

Office Tel: 01643 863350  
[clerk@porlockparishcouncil.gov.uk](mailto:clerk@porlockparishcouncil.gov.uk)  
[www.porlockparishcouncil.gov.uk](http://www.porlockparishcouncil.gov.uk)

Office Hours:

Tuesday 10:00 – 14:00  
Wednesday 10:00 – 14:00  
Thursday 10:00 – 14:00  
Friday CLOSED

# PORLOCK



Clerk to the Council  
Parish Room  
Old School Centre  
West End  
PORLOCK  
Somerset TA24 8QD

## Parish Council

**Minutes of the Porlock Parish Council Meeting**  
**The Village Hall, Wednesday 11 January 2023, 6pm**  
*Copies of minutes and reports are available on request*

**Present:** Cllr D McCanlis (Chair), Cllr M Mariner, Cllr S McCanlis, Cllr D Thornton, Cllr L Thornton

**Also present:** LOCUM RFO Annie Dallaway and 17 members of the public

1. **Apologies accepted by the council:** Cllr Andy Milne (Somerset West & Taunton Ward Member) and Cllrs Frances Nicholson and Steven Pugsley (Somerset County Council).
2. **Members to declare any interests they may have in agenda items:** There were none declared.
3. **Public Participation** – there were 17 members of the public in attendance. The following wished to speak:

Michael Rowe expressed support for the PVTA grant request and asked council to clarify whether there were any plans for the Visitor Centre to be used as business units in the future?

*Cllr D McCanlis advised that there were no such plans in place.*

Steve Fitzgerald expressed support for the PVTA grant request and expressed the hope that the annual grant would be reinstated.

Denise Sage expressed support for the PVTA grant request. Also, queried what arrangements were being made for the flower displays in the village and for the Coronation.

*Cllr L Thornton advised that there was provision in the 23/24 budget (earmarked reserves) for the flower displays and the Coronation and that the council hoped to work with the community to progress both initiatives.*

John Hill expressed support for the PVTA grant request and highlighted the need for better communication between council and community.

David Hancock queried future plans for the 100 Tree Project and the Dunster Steep project.

*The Locum RFO advised that there was provision in the 23/24 budget (earmarked reserves) for both of these projects.*

Nigel Lamacraft queried what progress had been made regarding the War Memorial maintenance, highlighting the three quotes previously received for cleaning. Also advised that there were blocked drains at Doverhay car park and outside the One Shop. Also, a LNS banner still to be removed on Porlock Hill.

*War Memorial maintenance will be addressed under agenda item 8. Cllr L Thornton will report the blocked drains to SCC Highways & SW&T as appropriate and organise for the LNS banner to be removed. ACTION: LT.*

Paul Lamacraft queried what plans the council had for the re-wilding of the cemetery.

Carol Rawle queried what plans the council had for the re-wilding of the church yard. Deborah Stanyon requested clarification of the council's plans for the grass cutting contract and asked if the community would be consulted.

*Cllr L Thornton advised that the council would be reviewing the grass cutting contract and the community would be consulted. Currently, no specific re-wilding plans have been agreed by council.*

4. **To receive reports from Somerset County Council and Somerset West & Taunton District Council** – apologies received from Cllr Andy Milne (SW&T Ward Member) and Cllrs Frances Nicholson and Steven Pugsley (Somerset County Council). No reports received.
5. **To review and approve the minutes for the Full Council meeting of the 14 December 2022.**  
The council agreed the following amendments, made by hand to the minutes of 14 December 2022:  
14/12/2022/5 Addition of Cllr D Thornton as Fin Com member  
14/12/2022/10 Correction of name: Nigel Lamacraft  
14/12/2022/16 Correction of name: Peter Whitby  
14/12/2022/16 There are 3 councillors on the Recreation Ground Committee

Council **RESOLVED** to approve the minutes of the 14 December 2022, subject to the above amendments.

**PROPOSER: Cllr L Thornton; SECONDER: Cllr S McCanlis. ALL IN FAVOUR.**

## 6. Finance

- i) **To approve the minutes for the Fin Com Meeting of the 4 January 2023.**

The two appendix documents are available on request.

Council **RESOLVED** to approve the Fin Com minutes of 4 January 2023. Cllr L Thornton to sign the hard copy of the minutes.

**PROPOSER: Cllr D McCanlis; SECONDER: Cllr L Thornton. ALL IN FAVOUR.**

- ii) **To approve the recommendations from the Fin Com Meeting of the 4 January 2023.**
  - a) **To recommend expenditure from the current budget to Full Council**
    - i) **£85 to update the PPC Chairman's board in the Village Hall**
    - ii) **£500 to update the website, run an accessibility check and create new councillor email addresses**

Council **RESOLVED** to approve expenditure from the current budget as above

**PROPOSER: Cllr L Thornton; SECONDER: Cllr S McCanlis. ALL IN FAVOUR.**

- b) **To recommend the draft budget for 23/24 to Full Council**

- i) The Locum RFO highlighted a proposed change to the budget allocation for the annual bus subsidy (£9K) resulting in a total budget surplus of £1902 for 23/24. In order to achieve a balanced budget and to make provision for agreed council projects, Fin Com recommend a more judicious use of the Earmarked Reserves (as detailed in the Fin Com minutes)
- ii) The draft budget contains a recommended precept figure of £81,687 which equates to £119.35 for a band D property, a rise of £14.92 from last year (14% increase).

Council **RESOLVED** to approve the draft budget for 23/24 and the precept figure of £81,687

**PROPOSER: Cllr L Thornton; SECONDER: Cllr D Thornton. ALL IN FAVOUR**

The Locum RFO will complete and submit the SW&T precept request form. **ACTION: RFO**

- iii) **To approve and sign the bank reconciliation to end December 2022**

Cllr L Thornton queried where the petty cash account was currently held. The Locum RFO will confirm that it is currently held by the Library Officer. **ACTION: RFO**

Council **RESOLVED** to approve and sign the bank reconciliation to end December 2022  
**PROPOSER: Cllr L Thornton; SECONDER: Cllr D McCanlis. ALL IN FAVOUR.**

iv) **To receive the detailed Receipts and Payments to end December 2022**  
**RECEIVED**

v) **To approve the Locum RFO's hours for December 2022**

vi) **To approve the Library Officer's overtime for December 2022**

vii) **To approve the final Schedule of Payments for January 2023**

Council **RESOLVED** to approve v), vi) and vii) together

**PROPOSER: Cllr L Thornton; SECONDER: Cllr S McCanlis. ALL IN FAVOUR.**

viii) **To approve the funding to replace the map on the toilet wall at the Old School Centre with a copy of a new map (as installed at Doverhay car park – North orientation)**

Council **RESOLVED** to approve expenditure up to £400 from the Porlock Project Fund EMR.

**PROPOSER: Cllr S McCanlis; SECONDER: Cllr M Mariner. ALL IN FAVOUR.**

ix) **To approve the funding to purchase a new flag for the flap pole at the Old School Centre, to replace the damaged one**

Council **RESOLVED** to approve expenditure up to £150 for both the Exmoor National Park flag and the Porlock village flag, with the PPC logo.

**PROPOSER: Cllr M Mariner; SECONDER: Cllr D Thornton. ALL IN FAVOUR.**

x) **To consider the grant application from the PVTA**

The PVTA is requesting a grant of £3000 and the reinstatement of an annual grant from the Parish Council. Cllr D McCanlis reported that the council had received 31 emails of support for the PVTA grant and applauded this level of community engagement.

Council noted that the Environment & Amenities Earmarked Reserve fund has been increased to £10K for 23/24 to fund grants as appropriate.

Council agreed that it would be useful to meet up with PVTA representatives to discuss the grant application and explore how best to support tourist provision in the village. Cllr D McCanlis invited Deborah Stanyon to respond to the proposal of a meeting. Deborah Stanyon reported that as the Visitor Centre Manager, she could not speak on behalf of the PVTA but she wished to highlight the fact that the grant application had been received by the council on 17 August 2022 and to express frustration with the lack of progress to date.

Council agreed that Cllr D McCanlis would write to Clare Gladstone, Chair of the PVTA to propose a meeting. **ACTION: DM**

xi) **To consider the website contract**

A draft website contract has been produced by the existing contractor in order to formalise the current arrangement and to ensure that the council complies with its GPDR responsibilities. The proposed contract is for one year with a specified hourly rate and a pre-approved specification of work. Council agreed to sign the contract, subject to an amendment stating that all work should be instructed by the Clerk or RFO.

Council **RESOLVED** to approve the draft website contract amended as above

**PROPOSER: Cllr L Thornton; SECONDER: Cllr M Mariner. ALL IN FAVOUR.**

**7. To receive a report regarding an Action Log and to approve its introduction**

Cllr Thornton summarised the Action Log protocol and advised that the purpose was to help ensure council efficiency and to ensure that matters for action did not get overlooked.

Council **RESOLVED** to approve the introduction of the Action Log.

**PROPOSER: Cllr L Thornton; SECONDER: Cllr D Thornton. ALL IN FAVOUR.**

**8. To review the organisational structure of PPC to include the committee structure and to establish working groups**

Currently the council has the following committees: Finance, Planning, Staffing, Policy & Documents and a Grievance & Disciplinary Panel.

The council is currently under resourced with 7 council vacancies and no permanent Clerk/Proper Officer.

The Locum RFO had previously circulated a draft Organisational Structure plan for the council to help streamline council process and to enable council to conduct its business in a timely and efficient manner. The plan proposes Portfolio/working groups which can meet informally to organise and progress council business. Council noted that any matters with financial implications would necessarily be referred to Full Council. The following Portfolio groups will be established with the following membership:

**Assets & Property Portfolio** – Cllr M Mariner, Cllr D McCanlis, Cllr D Thornton

**Environment & Community Portfolio** – Cllr S McCanlis, Cllr L Thornton

Council **RESOLVED** to establish the Portfolio groups as detailed above

**PROPOSER: Cllr D McCanlis; SECONDER: Cllr M Mariner. ALL IN FAVOUR**

Portfolio Terms of Reference will be approved at February Full Council. It was noted that community representatives would be welcome to join the Portfolio groups as appropriate.

The Locum RFO suggested that the Assets & Property Portfolio should prioritise the annual review of the council's fixed assets which would address the outstanding concerns regarding the condition of the War Memorial.

Asset Review and Risk Management will be an agenda item for February Full Council.

**9. To agree the recruitment plan for the Clerk**

Cllr S McCanlis had previously circulated a Staffing Report with proposals. A draft job advert will be produced for a Clerk, up to 26 hours per week, NJC SCP 10 - 21, to be based at the Parish Office. The job vacancy will be advertised locally, via SALC, SW&T and in the Free Press. **ACTION: SM & LT.** Previous applicants will be considered.

Council **RESOLVED** to approve up to £500 for recruitment costs

**PROPOSER: Cllr M Mariner; SECONDER: Cllr L Thornton. ALL IN FAVOUR.**

**10. To receive an update on the 7 Porlock Parish Council Casual Vacancies**

A Notice of Election has been received from SW&T dated 19 January 2023. The Returning Officer has advised that the Notice of Election can be displayed from Mon 16 Jan. The deadline for the receipt of nominations is 27 January. If there are sufficient nominations received, an election will be held for all 7 vacancies on 23 February.

**11. To receive an update on PPC security**

Cllr L Thornton presented an update on PPC security (report previously circulated). This will be an on-going matter for review. Council noted that as the Locum RFO worked remotely it would be prudent to change to the Cloud based version of the Rialtas accounts software. The Locum RFO will obtain a quote. **ACTION: RFO**

**12. To receive an update on the proposal to expand the 20mph limits in and around the village**  
Cllr L Thornton reported that preliminary discussions have been held with SCC Highways and the funding deadline is 31 March 2023. Council noted that a public meeting is necessary to gain consensus over the 20mph zones prior to application and it is unlikely that the matter can be progressed to meet the deadline.

**13. To review and appoint representatives to the various outside bodies**

**Library:** Cllr D Thornton

**St Dubricius School:** Cllr S McCanlis

**Porlock Weir:** Cllr S McCanlis

**Highways:** Cllr M Mariner

**Recreation Ground:** It was noted that Cllr D McCanlis, Cllrs S McCanlis and Cllr L Thornton are existing Trustees.

Council agreed to appoint other representatives once new councillors have been appointed.

**14. To receive correspondence**

31 emails received in support of the PVTA grant.

**15. To receive reports from outside bodies: Coastal Communities, Doverly Manor, Highways, Porlock Library, Porlock Vale Tourist Association, Porlock Weir, Recreation Ground, St Dubricius School, Village Hall**

**Library** - Cllr D Thornton reported that footfall has increased but borrowing of physical books is down. The library received over 200 visitors during late night opening. Cllr D Thornton will be attending the scheduled quarterly Library meeting on 17 January 2023 and is attending to various building related matters raised by the Library Officer.

**No other reports received.**

The meeting closed at 7.50pm

Signed:

Date: