

PORLOCK PARISH COUNCIL

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

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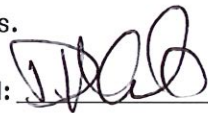
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Minutes of the Ordinary Meeting of Porlock Parish Council held at 7pm at the Village Hall on Wednesday the 10 June 2026

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

Also present: Four members of the public and the Clerk J Jones.

Signed: 

Dated: 08/07/2026

Min Ref:

Minutes

Action:

- C-2026-031** 1) **Receive apologies for absence**
Apologies received from Cllr. S McCanlis.
- C-2026-032** 2) **Resolve any declarations of interest and dispensations granted**
Members to declare any interests they may have in agenda items and consideration of any prior requests from member for dispensations (NB this does not preclude any later declarations)
Cllr. D McCanlis declared a familial interest in item 21 and would leave the meeting for that agenda item.
- C-2026-033** 3) **Resolve items to be dealt with after the public, including press, have been excluded**
RESOLVED: In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and the Council's Standing Order 3 d), the press and public would be excluded from the meeting during the discussion of items 19, 20 and 21 on the agenda for reasons of commercial sensitivity and personnel matters.
- C-2026-034** 4) **Minutes of meetings**
a) **Resolve the minutes of the Annual Parish Council Meeting held on the 13th May 2026**
RESOLVED. The minutes were signed by Cllr. D McCanlis.

b) **Receive the draft minutes of the Environment & Amenities Committee Meeting held on the 14th May 2026**
RECEIVED.
- C-2026-035** 5) **Receive updates on the action log report**
No report was available. No updates were received from members.
- C-2026-036** 6) **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.
There were no requests to participate.

- C-2026-037** **7) Receive an update on key performance indicator reporting and fund-raising targets for Porlock Youth Club and resolve the deferred quarterly sponsorship payment of £856.44**

Members of Minehead Eye gave a presentation to Council regarding the current fund-raising target of £400 and the initiatives currently being explored. It was reported that, since the refurbishment works at the Recreation Ground, attendance numbers had decreased significantly. The Council recognised the challenges faced but also reiterated the significance of the sponsorship agreement and the KPIs within it, which help to seek value for money for the village.

RESOLVED: The payment of £856.44 was approved, and it was subsequently agreed to suspend the KPI targets until the refurbishment works at the Recreation Ground are completed.

The Clerk reminded Minehead Eye that the next quarterly update was due in July.

- C-2026-038** **8) Receive the RFO report**
The report was received.

Cllr. D McCanlis raised a question regarding the annual insurance renewal and sought clarification regarding the non-inclusion of hirer's liability. The Clerk would seek clarification.

JJ

- C-2026-039** **9) Resolve the nomination of Cllr. M Vernon to the Finance & HR Committee**
RESOLVED

- C-2026-040** **10) Resolve the addition of Cllr. M Vernon & Cllr. J Adlington to council's bank authority**
RESOLVED

- C-2026-041** **11) Resolve the floral display adoption agreement as recommended by the Environment & Amenities Committee**
RESOLVED: As amended.

a) Publish the floral adoption scheme and availability.

JJ

b) Create plaques showing who has adopted each display, with Don Heath.

JJ

- C-2026-042** **12) Resolve to amend the current flower watering agreements to include the requirement of third-party Public Liability Insurance**
RESOLVED:

- C-2026-043** **13) Resolve a budget of £200 (£100 per contract) to support the inclusion of Public Liability Insurance within the existing flower watering agreements. (206/4118)**
RESOLVED

The chairman brought forward item 17a.

- C-2026-044** **17) Portfolio Report**
a) **Resolve the recommendations from Doverly Manor Management Committee Trustees meeting held on Monday 1st June 2026:**
i) **dissolution of the DMC Charity and the creation of a new Charity in order to combine DMC and DMM as a single Charity**
ii) **Proposal to convert the new Charity structure into a Charitable Incorporated Organisation (CIO)**
iii) **The appointment of David Hancock and Philip Massie-Blomfield, Trustees, to join nominated Trustees from Doverly Museum to form a working party to undertake the development of the new CIO**

RESOLVED.

The Clerk outlined the steps involved, as advised by the legal advisers:

1. Drafting of a new CIO Constitution which:
 - a. includes provision for both organisations' charitable objects: recreation and leisure-time activities and the provision of a museum;
 - b. 'endows' the property so that it can only be sold if the steps in the 1982 constitution are followed;
 - c. appoints Porlock Parish Council as custodian trustee, or similar legal safeguard and appoints a management committee, the structure of which is to be confirmed but aligned as much as possible with the existing charities.
2. Hold a public meeting to agree that the charities should merge and become one charity, with the provisions of the draft Constitution set out at point 1.
3. Following the public meeting, an application would be made to register the new CIO with the Charity Commission and, within the same application, to amend the objects and merge the two charities.
4. Once the Charity Commission had registered the CIO, the two existing charities would pass resolutions agreeing to transfer their existing assets and liabilities to the CIO.
5. Apply to transfer the Museum property to the CIO through the Land Registry; and
6. Once all the assets of the 'old' charities had been transferred, an application would then be made to de-register the old charities with the Charity Commission.

The Clerk advised that, while the majority of the steps would be undertaken by the two charities and their working group rather than by the Council, the Council would be required to obtain its own legal review of the draft CIO constitution. This would ensure, as a minimum, that the property remained an asset for the parish, as originally set out in the Deed of Trust, with the Council retaining custodian powers within the constitution and being able to carry out its instructions for the legal transfer of the property. It was noted that this would incur additional legal fees exceeding current budget provision, and that a prudent additional estimate of £2,000 should be included in the annual budget review process.

C-2026-045 14) Receive and sign the monthly accounts to 31st May 2026:

a) bank & cash reconciliation

RECEIVED: The report was checked, verified and signed by Cllr. Stenning.

b) summary and detailed receipts & payments

RECEIVED: The reports were signed by Cllr. Colson.

Cllr. S Colson requested that an item be added to the next FHR meeting agenda to record new regular operational spend in the budget, rather than being paid from Earmarked Reserves as is current practice, to provide greater transparency.

JJ

C-2026-046 15) Receive the draft payment report for May 2026 and resolve the following spend (all prices excluding VAT):

**a) Memorial Worx – Hawkcombe Cemetery Phase 1 £15,070.00 Exc VAT
(202/4128/326)**

RESOLVED.

**b) M Perkins - Overtime – maximum 8 hours for Country Fair 2026 - £124.48 exc
PAYE/NI (100/4003 - overspend)**

RESOLVED.

**c) A Bamber - Expenses – Water Bowser Repair and Mileage - £10.00 (100/4049 &
206/4052)**

RESOLVED.

Initials:

 Date: 28/07/26

- d) **A Bamber – Overtime – 5 Hours Toilet Cleaner holiday cover for May £72.95 exc PAYE/NI (100/4004)**

RESOLVED.

- e) **V Andrews - Overtime – 10 hours cleaner and 4 hours toilet cleaner cover for June 2026 £207.48 exc PAYE/NI (100/4003)**

RESOLVED.

Cllr. Colson requested that an item be added to the Finance & HR meeting agenda to consider recommending to Council delegated authority to the Clerk for overtime covering business-as-usual holiday and sickness cover, and related business expenses where budgeted.

JJ

- C-2026- 047 16) Receive an update from Somerset Council's representatives**

Not present at the time of the agenda item.

- C-2026- 048 17) Receive the Portfolio Report (continue...)**

- b) Resolve Council's representation at the Porlock Country Fair (2nd August 2026) and if participating, agree topic content, councillor/staff attendance and any associated budget requirements for production of materials and staffing**

RESOLVED: The Old School Centre Community Garden Pond Project would feature as the main topic. The Clerk would attend as part of normal working hours. Generic business cards would be created and made available for councillors, and display materials for the project would be costed and produced within a budget of up to £250.00. The Clerk would work with Cllr. D Heath on the production of materials.

JJ/DH

Councillors were asked to email the Clerk with their availability to help staff the Council stand.

ALL

- c) Receive and Resolve council's nomination for the Somerset Council's 'Chair of Council's Service to the Community Awards 2026'**

MOTION FELL: No nominations were received.

- C-2026- 049 18) Resolve to enter closed session to discuss items 19,20 & 21**

RESOLVED.

- C-2026- 050 19) Resolve the quotations received for tree survey works and resolve to appoint a contractor to undertake the surveys at: Hawkcombe Cemetery; Village Hall Car Park; High Bank Car Park; St Dubricius Churchyard; Zig Zag Path (dog field); and the Old School Centre EMR 202(65%)/208(20%)/207(5%)/210(10%)**

RESOLVED: To appoint Advanced Arboriculture Ltd to carry out the surveys at a cost of £1,390 excluding VAT.

9:00pm Meeting extension for 15 minutes.

RESOLVED.

- C-2026- 051 20) Resolve the recommendations of the memorial inspection lessons learned report**

8:50pm Confidential session suspended to permit Somerset Councillors to address Council.

- C-2026- 052 16) Receive an update from Somerset Council's representatives**

Members were advised that the Local Community Network meeting would be held on 11th June 2026, and an overview of the agenda was provided. It was also noted that Exmoor National Park Authority would commence its review of the Local Plan in the coming months.

Cllr. D McCanlis reminded members that, should they have any issues relating to salt bins or other mitigating measures on the hills, this was the appropriate time to raise them as part of the winter preparedness review.

Cllr. Colson raised the ongoing issue of the scaffolding remaining outside Burleys. Although Building Control had no concerns, Council remained concerned that there was a highways safety impact, particularly as the pavement on that part of the High Street had been out of use for many months.

Somerset Council representatives advised that this matter would be raised with Highways at the Local Community Network meeting and also as part of the Exmoor National Park Authority planning walkabout taking place in Porlock on Thursday 11th June. JJ

A request was made of Somerset Council of the Clerk to take a walk about the village to review drainage issues previous raised.

9:00pm Meeting extension for 15 minutes.
RESOLVED.

- C-2026-051** **20) Resolve the recommendations of the memorial inspection lessons learned report**
(continue...)
The Clerk raised concerns about some of the inaccuracies and positioning of the report which were noted.

RESOLVED: To accept the recommendations of the report. Council noted that the majority were already in place.

9:10pm Cllr. D McCanlis handed chair of the meeting to Cllr. S Colson and left the meeting.

- C-2026-053** **21) Resolve the replacement cleaner for the Old School Centre by either;**
a) Advertising the position as a vacancy
b) Offering the position to existing employees and to delegate authority to the Clerk to work with Cllr. D Heath to complete the required paperwork to fill the vacancy:
i) as an additional role at the current post hourly rate
ii) as additional duty to the current employee's contract at their current hourly rate

RESOLVED: Option 21bii.

9:14pm Councillor D McCanlis re-joined the meeting and was handed back the chair.

- C-2026-054** **22) Note outstanding items: (nothing outstanding)**

- C-2026-055** **23) To receive any other business - For information only**
Cllr. M Vernon gave her apologies for the Ordinary Meeting on the 14th September.

- C-2026-056** **24) Date of the next meeting being the ordinary meeting of the Council – 8th July 2026, at 7pm at Porlock Village Hall, Porlock**

Meeting closed at 9:15pm

Initials  Date: 