

Clerk to Porlock Parish Council
Office Tel: 01643 863350
clerk@porlockparishcouncil.gov.uk
www.porlockparishcouncil.gov.uk

Porlock



Parish Room
Old School Centre
Porlock
Somerset, TA24 8NP

Parish Council

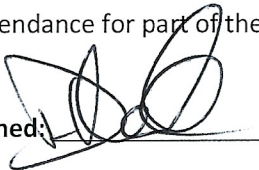
Minutes of the Parish Council Meeting, Porlock Village Hall, Wednesday 10 April 2024, 7pm

Copies of minutes and non-confidential reports are available on request

Councillors Present:

Cllr. S Colson, Cllr. D McCanlis (Chair), Cllr. S McCanlis, Cllr. D Thornton, Cllr. L Thornton, Cllr. D Heath,

Also present: Clerk Johnathan Jones, one member of the public in attendance for part of the meeting

Signed:  Dated: 08/05/2024

1) Apologies for absence

Cllr. C Gardner & Cllr. L Bloys
Cllr. M Stenning not present

2) Declarations of interest and disclosable pecuniary interest dispensations

No dispensations were declared

3) Items to be dealt with after the public, including press, have been excluded.

It was noted that due to the commercially sensitive nature of item 16, that there will be a vote to move this item in to closed session

4) Public participation

There was one member of the public present who wanted to speak about the Rogers and Holes Charity (item agenda 11). The chair brought agenda item 11 forward to aid the member with departing early.

Question – Is there a new seat being placed at the war memorial?

Council – There was an approval for a new seat on Porlock Marsh made last year

Question – What about the main War Memorial site where there used to be one?

Council – This hasn't come up yet

5) The Rogers and Holes Charity

There was a brief discussion about the history of the Council's understanding and involvement of the Charity, how the then two separate charities came together to create the Rogers and Holes Charity. Due to the nature of the charity and personal information its donation activities remain highly confidential.

Council RESOLVED to approve the appointment of Cllr. Lesley Thornton as Porlock Parish Council Councillor representative to the Rogers and Holes Charity

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

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- 6) **Somerset Council** – to receive reports from Somerset Council
Apologies were received from Cllr. F Nicholson & Cllr. S Pugsley

No reports received.

There was a brief discussion about the disposal of a small piece of land next to the former toilet block opposite Central Car Park. Cllrs. requested that the Clerk raise their concerns to; potential ownership challenge, change of use, the existing trees, potential loss of green space, with Somerset Council, copying in Cllrs. Pugsley & Nicholson.

7) **Minutes for the meeting held on the 13 March 2024**

Council RESOLVED the amendments (Below)

PROPOSED: Cllr. L Thornton SECONDED: Cllr. D McCanlis. ALL IN FAVOUR

8a) 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. *If approved the new committee will review the which will include* Terms of Reference for the committee, current known issues, recommendations and associated costs

10) Floral Maintenance contract, Council RESOLVED to approve the rate of pay, hours and length of contract, £11.44 per hour, 15 hour per week for 28 Weeks, noting amendments to be made to the wording of the contract.

11) 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.*

15) 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 Rogers and Holes Charities Charity.]*

Refreshments to be sourced on a sale or return basis. *Porlock Parish Council needs to be invoiced on account or to use the Corporate Credit Card. Cllrs. are not permitted to use personal credit cards and then ask for reimbursement.*

Council RESOLVED to approve the minutes from the 13 March '24 as amended (above)

PROPOSED: Cllr. L Thornton SECONDED: Cllr. D Thornton. ALL IN FAVOUR

8) **Parish Council vacancies**

a) There were no nominations received.

b) By-election charges

Somerset Council have confirmed that the charges are standard and will be applied for each by-election until all vacant seats are filled or until the next elections 2027. The Cllrs discussed the charges and understood that these charges would continue until the current vacancies are filled. The chair encouraged Cllrs. to engage with the community to encourage applications.

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9) Asset & Property Portfolio

Council received an update from Cllr. D Thornton, the key issue that was discussed was the ongoing vandalism issues with Doverhay Toilets and honesty boxes. CCTV could be considered outside the toilet. All instances need to be reported to 101.

The Council have now engaged a plumber to fix the ongoing leak in Doverhay Toilets. Due to the age and nature of the facilities it could be more cost effective to replace the sealed units. An assessment of the facilities is ongoing.

It was agreed there are a lot of issues in the report that need further work and Cllr. D Thornton will develop recommendations to be brought back to the Council for consideration.

a) Cemetery Committee

The Council RESOLVED to set up a Cemetery Committee

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

The Council discussed members who should be on the Committee, Cllr. L Thornton, Cllr. S McCanlis and Cllr. D Heath. The Chair and Vice Chair are automatically members. The Clerk is to send an email to absent Cllrs. to inform them of the newly formed committee and to encourage their membership to this and other committees.

10) Environment & Community Portfolio

The report was received. Cllr. S Colson gave an update on the traffic working group. There is no longer any budget held with the Somerset Council Improvements team, therefore any costs will need to be met by Porlock Parish Council. Work is ongoing to understand the costs involved in the current proposals. Once this has been determined the Council will then need to decide and prioritise what proposals to take forward.

a) OSC Orchard the use for Dogs

The council discussed the current situation in regard to the Orchard being used to exercise dogs, how the Council can best manage this and how the Council could make best use of the Orchard in the future.

The Council RESOLVED to permit dogs on leads in the Old School Centre Orchard with notices about clearing up after your dogs and review in one year. In addition a proposal should be developed and brought back to Council.

New signs to be put up.

PROPOSED: Cllr. L Thornton SECONDED: Cllr. D Thornton MAJORITY IN FAVOUR, 1 AGAINST, 1 ABSTAINED

b) Bleed Kit Scheme

Council considered the proposal and were supportive of the overall scheme, however there was general concern as to who would be responsible for ongoing management, replacement of contents and their expiration period.

Council agreed to DEFER the proposal until the next Council meeting in May requesting further information on costs and ongoing management of the kits.

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c) Annual Parish Meeting

Cllr. S Colson gave a brief update on the plan for the Annual Parish Meeting that will be held on the 11th of April in the Village Hall. There has been a really good response from the Community Groups. The community plan will be shared during the meeting with an opportunity for attendees to comment and add further suggestions. Cllr. S McCanlis confirmed that the refreshments are on sale or return, and that the Council will be invoiced for used items after the meeting.

d) Events & Festival Working Group

The clerk apologised for not issuing the pre read. Cllr S McCanlis & Cllr. Don Heath gave an overview of progress to date, reiterating the Working Group is in its early stages and there is more to be done.

Council received the update and agreed to DEFER the review of the Scope of the Working Group until the June Council meeting.

11) Informal assessment of Council's performance

Council received an update on the redrafted proposal: how to assess the Council's performance. There was a discussion about how Council's performance is currently reviewed through AGAR (Annual Governance and Accountability Return) and what was the value in doing this additional review, how it would change current Cllr engagement.

Council agreed that there was benefit in exploring, informally:

- What have we done well?
- What can we improve?

Council RESOLVED to agree that a final proposal 'how to conduct an informal review of the Council's performance', would be worked up by Cllr. D McCanlis & Cllr. D Heath and brought it to the next Council meeting in May.

PROPOSED: Cllr. D McCanlis SECONDED: S Colson MAJORITY IN FAVOUR, 1 AGAINST

12) Finance & Governance – documents previously circulated

a) Payments schedule for Mar '24

Council received the amendment to the Payments Schedule for Mar '24 and it was initialled and dated by the Chair.

- Deletion of Coomber Security payment £132.00 - already paid in January '24
- Laptop set up costs inaccurately calculated - increase of £96.00

b) Bank reconciliation to end of March '24

The Council RESOLVED to approve the Bank Reconciliation to the end of March '24

PROPOSED: Cllr. D McCanlis SECONDED: S Colson ALL in FAVOUR

c) Detailed Receipts & Payments to end of March '24

Council RECEIVED the Detailed Receipts and Payments Summary to end of March '24

d) Payments Schedule for April '24

Cllr. L Thornton raised an issue regarding the Direct Debit water bill for Doverhay toilets which will put us considerably over budget. The Clerk is to urgently investigate the accuracy of the bill and what is potentially

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causing the increase and report back to Council. Clerk to put in place a system to find and read meters on a more regular, weekly basis until ongoing leak and consumption issues are resolved.

Council RESOLVED to approve the Payment Schedule for April '24

PROPOSED: Cllr. L Thornton SECONDED: D McCanlis ALL IN FAVOUR

e) Grant applications

i) Porlock Pantomime and Drama Society – Grant request for £477.00

Council considered the grant application from Porlock Pantomime and Drama Society for £477.00. Council recognised that while the application is under the £500 threshold there was general concern that there was no invoice or bank statement provided as proof of costs or validity of account.

Council RESOLVED to approve the application and grant £477.00 subject to the Porlock Pantomime and Drama Society providing proof of quotation for the lights and bank statement.

PROPOSED: Cllr. L Thornton SECONDED: D Heath ALL IN FAVOUR

13) Planning

- a) Council RECEIVED the draft minutes from the Planning Committee meeting of 19 March '24
- b) Cllr D Thornton updated that the tree work on Swiss Cottage Lane was approved.

14) Reports from outside bodies

a) DMMC

The next meeting will be held on the 17th April which Cllr. D McCanlis and the Clerk will be attending. A report will be given to Council at the next Council meeting.

b) Library

Council RECEIVED the report

c) Village Hall

Council RECEIVED the report

15) Staffing

a) Accrual of holiday from '23-'24 and December '24 Pay date

The Council discussed the current processes and what improvements are now being made with the new Pay-roll provider.

Council RESOLVED to approve the accrual of staff holiday from '23-'24 with accrual being used up within the contractual two months and to approve the earlier pay date of Thursday 19th for December '24

PROPOSED: Cllr. D Heath SECONDED: Cllr. L Thornton ALL IN FAVOUR

Cllr. L Thornton raised that a future proposal will be going to the Finance Committee to amend the Finance Regulations to reflect that all future December pay dates are made the week before Christmas.

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Closed Session

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 16 on this agenda as the Parish Council will be discussing confidential legal matters.

Council RESOLVED to go into closed session for item 16 PVCIC (Porlock Vale Community Interest Company) Lease
PROPOSED: Cllr: L Thornton SECONDED: Cllr. S McCanlis ALL IN FAVOUR

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

- a) PVCIC Lease – to receive an update on progress and consider the council response to the PPC legal team

There was discussion about the recent letter received from the PVCIC solicitors regarding the lease renewal and items to be considered.

Council RESOLVED that Cllr. S Colson draft a response with the Clerk and Chair This draft is to be shared with Cllrs. for comments. Once a response is agreed then the Clerk will send this to Porlock Parish Council solicitor for them to use to reply to PVCIC solicitors.

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

The meeting closed at 9:15pm

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