PORLOCK PARISH COUNCIL

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Minutes of the Environment & Amenities Committee Meeting of Porlock Parish Council held at 6.30 pm at the Old School Centre on Tuesday the 27 October 2026

Councillors Present: D Heath (Chair), S McCanlis, M Vernon & D McCanlis.

Also present: No members of the public. The Clerk, J Jones, was also present.

Signed: _____ **Dated:**_____

Min Ref: **Action:**

MINUTES

EA-2026-022 **1) Receive apologies for absence** (LGA 1972 s85 (1))

All members were present.

EA-2026-023 **2) Resolve declarations of interest and any dispensations granted**

No declarations of interest were received from members.

EA-2026-024 **3) Resolve items to be dealt with after the public, including the press, have been excluded**

No items were proposed.

EA-2026-025 **4) Minutes of meetings** (LGA 1972 s12 para 41(1))

- **a) Resolve to approve the minutes of the Environment & Amenities Committee meeting held on 14 May 2026**
- **b) Resolve to approve the minutes of the adjourned Environment & Amenities Committee meeting held on 9 July 2026**
- **c) Resolve to approve the minutes of the adjourned Environment & Amenities Committee meeting held on the 7 October 2026**

RESOLVED to adopt the draft minutes as listed above. The minutes were signed by Cllr. D Heath.

EA-2026-026 **5) Receive any committee-related updates from the action log report**

The Clerk reported that all actions remained in progress or were on the agenda for the Committee's consideration.

EA-2026-027 **6) Public participation**

There were no members of the public present.

EA-2026-028 **7) Receive an update on grounds and gardening work opportunities, resolve next steps and make a recommendation to Council**

The Clerk reported that, although approximately six requests for information about the grounds maintenance packages had been received, no applications had been submitted. Members also reported that they had been unable to encourage local contractors to apply. The Committee considered that the most practical solution would be to transfer the work to an employed position within the Council. Otherwise, the tasks would remain unaddressed, leading to continued dissatisfaction with the village's appearance.

RESOLVED to recommend to Council that the grounds and gardening tasks, together with their current associated budgets, be transferred to an employed position in the 2027-28 budget, subject to Council's final approval of the role, grade and budget inclusion. Authority was delegated to the Clerk and Cllr. Heath to prepare the job requirements, job description and pay scale. **JJ/DH**

EA-2026-028 **8) Receive an update on the Old School Centre Community Orchard pond project, resolve next steps and make a recommendation to Council**

Cllr. Heath informed members that an external organisation had shown great interest in taking on the project on behalf of the Council and was awaiting final approval to transfer unspent grant funding to the project.

Cllr. Heath to liaise with the organisation and grant provider. **DH**

EA-2026-029 **9) Resolve to recommend that Council register for Wessex Water's Watermark Town Award**

The motion fell. Whilst members were supportive of the aims of the scheme, they felt that, given current resource constraints and the number of other projects already underway, they would not be recommending that the Council signs up to the programme this year.

EA-2026- **10) Receive an update on the Porlock Marsh signage and resolve next steps**

A change in sponsor branding had delayed delivery of the signage. Delivery was now expected within the next two weeks.

EA-2026-030 **11) Discuss and resolve next steps following the Act to Adapt workshop held on 15 September, and make a recommendation to Council**

Cllr. S McCanlis informed members that, in her capacity as a resident, she would be meeting with others to discuss possible initiatives. No recommendations were proposed for Council's consideration.

EA-2026-031 **12) Discuss Somerset Council's local devolution proposals and resolve which services, if any, the Committee should recommend that Council include in a formal expression of interest**

RESOLVED to recommend to Council that it submit a formal expression of interest in the devolution of the following assets and services: Doverhay Toilet Block, Doverhay Car Park, Central Car Park, and litter and waste services, excluding mechanical road cleaning of the A39.

EA-2026-031i Request a list of land owned by Somerset Council within the parish. **JJ**

EA-2026-32 **13) Discuss Council's riparian responsibilities and whether Council should provide a coordination role for riparian owners, resolve next steps and make a recommendation to Council**

 Initials: _____ Date:_____

RESOLVED to recommend Option A – No Additional Involvement – to Council: that the Council limit its actions to maintaining its own riparian land and signposting residents to guidance from the Environment Agency, Somerset Council and Somerset Rivers Authority. The Council would not undertake maintenance on behalf of others but would compile and share available guidance on riparian responsibilities.

EA-2026-033 **14) Receive the task-based risk assessments for the sanding and oiling of council benches and resolve next steps**

RESOLVED to obtain quotes for the sanding and oiling of Council-owned benches. **TA**

EA-2026-033i Consult Mick Limb to establish how the benches are secured. **TA**

EA-2026-034 **15) Review the outstanding actions from the asset reviews and resolve next steps**

RESOLVED that the following actions be undertaken under the Clerk's delegated authority, within existing delegated limits and available budgets:

a) Coleridge Sign (Orchard) – Obtain a quote for replacement **TA**
b) Wooden Man Sculpture (Orchard) – Obtain a quote for replacement **TA**
c) Rubbish Bins (Methodist & St Dubricius railings) – Obtain a quote to replace with large bins **TA**
d) Dog Waste Bin (Sparkhayes Lane) – Relocate **TA/AB**
e) Dog Waste Bin (Orchard Rise) - Replace **TA/AB**
f) Dog Waste Bin (The Drang) – Add to the Caretaker's work list **TA**
g) Noticeboard (Porlock Home & Hardware) – See item 16b
h) Village Maps (Doverhay & Central Car Parks) – Find out more about the current map re-design being undertaken **JJ/TA**
i) Sign (Cemetery Top Gate) – Replace **EH**
j) Cemetery Tap – Obtain a design and quote for a backboard and for changing the tap to a push-operated model **EH**
k) Community Room Kitchen Sink Area – Obtain a design and quote **TA**
l) Benches x 9 – See item 14

EA-2026-035 **Receive quotations and resolve recommendations to Council on removing, repairing, refurbishing or replacing the following noticeboards, with funding from either General Reserves in 2026-7 or future potential spend through Council's Earmarked Reserves or the 2027-28 budget:**

RESOLVED:

a) The community noticeboard on the Central Garage forecourt

To obtain a quote for refurbishment of the noticeboard for consideration during budget setting. **TA**

b) The Parish Council noticeboard at Porlock Hardware Store

The Caretaker to carry out temporary repairs to the noticeboard and obtain a quote for consideration during budget setting. **TA/AB**

c) The two noticeboards at the top of the Old School Centre steps

TA

i. Library/Council noticeboard, Old School Community Centre Steps – Obtain quotes to replace the existing noticeboard with a lockable, double-bay oak noticeboard, using the existing posts for fixing where possible.

TA

ii. Community Noticeboard, West End – Obtain a quote to replace the existing noticeboard with one similar in design to those at Central and Doverhay car parks, with sliding doors or similar, without locks, and using the existing posts for fixing. **TA**

EA-2026-035i

Add removal of the metal extension posts from the current noticeboards to the Caretaker's work list.

EA-2026-036 **16) Receive the quotation for repairs to the Old School Centre Walls and resolve the committee's recommendation to Council**

RESOLVED to recommend to Council the quote of £2,740.00 (excluding VAT) from G Bloys Builders for repair works. Authority was delegated to the Clerk to proceed with the second item on the quote, as it had been identified as a safety matter requiring urgent attention. **JJ**

EA-2026-037 **17) Resolve to obtain quotes to refurbish or replace the Old School Centre Community Room kitchen area**

RESOLVED to obtain quotes for both refurbishment and replacement. **TA**

EA-2026-038 **18) Review the current working draft budget for 2027/28 and forecasts for future years in relation to the Environment and Amenities portfolio**

The Clerk took the Committee through the relevant budget items. Apart from items already raised during the meeting, no additional budget requests were made. Members were reminded of the timetable for budget setting and asked to send any requests directly to the Clerk so that they could be included in the next round of budget discussions.

EA-2026-039 **19) Note outstanding/deferred items:**

a) **Resolve the priority order for the water refill units** – to be discussed once Wessex Water's review of the locations has been received
b) **Resolve and recommend to Council how to improve litter management in the village and which devolution opportunities Council should seek from Somerset Council.** – To be discussed following the outcome of Somerset Council's service review (Superseded by item 11)
c) **Receive quotes for the installation of security cameras at Doverhay Toilets and the Old School Centre**
d) **Receive the report on Porlock Cemetery's proposed scope and schedule of works and the Committee's recommendation to Council**

Outstanding items were noted.

EA-2026-040 **20) Receive any other business –** <u>for information only</u>

No other items were noted.

EA-2026-041 **21) Date of the next scheduled meeting of the Environment & Amenities Committee**

The next meeting was confirmed for 10 December 2026 at 11.00 am at the Old School Centre, Porlock.

Meeting closed at 8.05 pm

Initials: _____ Date:_____