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Porlock



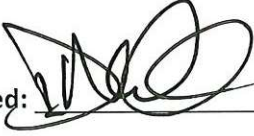
Parish Room
Old School Centre
Porlock
Somerset, TA24 8NP

Parish Council

**Minutes of the Porlock Parish Council Meeting,
Porlock Village Hall, Wednesday 11th September 2024, 7 pm**
Copies of minutes and non-confidential reports are available on request

Councillors Present: D McCanlis (Chair), S Colson, S McCanlis,

Also present: Cllr. F Nicholson, Clerk, Johnathan Jones

Signed:  Dated: 09/10/2024

Min Ref:	Minutes	Action
C-2024-196	Apologies were received by the Council Cllrs. L Bloys, C Gardner, D Heath & M Stenning	
C-2024-197	Declarations of interest and disclosable pecuniary interest dispensations None were declared.	
C-2024-198	Items to be dealt with after the public, including press, have been excluded The Chair asked Council if there were any items that they felt should be discussed in closed session. The Council did not request any items requiring the public, including the press to be excluded.	
C-2024-199	Minutes from the ordinary council meeting held on 10th July '24 Council RESOLVED to approve the minutes with no amendments. The minutes were approved and signed by the Chair. PROPOSED: Cllr. S McCanlis SECONDED: Cllr. S Colson VOTING: ALL IN FAVOUR	
C-2024-200	Minutes from the extraordinary meeting held on 13th August '24 Council RESOLVED to approve the minutes with no amendments. The minutes were approved and signed by the Chair. PROPOSED: Cllr. S Colson SECONDED: Cllr. S McCanlis VOTING: ALL IN FAVOUR	
C-2024-201	Action log updates No updates were received	
C-2024-202	Public participation Public – Emma Child gave an overview of the work of the Minehead Swim & Leisure (MSL) community benefit society and welcomed any opportunity to work with the council in the coming months to raise awareness and support the project. Council – Council welcomed the overview and recommended that MSL approach the Local Community Network to create greater awareness and support. Cllrs. D McCanlis and S	

Colson will propose to the LCN an agenda item and the Clerk will forward information received about MSL to the LCN Link Officer.

DM/SC
JJ

- C-2024-203 Public** – What is being done to control speeds on the A39 Minehead to Porlock given more accidents since July.
Council – Cllr. S Colson will find out what is being done as Council are not aware of any current action. There has been no speed camera presence in the village this summer by the Police and there are plans proposed later in the agenda that support the village running speed awareness campaigns through the Traffic and Road Safety Working Group.

SC

C-2024-204 Old School Centre (OSC) future layout developments

The Clerk gave an update. During the development of the space planning it became clear that there were some unforeseen challenges from an IT and cost perspective regarding separating the Lovelace Resource Centre and the Parish Council from sharing office equipment. The Clerk showed a potential reworked layout option that would mitigate these challenges; however this would mean the Lovelace Resource centre and the Parish Council would remain working together in the same space.

Cllr. D McCanlis raised objection to the reworked layout option as they were in contradiction to the resolution made on the 13th August (EM-2024-023-2) which clearly stated: 2) Provide a dedicated secure and future proofed space for the Parish Office.

Council DEFERRED making a decision, due to the lack of Cllrs., until the next Council meeting in October where more detailed information on the pros and cons of the space options should be presented to enable council to make a final decision.

PROPOSED: Cllr. D McCanlis SECONDED: Cllr. S Colson VOTING: 2 IN FAVOUR
1 ABSTAIN

- C-2024-205** Cllrs. D McCanlis and S Colson to work on the pros and cons of the space options with the Clerk ahead of the next meeting.

DM/SC/
JJ

C-2024-206 Porlock Community Library's 10th Birthday plans

The Chair brought forward agenda item 17.

The Clerk and the Library & Volunteers Officer gave an overview of the plans in place to celebrate the 10th Birthday since the Library became a Community Library. To help celebrate this milestone, all known past volunteers were being invited to attend the event. This will take place on the 10th of October starting at 10am. Cllrs. were also invited.

C-2024-207 Traffic Calming and Road Safety Working Group update

Cllr. S Colson gave an update on the initial recommendations council had endorsed and Council were asked to consider the recommendations contained within the report. The full report has been published on the council's website

a) Signage Sparkhayes road/camp site signs

Council RESOLVED a budget of £750 (exc. VAT) from EMR 337 for signage to be altered at Sparkhayes lane junction (Piggy in the Middle) coming from West End of the High Street, directing pedestrians only to the campsite and directing traffic down the High Street to Meadowhayes. It was noted that a recent update of costs expect this to be in the region of £450

SC/JJ

- C-2024-208 b) Mobile Speed Indicator Device** SC/JJ
Council RESOLVED a budget of £4,000 (exc. VAT) from EMR 337 for a Mobile Speed Indicator Device and the required training. Training being completed prior to the purchase of the device to allow for any concerns to be highlighted.
- PROPOSED: Cllr. S Colson SECONDED: Cllr. S McCanlis VOTING: ALL IN FAVOUR
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- C-2024-209 c) 20mph speed limits**
Council RESOLVED the recommendation that no further 20mph limits or the establishment of a 20mph zone be established at this time.
- PROPOSED: Cllr. S Colson SECONDED: Cllr. D McCanlis VOTING: ALL IN FAVOUR
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- C-2024-210 d) Additional Free Parking** SC
Council RESOLVED that the Working Group should proceed with an information gathering exercise with Somerset Council to understand what it would take to get more free parking spaces in the village.
- PROPOSED: Cllr. S Colson SECONDED: Cllr. S McCanlis VOTING: ALL IN FAVOUR
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- C-2024-211 e) Non Highways Related Improvements** SC
Council RESOLVED that the working group should further establish, via Kevin Bridgwater from Somerset Council, what the implications and associated costs would be to progress the non-highways related improvements highlighted in the report.
- PROPOSED: Cllr. S Colson SECONDED: Cllr. D McCanlis VOTING: ALL IN FAVOUR
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- C-2024-212** Cllr. S Colson requested that the current thinking of creating a new Car Parks Working Group be added the October agenda. JJ
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- C-2024-213 War Memorial Maintenance Contract**
Council RESOLVED an initial one year contract with the MS-Group for the maintenance of the War Memorial at Dunster Steep for £2520 (inc. VAT) from EMR 337. Council will then review if it wished to proceed with a longer term agreement based on the first year's results.
- PROPOSED: Cllr. S Colson SECONDED: Cllr. D McCanlis VOTING: ALL IN FAVOUR
- Cllr. S Colson requested that the Clerk try to obtain the reduced rate applied for a 3- year contract to the one year agreement. JJ
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- C-2024-214 War Memorial Working Group** JJ
Council RESOLVED that due to there being no lead Cllr. for the current War Memorial Working Group, Council will disband the current working group, recognising the appointment of the MS-Group to undertake the ongoing maintenance. Council acknowledged that Jeff Cox is interested in setting up a project that encompasses all war memorials in the Parish, and subject to further discussions, council recognise a new working group with a clearly defined scope and terms of reference may be required.
- PROPOSED: Cllr. S Colson SECONDED: Cllr. S McCanlis VOTING: ALL IN FAVOUR
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- C-2024-215** Jeff Cox to be consulted regarding his work on the Porlock Vale War Memorials Project JJ/DM

- C-2024-216 Water refill units**
An update was received from Cllr. D McCanlis regarding the work with West Country Blacksmiths (WCBS) that council is no longer pursuing. Despite many attempts WCBS had failed to produce any tangible output despite repeated requests and promises. The Clerk and Cllr. D McCanlis are now researching 'off the shelf' solutions and will report back to council in due course. JJ/DM
- C-2024-217 Late Night Shopping Update**
An update was received from Cllr. D McCanlis. The traders are actively involved taking on much of the organisation. The event is now rebranded: Porlock Wintertide Weekend.

Traders have formed a sub group to organise entertainment and they are almost ready to submit their proposed spends. The plans are very similar to last year with a number of logistical changes to make it a more effective event.
- C-2024-218 Christmas Lights and Trees Working Group**
Council RESOLVED to amend the motion "to consider the setting up a Christmas Lights & Trees Working Group and receive nominations for lead councillor."

PROPOSED: Cllr. D McCanlis SECONDED: Cllr. S McCanlis VOTING: ALL IN FAVOUR
- C-2024-219** Council RESOLVED the forming of a Christmas Lights & Trees Working Group with Cllr. S McCanlis as Lead.

PROPOSED: Cllr. S McCanlis SECONDED: Cllr. S Colson VOTING: ALL IN FAVOUR
- C-2024-220 Christmas Lights & Trees Budget**
Council RESOLVED an initial Budget of £500 (exc. VAT) allocated from EMR 340

PROPOSED: Cllr. S McCanlis SECONDED: Cllr. D McCanlis VOTING: ALL IN FAVOUR
- C-2024-221 Portfolio Report**
The Clerk highlighted several areas in the report; Weeds at the war memorial, Vandalism to the money boxes at Doverhay toilets, Cemetery memorial inspections, The design and specification of the Kingdon memorial bench, The Village Hall car park gate post carpark light and the Lease of the car park.. Cllr. S Colson provided a highways update not covered in the working group report.
- C-2024-222** Cllr. D McCanlis requested that an item be added to the agenda in October to discuss the mortar being used to secure the cobbles at the war memorial and what could be done to resolve the crumbling of it from weed growth. JJ
- C-2024-223 Somerset Council Report**
The Chair brought forward item 35a.
There was a request from council for support from Somerset Council (SC) representatives at the LCN to support the Minehead Swim & Leisure project. Cllr F Nicholson suggested that as the next LCN meeting wasn't for some time it would be best to send the information to Sam Murrell for her consideration to share it with the LCN members. JJ

FN

Council also discussed with Cllr. F Nicholson the definitive status and responsibility of 'the Drang' being highways or footpath. The SC Definitive map shows that it is public right of way, Cllr. Nicholson will come back with the definitive answer on who has responsibility.

Finance HR & Governance

C-2024-224 Bank reconciliation to the end July '24

Council RESOLVED to approve and sign the Bank reconciliation to the end of July '24. The bank reconciliation was signed by Cllr. S McCanlis and the RFO.

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

C-2024-225 Summary and Detailed Receipts & Payments to end of July '24

Council RECEIVED the Summary and Detailed Receipts & Payments to end of July '24. The summary was signed by Cllr. S McCanlis and the RFO.

C-2024-226 Payments Schedule for August '24

The Clerk confirmed the August payment schedule was previously approved by Cllr S Colson and Cllr. D McCanlis as there was no ordinary meeting of the council in August. The schedule was signed by Cllr. S McCanlis and the RFO.

C-2024-227 Bank reconciliation to the end August '24

Council RESOLVED to approve and sign the Bank reconciliation to the end of August '24. The bank reconciliation was signed by Cllr. S McCanlis and the RFO.

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

C-2024-228 Summary and Detailed Receipts & Payments to end of August '24

Council RECEIVED the Summary and Detailed Receipts & Payments to end of August '24. The summary was signed by Cllr. S McCanlis and the RFO.

C-2024-229 Payments Schedule for September '24

The schedule was checked and signed by Cllr. S McCanlis and the RFO

JJ

C-2024-230 Finance & HR 7th August 2024 Draft Minutes

The draft minutes were received

Finance & HR Committee Recommendations to Council

C-2024-231 Cllr. S Colson proposed that the recommendations were considered in two parts 'a-d' and then 'e'.

- a) the FHR Chair election – Cllr. S Colson
- b) the removal of L Thornton from Council's bank authorities (Unity Trust Bank & NatWest) JJ
- c) adding Cllr. D Heath to the Council's bank authorities (Unity Trust Bank & NatWest) JJ
- d) adding Cllr. S Colson to the Council's NatWest bank authority JJ

Council RESOLVED recommendations 'a-d' made by the FHR committee as stated above.

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

It was noted By Cllr. D McCanlis the reason Council has to approve the Finance & HR Chair is that this is a substantive committee of the council and is required under our Standing Orders

- C-2024-232** e) the addition of 12hrs administration support at the same hourly rate currently £13.28 to be included in the '25/26 budget.

Council RESOLVED the addition of 12hrs administration support at the same hourly rate currently £13.28 to be included in the '25/26 budget.

JJ/SC

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

- C-2024-233** Cllr. D McCanlis raised in addition to the recommendation made at the FHR meeting, a review of the Clerks work load and in light of the recent memorial reports it is his view that additional admin resource will be required before April '25 and requested that an agenda item be put forward on the Finance & HR committee meeting to be held on the 25th September to discuss the additional admin support required for this year.

JJ

C-2024-234 NatWest Online Banking

NatWest are not currently taking on new customers to their online product that requires two authorised signatories as per council's finance regulations. The Clerk will monitor the situation. Statements will continue to be received by post and the account managed offline.

- C-2024-235 Removal of A Dallaway from the Council's banking administration authority (Unity Trust & NatWest)**

JJ

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

- C-2024-236 Addition of J Jones as online administrator for Unity Trust Bank**

JJ

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

- C-2024-237 Workstation Assessment Report – Updated**

The report was received and progress noted by Council

- C-2024-238 Love Where You Live Working Group Lead Councillor Nomination**

A pre meeting nomination was received from Cllr. L Bloys

JJ

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

- C-2024-239 Rodgers & Holes Charity Council Representative Nomination**

A nomination was received by Cllr. S Colson

JJ

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

- C-2024-240 By-elections update September 2024**

The nomination window closes on Friday the 14th September an update will be issued by the Clerk to Council on Monday the 16th September.

JJ

- C-2024-241 Porlock Parish Council Updated Logo**

Council reviewed the proposed updated logo and while broadly in agreement, it noted that reworked elements were not accurate or in keeping with the original design. In addition the origin of the coat of arms should be checked and referenced against the C15th Sir John Harrington tomb in the church.

Council DEFERRED the adoption of the updated logo, the Clerk will provide feedback to Cllr. C Gardner (Designer) and work together with Cllr. S McCanlis on the detail including the origin of the coat of arms, provenance of the current logo and inception date of Porlock Parish Council. Providing a final revision and its historical references of the various elements.

SM/JJ

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

It was noted and appreciated that the design work had been done by Cllr. C Gardner at no cost to the Council.

Outside bodies

C-2024-242 Dovery Manor Committee

The September report was received

C-2024-243 Porlock Community Library

Report was received.

C-2024-244 Porlock Village Hall

No report this month, the next committee meeting will be held on the 23rd September. It was noted that Council cannot have a deputy representative as its representative is the Custodian Trustee.

C-2024-245 Outstanding Items

Council noted the following items as deferred until the next ordinary meeting of the council.

JJ

- i) To receive the report on what Council needs to do to meet the requirements set out under the Civility & Respect Pledge
- ii) To receive an update on the Old School Centre Community Garden Working Group including recommendations for the boat pump feature
- iii) To receive and consider the Bio Diversity Policy (ref: C-2024-134)
- iv) To receive and consider the revised Grounds Policy
- v) To receive an update on the Community Plan
- vi) To receive and consider the adoption of the Council's revised Finance Regulations
- vii) To receive and consider the adoption of the Council's Finance & HR Committee Terms of Reference
- viii) To receive and consider the adoption of the Council's Investment Policy

C-2024-246 Any other Business (for Information only)

There were no other items raised

C-2024-247 Date of the next ordinary Council meeting

Cllrs. noted the date of the next Ordinary Council meeting 9th October '24, at 7pm in Porlock Village Hall

The meeting closed at 8:33pm