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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 Wednesday 28th April 2021 at 7.30p.m
<https://us02web.zoom.us/j/82969884513>

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

1. Apologies

None were received. Cllr Fraser arrived at 19:58 due to a family commitment.

- I. The Chairman welcomed new Councillors Bloys and Thornton to the Council.

2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations

Cllr. Rayner noted an interest in Items 10 and 11 due to his position as a trader on Porlock Highstreet.

3. To APPROVE and sign the Minutes of the following meetings as a correct and accurate representation.

- i. Full Council Meeting held on the 10th March 2021

Proposer: Cllr. Boden
Seconder: Cllr. Rayner

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated for the Full Council meeting held on the 10th March 2021 be approved and signed as a correct record.

- ii. Finance Committee Meeting held on the 08th April 2021

Proposer: Cllr. Wood
Seconder: Cllr. Ware

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated for the 08th April 2021 be approved and signed as a correct record.

4. Matters for report for information purposes only and action points raised at previous meeting:

It was noted Cllr. McCanlis and the Clerk are to arrange a mutually convenient time to meet at the Old School Centre to discuss and remove single-use plastic items from PPC premises.

The Clerk reported SW&T has confirmed the Business Rates for stand-alone toilet blocks, which were frozen in April 2017, have now received 100% relief. However this only applies from April 2020 onwards which means a back payment of £2,733.00 is now due to be paid to SW&T.

The meeting was adjourned for public participation.

5. Public Participation

None of the public present wished to comment.

The meeting was reconvened.

6. Somerset County Council and District Councillors' reports

Cllr. Nicholson, Somerset County Council:

Planning Training

Cllr. Nicholson reported that Planning training on the 25th May 2021 is available for all Councillors if they wished to attend.

Highways

On the 08th June 2021 the Parish & Consultative Forum is primarily focusing on Highways, Cllr. Nicholson advised in this area local knowledge is key as Somerset can quite easily become overlooked without good representation.

Unitary Debate

Consultation by the Government has closed, and the Secretary of State will announce the decision in due course.

Cllr. Milne, Somerset West and Taunton District Council:

Unitary Council

Cllr. Milne advised the District Council is to publish a poll regarding the Unitary Council options.

Short Term Car Parking Tickets

Following a number of complaints received regarding the scheme transfer from a paper scheme to digital SW&T have now switched back to the original system.

Police & Crime Commissioner Elections

Police & Crime Commissioner election is to be held on 06th May 2021.

Mountain Bike Trails at Porlock Weir

The trails that have been constructed in the hills around Porlock Weir have been reported to the Blathwayt Estate as they are not regulation and are deemed unsafe and have not been APPROVED by ENP.

7. Chairman's Announcements

Church Wall at St. Dubricius Church

Mr. Bleasby has noted that the perimeter wall of the Church which runs parallel to the Drang requires re-pointing. David Hancock is to review the area and report back.

Book Storage Cupboard

A storage cupboard is to be attached to the west side of the Old School Centre to store the surplus books and to free up space in the Parish Office.

Works at D H Toilets

The PVMT are to begin work on the disabled toilet at D H Toilet block at the beginning of May with a view to having it up and running by the summer holidays.

St Dubricius Church Clock repair

The Chairman asked the PPC to consider making a donation to the repair of the Clock. The PHSSG have pledged £500.00 to support the initiative.

Chairman election in May Annual Meeting

The Chairman announced at the Annual Meeting held in May that he will be standing down after 4 and a half years.

8. Planning:

Following a discussion lead by Cllr. Boden the Planning Committee Recommended APPROVAL of the following applications:

6/27/21/110 Worthy Toll Road, Porlock

6/27/21/111 The Coach House, Hacketty Way, Porlock

Proposer: Cllr. Fraser

Seconder: Cllr. Boden

UNANIMOUSLY APPROVED

9. Finance:

April accounts to be passed for payment – Cllr. Fraser to report.

Name	Description	Amount
HMRC	National Insurance and Tax contributions	337.18
Mrs. D Taylor-Pitkin	Clerk Salary	****
Mr. E Nichols	OSB Caretaker salary	****
Mr A Binding	Village & Verge Contract	480.00
Mr A Binding	Grass Cutting Contract	960.00
Mark Jones	Cleaning D H & OSB Toilets for February	356.00
Mrs. D Taylor-Pitkin	Clerk Working from home allowance, Annual Norton Subscription for the PPC computer, Zoom monthly subscription and stationary	161.28
SCC	contribution to the 10/11 Bus service	9,000.00
Water 2 Business	Water supply to Hawkcombe Cemetery	29.33
Mr N Shattock	Completion of monthly submissions and year end	115.00
Water 2 Business	Water supply to OSB 18/08/2020 – 24/02/2021	120.98

Geosphere Parish Online	Annual subscription	120.00
Water 2 Business	Water supply to D H Toilets 14/08/20 – 19/02/21	218.95
Savills	Annual Rent for V H Car Park	300.00
SW&T	Business Rates cemetery Hawkcombe 2021 – 2022	781.07
SW&T	Business Rates for D H Toilets 2021 - 2022	1,821.35
SW&T	Business Rates for OSC 2021 - 2022	3542.90
NEST	Clerk Pension – Parish Council and Clerk contributions	70.80
Bulb	Monthly payment for Old School Building including the Library, Electricity supply	72.81
Bulb	Monthly Payment for D H Toilets Electricity supply	33.00
BT	Telephone & Internet for Parish Office/Library	80.27

Bank Balances on the 21st April 2021:

PPC Current Account: £166,873.08

Allotment Trust Account: £18,049.42

Payments Received between 10/03/2021 – 22/04/2021:

Name	Description	Amount	Reference
M & M McCoy	Friends of Porlock Library Donation	8.00	Automatic Credit
Bay 12	High Bank Car Park	12.50	Automatic Credit
P & W Day	Friends of Porlock Library Donation	5.00	Automatic Credit
Bay 10	High Bank Car Park	25.00	Automatic Credit
E & I Ellis	Friends of Porlock Library Donation	5.00	Automatic Credit
VAT	Refund 01/04/20 – 31/12/20	3065.39	Automatic Credit
Fine Memorial	Subscription on pre-existing grave	15.00	1565
PVTA	PPC Invoice 82	95.27	1566
Fine Memorials	TBC	85.00	1568
Bay 2	High Bank Car Park	150.00	Automatic Credit
Bay 6	High Bank Car Park	150.00	1567
Bay 11	High Bank Car Park	150.00	Automatic Credit
Porlock Newsletter	Ricoh usage	366.51	Automatic Credit
Robson & Stephens	NP3 plot 87	255.00	Automatic Credit
Fine Memorials	TBC	70.00	1569
Bay 3	High Bank Car Park	150.00	1570
Bay 9	High Bank Car Park	150.00	1571
Bay 4 & 5	High Bank Car Park	300.00	Automatic Credit
Hedley Price	EROB	500.00	1572

Proposer: Cllr. Ware

Seconder: Cllr. Boden

UNANIMOUSLY APPROVED

9.a Full Council to consider the following RECOMMENDATIONS provided by the Finance Committee:

- I. PPC to APPROVE quote provided by First Design for revised signage for High Bank and Village Hall Car Parks.
- II. The PPC to support in principle a budget to maintain the PHSSG floral displays from 2022 onwards.
- III. The PPC to APPROVE the quote provided by Bright HR.
- IV. PPC to APPROVE opening accounts with both Jewson and Minehead Garden Centre.
- V. PPC to APPROVE a 10% increase for the Grass Cutting Contract.

Proposer: Cllr. Fraser

Seconder: Cllr. Boden

UNANIMOUSLY APPROVED

10. Matters raised for information purposes only.

The Clerk requested assistance with transferring data of the Hawkcombe Cemetery on to a Excel spreadsheet following the discovery of some discrepancies.

11. Casual Vacancy – The PPC to Co-Opt a new Member following the resignation of Cllr. Maw.

In order to allow Cllr. Briggs to participate in the meeting this Item was moved to Item 3. Following the ADOPTION of the Co-option Procedure at the Full Council Meeting held in March, Cllr. Gable PROPOSED Andrew Briggs for Co-Option:

Proposer: Cllr. Gable

Seconder: Cllr. Thornton

UNANIMOUSLY APPROVED

Cllr. Briggs signed the Declaration of Acceptance of Office and was invited to participate in the meeting.

12. The PPC to consider potential options for future meetings following the change of legislation on the 07th May 2021.

Due to the change of the legislation scheduled for the 07th May 2021, the Finance Committee Members were provided with a report which outlined potential options to ensure the PPC continued to operate within current Government guidelines and also continued to provide a safe environment for its Members and Officers.

The Finance Committee RECOMMENDED the following PROPOSAL:

The PPC to continue to meet remotely and all PROPOSALS/RECOMMENDATIONS to be conducted via email/Doodle Poll with paper copies provided upon request.

Proposer: Cllr. McCoy

Seconder: Cllr. Wood

UNANIMOUSLY APPROVED

13. The PPC to review the structure of the current committees and representatives.

Please see the confirmed structure attached.

14. The PHSSG to report the progress of the group's projects and the PPC to consider the following proposals:

- i. The PPC to endorse a floral display at the front of the Village Hall

Proposer: Cllr. McCanlis

Second: Cllr. Fraser

07 Councillors APPROVED

01 Councillor AGAINST

04 Councillor ABSTAINED

- ii. The PPC to note their APPROVAL of the extension of the flowerbeds alongside the Church railings on Parsons Street.

Proposer: Cllr. Fraser

Second: Cllr. Gable

UNANIMOUSLY APPROVED

- iii. The PHSSG and PPC to review the current method of public access to the Old School Building and the public toilet.

Following a robust discussion it was agreed the PHSSG are to provide a proposal for the Finance Committee to review and then RECOMMEND to Full Council which will provide a solution to enable access to the public toilets during times that the OSC is closed.

Cllr. McCanlis provided the enclosed report.

15. PPC to APPROVE execution of the SCC Climate Fund Agreement.

All Councillors were provided with a report to review prior to the meeting.

Proposer: Cllr. Wood

Second: Cllr. McCanlis

UNANIMOUSLY APPROVED

16. PPC to consider housing a textile recycling Unit in the Old School Building Car Park.

The Clerk had been approached by Air Ambulance requesting permission to house a textile recycling unit in the car park. The PPC refuse to consider the idea and have requested SW&T are contacted instead.

17. PPC to APPROVE the PPC Policy on Audio/Visual Recording & Photography at Council Meetings.

Is to be deferred to the next meeting.

18. Correspondence

None were received

19. Reports from Outside Bodies

Coastal Communities Team

The sign for the Marsh has been installed. The results of the questionnaire have been received, a hard copy of the results will be distributed shortly.

Doverly Manor

Nothing to report.

Highways

Cllr Fraser noted the hedges on Dunster Steep still require attention as it is straying into the line of sight for oncoming motorists.

Library

Cllr. Ware noted the library has now re-opened for full browsing for 2 and a half hours a week.

Porlock Vale Tourist Association

The Visitor Centre has been continuing to run the Community helpline since the start of the last lockdown in December 2020. Requests have been minimal as most people have been able to organise their own support systems. The Visitor Centre phone line has continued to be manned through lockdown and has received many requests for PALS and the usual enquiries from members of the community and visitors. The Visitor Centre has re-opened, and the opening days and hours are Wednesday to Saturdays 10.00 a.m. – 2.00 p.m. These opening days and times will be reviewed before the next phase of lockdown takes place on 17th May 2021. Frank O'Neill retired at the end of January 2021. Frank has been a valued and supportive member of staff and we wish him well in his retirement. We welcome Greer Ford as our new employee. Greer is undergoing training and we also look forward to welcoming a few returning Volunteers and new Volunteers over the next few weeks. An ambitious programme of events has been compiled and these have been all planned to be held outdoors for 2021. We will continue to support and promote external organisation's events to ensure maximum publicity for our businesses in Porlock Vale. The Visitor Centre have produced several new leaflets for 2021 opening. These comprise a Cycle around Porlock Vale leaflet, focusing on mountain biking routes in the area, a Where to Eat brochure, A History trail and map around Porlock Village and a separate one for the wider Porlock Vale and a What do Do Leaflet. The PVTa is in receipt of a grant to develop a comprehensive community information page on the www.Porlock.co.uk website and the website will also be updated with more detailed information at the same time. Membership of the PVTa has increased by over 20%, which is reflective of the confidence being placed in the Visitor Centre and the PVTa working hard to promote Porlock Vale as a holiday destination. The PVTa have commissioned the filming of Porlock Vale and it will reflect the Vale through the seasons. The first promotional video (first of three) will be available to our Members and on our website by the end of April 2021. The Visitor Centre Manager continues to work closely with ENPA, Visit Exmoor, local Tourist Information Centres and Rural Enterprise Exmoor on the Coronavirus Recovery programme. Accommodation bookings for 2021 season appear to be high for Porlock Vale and for wider Exmoor and the Visitor Centre continues to receive a high number of enquiries of availability for bookings for the coming months. There have been changes on the PVTa committee and we are continuing to focus on the long-term viability of the Visitor Centre and are continuing to work on the long-term strategy document.

Porlock Weir

Nothing to report.

Recreation Ground

The Recreation Ground have held two meetings on the 20th April 2021, the Annual Community Meeting was held first which focused on seating and progress for the Recreation Ground and encourages participation from the public. The second meeting predominantly focused on the resignation of their Chairman Mr R Longley. Members of the Committee are currently sharing the responsibilities. The disabled/family toilet is to be opened, the following events are to be held this summer, a Biking Event 08th May, a walk around event for

Stacked Wonky on the 15th August and a summer song concert on the 19th June. The Committee are in the process of deciding on the Country Fair to be held in August.

St. Dubricius First School

Nothing to report.

Village Hall

Nothing to report.

There being no other business the meeting closed at 22.08.

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13th October 2021 **Chairman**