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Office Hours:  
Tuesday 9:30 – 15:00  
Wednesday 9:30 – 15:00  
Thursday 9:30 – 15:00  
Friday CLOSED



Clerk to the Council  
Mrs. D. Taylor-Pitkin  
Parish Room  
Old School Centre  
West End  
PORLOCK  
Somerset, TA24 8QD

## Parish Council

**Minutes of the Meeting held via Zoom <https://us02web.zoom.us/j/85866020342>  
Wednesday 08<sup>th</sup> July 2020 at 7.30p.m.**

**Members Present:** Cllr. McCoy, Chairman,  
Cllr. Milne, Vice Chairman,  
Cllr. Boden, Cllr. Ellicott, Cllr. Fraser, Cllr. Gable, Cllr. Hancock, Cllr. McCanlis, Cllr. Maw, Cllr. Rayner, Cllr. Ware and Cllr. Wood.  
Also present: Cllr. Mrs. Nicholson (SCC)  
Mrs. D Taylor-Pitkin (Clerk)

### **1. Apologies**

None were received.

### **2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations**

None were noted.

### **3. The Minutes of the meetings held on the 10<sup>th</sup> June 2020 to be confirmed as a correct and accurate representation.**

**Proposer:** Cllr. Ellicott

**Seconder:** Cllr. Ware

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated of the meeting held on the 10<sup>th</sup> June 2020 be approved and signed as a correct record.

### **4. Matters for report information purposes only:**

- Air Band Mast – Cllr. Hancock to report  
The mast is scheduled for delivery in early August.
- Picnic Site – Cllr. Hancock to report  
Falcon Housing reported they are currently awaiting a response from the DOE regarding their proposed amendments in the unlikely event of flooding.
- Abattoir Site – Cllr. Hancock to report  
Cllr Hancock reported that APPROVAL for the site has not yet been confirmed due to the slow progress of the 106 Agreement.
- Update on land movement at the Dunster Steep War Memorial – Cllr Hancock to report  
Chairman is to request Mr. A Binding investigate the area and report back at a later date.

**Action Point: Clerk to follow up with Mr. Binding.**

- Update on the Somerset Community Foundation Grant – Clerk to report

The PPC are to receive a grant of £1,000.00 in response to the efforts made by the PPC during the beginning of the Covid-19 pandemic.

The meeting was adjourned for public participation.

## **5. Public Participation**

None were present.

The meeting was reconvened.

## **6. Somerset County Council and District Councillors' reports**

### **Cllr. Milne, Somerset West and Taunton District Council:**

#### Discretionary Business Grant

Cllr. Milne reported that £2,000,000 pound has already been distributed amongst successful local applicants, with half a million-pound remaining in the fund. Previous applicants which did not qualify are being encouraged to re-apply as the previous criteria has been reviewed. For more information please click on the link <https://www.somersetwestandtaunton.gov.uk/media/2299/discretionary-grant-fund.pdf>

#### SW&T Council Meeting

It was reported that all the Council meetings held by the Somerset West and Taunton District Council are now live streamed and access is available via the link: <https://www.somersetwestandtaunton.gov.uk/your-council/council-meetings/>

### **Cllr. Frances Nicholson, Somerset County Council:**

#### One Somerset Unitary Proposal

Cllr. Nicholson recommended the PPC register their interest to ensure any proposals give equal consideration to rural areas.

## **7. Chairman's Announcements:**

The Chairman noted The Code of Conduct training session for new councillors held on the 02<sup>nd</sup> July experienced a few technical issues and Councillor Essentials Training scheduled for the 06<sup>th</sup> July had been rescheduled with a date to be confirmed shortly.

It was also confirmed the standard schedule of a Full Council meeting not being held in September will continue.

## **8. Planning:**

**6/27/20/111**

**Pilgrims, Redway, Porlock TA24 8QF**

Proposed single storey extension to front of dwelling house.

It was noted with disappointment that the application had already been Approved on the ENP website with conditions attached. On the 29<sup>th</sup> June 2020, the Clerk had contacted ENP Planning office and was advised the PPC would still be able to submit their decision on the application.

**Action Point: Clerk is to contact ENP to note concerns regarding the deadline.**

After a in depth discussion where concerns were raised noting the proposed changes alter the footprint of the property, a number of Councillors advised, had they been given the opportunity they would not have recommended this development.

**9. Finance:**

July Accounts to be passed for payment:

| Payment Number | Name                    | Description                                               | Amount        | Reference    |
|----------------|-------------------------|-----------------------------------------------------------|---------------|--------------|
| 20             | HMRC                    | National Insurance and Tax contributions                  | <b>263.90</b> | BACS         |
| 21             | Mrs. D Taylor-Pitkin    | Clerk Salary                                              | ****          | BACS         |
| 22             | Mrs. D Taylor-Pitkin    | Phone Bill plus Stationary supplies                       | <b>90.19</b>  | BACS         |
| 23             | Mrs. D Taylor-Pitkin    | Zoom Video Communications Monthly Subscription            | <b>14.39</b>  | BACS         |
| 24             | A Binding               | Village & Verge Contract                                  | <b>480.00</b> | BACS         |
| 25             | A Binding               | Grass Cutting & Strimming                                 | <b>960.00</b> | BACS         |
| 26             | Mallatite Limited       | Carriage for Air Band Mast                                | <b>360.00</b> | BACS         |
| 27             | M Jones                 | Cleaning DH Toilets                                       | <b>220.00</b> | BACS         |
| 28             | M Jones                 | Extra set of key cut for DH Toilet block                  | <b>23.50</b>  | BACS         |
| 29             | Porlock Home & Hardware | Materials for Old School Centre – foam roller, paper cups | <b>13.64</b>  | BACS         |
| 30             | PVTA                    | PPC contribution towards Lovelace grant                   | <b>750.00</b> | BACS         |
| 31             | Idverde                 | Annual payment for cleaning dog bins etc                  | <b>461.76</b> | BACS         |
| 32             | Bulb                    | Initial payment                                           | <b>40.00</b>  | Direct Debit |
| 33             | BT                      | Telephone & Internet for Parish Office/Library (January)  | <b>80.27</b>  | Direct Debit |
| 34             | NEST                    | Clerks Pension – Parish Council and Clerk contributions   | <b>66.33</b>  | Direct Debit |

**Bank Balances on the 03rd July 2020:**

PPC Current Account: £146,642.34

Allotment Trust Account: £16,823.22

Payments received from the 05<sup>th</sup> June – the 02<sup>nd</sup> July 2020

| Name        | Description                         | Amount       | Reference        |
|-------------|-------------------------------------|--------------|------------------|
| M & M McCoy | Friends of Porlock Library Donation | <b>8.00</b>  | Automatic Credit |
| Bay 12      | High Bank Car Park                  | <b>12.50</b> | Automatic Credit |
| P & W Day   | Friends of Porlock Library Donation | <b>5.00</b>  | Automatic Credit |
| E & I Ellis | Friends of Porlock Library Donation | <b>5.00</b>  | Automatic Credit |

**Proposer:** Cllr. Maw**Seconded:** Cllr. Fraser**UNANIMOUSLY APPROVED**

- a) Approval of the Minutes of the meeting held on the 30<sup>th</sup> June 2020.

**Proposer:** Cllr. Hancock**Seconded:** Cllr. Boden**UNANIMOUSLY APPROVED**

- b) Formally ADOPT the following recommendations:
- Finance Committee Terms of Reference

- ii. Deposit any surplus income from Porlock Library into the Friends of Porlock Library Earmarked Fund.
- iii. Purchase of a PPE screen for Porlock Library (£200-£300)
- iv. PVTA conditional rent rebate from the 27<sup>th</sup> March – 30<sup>th</sup> June 2020.
- v. Cost of Old school Centre roof repair - funded from ear marked fund.
- vi. Grave levelling cost of £412.00.
- vii. Reimbursement of the Clerk's telephone bill at the cost of £79.19.
- viii. Storage for Flood Emergency equipment at a cost of £500.00 - funded from ear marked fund.
- ix. PPC Finance Regulations 2020 recommended by the Finance Committee – copies to be distributed to Full Council for review and ADOPTED 12<sup>th</sup> August 2020.
- x. \*Repair costs of £75.00 for Doverhay Toilets as a result of recent vandalism.
- xi. \*Metal sign confirming opening

Following amendments proposed by Cllr. McCanlis **Item b) i. Finance Committee Terms of Reference** is to be deferred to the Full Council Meeting held on the 12<sup>th</sup> August 2020.

**Proposer:** Cllr. Gable  
**Seconder:** Cllr. Fraser

**UNANIMOUSLY APPROVED**

#### **10. Matters Arising**

None were noted.

#### **11. Full Council are to receive a copy of the proposed new model Member Code of Conduct.**

It was noted each Councillor has received a copy of the LGA Code of Conduct for review by the Full Council meeting to be on the 12<sup>th</sup> August 2020.

**Action Point:** Councillors to provide feedback on the LGA Code of Conduct by the 05<sup>th</sup> August 2020.

#### **12. Formal APPROVAL of Porlock Hill Climb 20<sup>th</sup> September 2020 – Chairman to report.**

The Chairman was approached by the Event Secretary for Porlock Hill Climb to confirm the event can still take place with the support of the Community in respect of the relaxation of Covid-19 restrictions. The UK body which insures and regulates the event, Cycling Time Trials, is expected to recommend that cycling events can recommence from July. The event has been successfully held in Porlock in previous years and can attract up to 120 cyclists and encourages overnight visitors to the Village to spectate the event.

**Proposer:** Cllr. Ware  
**Seconder:** Cllr. Milne

**UNANIMOUSLY APPROVED**

#### **13. Update on the vandalism at Doverhay Car Park Toilets.**

Following persistent acts of vandalism at Doverhay Toilets over recent weeks it was proposed to restrict the opening hours from 9am to 6pm. Mr E Nichols is to open and close on a daily basis with holiday cover to be sourced as and when.

**Proposer:** Cllr. Milne  
**Seconder:** Cllr. Gable      **UNANIMOUSLY APPROVED**

The Chairman noted the public toilet situated at the Old School Building should also be considered due to the re-opening of the Visitor Centre by the PVTa.

**Proposer:** Cllr. McCoy

**Seconder:** Cllr. Boden

#### **UNANIMOUSLY APPROVED**

#### **14. Update on the PPC response regarding Unitary Authority – Cllr. Wood to report.**

Cllr. Wood proposed the PPC register their interest in the restructuring of the Local Government by providing feedback by the 10<sup>th</sup> July to SCC. This can be done individually, or a unified response provided by the Full Council. Cllr. McCanlis would like it noted that the devolution of services to the PPC should be accompanied with adequate financial and practical resources.

**Proposer:** Cllr. Wood

**Seconder:** Cllr. McCoy

#### **UNANIMOUSLY APPROVED**

Cllr. Wood proposed a secondary response to SALC should also be provided on behalf of the PPC to ensure the Council's involvement. Cllr. Wood is to attend a discussion provided by SALC on the 16<sup>th</sup> July 2020 centring around the re-organisation of Local Government.

**Proposer:** Cllr. Hancock

**Seconder:** Cllr. Maw

#### **UNANIMOUSLY APPROVED**

#### **15. Correspondence**

None were noted.

#### **16. Reports from Outside Bodies**

##### Coastal Communities Team

Cllr. Wood confirmed the Community Lead plan is progressing with outside advice being provided by Mr and Mrs Vowles.

##### Doverly Manor

Nothing to report.

##### Highways

The Chairman reported that a drain blockage near West End has been reported to Highways.

##### Library

Cllr. Ware advised the running costs of the Library have now been confirmed and it is estimated there will be a surplus estimated to be within £400.00 - £1500.00. The SCC have opened 5 main Libraries within Somerset with smaller Libraries scheduled to open within August. The Library at Porlock will be opened subject to the agreement of the Volunteers and adherence to Government Guidelines. Cllr. Ware wished to note his gratitude to Cllr. Maw for reviewing the Business Rates for the Library.

#### Porlock Vale Tourist Association

The Porlock Community Initiative has been formally brought to an end as of the 30<sup>th</sup> June 2020.

123 requests were made for help over the period between 20<sup>th</sup> March – 30<sup>th</sup> June 2020. It has been a huge success and a vital lifeline to all within our community. Letters of thanks have been sent jointly from the PPC and the Visitor Centre, to all Volunteers.

The PVTA wishes to liaise with the PPC with a view to running a Good Neighbour Scheme in the future, within Porlock. This could run on a similar basis to the Community Initiative, but currently the VC does not have sufficient staff to organize and administer this scheme.

The Visitor Centre re-opens on Wednesday 8<sup>th</sup> July, with reduced hours and reduced days until 27<sup>th</sup> July. The Centre intends to re-open on the 27<sup>th</sup> July for 6 days/ week. Janet Milne has now been employed as Marketing/Admin and Events Assistant.

The PVTA will be running a membership recruitment drive towards the end of July. Members were given a payment holiday of 6 months, which has had a knock-on effect to the income for the PVTA.

The PVTA are looking at all alternative forms of income in order to ensure the continued success of the PVTA and to support the work being done by the new VC Manager.

The PVTA and the VC are continuing to work on the list of events which will be key in attracting as many visitors as possible to Porlock. This could be a vital lifeline to all businesses who have suffered losses due to the Covid-19 outbreak. We welcome any offers of assistance from the Community to help with the organisation of any of these events.

#### Porlock Weir

Nothing to report.

#### Recreation Ground

Cllr. Gable advised the tennis and multi-sport courts are being used on a regular basis and the Children's Playground has been opened with prominent Government Signage displayed throughout.

#### St. Dubricius First School

Nothing to report.

#### Village Hall

Nothing to report.

There being no other business the meeting closed at 20.50.

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08<sup>th</sup> July 2020

Chairman

\* Standing Order 5 -

#### **Motions Not Requiring Written Notice:**

a, Motions in respect of the following matters may be moved without written notice:-

xvii. To authorise the payment of monies;