

Clerk to Porlock Parish Council
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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 following meeting:

Meeting of: Porlock Parish Council
Time: 7pm
Date: Wednesday 14 June 2023
Place: Porlock Village Hall

Dated 9 June 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

Cllr Lesley Thornton
Temporary volunteer Clerk

1. To RECEIVE Apologies for Absence. (LGA 1972 s85 (1))
2. To RECEIVE Declarations of Interest and Disclosable Pecuniary Interest Dispositions.
Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispositions that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations) (LGA 1972 sch12, para 41(1))
3. To APPROVE any 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. Parish Council vacancies – to RECEIVE an update
5. 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 by asking questions, raising concerns or providing comments on matters affecting Porlock Parish (for a maximum of 3 minutes not exceeding 15 minutes in total). No decision can be taken during this session, but the Chair may decide to refer any matters raised for further consideration. (LGA1972 sch12, paras 10(2) (b))
6. To RECEIVE reports from Somerset County Council

- 7. To APPROVE the Minutes for the Annual Meeting held on the 10 May 2023.**
 - i. To consider publishing draft minutes on the website in future and amending Standing Orders accordingly
- 8. To RECEIVE a report from the Clerk**
- 9. Exmoor National Park Authority Elections 2023 – to note the submission of the PPC ballot paper**
- 10. Portfolio reports**
 - i. Assets & Property – report previously circulated**
 - a) Annual Fire Risk Assessment recommendations:
To agree action plan re book stall and funding as appropriate
 - b) Cemetery – to receive a report following recent councillor training:
To consider full Risk Assessment and approve funding
 - ii. Environment & Community – report previously circulated**
 - a) To receive an update re dog fouling at Porlock Picnic Site
 - b) To approve TOR for Traffic Calming Working Group
- 11. Finance – documents previously circulated**
 - i. To APPROVE and sign the Bank Reconciliation to end May 2023.
 - ii. To RECEIVE the Detailed Receipts & Payments to end May 2023, Summary to be signed at the meeting
 - iii. To APPROVE Locum RFO's hours for May 2023
 - iv. To APPROVE Library Officer's overtime for May 2023
 - v. To APPROVE final Payments Schedule for June 2023, to be signed at the meeting
 - vi. To APPROVE additional Fast Track book order for the library (£250 from Library EMR)
 - vii. To RECEIVE an update regarding the Ricoh photocopier payments
 - viii. To RECEIVE an update regarding legal advice about council fixed assets
 - a. To APPROVE £600 plus VAT for legal advice to clarify the legal arrangement between Doverly Manor and Porlock Parish Council
 - ix. To consider grant application from Doverly Manor Museum (£700 to develop website)
- 12. Office security – to RECEIVE an update regarding security of office records and consider purchase of security shutter**
- 13. Planning**
 - i. To RECEIVE the Planning Committee minutes from 5 June 2023 and note consultation responses
 - ii. **6/27/23/007 Land at Doverhay Place, Porlock, TA24 8HU** (application deferred from 5 June 2023)
Outline application for proposed erection of 4no. dwellings. All matters reserved except layout and means of access to the site
- 14. Somerset Council Street Trading Licensing Policy – to RECEIVE a report**
- 15. High Bank car park permit arrangements**
 - i. To RECEIVE an update regarding the new permit arrangements
 - ii. To review and APPROVE the draft Terms & Conditions previously circulated
- 16. Policy Review – to review draft policies previously circulated**
 - i. Grants Policy
 - ii. Disciplinary & Grievance Policy
 - iii. Sickness & Absence
 - iv. Communications Policy
 - v. Social Media Policy
 - vi. Co-option Policy
 - vii. Publication Scheme

- 17. Strategic Planning** – to RECEIVE a report previously circulated
- 18. Reports from outside bodies** – to RECEIVE reports previously circulated
- 19. Correspondence** – to RECEIVE the Schedule of Correspondence previously circulated
- 20. Dunster Steep footpath proposals**
- i. To RECEIVE an update regarding the transfer of the land for the footpath - report previously circulated
 - ii. To consider the request received to pay the land owner legal fees regarding the transfer of the land for the footpath
- 21. Staffing**
- i) Library Officer
 - a) to APPROVE the revised job description
 - b) to APPROVE the revised contract
 - c) to APPROVE the revised pay grade backdated to 1 April 2023
 - d) to APPROVE the revised monthly hours
 - ii) OSC Cleaner
 - a) to APPROVE the revised job description
 - b) to APPROVE the revised hourly rate
 - c) to APPROVE the appointment
 - iii) Parish Clerk/RFO – revised staffing structure
 - a) To consider offering a permanent part-time contract to the Locum RFO for the role of Parish Clerk/RFO (majority remote working) and to decide whether this revised role needs to be externally advertised
 - b) To consider the recruitment of a part-time Admin Assistant to work in the Parish Office to support the Parish Clerk/RFO & to allocate additional budget as necessary