench – Porlock Manor Estate have collected the bench and once installed will send pictures.

Old School Centre (Building)

Business Risks

Security Information Register - A new A-Z register has been set up which contains all of the Council's security, banking and IT log in credentials and information.

This information is kept in a signed and dated sealed envelope in the secure filing cabinet.

An electronic version of the log book will be kept maintained and password protected. The password will only be known by the Clerk. A copy of the password is kept in the register. As updates are made the hard copy file will be updated and resealed.

Locks, Key Log Book & Register - Key locks have been changed at the Old School Centre as current keys were unrestricted and multiple copies have been made over the years with no record of who has keys. Where deemed appropriate locks were reused on internal doors. Only two new locks were installed on the outer doors.

A restricted key system has been deployed. This provides an extra level of security as spares cannot be cut without written, signed authorisation by the Clerk to the locksmith company. An additional key safe has also been installed by the community room door in preparation for when the room is made available for hire, making it accessible while keeping the rest of the building secure.

In addition to the lock changes a new Key Log book & Register has been compiled which lists all the physical keys, key safes and alarm keys. This allows Council to keep a record of who has what keys and codes. The codes for the alarms and key safes are kept in the Security Information Register.

Access codes to the key safes have been changed with alarm codes remaining the same.

Cllrs. that have previously been given keys should return these to the Clerk where new keys and codes can be issued if required.

Alarm System - Coomber Security been contacted to provide a list of current list of users. additional support to create 'zones' for the burglar alarm. In addition the 'key holder' list has been updated having removed six historic names. A quote has been requested to instal a new alarm key pad for the community room along with two new smoke detectors, one for the community room and one for the Lovelace Resource Centre room.

Fire Risk Assessment - A recent visit by the Fire Risk Assessor has identified the need for two smoke detectors (as above) to be installed along with additional emergency lighting outside the community room and appropriate safety glass to be installed in the existing door. There was no concern with regard to the double doors or open doorway that are proposed between the LRC and Library respectively and that Council plans met current fire regulations in terms of capacity and number of fire exits/means of escape. Once work has been completed he will conduct another assessment of the whole building. It was noted that many of his recommendation made in his report have not been completed. He accepted that things had changed however Council needed to address these as a matter of urgency. Following his visit all recommendations are being progressed (see attached). An update will be provided to the Council at February's meeting.

Electrical Inspection - As part of the planned works Croswell Electrical have visited the OSC and have been walked through the plans. In addition the outstanding works which were originally planned for November and then put on hold due to the change in use have also been added to the works schedule.

Waste – Sanitary and green waste contracts will be set up to commence in April 2025 following approval of the 2025-2026 Budget.

Flagpole – Waiting quotes for Council to consider.

Outside lights, fairy Lights & Socket fault – will be undertaken by a qualified electrician as part of the outstanding electrical installation works.

Car Park at the Village Hall

Entrance Gate & Post – A contractor has been asked for a quote.

Street Furniture, displays & equipment

Notice boards at OSC – Proposal to be developed and costs to be obtained.

Noticeboard at Central Garage – The Porlock Vale Maintenance Team will take on the refurbishment of these notice boards.

Noticeboard outside hardware store - No further update.

St Dubricius Notice Board - Following an assessment by the PPC Caretaker the refurbishment is a simple replacement of cork tiles and a coat of paint if necessary, the church have approved this work to take place.

Benches – First renovation at the OSC once the weather improves nearer to spring.

Bleed Kits - A limpet kit has been purchased by the Council for the defibrillator at the Recreation Ground. The limpet kit will be handed over to the Recreation Ground for installation. This now means all defibrillators in Porlock and at Porlock Weir have bleed kits.

Defibrillators – An assessment of the phone box outside the Village hall has taken place and with some minor amendments and refurbishment of the phone box a unit could be installed. The Porlock Vale Maintenance Team have agreed to take on the task of refurbishing the phone box. There is currently a supply hold by the manufacturer on the existing unit deployed in the village. Once supply is known pricing and timescale will be better understood.

Emergency plan – An initial meeting has been arranged for the end of February with Alistair Campbell (Flood Warden), Cllr. Stephen Colson, Debbie Stanyon (Information Centre Manager) to understand what initiatives are already in place look at the potential scope of a Village Emergency Plan. In the meantime work continues to review Councils own business resilience plans and to better understand the plans Somerset Council already have in place.

Somerset Rivers Authority Grant Fund – The clerk is working with Alistair Campbell on a grant application for the provision of flood related emergency equipment identified following an assessment of existing resources. Deadline for round one is the 25th February.

Flower Tub Pollards Court – A member of the public reported that one of the flower tub at the top of Pollards Court was coming apart. The PPC Caretaker has now repair the tub.

Pollards Court No Turning Bay – A resident has requested that a parking restrictions are reviewed at Pollards court as the turn bay is frequently used for parking causing obstruction especially for emergency vehicle. Following a discussion with the Highways team the a proposing for two no parking signs has been put forward to council at the meeting.

Highways Report written by Cllr. S Colson, 6th February, 2025

Traffic and Road Safety Working Group - The potential High St improvements have now been discussed with the Area Highways Manager, who is currently reviewing them. Initial feedback is expected by the end of February

Mobile SID - Approval for the Mobile SID and additional equipment needed to enable safe movement and installation of a mobile SID are on the February agenda .

Car Parks Working Group – a verbal update will be given at the meeting

Traffic Regulation Orders - The TROs for the disabled parking bay opposite the Post Office, removal of the yellow kerb ticks on the High St and the amendment of the double yellow lines on Redway, should be issued by the end of February.

Porlock Hill Road Signs – No further update on the request to Somerset Council Highways to address the poor condition of the road signs on Porlock Hill . An earlier request resulted in Highways concluding that it was too unsafe for their highways steward and were looking at alternative options.

Festival & Events Working Group written by Cllr. S McCanlis 8th January, 2025

Coleridge weekend 27 - 30th March -

Late Night Shopping Working Group written by Cllr. D McCanlis

A date for a meeting in January proved hard to set. I have undertaken to visit traders and get their feedback.

Events and Festival Working Group written by Cllr S. McCanlis

27th - 30th March. Coleridge in Porlock - tickets have sold very well

25th October - Apple Day at the OSC (in conjunction with Porlock Community Orchard)

March 2026 (provisional) Porlock Pilgrims trail walking weekend.

Report Ends