PORLOCK PARISH COUNCIL

Parish Room, Old School Centre, Porlock Somerset. TA24 8NP

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Minutes of the Ordinary meeting of Porlock Parish Council held at Porlock Village Hall on Wednesday the 8th October at 7pm

Councillors Present: D McCanlis (Chair), S McCanlis, J Adlington. M Stenning & D Heath
Also present: x members of the public and Clerk J Jones.

Signed: _____ **Dated:** 12/11/2025

Min Ref:	Minutes	Action
C-2025-197	**1) To receive apologies for absence** (LGA 1972 s85 (1)) Apologies received from Cllr. S Colson	
C-2025-198	**2) To consider any declarations of interest and disclosable pecuniary interest dispensations** (LGA 1972 s12 para 41(1)) No declarations were made.	
C-2025-199	**3) To consider items to be dealt with after the public, including press, have been excluded** *(S. 1(2) of the Public Bodies (Admission to Meetings) Act 1960* No items were proposed.	
C-2025-200	**4) To consider for approval and signing the minutes of the ordinary council meeting held on the 10th Sept 2025** Council RESOLVED to approve the minutes with no amendments. The minutes were signed by the chair.	
C-2025-201	**5) To receive and note any updates from members on the action log report** No updates were received.	
	6) Public participation *(LGA 1972 s 12 paras 10(2) (b))*	
C-2025-202	Public – The village has so many power cuts, are there any thoughts from the council about taking the lead to understand what's happening and what can be done about it. Also, what is the Council doing to help the most vulnerable in the village during these power cuts. Council – Recognises the increased frequency of power cuts, council will write to National Grid to get a better understanding of why this is happening and what are the plans to improve resilience. Work is underway to create a Porlock Emergency Response Plan recognising that following the storms at the beginning of the year, more needs to be done to help the most vulnerable.	JJ
C-2025-203	Public – Coleridge Way sewer issue continues to be a problem. What is being done about it. Council - Many residents have been in touch, we have raised an incident with the Environment Agency, Environmental Health and Exmoor National Park.	
C-2025-204	Public – Late Night Shopping no traders seem to know what is happening and visitors and residents are asking questions Council – Plans are underway, limited Traders have come forward to help with the planning. Various entertainment has been booked; the Santa Dash is being organised. There is an update in	

this month's Portfolio Report. Further updates will be sent to the Traders of Porlock WhatsApp group. **DM**

Lesley Thornton – Made a request that her four questions and name were to be recorded in the minutes.

C-2025-205 Council – Noted the request and advised it would reply in full at a later date.

A summary of the issues raised are minuted below. **JJ**

- **a)** Concerns raised about how the contract for £2000 for the refurb of the OSC Jubilee/Playground Garden & meeting optics.
  - i) The decision was not taken in accordance with Standing Orders and therefore should not stand.
  - ii) The Council had already resolved to cap the budget at £1000 in June, so a contract for £2000 could not be awarded.
  - iii) The work required (a tidy-up and cutting back of a tree) had already been agreed so this should be the same as the schedule of works quoted for.
  - iv) The agenda could not be changed in the way it was at the meeting.
  - v) Minor agenda change is requested (meeting SOs) this should always be done in open session, and never after the Council has gone into closed session.
  - vi) The contract process does not appear to be fair and unbiased and were in breach of council's Financial Regulations.
- **b)** Bus shelter proposal at the Old School Centre
- **c)** Old School Centre Orchard Pond
- **d)** Tonight's agenda
  - i) Item 15 Budget and RFO report
    - (1) Budget heading confusion
    - (2) Precept
    - (3) OSC community room hire income
    - (4) Feed in Tariff income
    - (5) Clerk CiLCA Training
  - ii) Item 18 Portfolio Report
    - (1) Woodcott Sewer
    - (2) Old school Centre Wall
    - (3) Pellet Boiler
    - (4) Village Hall Car Park Lease

C-2025-206 **7) To consider planning application No: 6/27/25/010**
Location: South Cottage, Hacketty Way, Porlock, TA24 8HZ
Proposal: Proposed erection of single storey sunroom and open porch.
Council RESOLVED no objection to the application.

C-2025-207 **8) To receive the quarterly report on Porlock Youth Club and consider approving the quarterly sponsorship payment of £856.44** (EMR 330)
The quarterly report was received, the clerk gave a brief update in the absence of Minehead Eye CEO. The club is going well and further growing in numbers. During the refurbishment works at the recreation ground, transport will be provided to take attendees to and from Minehead Eye at no extra cost for admittance or transport.

Council RESOLVED to approve the quarterly payment.

C-2025-208 **9) To discuss how to improve engagement with the parish and consider the creation of a new parish council newsletter**

Initials: **Date:** 12/11/25

Members discussed a range of options on how to improve engagement, whilst recognising that the council's website contains a lot of its information, it was noted that a multimedia mix was still needed to reach parishioners especially those who prefer printed media. Council currently uses both digital and light touch social channels, however a more modern approach should be considered e.g. using short videos, social media posts etc to help get messages across. A newsletter is recognised as still a valuable channel. Challenges that face the adoption of a more modern approach requires a clear set of rules and editorial process.

Council RESOLVED trialling a creation of a council newsletter.

Create a draft engagement plan incorporating stakeholder group, channels frequency etc and a draft outline process to create a single sheet A4 newsletter. **JJ**

C-2025-209 **10) To receive an update on the Old School Centre Community Garden Pond project and to discuss and consider next steps**

Cllr. D Heath provided an update regarding the project. Following various discussions with a range of organisation and local people and investigations into what lays under the ground, such as old infrastructure, it has become clear that the project is much larger than originally expected. There was general agreement that an artist's impression could be created to help engage residents with what could be created. This will help create input and idea generation as was done with the Jubilee Garden by T Gable.

Ask local artist T Gable about the possibility of creating a similar drawing for the Orchard. **JJ**

C-2025-210 **11) To consider applying to the Somerset Community Foundation Help Through Winter Grant fund for the Old School Centre as a registered warm space**

Council RESOLVED to apply for a grant to help with utility cost and refurbishment costs of the pellet boiler.

C-2025-211 **12) To receive the report on Martyn's Law, the Terrorism (Protection of Premises) Act 2025 and consider the recommendations**

Council received the report and RESOLVED to approve the following recommendations:

a) Continue working with the Porlock Emergency Response Team on the development of the emergency response plans that strengthens Porlock's ability to respond to and recover from disruptions, whether caused by malicious or natural events. **JJ/SC**

b) Engage with the principal authority emergency planning teams, Counter Terrorism Security Advisors and emergency services for additional support and coordination. **JJ**

c) Clerk to provide a summary report on: **JJ**

   i. Properties or events the council owns, organises or licenses that are potentially in scope of the Act.
   ii. Current preparedness (risk assessments, plans, training, etc.) and plans for completing or updating risk assessments with terrorism in mind.
   iii. Recommended next steps or resource needs.
   iv. Highlight any known gaps in capability or areas of concern requiring a decision.

C-2025-212 **13) To receive an update on work taking place to encourage a collaborative community approach to grant applications with Porlock organisations**

The clerk provided an update as highlighted in the RFO report. Discussions are underway to explore/encourage a community approach to grant funding with various organisations. A first meeting with representatives from Stacked Wonky, St Dubricius Church, Porlock Information Centre, Porlock Recreation Ground, Porlock Vale Community Association and council is planned to take place on the 14th of October.

Initials: Date: 12/11/25

C-2025-213 **14) To receive an update and discuss Minehead Cycling Club's Porlock Hill Climb event 2026 and to consider:**

a) Council as host to the 2026 event *(Tourism - Local Government Act 1972, s.144)*

b) Cllr. D Heath as council's nominated representative to Minehead Cycling Club

Council RESOLVED to host the 2026 Porlock Hill Climb event in principle subject to an exploration meeting which would be to discover what being a host involves and any potential associated costs, and its lead representative as Cllr. D Heath as proposed.

C-2025-214

Cllr. D Heath to arrange a date for the exploration meeting with Minehead Cycling Club and the following people as an initial working party:
Sue McCanlis (PPC / Porlock Rec) **DH**
James Adlington (PPC / Porlock Wier Traders)
Nigel Lamacraft (Porlock Village Hall)

C-2025-215 **15) To receive the RFO report and to:**

a) consider the Old School Centre community room hire agreement including tariffs

Council RESOLVED to approve the agreement and revised the tariffs to be as below and that the tariff for multiple day hire should be negotiated on a case-by-case basis and to include contact with the parish office if alternative times are required. **JJ**

- Local Community Use / Benefit (non-chargeable activity) - Donation
- Local Business/Community Use (chargeable activity) - £10 per session or £25 all day
- Non-Local Business (chargeable activity) - £20 per session or £50 all day

b) review Q2+6 budget performance

The clerk provided a summary as highlighted in the RFO report. Current spend sits at 61% of annual budget, this is because of some payments being made in full for items such as insurance rather than smoothed over a 12-month period. A review of Rialtas coding has identified some incorrect entries which have all been corrected. This has no material impact on the overall budget. Income is running ahead of forecast at 113%, this is mainly due to the grant awards, these funds are ringfenced for specific projects.

c) receive the draft Finance and HR committee minutes from the 17th September 2025

Council RECEIVED the draft minutes.

d) review work in progress 2026/27 draft budget following FHR review and consider any additional items to be included in the budget discussions

The clerk gave a brief overview of the current WIP budget. Draft was prepared using 5% as a baseline increase in inflation where costs are unknown, a 10% increase has been applied on grounds maintenance based on current review of requirements. In this first view of the budget no provision has been made to top up financial reserves (general and earmarked). Following the first review of the FHR committee the following amendments were made:

- 100/4008 - Additional 3 hours per week asset admin role only
- 100/4006 - Hybrid gardener role not to be included, further discussion at council required to explore options and focus on volunteer resource
- 000/0000 - Town Ranger not included - currently not a devolved responsibility

No additional items were raised by members at this stage.

C-2025-216 **16) To receive and sign the monthly accounts to 30th September 2025:**

a) bank & cash reconciliation

b) summary and detailed receipts & payments

Council RESOLVED to approve the reports; the reconciliation and was signed by Cllr. D Heath and the summary and detailed receipts reports were signed by Cllr. D McCanlis.

Initials: Date: 12/11/25

C-2025-217 **17) To receive and sign the draft payments report for October 2025, and consider the following spend:**

a) **A Binding - High Bank car park works £874.00** EMR 335 (see item 18a)

Council RESOLVED to approve the spend and the draft payments report was signed by Cllr. D McCanlis.

C-2025-218 **18) To receive the portfolio report and to:**

a) **receive the report on the fence at High Bank Car Park and consider the recommendations**

As minuted in the previous item Council RESOLVED to approve the works to be carried out as recommended.

- Fence Post & Panel Removal - Remove remaining two failed fence posts and panels. Use treated timber for durability and ensure secure anchoring to support the existing structure.
- Railing Installation - Install a new wood railing to the length of the path. Ensure proper alignment and secure fittings to restore safety and boundary definition.
- Vegetation Management - Remove the vegetation covering the fencing. Implement ongoing vegetation control to prevent future rot and allow for regular maintenance inspections.

b) **receive the report on Meadowhayes grounds and consider the recommendations**

Council RESOLVBED to the recommendations.

- Tree Monitoring - remove dead trees make good the grounds
- Vegetation management - Follow up with the owners of 'Bradwell' to discuss the dead and or remining fruit trees and Ivy vegetation to agree a plan of action and how the hedgerow and trees are properly maintained.

C-2025-219 **19) To receive an update from Somerset Council's representatives**

Apologies from Cllrs. S Pugsley & F Nicholson were received.

C-2025-220 **20) To note outstanding items:**

a) **consider the priority order for the roll out of the water refill units - to be discussed once the locations review from Wessex Water has been received**

b) **consider the removal or repair and refurbishment or replacement of the community noticeboard at Central Garage forecourt**

C-2025-221 **21) To receive any other business** - For information only

Clerk – Exmoor National Park Authority are holding a public session on 'improving vehicle free travel in Porlock' on the 4th November at the Village Hall (Time TBC).

C-2025-222 **22) Date of the next meeting being the ordinary meeting of the Council** – 12th November 2025, at 7pm at Porlock Village Hall, Porlock

Meeting closed at 8.58 pm

Initials: **Date:** 12/11/25