

Clerk to the Council

Office Tel: 01643 863350

clerk@porlockparishcouncil.gov.uk

www.porlockparishcouncil.gov.uk

PORLOCK



Parish Council

Parish Room
Old School Centre
West End
PORLOCK
Somerset TA24 8NP

Signed:

Date:

Minutes of the Porlock Parish Council Meeting
Porlock Village Hall, Wednesday 12 April 2023, 8.30pm
Copies of minutes and non-confidential reports are available on request

Councillors Present:

Cllr S Colson, Cllr D McCanlis (Chair), Cllr S McCanlis, Cllr D Thornton, Cllr L Thornton (Temporary volunteer Clerk)

Also present: Annie Dallaway (Locum RFO and minute taker)

- 1) **Apologies for absence were received by the council:** Cllr L Bloys
- 2) **To Elect (5 vacancies) and receive Declarations of Acceptance of Office as appropriate.**
There were no nominations received for the election of 5 Parish Councillors.
- 3) **To Co-opt (1 vacancy) and receive Declarations of Acceptance of Office as appropriate.**
There were no applications received for the co-option of 1 Parish Councillor.
- 4) **Declarations of Interest and Disclosable Pecuniary Interest Dispensations**
Cllr D and Cllr S McCanlis declared a pecuniary interest in agenda item 14 as they have an existing High Bank car park permit.
- 5) **To agree any items to be dealt with after the public, including the press, have been excluded.**
Council noted that there were no members of the public or press in attendance at the meeting.
- 6) **Public Participation** – there were no members of the public in attendance.
- 7) **To receive reports from Somerset Council**
Somerset Council representatives had reported at the Annual Parish Meeting held earlier in the evening.
- 8) **To approve the minutes for the Full Council Meeting held on 29 March 2023**
Council **RESOLVED** to approve the Full Council Meeting Minutes of 29 March 2023.
PROPOSER: Cllr L Thornton; SECONDER: Cllr D Thornton. ALL IN FAVOUR
- 9) **To receive a report from the Clerk**
 - i) **Parish Councillor training - councillors have attended training organised by SALC.**
 - ii) **Action Log - 53 actions have been recorded and 41 have been completed.**
Outstanding actions for report:
 - Unity credit card application and Nat West account change of signatories and contact – in hand.

- Councillor representatives on outside bodies – agenda item.
- Church yard path repairs – under review.
- Old School Centre sign - the Assets & Property Portfolio will research options and costings for a bespoke sign for the Old School Centre as the current sign is not suitable or safe for installation.

10) To receive Portfolio reports

i) Assets & Property

a) To approve expenditure for maintenance items arising from the annual Fire Risk Assessment at the Old School Centre

Cllr D Thornton had previously circulated a report with a prioritised list of actions including testing of the electrical installation and fixed wiring and the emergency lighting.

Council **RESOLVED** to approve up to £2K to address priority actions.

PROPOSER: Cllr D Thornton; SECONDER: Cllr S Colson. ALL IN FAVOUR.

Council noted that the second-hand book stall had been identified as a potential fire risk. Cllr L Thornton will contact the Fire Officer to ascertain whether a closed cupboard under the eaves would be an acceptable alternative. Signage will be erected to advise people not to leave donations of books in a pile alongside the stall and the Caretaker asked to help monitor this.

b) To agree to create a working group to consider a request from the Porlock Community Association to install a defibrillator on the Doverhay car park toilet block

Cllr D McCanlis will contact David Hancock to research this matter further and feedback to council.

Other matters:

The guttering has been replaced at Doverhay car park toilet block.

The flag pole at the Old School Centre is now functional.

ii) Environment & Community

King's Coronation events

The council is organising a Party in the Park at the Recreation Ground funded by the National Lottery grant. Flags and bunting will be purchased and erected in the village assisted by volunteer help and commemorative Coronation mugs have been ordered for all of the children at St Dubricius primary school. £3K has been awarded from the National Lottery. Local groups have been asked if they would like funding from the grant towards the costs of the events and activities planned to celebrate the Coronation but no groups have come forward.

11) Finance

i) To approve and sign the bank reconciliation to end March 2023

Council **RESOLVED** to approve and sign the bank reconciliation to end March 2023

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

ii) To receive the Detailed & Summary Receipts & Payments to end March 2023.

The Chair signed the Summary Receipts & Payments to end March 2023.

iii) To approve Locum RFO's hours for March 2023

Council **RESOLVED** to approve the Locum RFO's hours for March 2023

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

iv) To approve Library Officer's overtime for March 2023

Council **RESOLVED** to approve the Library Officer's overtime for March 2023

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

v) To approve and sign the final Schedule of Payments for April 2023

Council **RESOLVED** to approve and sign the final Schedule of Payments for April 2023

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

vi) To receive a report from the Fin Com Chair regarding the implementation of recommendations from the 2022 RFO Financial Review Report

Council noted the report and the significant progress made.

The Locum RFO left the meeting for agenda item 11 vii) and Cllr L Thornton took the minutes for this agenda item

vii) To review and approve role of Locum RFO – a confidential report had been previously circulated.

Council **RESOLVED** to increase the weekly hours to 16 to include clerking Full Council meetings as well as providing the role of the RFO. Also, to pay additional expenses for travel and any extra hours if required. The Locum RFO will continue to provide timesheets. Hours will be reviewed on a monthly basis.

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

viii) To receive an update on Internal and External Audit for 2022/23

The Internal Audit is booked for 25 April 2023 with Microshade VSM. The External Auditor will be PKF Littlejohn for 2022/23 and the council has been advised that it has been selected for Intermediate Review which is more rigorous than the usual Limited Assurance audit. The Annual Governance and Accountability Return for 2022/23 will be presented for approval at the Annual Meeting in May.

12) To receive the Planning Committee minutes and note consultation responses

Council received the Planning Committee minutes from 5 April 2023 and noted the consultation responses which will be submitted to the ENP Planning Authority.

13) To receive the Staffing Committee minutes from 17 March 2023 and consider the recommendations

Council received the Staffing Committee minutes from 17 March 2023.

i) To approve the Term Contractor process

Council considered the recommendation from the Staffing Committee to approve the Term Contractor process which involves the appointment of dedicated Term Contractors for works under £1K (maintenance, ground works, electrical work, plumbing). A draft Term Contractor application form had been previously circulated. Council agreed that a preferred option was to draw up an informal list of local contractors (with evidence of the appropriate Public Liability Insurance) who could be asked to carry out works under £1K. Cllr L Thornton will draw up a provisional list for review.

Council **RESOLVED TO GO INTO CLOSED SESSION FOR AGENDA ITEM 14** as communications between the council and the NALC Legal Team are confidential and publicity is likely to prejudice the legal position of the council.

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

Cllrs D and S McCanlis declared a pecuniary interest and left the meeting for agenda item 14 as they have an existing High Bank car park permit.

Cllr S Colson, Vice Chair stepped in to Chair the meeting for agenda item 14

14) To receive an update on High Bank car park permit arrangements

The council has further considered legal advice and guidance from the National and Local Associations of Local Councils. Council noted that the Principal Authority was involved in the original negotiations to use High Bank as a resident car park.

Council **RESOLVED** to issue a series of 7-day permits for High Bank car park for 2023/24 to comply with the Road Traffic Regulation Act 1984 section 57 (8).

PROPOSER: Cllr L Thornton; SECONDER: Cllr D Thornton. ALL PRESENT AND VOTING IN FAVOUR

Council agreed to consider other options for the long-term management of High Bank car park and this will be an agenda item for the June Full Council meeting.

Cllrs D and S McCanlis returned to the meeting. Cllr D McCanlis returned as Chair.

15) To agree a short-term process for writing and approving regular council multimedia communications

Council **RESOLVED** that the Clerk, Chair and Vice-Chair would produce draft communications on behalf of the council which would be shared with the rest of the council. There would be a deadline for responses or amendments as appropriate to the nature and urgency of the communication. All communications would ultimately be issued by the Clerk (to include newsletters, web updates, social media posts and general notices).

PROPOSER: Cllr S Colson; SECONDER: Cllr D Thornton. ALL IN FAVOUR

16) To approve a Communications policy

Council agreed to defer this item to the June Full Council meeting.

17) To receive an update on the Annual Cycle

The Annual Cycle is now in use and the updated version will be circulated to all councillors.

18) To approve further representatives to outside bodies

Council **RESOLVED** to appoint Cllr D Thornton to be the Parish Council representative on the Village Hall Management Committee.

PROPOSED: Cllr L Thornton; SECONDED: Cllr D McCanlis. ALL IN FAVOUR

19) To receive correspondence

Council noted correspondence received from the Doverly Manor Management Committee which will be an agenda item for the May meeting.

The meeting closed at 22.35