

PORLOCK PARISH COUNCIL REPORT – PORTFOLIO



Date: 13 October 2026

Author: Various

(Ongoing unresolved items from previous reports have been left in)

High Bank Car Park (Oct 26)

Permits – There are now no parking spaces available. Another permit-holder is in arrears – see RFO Report.

Hawkcombe Stream (Oct 26)

We continue to receive concerns from residents regarding overhanging trees/overgrown vegetation and the lack of coordinated approach since the Environment Agency will no longer be maintaining the stream. A report has been produced for Council's consideration at the October meeting.

Road Signs & Highways (Oct 26)

All the outstanding Highways matters in the Parish of Porlock are as follows:

Meadowhayes bank - The Somerset Area Highways Manager has agreed to level the bank which was made uneven following the work to install a retaining wall, at the junction between Meadowhayes Road and The Meadows. The work is expected to be done this Autumn, subject to Highways resources.

Burleys hairdressers - The Property Management Agent for the owner of Burleys hairdressers in Porlock has agreed with Somerset Highways for the work to repair the shop front to occur in September or October this year.

Dunster Steep - The work order for installing signage to improve pedestrian safety at Dunster Steep is due to be issued by Somerset Highways to their contractor. An update on timing has been requested.

Redway - The order has been sealed to remove 5m of double yellow lines on Redway. An update on timing has been requested from Somerset Highways.

Redway - a resident has raised concerns regarding the narrow section on Redway. A request has been made of Highways whether it would be possible for rumble strips to be installed at the same time as at Dunster Steep.

Meadowhayes (Sep 26) (included in the highways report)

Website & IT infrastructure (Sep 26)

Website Management – This project is on hold until Spring 2027 to allow alignment with the new accounts and cemetery system. A proposal is being developed for the build of the new improved website (Visual and Functionality) and how to make the move as seamless as possible for all. One of the key considerations is how to improve the process and functionality to store documents while maintaining security to council's system to provide improvements to accessibility and transparency.

Porlock Parish Council Logo (Mar 26) – Cllr. Adlington and the Clerk have an action to digitise the current logo.

Doverhay Toilets (Oct 26)

Following the annual asset assessment several items need addressing. This will be presented at the Environment and Amenities Committee for consideration.

A quote is being sought for an external sensor light to be purchased and installed at the service entrance, following a request from the cleaner.

Doverhay Car Park (Oct 26)

Resident reported a low hanging limb of the tree by the Bus Stop, which is low enough to hit big vehicles parking in the Free Short Stay bays. A report submitted to Somerset Council. The following day the tree fell onto a vehicle and Somerset have now made the tree safe.

Drains (Sep 26)

Somerset Highways are under considerable pressure following a difficult winter on the roads and as such they will not be undertaking routine drainage clearing and have to risk assess which immediate issues will be rectified and which cannot be attended to. The drain at Doverhay Car Park has been reported as blocked again. A walkabout meeting with Somerset Cllr. S Pugsley has been arranged with the Clerk.

St Dubricius Churchyard

Unsafe Memorials - (Oct 26)

- The method statement for the individual memorial provided by the War Memorial Conservation Group has now been accepted and has been waiting for final approval.
- Simon Morgan will assess all required churchyard works, including the memorials, walls and preaching cross. It was checked in advance that this assessment can be carried out while the scaffolding is being erected. A quotation for carrying out the works.
- As qualified conservators, the company will take a different approach from memorial masons, which may help move the matter forward.
- The main caveat is how much work can be undertaken while the church works are in progress.

Additional Works – (Sept 26)

MS Group Limited will be looking at some of the works outlined below but are unlikely to be able to address the footpath. These works and any respective quotes will be heard at the next appropriate Environment and Amenities committee meeting once received. Work initially requested to be completed by autumn 2025 however this is subject to faculty requests being submitted approved by the diocese of bath and wells.

- Footpath at the rear which ENPA have advised the only option is to raise the path to avoid damage to the roots of the yew tree. Quote has been received this will be presented to Council once all quotes have been received.
- Masonry wall to the south. Cavities in between stones is showing a loss of mortar. This whole wall could undergo a consolidation.
- Coping to the west of the gate piers to the north path need consolidation.
- Church cross on the churchyard will require minor masonry maintenance every other year.

War Memorial (Sep 26)

Annual Maintenance contract has been renewed. The next clean is due in October in time for Remembrance services.

Porlock Marsh War Memorial (Sep 26)

Reports of unsafe stile. (See marsh report). The Council's caretaker will make safe the stile and access as a temporary measure.

Porlock Cemetery

Improvement works – (Sep 26)

As identified on cemetery assessment report and agreed by council. Funding from external sources is being sought to enable the programme of works to be considered. An initial review for the priority of works has been carried out by the chair of the Burials & Memorials committee and proposals will be discussed by the Environment & Amenities and Finance & HR committees as part of the annual budget process.

Quote requested for initial works, replacing of handrails etc – scope to be agreed.

Memorial Inspection – (Oct 26)

Annual memorial inspection was carried out in September, and the report is expected soon. Signs were placed at the churchyard and the cemetery on 26th August 2026 notifying the parish of the upcoming inspections which are expected to be carried out from 28th September. Notices were also included on the PPC website, Facebook (Council and Porlock Pages) the West Somerset Free Press and the Porlock Vale Newsletter.

Cemetery Shed – (Sep 26)

Local contractor has been contacted to carry out repairs, quote was resolved by council at the May meeting. Date of works to be confirmed following issuing of the works order. Works are now urgent as the hinge on one of the doors has become detached. Works order has been acknowledged by contractor. No date for commencement of work has been provided. The cemetery shed has been completely cleared and cleaned out so it can be used for storage once the doors are replaced and a lock has been attached.

Plots - (Sep 26)

The process for remapping the cemetery plots has now been established and carried out which resulted in circa 90 plots remain available. Plot markers will be ordered to be placed on each available plot. This is aimed at making things more efficient when directing the grave digger to a particular space.

Quotations have been requested for grave shoring with a lockable lid as this is a requirement for grave digging going forward and will be included in the annual budget process.

Grit Bin (Oct 26)

The new grit bin has now been installed at the Cemetery and filled ready for the winter.

Hawkcombe Playground (No update)

Porlock Weir Car Park (Sep 26)

We continue to receive numerous complaints from users of the car park operated by Horizon Parking. We signpost to contact Horizon directly and have raised these concerns with Porlock Manor Estate.

Grounds Maintenance

Devolved Grounds Maintenance (Sep 26) – Somerset Council are unable to provide the original agreement from 2013 and have suggested a new agreement is drawn up. This is on the Agenda for a future Environment & Amenities Committee meeting.

Tree Survey (Oct 26) – Full report has now been received and will be considered by Council at the October meeting.

Street Cleaning (Apr 26) – Somerset Council will review the contract as part of its normal process before the contract ends. E&A Committee deferred the item and will consider needs following service review.

Coach Road / Church View Path (Sep 26) – A dangerous tree was removed from the path by our contractor. A complaint has been received as the fence has come down due to the tree being removed. The contractor has assessed the fence and will provide a quote for replacement. The contractor will also be clearing pathway vegetation as part of contractual arrangements. The Environment & Amenities committee have discussed maintenance of the path and fence requirements, and this will go to full Council once a quote has been received. Quote has been chased as not yet received.

ZigZag Path (Sep 26)

Discussions to be held with Exmoor National Park Authority (July 2027) to renew the Permitted Path from the dog field up to the Horseshoe from September 2027.

Grass Removal (Sep 26)

Mowing the grass at OSC Orchard and part of the Churchyard after not mowing since the Spring has created over 30 builders 'dumpy' bags of cuttings that need to be disposed of, which is an unbudgeted cost.

Old School Centre

Old School Centre East & West Walls (Oct 26) – Two local contractors have assessed the walls and we are awaiting recommendations and quotes.

Smart Meter (Oct 26) – Smart meter has been installed and National Grid will be coming out to re-seal the meter.

Emergency Lighting (Oct 26) – Contractor booked for the end of October.

Internal Wall damage (Oct 26) – The wall has been re-plastered and painted.

OSC Orchard (Sep 26) – The gates continue to be locked at night and there have been no further incidents of damage. The caretaker will be making a repair to one of the picnic bench seats. When the weather permits, all of the benches in the OSC Orchard will be painted. The Community Orchard Group have kindly offered to volunteer their time in February to prune the trees in the OSC Orchard.

OSC Pond Project (Sep 26) – The E&A Committee will hear an update on the OSC Pond Project at the next meeting. Feedback has been received on the Pond Project from the Porlock Fair, the display in the Community Room, directly via email and from the comments on the West Somerset Free Press article on Facebook.

Kitchen Tiles (Oct 26) – The small section of tiles has now been replaced.

OSC Toilets (Oct 26) – Plumber has replaced the tap in the staff toilet. Quote requested for a hand dryer to be installed in each of the OSC toilets (Community Room, Staff and Public), though electrician advised that continuing to purchase hand towels will be cheaper than running hand dryers.

Water Leak/OSC Pipework (Oct 26) – Water spotted running on the surface at the corner of the Council office building. Wessex Water attended and confirmed the leak was coming from underground but within our boundary and we were given a 14 day notice to repair the leak. Contractor repaired the leak but advised that all the pipework is old and rusting and therefore further issues and leaks are likely. Water has already back-filled into the meter chamber. The contractor has been out again and believes this is now coming from the roadside, which would make it Wessex Water's responsibility. However, as it's not an active leak, Wessex Water will not take action until they are satisfied that our pipework is suitable. Two quotes have been received for the pipework to be replaced, a third is expected this week. The claim submitted to the water provider to try to recoup some of the cost of the leaked water was successful and we will be receiving a refund.

Boiler (Oct 26) – Chimney has been swept, the boiler has been serviced, and a new carbon monoxide alarm has been fitted. The boiler was fired back up on 8th October.

Caretaker Shed (Oct 26) – The electrician has assessed and we await a quote for the electrical supply to be extended to the caretaker's shed so that batteries can be charged and a light can be fitted.

Village Hall

Flooding (No update) – Responsibility remains disputed and unresolved; a meeting has been requested with Porlock Manor Estate to try and find a way forward.

Vehicles (Oct 26) – Police made contact with the owner of the abandoned vehicle, and it has since been removed. We have been advised of another vehicle which has broken down, and the owner is attempting to get it collected.

Parish Defibrillators

Management (Sep 26) – Porlock Parish Council is now overseeing the management of the parish defibrillators and completing the monthly maintenance checks of each device.

Village Hall Phone Box (Sep 26) – Redecoration work has taken place, once funding has been secured a defibrillator will be purchased and installed.

Street Furniture, Displays & Equipment

Notice boards at OSC – Top of Steps (Sep 26) – There is an item on the agenda for the next Environment & Amenities Committee meeting.

Noticeboard at Central Garage (Sep 26) – There is an item on the agenda for the next Environment & Amenities Committee meeting. Attempts have been made to ascertain the owner of the land across the stream where the noticeboards are located – it is not listed on the Land Registry as being owned by either adjoining property and it does not belong to the Environment Agency so we have made enquiries with Somerset Council to see if it is owned by Highways.

Noticeboard outside Hardware store (Sep 26) – There is an item on the agenda for the next Environment & Amenities Committee meeting.

Noticeboards at Central and Doverhay Car Park (Oct 26) – The locking mechanisms have now been fixed.

Benches – General (Sep 26) – Asset Reviews for the benches have been completed and recommendations have been compiled into a report for consideration at the next Environment & Amenities Committee meeting.

River Monitors (Oct 26) – Porlock Parish Council has been approached to have flood river monitors fitted. Upon chasing Somerset they advised that they do not currently have capacity for this project, but they hope to be able to provide an update at the end of this year.

Water bottle refill units - Duncan McCanlis (Jun 26)

Porlock Manor Estate are engaged and are in the process of deciding where they want to install a unit. Emails were exchanged in May but there has been no further response from Savills.

Regarding the National Trust estates team have now responded. Wessex Water have assessed Horner, and I believe the Recreation Ground, assessment of Selworthy place in October.

Porlock Recreation Ground. Once the building work is finished in a month or two, the discussions will be re-opened.

Doverhay Car Park. The Council will consider whether to open discussions with Somerset Council about installing a unit here. The E&A Committee will review the matter at its next meeting and make a recommendation to the Council.

Wootton Courtenay shop - no reply to email.

Grit Bins (Oct 26) – Somerset Council began refilling/replacing the salt bins/bags last week in preparation for the winter season.

Elections (Oct 26)

One nomination received for the most recent election as well as two new Councillor's co-opted.

Porlock Emergency Response (PER) Team (Sep 26)

An 0800 number has been purchased, which will be used for residents to call and receive a recorded message giving information regarding any active emergencies.

The updated framework plan and other PER instruments will be discussed for adoption at the October meeting.

Old School Centre Community Hub

Community Library -

The monthly Community Coffee and Chat drop-in, which offers people an opportunity to contact several professional agencies all in one place continues. Due to other commitments some agencies are unable to attend every month. Regular attendees are Thrive (Village Agent), West Somerset Food Cupboard and Pantry, EMpact West Somerset, Manor from Heaven and Age UK. Amanda-Louise Funeral Services also attended last month and hope to continue. Age UK also offer a service Friday mornings.

The Summer Reading Challenge (SRC): has now finished with 65 of the 104 children taking part having completed the challenge. An enjoyable visit to morning assembly when the library was asked to hand out certificates to the children.

The library (in a small way) is assisting the Library Service in modernise the service, making more use of tech. Volunteers are currently involved in trialling the use of iPads to carry out some of the day-to-day work.

National Grid Winter Preparedness Team will be hosting a drop-in event on 14th October with advice, support and practical ideas in the event of power outages.

Somerset Rivers Authority, as part of Somerset Flood Awareness Month will be running a watery themed craft morning (28th October) for children

The Warm Winter Coat scheme has started again

Lovelace Resources Community Centre - The LRCC continues to offer a valuable service to the community for printing, design, laminating etc. There is a steady customer base.

Community Room – usage of the room is gradually increasing. The NHS Health Checks continue fortnightly, the monthly Community Drop-In with multiple agencies in attendance make use of both the Community Room space and the library. Various organisations now hold meetings in the room.

Village Hall – Duncan McCanlis (Jul 26)

A resolution was passed to spend c. £1,200 on upgrading the stage lighting in the big hall.

Insurance arrangements have been reviewed and updated guidance will be issued to users, with particular emphasis on the need for some organisations to provide their own Public Liability Insurance.

Rosalinde Haw wishes to stand down as Treasurer. Diane Renton has been approached, and it was agreed that she should be appointed, subject to a successful handover in the coming months.

Doverly Manor Committee – Duncan McCanlis (Jul 26)

At a meeting of the trustees and myself on 1st June, DMC resolved to work with the Museum charity with the aim of dissolving both charities and creating a new CIO. A working group was set up of two trustees for each of the organisations.

Since then no updates have been received. Council will need to approve of any such change, when we are informed of the details.

Events and Festival Working Group – Sue McCanlis (Sep 26)

A request to reinstate the Christmas Lights & Tree working group is on this month's agenda.

Local Community Network – Duncan McCanlis (Jul 26)

At the LCN meeting on Thursday 11th June, the following topics were discussed:

Highways - Gave an update on the Winter maintenance programme.

Avon & Somerset Police - Provided their usual update on crime statistics.

Exmoor Young Voices - Their Chair, Robyn Gummer and a member, Megan, spoke of what they do and their plans. Their overall purpose is to support young people living and working on Exmoor, particularly on housing, employment and childcare, with the aim of ensuring people can continue living and working on Exmoor.

They are currently working on self-build projects; one completed, two in progress. They give advice on legalities and practical advice. They work with Housing Associations and the Exmoor Society.

Somerset Youth Alliance - Paul Matcham was due to speak but was not present.

Exmoor National Park - Sue Applegate gave an informative talk on Rights of Way. Public RoW generally go across private land. There are 221,700 kms of RoW in the UK. Permissions include:

- Footpaths - walking
- Bridleways - walking, cycling & riding
- Restricted Byways - as above, plus non-motorised carriages
- Byway - open to all traffic
- And c. 300kms of Permitted Paths, on private land, kept up by ENPA.

The historical basis for these is based on the 1949 map. This is now digitised and available online at Somerset Council.

They survey all paths every six years. Actions are followed up by their Access & Recreation Team. Based at Exford, where they make gates, fingerposts etc. their Field Services Team and volunteers go out and do the work. We can report matters at '[SomersetRoam](#)' online. Their Rangers are intending to come to LCN meetings.

Next meeting: 10th September 2026 at 7pm.