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PORLOCK



Parish Room
Old School Centre
PORLOCK
Somerset, TA24 8NP

Parish Council

Signed:

Date:

Minutes of the Porlock Parish Council Annual Meeting Porlock Village Hall, Wednesday 10 May 2023, 7pm

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

Councillors Present:

Cllr D McCanlis (Chair), Cllr S McCanlis, Cllr D Thornton, Cllr L Thornton (Temporary volunteer Clerk)

Also present: Annie Dallaway (Locum RFO and minute taker), 6 members of the public, Cllr S Pugsley, SC (from 8.30pm)

1. To ELECT the Chair as the first formal business of the meeting

The Chair asked for nominations. Cllr D Thornton proposed Cllr D McCanlis as Chair. Council **RESOVLED** to approve Cllr D McCanlis as Chair of the Parish Council for 2023/24.

Proposer: Cllr D Thornton; Seconder: Cllr S McCanlis. RESOLVED. ALL IN FAVOUR

2. To RECEIVE the Declaration of Acceptance of Office of the Chair

Cllr D McCanlis signed the Declaration of Acceptance of Office of the Chair.

3. To ELECT the Vice-Chair

The Chair asked for nominations. Cllr D McCanlis proposed Cllrs S Colson as Vice Chair. Council **RESOVLED** to approve Cllr S Colson as Vice Chair of the Parish Council for 2023/24.

Proposer: Cllr D McCanlis; Seconder: Cllr L Thornton. RESOLVED. ALL IN FAVOUR

4. To RECEIVE Apologies for Absence: Cllr S Colson (personal reasons), Cllr L Bloys (personal reasons)

5. To ELECT (5 vacancies) and receive Declaration of Acceptance of Office as appropriate

There were no nominations received for the election of 5 Parish Councillors.

6. To CO-OPT (1 vacancy) and receive Declaration of Acceptance of Office as appropriate

There were no applications received for the co-option of 1 Parish Councillor.

7. To RECEIVE Declarations of Interest and Disclosable Pecuniary Interest Dispensations

There were none declared.

- 8. To APPROVE any items to be dealt with after the public, including the press, have been excluded.**

There were none proposed.

- 9. Public Participation.**

Terry Gable: Three members of the Parish Council are also members of the Recreation Ground CIO. Should the Parish Councillors declare an interest at the council meeting when considering nominations for the Recreation Ground CIO?

See agenda item 18 – to NOTE the Trustees elected to the Recreation Ground CIO at the Annual Community Meeting in April 2023.

Council: It was noted that the Recreation Ground Constitution provides for the Parish Council to veto elected Trustees but any veto needs to be considered at the nomination stage before the election takes place at the ACM. It was also noted that Parish Council representatives for the Recreation Ground cannot be members of the Recreation Ground CIO. Duncan McCanlis, Sue McCanlis and Lesley Thornton are members of the Recreation Ground CIO so cannot be the appointed Parish Council representative for the Recreation Ground. There is currently no appointed Parish Council representative for the Recreation Ground.

Nigel Lamacraft: How was the Coronation Party in the Park funded? Was anything purchased during the day that was billed to any other organisation?

Council: The Party in the Park was funded by a grant from the National Lottery. Cllr L Thornton reported that some fruit juice was purchased during the event, on behalf of the Recreation Ground CIO as the caterers ran out. The Recreation Ground CIO will invoice the Parish Council for the costs which will be funded by the grant from the National Lottery.

Terry Gable: Should the Recreation Ground CIO receive some of the National Lottery grant in consideration of what the Recreation Ground CIO contributed to the Party in the Park on the day?

Council: Cllr Thornton advised that council could consider this if there was any grant money left over after all the invoices had been paid.

David Hancock: Will the National Lottery expenditure on the Coronation be published? Were the bunting and flags funded by the grant? Was a Risk Assessment carried out prior to the flags and bunting being erected? Will the flags be available for general community use?

Council: Yes, the National Lottery expenditure on the Coronation will be published. The bunting and flags were funded by the grant and a Risk Assessment was carried out prior to erecting them in the village. The Parish Council will carefully store the flags and bunting and they will be available for future community use.

Nigel Lamacraft: Is there a Register of the Parish Council's Fixed Assets?

Council: The Register of Fixed Assets has been updated and will be available on the website.

Nigel Lamacraft: "20 is plenty" signage has been sponsored by a local estate agent in Wiveliscombe. Perhaps similar signage could be used in Porlock?

David Hancock: 20mph flashing signs could be erected at the entrance to the village.

Council: These matters relate to agenda item 14.i.f

- 10. To RECEIVE reports from Somerset Council**

This item was deferred as Cllr S Pugsley had not yet arrived at the meeting.

11. To APPROVE nomination of a councillor for election to the Exmoor National Park Authority 2023

There were no nominations from the Parish Council for election to the ENPA for 2023.

12. To APPROVE the Minutes for the Full Council Meeting held on the 12 April 2023

Council **RESOLVED** to approve the Full Council Meeting Minutes of 12 April 2023.

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

The approved minutes will be made available on the website. A request has been received for the approved minutes to be made available in the library.

13. To RECEIVE a report from the Clerk - Cllr L Thornton provided a summary of the Action Log – 70 actions identified and 50 completed.

14. To RECEIVE Portfolio reports

Cllr D Thornton reported that the portfolio group was still working through the recommendations from the Fire Risk Assessment at the Old School Centre.

i. Assets & Property

a) To REVIEW and update the Fixed Asset Annual Review Form

Cllr D Thornton and Cllr D McCanlis will meet to review progress and feedback to the June meeting.

b) To RECEIVE a report regarding the proposed defibrillator at Doverhay toilets

The Parish Council has been informed that the group planning to install the defibrillator at Doverhay toilets has now decided to install it at the One Stop Shop.

c) To RECEIVE a report regarding the OSC sign

Cllr D McCanlis organised the erection of the sign in accordance with safety advice and guidance from the manufacturer. Porlock Community Maintenance Team erected the sign.

d) To APPROVE funding for contractor site visit to War Memorial – report previously circulated

Council **RESOLVED** to approve £350 for an on-site inspection by the War Memorial Conservation Company, to enable an accurate quote to be prepared for the maintenance works required. It was noted that £150 of this would act as a credit towards the final cost if the quote was accepted. This will be funded out of Earmarked Reserves.

Proposer: Cllr L Thornton; Seconder: Cllrs S McCanlis. ALL IN FAVOUR.

e) To APPROVE the creation of a working group for the Dunster Steep project and to agree a council facilitator

Council **RESOLVED** to approve the creation of a working group for the Dunster Steep project with Cllr D McCanlis as the council facilitator.

Proposer: Cllr D McCanlis; Seconder: Cllr L Thornton. ALL IN FAVOUR.

f) To APPROVE the creation of a working group for the Parish Speed Limits project and to agree a council facilitator

Council **RESOLVED** to approve the creation of a working group for the Parish Speed Limits project with Cllr S Colson as the council facilitator.

Proposer: Cllr L Thornton; Seconder: Cllr D Thornton. ALL IN FAVOUR.

ii. Environment & Community

a) To APPROVE the floral maintenance contractor for 2023/24 and agree related expenditure within budget – report previously circulated

Council **RESOLVED** to approve L Crabb and A Toeman as the floral maintenance contractors for 2023/24. Approval was also given for the associated resources as detailed in the report. Total cost approved of £2500.40, in line with the budget figure for 23/24.

Proposer: Cllr L Thornton; Seconder: Cllr S McCanlis. ALL IN FAVOUR.

15. Finance (reports previously circulated)

i. To APPROVE and sign the Bank Reconciliation to end April 2023.

Council **RESOLVED** to approve and sign the bank reconciliation to end April 2023.

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

ii. To RECEIVE the Detailed Receipts & Payments to end April 2023, Summary to be signed at the meeting

The Chair signed the Summary Receipts & Payments to end April 2023.

iii. To APPROVE Locum RFO's hours for April 2023

Council **RESOLVED** to approve the Locum RFO's hours for April 2023.

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

iv. To APPROVE Library Officer's overtime for April 2023

Council **RESOLVED** to approve the Library Officer's overtime for April 2023.

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

v. To APPROVE final Payments Schedule for May 2023, to be signed at the meeting

Council noted that one payment had been added to the draft schedule for A Binding (grounds maintenance contract).

Council **RESOLVED** to approve the final Payments Schedule for May 2023.

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

vi. To APPROVE the schedule of Direct Debit payments for 2023/24

Council **RESOLVED** to approve and sign the schedule of Direct Debit payments for 2023/24.

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

vii. To APPROVE the updated Asset Register (SO 5.j.iii)

Council noted that fixed assets are now valued in accordance with purchase price.

Council **RESOLVED** to approve the updated Asset Register.

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

viii. To APPROVE the Service Charge (utilities) for PVTA for 2023/24

Currently the PVTA pay for utilities separate to the annual rent. The electricity is billed from a separate metered supply and the wood fuel is billed as a proportion of the bills received for the Old School Centre. In order to comply with VAT legislation and to simplify the administration process, the Locum RFO suggests that a Service Charge for utilities is introduced which can be treated as further payment for the rent. The Service Charge for 2023/24 will be based on a proportion of the electricity and wood fuel bills received for the Old School Centre during 2022/23 plus 10%.

Council **RESOLVED** to approve the Service Charge (utilities) for PVTA for 2023/24: £985.96

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

ix. To REVIEW and APPROVE the Grants policy

Council agreed to defer this item to the June meeting.

16. External Audit Annual Governance & Accountability Return AGAR 2022/23 (reports previously circulated).

i. To RECEIVE the Locum RFO Report & Accounting Statements for 2022/23

The Locum RFO presented the report which provides an explanation of the re-stated figures in the External Audit AGAR Accounting Statements 2022/23 and addresses the “Except For” matters raised in the External Audit Final Report 2021/22. The council is subject to an annual External Limited Assurance Review and this year has also been selected for a more rigorous Intermediate Audit.

ii. To RECEIVE the Internal Auditor’s report for 2022/23

The Locum RFO presented the report which identifies no specific areas of weakness but makes some useful recommendations for the council to improve general governance and internal financial control. The Internal Auditor recorded on the AGAR that during the year the Parish Council did not publish the right information on the website in accordance with the relevant legislation – specifically this relates to the fact that the 2017/18 AGAR is not available to publish on the website.

iii. To APPROVE the External Audit Annual Governance Statement for 2022/23

The Locum RFO read out the Annual Governance checklist line by line and the council agreed to tick items 1 - 8 excluding 4 which relates to the exercise of the electors’ rights to inspect the accounts. In 2022/23, the council did not include the mandatory first 10 working days of July in the published dates for the exercise of electors’ rights.

Council **RESOLVED** to approve the External Audit Annual Governance Statement for 22/23

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

iv. To APPROVE the External Audit Accounting Statements for 2022/23

The Locum RFO presented the Accounting Statements for 22/23. See agenda item 16.i.

Council **RESOLVED** to approve the External Audit Accounting Statements for 22/23

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

v. To APPROVE the dates for the Period of the Exercise of Public Rights for the AGAR 2022/23

Council **RESOLVED** to approve Monday 5 June to Friday 14 July 2023 as the dates for the Period of the Exercise of Public Rights which includes the first 10 working days of July.

Proposer: Cllr D McCanlis; Seconder: Cllr D Thornton. ALL IN FAVOUR.

17. Annual Governance Review (in line with Standing Orders)

i. To REVIEW Register of Members’ Interests

The Register of Members’ Interests forms for all councillors will be publicly accessible on the Somerset Council website and available via a link from the Parish Council website.

ii. To APPROVE Committee/Portfolio membership/TOR and Chair/Lead Members (SO j.v,vi,vii,viii)

The Committees & Portfolio Structure document had been previously circulated to include nominated representatives on outside bodies. Matters for discussion:

Henry Rogers Charity – there is no nominated council representative for the charity. The Clerk will liaise with existing committee members for an update.

The Dulverton & Exmoor Division Local Community Network – council noted that a representative is required from each parish.

Council **RESOLVED** to approve Cllr D McCanlis as the Parish Council representative on the Exmoor Panel LCN.

Proposer: Cllr L Thornton; Seconder: Cllr D Thornton. ALL IN FAVOUR.

Council **RESOLVED** to approve the Committees & Portfolio Structure document and existing TOR.

Proposer: Cllr L Thornton; Seconder: Cllr D McCanlis. ALL IN FAVOUR.

iii. **To APPROVE the Standing Orders (adopted March 2023) (SO 5.j.ix)**

Council **RESOLVED** to approve the Standing Orders at the Annual Meeting in line with SO.

Proposer: Cllr D Thornton; Seconder: Cllr S McCanlis. ALL IN FAVOUR.

iv. **To APPROVE the Financial Regulations (adopted March 2023) (SO 5.j.ix)**

Council **RESOLVED** to approve the Financial Regulations at the Annual Meeting in line with SO.

Proposer: Cllr L Thornton; Seconder: Cllr D Thornton. ALL IN FAVOUR.

v. **To REVIEW arrangements (including legal agreements) with other local authorities, not for-profit bodies and businesses (SO 5.j.x)**

a) **Doverly Manor** – see agenda item 20

b) **PVTA – annual lease agreement for premises within OSC**

The existing lease expired in 2006. The renewal of the lease and the rent review is overdue. The Clerk will contact Thorne Segar to request a quote for the preparation of a new draft lease. PVTA will be kept updated regarding this matter.

c) **Porlock Village Hall – Parish Council as Custodian Trustee**

The council has a copy of the governing document but not a copy of the original signed document. The Clerk will liaise with the Village Hall to obtain a copy of the original signed governing document. The Clerk will contact Thorne Segar to clarify that the Parish Council as Custodian Trustee holds the title deeds to the Village Hall.

d) **Lovelace Centre – photocopier agreement**

The council has a 5-year lease with Ricoh ending December 2027, on behalf of the Lovelace Centre. The council has contacted the Parkinson Partnership for advice to ensure that existing process is compliant with VAT legislation. The Lovelace Centre will be kept updated regarding this matter.

e) **Somerset Council – lease agreement for Doverhay Toilet block**

The council has a 35-year lease with Somerset Council which expires April 2052. The Clerk will contact Thorne Segar for a copy of the lease.

f) **Porlock Manor Estate – lease agreement for Village Hall car park**

The existing 20-year lease expired in 2000. The Clerk will contact Porlock Manor Estate to clarify the updated lease.

g) **Dunster Steep – SC Highways licence**

h) **Doverhay Triangle – SC Highways licence**

The council has licences with Somerset Council for planting these areas which is covered by the Parish Council's public liability insurance.

i) **Recreation ground – Parish Council as Representative Charity Trustee** (see also agenda item 18)

vi. **To APPROVE representation on external bodies and method of reporting back (SO.j.xi)**

Representation on external bodies – this is covered under agenda item 17.ii. See also Committee & Portfolio Structure document for list of nominated representatives.

Method of reporting to council - council **RESOLVED** that in future all external body reports at council meetings would be given by council representatives. Written reports to be circulated in advance of the meetings and questions taken at the meeting.

Proposer: Cllr L Thornton; Seconder: Cllr D Thornton. ALL IN FAVOUR.

vii. **To APPROVE the Insurance arrangements for 2023/24 (SO 5.j.xiv)**

The council has a Long-Term Agreement with BHiB which expires in June 2024. The annual renewal is due 4 June 2023. The policy schedule is reviewed annually prior to renewal and needs to be cross referenced with the Fixed Asset Register. In line with recommendations from the Internal Auditor, the Locum RFO will contact BHiB to request a visit during 2023/24 to formally review the policy schedule to ensure adequate insurance cover is in place. The council will also organise an up-to-date valuation of built assets.

Council **RESOLVED** to approve the insurance arrangements for 2023/34.

Proposer: Cllr D McCanlis; Seconder: Cllr D Thornton. ALL IN FAVOUR.

viii. **To APPROVE the council's annual subscriptions (SO.j.xv)**

The council pays an annual subscription to the Somerset Association of Local Councils SALC which includes access to advice from the National Association of Local Councils NALC (£400 in 2022/23).

Council **RESOLVED** to approve the annual subscription.

Proposer: Cllr L Thornton; Seconder: Cllr D Thornton. ALL IN FAVOUR.

ix. **To APPROVE the Complaints procedure (adopted March 2023) (SO 5.j.xvi)**

Council **RESOLVED** to approve the Complaints procedure at the Annual Meeting in line with SO.

Proposer: Cllr L Thornton; Seconder: Cllr S McCanlis. ALL IN FAVOUR.

x. **To APPROVE the policy review schedule for 2023/24 (Annual Cycle) (SO.j.xvii/xviii/xix)**

Council **RESOLVED** to approve the policy review schedule for 2023/24 within the Annual Cycle (previously circulated).

Proposer: Cllr L Thornton; Seconder; Cllr S McCanlis. ALL IN FAVOUR.

xi. **To APPROVE the Co-option procedure**

Council agreed to defer this item to the June meeting.

xii. **To REVIEW expenditure under s137 of the LGA1972 or the General Power of Competence (SO.j.xx)**

Council noted that the s137 limit for 2023/24 is £9.93 per head of the electorate (for purposes for which the Parish Council has no other power for general benefit to the community). The General Power of Competence is not currently available to the Parish Council.

xiii. **To APPROVE the calendar of meeting dates for 2023/24 (SO 5.j.xxi)**

Council **RESOLVED** to approve the calendar of meeting dates for 2023/24 – previously circulated.

Proposer: Cllr L Thornton; Seconder: Cllr D Thornton. ALL IN FAVOUR.

18. To note the election of Trustees to the Recreation Ground CIO

Richard Maw – elected

Sue McCanlis – re-elected

Council noted the Trustees who were elected at the Recreation Ground CIO Annual Community Meeting. Cllr D McCanlis requested that this be an agenda item for June to enable the Parish Council to formally minute that there were no objections to the elections, in line with the Recreation Ground CIO Constitution.

19. Strategic Plan – to agree a process for setting objectives for the life of this Council and a corresponding four-year time frame

Council agreed to defer this item to the June meeting. Cllr D McCanlis and Cllr S Colson will draft a proposal for consideration.

20. Doverly Manor

i. To RECEIVE a report re lease arrangements

The council owns Doverly Manor and pays the building insurance. There is no lease arrangement in place and the council does not have a copy of the current governing document for the Doverly Manor Management Committee. The Clerk will take preliminary advice from NALC legal team regarding how best to formalise the arrangement between the council and Doverly Manor Management Committee.

ii. To CONSIDER a request from Doverly Manor to pay the annual water bill

Council **RESOLVED** to pay the annual water bill for Doverly Manor (approx. £100pa)

Proposer: Cllr D McCanlis; Seconder: Cllr D Thornton. ALL IN FAVOUR.

21. To RECEIVE the Planning Committee minutes and note consultation responses

The Planning Committee has not met since the last council meeting in April.

22. To RECEIVE an update regarding Clerk and Cleaner recruitment

The vacancy for the **Parish Clerk** is due to be advertised on the SALC website. Further consideration will be given to a recruitment strategy and associated costs.

The vacancy for the **OSC Cleaner** is due to be advertised in the village.

8.30pm

Cllr Steven Pugsley, Somerset Council arrived at the meeting

10. To RECEIVE reports from Somerset Council (deferred as above)

- The **Exmoor National Park Authority Elections** are due to be held in June with an allowance for five Parish Councillors. This will be an agenda item for the June meeting.
- The **Dulverton & Exmoor Division Local Community Network** will be meeting in June in order to agree a draft proposal of work for the year. The dedicated Highways Officer is engaging well with local communities.

Matters raised:

- Cllr L Thornton thanked Cllr Pugsley and Cllr Nicholson for their involvement with recent road closures.
- Doverhay car park – there are blocked drains and some of the shrubs and trees need attention.

23. To RECEIVE the Schedule of Correspondence – previously circulated

Council noted the Schedule of Correspondence received since the last meeting.

The meeting closed at 8.55