

## **Porlock Parish Council – Portfolio Report December 24**

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

### **Porlock Parish Council Logo**

Redesign – Final design and history deferred until Jan 25.

### **Idverde bins**

Reinstating of three bins – The PPC Caretaker has installed the new dog waste bin in at Sparkhayes. The other two bins (Doverhay Car Park & Outside Village Hall) are on the work schedule and hope to be installed by the end of the year. Once installed a risk assessment will be undertaken by Idverde.

### **Doverhay Toilets**

Toilet Cleaning – Cllr. Sue McCanlis has covered opening up cleaning requirements and the Mary Perkins Library Officer has covered lock up duties to cover holidays.

Emergency Call Alarms – No further progress

### **St Dubricius Churchyard**

Tree works – these works have been completed.

Unsafe Memorial Works – A quote has been put to council for consideration. If approved these works will commence in the Spring.

Additional Works – Repair works have been requested by the church (see below) 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.

A recent visit by the Area Deane was very positive, he was delighted with everything. He thought the churchyard grass was looking in very good order and was happy that a survey had been done on the monuments and that work was planned for next year.

### **Hawkcombe Cemetery**

Unsafe memorials update – We are waiting further information method statement, risk assessment and quote for the works.

Following further review of guidance provided by the ministry of Justice the Council should do all that is reasonably practicable to ensure that visitors and those working in burial grounds are not exposed to risks to their health and safety. Measures to control any risks should be proportionate to the level of risk. Council's approach to managing memorials approach should be integrated into Council's overall burial ground management regime and that Council applies a sensible approach to all risks associated with the operation of the burial environment. Memorials are one of a number of relatively low level risks in the site environment that need careful and sensitive management. Council should recognise that it is not possible to control all risks in such an environment.

Based on this information a site assessment of the memorials will be carried out in December by the Clerk, Admin Officer and PPC Caretaker to create a risk-based and proportionate approach to the unsafe memorials.

Estimate figures at the moment are in £22,910 (Exc VAT) to fix all loose memorials.

Cemetery process improvements – A review in ongoing into Council's processes, it is clear that these need updating to be fit for purpose.

Condition of Hawkcombe Cemetery - A site assessment will be carried out at the same time as the Memorial assessment. In addition quotes are being obtained from contractors regarding resurfacing of paths and rails as previously identified.

### **Memorial Benches**

Kingdon – The bench is near completion, Mick Limb has been instructed to start the installation. The Kingdon family are working with Mick Limb on when then installation will be complete. Once complete the Kingdon family will make a donation to cover the cost of installation.

Other Benches – It is know that several other benches have deteriorated. A full assessment will be carried out during the site visit and included in the report.

### **Grounds Maintenance**

Tree Survey - Threetop have been instructed to carry out the tree survey following approval of the spend by Council.

Ivy Hedge Old School Centre (Right hand side) – The property owner has requested that Council cut back or remove the IVY hedge as it is causing structural damage to the stone wall. A contractor has been consulted and has advised that the hedge be cut back to just below the top of the wall and maintained at this height. It was advised that removing the hedge could cause more damage to the wall. A quote will be provided for Council for consideration.

### **Porlock Marsh War Memorial**

Bench – Invoice for approval on the Payments Schedule for December – Once paid the bench will be delivered to the OSC. Porlock Manor Estate will be contacted once this has been received for installation.

### **Old School Centre (Building)**

Waste – Sanitary and green waste costs have been added to the 2025/26 budget

Flagpole – Advice from two companies is that replacement of the damaged midsection is not advisable and would invalidate and structural quality of the pole. Therefore a complete new pole will be required. Quotes will be obtained and put to Council for consideration once received.

Outside lights & Outside socket OSC fault – A fault has been reported with the lighting and outside socket not working at the OSC. Further investigations will be undertaken by a qualified electrician as part of the outstanding electrical installation works.

Outside fairy Lights – An audit was carried out on the 6<sup>th</sup> December to identify how many bulbs need replacing (17). A box of spare bulbs have been found in the 'shed' and this work will be carried out before the end of the year.

Decluttering – The Parish Office ahs started to declutter using the shed as storage.

For internal updates see OSC Project Report

### **Car Park at the Village Hall**

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

### **Street Furniture & displays**

Notice boards at OSC – No further progress

Noticeboard at Central Garage – Clerk to contact users - waiting refurbishment

Noticeboard outside hardware store - Clerk to check with ENPA re planning

St Dubricius Notice Board - Noticeboard is in quite poor state (warping) – Church Warden to be consulted

Benches – waiting tool review and requirements to be advised between Cllr. D McCanlis and the PPC Caretaker

**Highways Report** written by Cllr. S Colson, 6th November, 2024

Traffic and Road Safety Working Group - We still await feedback from the Somerset Area Highways Manager regarding various road improvements in the village ('informal' pedestrian crossing, widening the virtual footpath at Dunster Steep and aligning dropped kerbs on the High Street to improve accessibility). This was discussed at the November Exmoor LCN meeting and following a misunderstanding, our needs have been clarified. However feedback is still awaited.

The new/updated road signs for the Meadowhayes Junction at Dunster Steep, directing traffic to the campsite, have now been installed.

The PPC Clerk and Councillor S. Colson are booked to undertake Chapter 8, Highways road safety training on December 12<sup>th</sup>, in preparation for the council purchasing and using a Speed Indicator Device (SID).

Car Parks Working Group - The first meeting of the car parking working group is planned for 11<sup>th</sup> December. Draft terms of reference for the group have been prepared and will be finalised in time for the meeting and for consideration at the Council's ordinary meeting on the same day.

Other Highways matters - The TRO's for the yellow lines on Redway, the kerb ticks on the High Street and the Disabled Parking Bay on the High Street have now been shared with the PPC Highways Steward (Cllr. S. Colson) and the Clerk. There being no issues with them, the notices advertising the TRO's will now be prepared and we will assist in communicating the notices.

**No other Working Group updates received**