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Porlock Parish Council

Parish Room
Old School Centre
Porlock
Somerset, TA24 8NP

Minutes of the Ordinary Meeting of Porlock Parish Council held at Porlock Village Hall on Wednesday the 9th July at 7pm

Councillors Present: D McCanlis (Chair), S Colson (Vice-Chair) & S McCanlis, D Heath, M Stenning and J Adlington

Also present: 4 members of the public and Cllr. S Pugsley and Paul Matcham from Minehead Eye for part of the meeting and Clerk J Jones.

Signed: _____ **Dated:** 10/09/2025

Min Ref:	Minutes	Action

C-2025-108 **1) To receive apologies for absence** (LGA 1972 s85 (1))
All members were present

C-2025-109 **2) To receive and consider casual vacancy applications for co-option**
Council RESOLVED the co option of James Adlington.

C-2025-110 **3) To sign any declarations of acceptance of office and undertakings to abide by the Code of Conduct for successful applicants**
Cllr. J Adlington signed the declaration of acceptance of office and joined members for the remainder of the meeting.

C-2025-111 **4) To consider any declarations of interest and disclosable pecuniary interest dispensations**
The chair asked members if there were any declarations or disclosable pecuniary interests to be declared. None were declared.

C-2025-112 **5) To consider items to be dealt with after the public, including press, have been excluded**
The chair declared no items required the public or press to be excluded.

C-2025-113 **6) To consider for approval and signing the minutes of the ordinary council meeting held on the 11th June 2025**
Council RESOLVED to approve the minutes with no amendments. The minutes were signed by the chair.

C-2025-114 **7) To receive and note any updates from members on the action log report**
C-2025-093- Identify a gardener to quote for this work for consideration by council.
Update: Enquiries have been made waiting replies. **SM**

C-2025-091- Contact Elizabeth regarding implementation of Somerset Wildlife Trust Ponds Alive project at the Old School Centre Community Garden (orchard) b) sourcing third parties to help develop the project plans and costs for council to consider c) exploring grant funding sources and bring back to council for further consideration.

Update: Call arranged for the 15th July. **DH**

C-2025-115 **8) Public participation**

Public - Raised on behalf of Love Where You Live group the inaccuracy of the report and minutes from June 2025 regarding street weed control where it was presumed this feel under idverde's duties. Responsibility under the devolved grass maintenance contract taken on by the parish council 2013-14 includes weed spraying of the majority of streets in Porlock.

Public - The recent idverde job advert for street ranger includes emptying litter and dog waste bins, is this in addition the service they already provide or instead of and has the road sweeper vehicle service stopped? Also included in the advert it states keeping the streets tidy and what do they mean by that?

Public – What was meant by 'engaging Love Where You Live' and when being asked to help with activities like weeding the Drang a Cllr needs to be present and better planned and risk assessed if being done as a request of the council.

Cllr. S McCanlis confirmed that she was asking for help of LWYL to do the weeding as a member of the public not on behalf of the council.

Cllr. S Colson clarified that what was meant by 'engaging LWYL' was purely about seeking advice on what could be done.

Public – Would council consider reinstating the pedestrian access setting at the Old School Council gates to provide access when the building is not occupied between hours of 9am-6pm.

Clerk – Advised he would investigate this with the council's caretaker.

C-2025-116 **9) To consider sponsorship grant application from Lesley Thornton for redesign work of www.discoverporlock.co.uk by Tomato Creative for £425.00 (Sponsorships & Grants EMR 330)**

The grantee gave a brief overview of the request. There was a discussion about the use of the AI bot which the provision of which is not included in the grant request and integration of the bot would only be completed once it was proven to be of benefit. The grantee clarified that this was a one-off grant application for website update and not recurring cost.

Council RESOLVED to approve the grant application.

The chair thanked the grantee for perusing the application and gave special thanks to David Thornton for all the work he has put into keeping the site going and the service the website provides to the community.

C-2025-117 **10) To receive the quarterly report on Porlock Youth Club and consider approving the quarterly sponsorship payment of £856.44** (EMR 330)

The report was received, Council RESOLVED to approve the Q2 sponsorship payment.

Council RESOLVED to approve the payment.

C-2025-118 **11) To consider planning application No: 6/27/25/005** (Full) **& 6/27/25/006LB** (Listed Building Consent)
Location: St Dubricius Church, Parsons Street, Porlock, Minehead, Somerset, TA24 8QJ

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Proposal: Proposed new PV system and glass door

Council RESOLVED to no objection to the application on the grounds that the recommendations following the bats survey would be adhered to and that access to the porch was not restricted by putting locks on outer doors. Members also raised concerns about the weight of the new doors restricting access for the less able.

C-2025-119 **12)** To receive the RFO report

a) To consider removal of faulty Printer HP Office Printer from the asset register

Council RESOLVED to approve the amendment to the asset register.

b) To consider spend of £495.00 to Breakthrough Communications for the Local Council Data Protection Compliance Kit service

The clerk requested that this motion be withdrawn following review of the new AGAR requirements it was felt that Council would be in a good position to meet the requirements and any gaps that were identified as part of the audit process would be addressed at the time and that the spend would not be best use funds. Council agreed to the withdrawal.

c) To note upgrades to Vodafone contract:

i. Parish phoneline upgrade £10 per month/ £120 per year inclusive calls (Budget)

ii. Clerk Mobile tariff fixed until April 2027 with increase from April 2026 of £1.50 per month / £18.00 Per year (Budget)

Council noted the changes in the contract. It was noted that future changes to existing contracts are to be presented to council in advance where continuation of service is not at risk.

The report was received. Payments currently running at 32% of budget. In the first quarter some spend such as insurance, licences and subscriptions are one off annual payments which cause the increase. In addition, some items were higher than budgeted Rialtas licence, business rates old school centre and SALC membership. See detailed report.

Income running at 105% as a direct result of grant funding.

Payments & Receipts - Following an enquiry by a member of the public a review found auto sum errors in spreadsheets, causing incorrect total amounts in some draft payment schedules. Final payments are generated via the Rialtas system and correctly reflect actual transactions, as reported and approved by council in the monthly Final Payments & Receipts Reports.

Payments approved but not completed within the same month due to delays in bank authorisation/signatories are only recorded in the month they're processed, leading to differences between draft and final reports. All Final Payments reports for the current year have been produced and submitted to council and updated on the website.

A new, more accurate payment schedule has been developed, based on approved regular and contractual payments. It also includes additional authorised payments and those awaiting authorisation. This update enhances accuracy and is aligned with both the weekly payment process and Rialtas reporting. A separate monthly report tracks income received, improving council oversight of funds paid and received.

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Supporting documentation for all payments and receipts is provided to council members for monthly checks. Published reports or requests for copies will include required annotations per GDPR regulations.

The clerk confirmed that council's current procedures meet the required standards.

C-2025-120 **13) To note and sign the final payments for June 2025**
The report was received, noted and signed by Cllr. D McCanlis.

C-2025-121 **14) To consider for approval and sign the bank reconciliation to end of June 2025** *(Fin Reg 2.6)*
Council RESOLVED to approve the reconciliation and was signed by Cllr. D Heath

C-2025-122 **15) To note with the summary and sign the detailed receipts & payments to end of June 2025** *(Fin Regs 6.8 & 6.10)*
The reports were received, noted and signed by Cllr. D McCanlis.

C-2025-123 **16) To receive, approve and sign the draft payments schedule for July 2025** *(Fin Regs 6.8 & 6.10)*
Council RESOLVED to approve the draft schedule and was signed by Cllr. D McCanlis.

C-2025-124 **17) To consider spend:**

a) **Furniture at Work – Library/Community Room Furniture £1,678.00** (EMR 338 Library)

Council RESOLVED to approve a maximum budget of £1678.00 (exc VAT) subject to one chair being purchased and tested for suitability before committing to the full order. Costs will be covered by the Library EMR 338.

b) **C J Lynch – Mobile speed indicator device pole extender - £210.00** (EMR 337 Porlock Projects)

Council received an update form Cllr. S Colson on the progress towards purchase and installation of a MSID and the report of the current spend against the approved allocated budget for the MSID.

Council RESOLVED to approve the spend subject to approval of locations and license application being approved by highways.

c) **Active signs – OSC signage and notice boards – waiting quote**

Council DEFERRED the item.

C-2025-125 **18) To receive the portfolio report**

a) **To receive an update on the request to place a community seat at the meadows and consider:**
   i) **Budget of £250 to install required base paving and installation of a bench**
   ii) **Budget of £750 for bench and preferred material (recycled plastic or wooden)**
   iii) **Applying for a S171 highways application licence**
   iv) **Signing the licence letter of consent from Somerset Council**

Council discussed the request, type of bench and license requirements at length. Due to the cost of licence of £250 plus installation and purchase costs estimated at circa £1000.00 it was not agreed as a viable option based on actual use/benefit in that location. In addition, it was suggested the bench should be made of metal and wood and not recycled plastic. It was proposed that if funds were raised by the public for the

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purchase of a bench, then council would reconsider for the cost for the installation and license. The motion fell.

C-2025-126 **Meeting extension**
Council RESOLVED to extend the meeting by 15 minutes

C-2025-127 **b) To receive an update on the lapsed car park lease at Porlock Village Hall**
No update has been received.

c) To consider any required action following the recent flooding report at the Village Hall
Porlock Vale Flood Warden explained the complexity of the stream and storm drain that meet outside the village hall and lack of clarity over who is responsible. Highways should be contacted to investigate the situation.

Cllr. S Colson to send the report to highways. SC

d) To consider the official opening of the Old School Centre Community Hub to be held at 10 am on Thursday October 16th 2025
Council RESOLVED to approve the official opening date

e) To receive an update on other notable points from the portfolio report for information
Doverhay toilets power problems remain unresolved, further investigation is ongoing. Coach Road gate to the recreation ground has been repaired the by the school.

C-2025-128 **19) To receive a report on the phasing out of South West Ambulance Services NHS First Responders and the move to Community First Responders and to discuss what steps council could take to support SWAS and Porlock Fire Service in the promotion of CFR**

The report was received and there is no further action for council at this stage. More detail to be sought from SWAS in regard to assisting with local recruitment.

C-2025-129 **20) To receive an update from Somerset Council's representatives on:**
a) Idverde's recruitment of Town Ranger (manual street cleaner)
A new advertisement has been published for the town ranger role. Further clarity of the role and what it entails will be sought by Cllr. S Pugsley

b) other notable points for information
Boundary Commission have now made their final report on how they want the Somerset division to be split up. Members are encouraged to write in support of the proposal by the 11th of August.

Council asked about the Highways volunteer scheme and what was the cost of training and if so desired, could this work be contracted out or, if local Parishes can work together on their requirements. Cllr. S Pugsley to find out more and will report back.

C-2025-130 **21) To note outstanding items:**
a) To consider the priority order for the roll out of the water refill units - to be discussed once the installation approval from Wessex Water has been received.
b) To receive and consider the proposed grounds maintenance contractor tender list and timescales

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c) **To consider options on how council better manages ongoing upkeep of grounds (not included in the grounds maintenance contract) and what this includes**

Cllr. S Colson raised how council addresses weeding should be included in 21 b & c

d) **To consider making a formal request of Somerset Council to devolve its responsibility for manual street cleaning of Porlock village to Porlock Parish Council**

C-2025-131 **22) To receive any other business -** <u>For information only</u>
Cllr. D Heath raised that council should consider how council supports/engages non digital residents

C-2025-132 **23) Date of the next meeting being the ordinary meeting of the Council –** 10th September 2025, at 7pm at Porlock Village Hall, Porlock

Meeting closed at 9:07pm

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