

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

Notice of a Meeting of the Parish Council

To all Councillors:

You are hereby summoned to attend the Council meeting at 7pm on Wed 11 October 2023 in the Village Hall

Dated: 6 October 2023

A Health & Safety announcement will be made at the start of the meeting

This meeting will be recorded in accordance with NALC's Guidance on Recording of Parish Meetings.

AGENDA

- 1. Apologies for Absence – to receive apologies for absence (LGA 1972 s85 (1))**
- 2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations.**
Members to declare any interests they may have in agenda items and consideration of any prior requests from members for Dispensations (NB this does not preclude any later declarations) (LGA 1972 sch12, para 41(1))
- 3. Items to be dealt with after the public, including the press, have been excluded. (Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960**
- 4. Public Participation.**
This section provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate. (LGA1972 sch12, paras 10(2) (b)
- 5. Somerset Council – to receive reports**
- 6. Minutes for the Meeting held on the 13 September 2023 – to consider and approve the minutes**
- 7. Minutes for the Extraordinary Meeting held on the 28 September 2023 – to consider and approve the minutes**
- 8. Minutes for the Extraordinary Meeting held on the 4 October 2023 – to consider and approve the minutes**
- 9. Parish Council vacancies – to receive an update**

10. Asset & Property Portfolio – report previously circulated

- i) Village Hall car park – to review and confirm arrangements for reserved parking
- ii) St Dubricius closed churchyard – to consider the quote for works to the yew tree in the front of the churchyard
- iii) Noticeboards/signage – to receive an update

11. Environment & Community Portfolio – report previously circulated

- i) Traffic Calming working group – to receive a report
- ii) Late Night Shopping – to receive a report
- iii) Bench at the marsh near memorial – to receive a report and to consider the recommendations including costs for submission to Porlock Manor Estate
- iv) Watering of tubs at Old School Centre – to consider adding this responsibility to the seasonal watering contract
- v) Highways matters:
 - a) To appoint a new Parish Council representative
 - b) To consider the draft Council protocol for managing Highways issues
 - c) Disabled parking bay – to consider a recommendation to Highways that the disabled parking bay in the High Street be statutory rather than courtesy

12. Finance & Governance – documents previously circulated

- i) Bank Reconciliation to end September 2023 – to consider and approve and sign at the meeting
- ii) Detailed Receipts & Payments to end September 2023 – to note with Summary to be signed at the meeting
- iii) Payments Schedule for October 2023 - to consider and approve and sign at the meeting
- iv) Business rating for High Bank car park – to consider applying to the DVO to request that the rateable value of the site is merged
- v) Risk Management Review
 - a) Business Risk Management doc – to review
 - b) Annual Fixed Asset Review process – to receive an update

13. Community Plan – to consider the process and timeline

14. Policy Review – to consider draft policies for approval (previously circulated)

- i) Use of OSC grounds Policy
- ii) Safeguarding Policy
- iii) Retention Guidance from NALC
- iv) Accessibility Statement for website

15. Planning

- i) To receive the draft minutes of the Planning Committee meeting held on 20 September and to note the consultation response
- ii) To note the submission of a Planning Application on behalf of the Parish Council for works to the trees in the Village Hall car park
- iii) To note the submission of a Planning Application on behalf of the Parish Council for works to the yew tree in the rear of the closed churchyard of St Dubricius

16. **Employment - to receive the draft minutes of the Staffing Committee meeting held on 20 September**
17. **Reports from outside bodies – to receive reports previously circulated**

A handwritten signature in black ink, reading "A. Dalloway", is displayed on a light yellow rectangular background.

Clerk/RFO to Porlock Parish Council