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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 09th December 2020 at 7.30p.m
<https://us02web.zoom.us/j/82969884513>

Members Present: Cllr. McCoy, Chairman,
Cllr. Milne, Vice Chairman,
Cllr. Boden, Cllr. Ellicott, Cllr. Fraser, Cllr. McCanlis, Cllr. Rayner, Cllr. Ware and Cllr. Wood.
Also present: Cllr. Mrs. Nicholson (SCC)
Mrs. D Stanyon (Porlock Visitor Centre Manager)
Mrs. D Taylor-Pitkin (Parish Clerk)

1. Apologies

Apologies were received from Cllr. Gable, Cllr. Hancock and Cllr. Maw due to family commitments.

Proposer: Cllr. Boden
Seconder: Cllr. Ellicott

UNANIMOUSLY APPROVED

2. Declarations of Interest and Disclosable Pecuniary Interest Dispositions

None were noted.

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

- i. Full Council Meeting held on the 11th November 2020

Cllr. McCanlis advised in his opinion the original draft for item 14 on page 8 (**14. The PPC to APPROVE the Terms of Reference for the High Street Recovery Sub-Committee.**) provided by the Clerk was an inaccurate representation as he felt sufficient discussion had not been permitted for members of the PPC and proposed an amendment to reflect this.

Proposer: Cllr. McCanlis
Seconder: Cllr. Rayner

2 Councillors APPROVED
7 Councillors ABSTAINED

Following a brief discussion and a Full Council vote the original record is to remain.

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated of the meeting held on the 11th November 2020 be approved and signed as a correct record with the following amendment on page 9:

Library

Cllr. Ware reported following consultation with SCC and the Volunteer representative Porlock Library will be open on Friday for limited hours, not for browsing purposes.

- i. Finance Committee Meeting held on the 01st December 2020

Proposer: Cllr. Ware

Seconder: Cllr. Fraser

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated of the Finance Committee meeting held on the 01st December 2020 be approved and signed as a correct record.

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

Update on the Planning Application 6/27/20/117 Porlock Caravan Park.

Following a discussion on the submission of the retrospective planning application for concrete pads installed at the Caravan Park it was agreed a formal letter to note the Parish Councils refusal to support the application will be issued to ENPA.

Cllr. Maw to complete the SLA between the PVTa & PPC and request a copy of the PVTa Strategy Plan for 2020/2021.

This item is to be deferred to the January meeting.

Installation of Air Band Mast.

The Chairman confirmed after 4 years the installation of the Air Band Mast has now been completed and wished to thank everyone involved for their efforts, in particular Mr A Binding, Mr G Haw and the Porlock Vale Maintenance Team.

The meeting was adjourned for public participation.

5. Public Participation

The public present did not wish to comment.

The meeting was reconvened.

6. Somerset County Council and District Councillors' reports

Cllr. Nicholson, Somerset County Council:

Vulnerable members of the Community

Cllr. Nicholson reported that both the SCC and the Local Village Agents are working in tandem to ensure food is made available for those who are in need.

Covid-19 Vaccinations

Vaccinations are being provided in Yeovil with plans to roll out to further areas within the Community shortly.

Cllr. Milne, Somerset West and Taunton District Council:

Taunton Annual Craft Market

Cllr. Milne reported annual craft market is up and running and is benefitting from the offer of free parking.

Stronger Somerset Proposal

The Secretary of State has received the unitary proposals and the result will be announced in early 2021.

New Social Housing Development of 54 zero carbon properties

Somerset West & Taunton have approved the development of 54 housing units at Seaward Way, Minehead and a further 11 units at the old Oxford Inn site on the corner of Roman Road and Outer Circle in Taunton.

7. Chairman's Announcements

Somerset Waste Partnership

It was confirmed in Spring there will be further provisions made to enable the refuse centres to accept a wider variety of items for recycling. It was reported Somerset households, on average, are able to recycle 83% of their waste.

Good Neighbour Scheme

The Chairman confirmed Mrs D Sage is in the process of setting up a Good Neighbour Scheme to help the vulnerable people within the Porlock Community.

Christmas Decorations throughout the Village

The Chairman wished to thank everyone who helped with the assembly of the Christmas Trees and decorations throughout the Village.

Lockdown 2

It was noted the second lockdown Community initiative has now been closed down following four requests for assistance and several general enquiries. The Chairman wished to express his gratitude to Mrs D Stanyon for overseeing the entire process.

8. Finance: December accounts to be passed for payment - Chairman to report.

Payment Number	Name	Description	Amount	Reference
102	HMRC	National Insurance and Tax contributions	263.90	BACS
103	Mrs. D Taylor-Pitkin	Clerk Salary including back pay previously APPROVED 11 th November 2020 by Full Council.	****	BACS
104	A Binding	Village & Verge Contract	1150.00	BACS
105	Porlock Home & Hardware	Adapter for OSB	3.25	BACS
106	Mark Jones	Cleaning D H & OSB Toilets for	288.00	BACS
107	Charming Stoves	Call out charge and repair for boiler at OSB – 03 rd December 2020	174.00	BACS
108	Mrs. D Taylor-Pitkin	Zoom payment for December	14.39	BACS
109	Buyabattery	Contribution to the Christmas Decorations for Porlock High Street as previously APPROVED 14 th October 2020 by Full Council.	203.00	BACS
110	NEST	Clerks Pension – Parish Council and Clerk contributions	66.33	Direct Debit
Direct Debit	Bulb	Monthly payment for Old School Building including the Library, Electricity supply	81.00	Direct Debit
Direct Debit	Bulb	Monthly Payment for D H Toilets Electricity supply	33.00	Direct Debit

Direct Debit	BT	Telephone & Internet for Parish Office/Library	91.66	Direct Debit
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Bank Balances on the 07th December 2020:

PPC Current Account: £177,212.61
Allotment Trust Account: £17,436.47

Payments Received between 10/11/2020 – 07/12/2020:

Name	Description	Amount	Reference
SW&T	Funding for PHSP grant	25,000.00	Automatic credit
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
E & I Ellis	Friends of Porlock Library Donation	5.00	Automatic Credit
Porlock Newsletter	Re-charge of Ricoh contract including copies	359.31	Automatic Credit

Proposer: Cllr. Ware
Seconder: Cllr. Ellicott

UNANIMOUSLY APPROVED

- a. The Full Council to consider the following recommendations proposed by the Finance Committee at the meeting held on the 01st December 2020.
 - i. The PPC request the PVTa provide a projected budget for the following financial year in order to consider the grant proposal and will determine if there is an appetite for the services that they wish to provide.
 - ii. The FC recommend the transfer of the Old School Centre Caretaker salary from the PVTa to the PPC.
 - iii. FC recommend APPROVAL of £150.00 be donated to Porlock Community Toddler Group from The Porlock Allotment Fund.
 - iv. FC recommended £100.00 is allocated for "Thankyou gifts" for Porlock Vale Maintenance Team for all the work that they have carried out over the year.

Proposer: Cllr. Boden
Seconder: Cllr. Ware

UNANIMOUSLY APPROVED

9. Matters raised for information purposes only.

Due to technical difficulties the Clerk was unable to deliver the following report verbally at the meeting:

Security at the Old School Building

The security at the Old School building has been updated as it transpired it was not in line with the PPC insurance and a concern was raised due to the number of keys currently in circulation for the Parish Office. Therefore any previously shared security codes or keys in circulation prior to the 08th December are no longer valid. If anyone requires access to the office please contact the Clerk to make arrangements.

Submission of supporting documentation for Council Meetings

The Clerk noted that in the past there has been a element of flexibility adopted to the submission of items for discussion at the Full Council Meetings and as a result the Councillors did not always have enough time to

digest the information prior to the meeting. Therefore, from now on any Item proposed on the agenda will not be considered if the proposal paper is not available for distribution at the same time as the Agenda.

10. The PPC to discuss Ground Source Heat Pumps – Chairman to report.

The Chairman requested a volunteer to investigate the potential use of Ground source heat pumps (GSHPs) which are considered to be an eco-friendly initiative that uses pipes that are buried in the garden to extract heat from the ground. This heat can then be used to heat radiators, underfloor or warm air heating systems and hot water in your home.

Action Point: Cllr. Wood is to investigate and report back at a later date.

11. PPC to consider and approve a Motion to facilitate the Council becoming eligible to exercise the General Power of Competence – Cllr. Wood to report.

Following receipt of a briefing paper provided by Cllr. Wood it was proposed that the Clerk will devote every Monday and Tuesday to study time for the CiLCA qualification for the foreseeable future to ensure the PPC are eligible to use the General Power of Competence. On these dates the general administration work generated by the PPC will be deferred to the next working day.

Proposer: Cllr. Wood
Second: Cllr. Fraser

UNANIMOUSLY APPROVED

12. PPC to consider enlisting in the Local Council Award Scheme – Clerk to report.

Following a brief discussion it was agreed to apply for the LCAS once the Clerk has received her qualification.

Proposer: Cllr. McCanlis
Second: Cllr. Milne

UNANIMOUSLY APPROVED

13. PPC to APPROVE support for the 4R's project – Cllr. McCanlis and Mr. S Coulson to report.

Prior to the Full Council meeting Cllr. McCanlis and Mr. Coulson provided a support paper for the Councillors to review, please see attached.

For the SAS Plastic Free Award (not contingent upon CECF funding award)

As part of the Surfers Against Sewage requirement, we would like the Council to pass a resolution supporting Porlock's plastic free journey and committing to taking action itself and supporting plastic-free initiatives within its catchment. To meet the requirements of Surfers Against Sewage, the resolution should be worded as follows.

In support of Porlock's plastic free journey, Porlock Parish Council will:

- lead by example and remove single-use plastic items from its premises and operations;
- encourage plastic-free initiatives in the area, promoting the campaign and supporting events;
- name a representative of the Council to sit on the Plastic Free Community Steering Group.

Proposer: Cllr. McCanlis
Seconder: Cllr. Wood

UNANIMOUSLY APPROVED

PPC to support the 4Rs Project (contingent upon CECF funding award)

- Permission for the installation of water refill points on the external walls of:
 - The Old School Centre
 - Doverhay Car Park – an ‘In-Principle’ OK, subject to discussions with SW&T.These two units would be installed under Permitted Development Rights.
- Pay for any additional cost of water usage via its existing Wessex Water account. Based on the experience of Bristol Water, we estimate the additional cost of water usage to be about £10/refill point/year.
- In principle agreement to extend its cleaning contract(s) to include the 3 intended locations for water refill points at the Old School House (PPC offices), Porlock Village Hall and Doverhay Car Park. This is on the basis that there is no significant additional cost of doing so.
- Include the 4Rs project within the scope of the PPC’s insurance, especially public liability. Discussion with Zurich Insurance indicates there is no additional cost in the current insurance premium for doing so.

Proposer: Cllr. McCanlis
Seconder: Cllr. Rayner

UNANIMOUSLY APPROVED

14. Update on the Porlock High Street Partnership

Prior to the Full Council meeting each Councillor has received a copy of the draft Minutes generated at the initial PHSP meeting to provide a frame of reference. Following a brief update provided by Cllr. Milne it was noted that as the PHSP Committee is considered a independent Committee with delegated powers, further discussion on the initial consultation and indicative plan was not appropriate at a Full Council Meeting and should be reviewed at the next PHSP Committee meeting scheduled for the following week.

15. The PPC to review the structure of the current Committees and representatives.

Following a discussion it was agreed the PPC should establish a Staffing/HR Committee and a Documents and Policies Committee. Councillors Wood, McCanlis and Fraser are to staff the Documents and Policies Committee with the remaining Committees to be agreed at the January meeting. It was stated that following the proposal of a Committee which focused on Tourism within the Village that this item could fall within the remit of the Eco Committee previously formed by Cllr. Wood.

Action Point: Clerk is to circulate a list of Committees to the Council for review at the January meeting.

16. The PPC to review a proposed amendment to the retention and availability of the recording of all PPC meetings – Cllr. Rayner to report

Cllr. Rayner provided all Councillors with a report prior to the Full Council Meeting, please see attached. Cllr. Rayner proposed the recordings of the Full Council Meeting should be made available to the public via the PPC website and as a result the PPC Standing Orders will require an update. Following a proposal by Cllr. Wood, this Item is to be review by the Documents and Policies Committee once it is formed.

17. Correspondence

A letter of resignation had been received from Mr R Growden advising due to a new business venture he has decided to set down from his position as Chairman of the PVTA.

A hand knitted teddy bear has been gifted to the Parish Council to thank them

18. Reports from Outside Bodies

Coastal Communities Team

Cllr. Wood reported that three of the new signs have now been installed with the remaining two being erected shortly. An article has been submitted the Somerset Free Press publicising the new signs.

The consultation period for the Economic Plan has now closed and the results are being analysed and collated with the results being released shortly.

Doverly Manor

Nothing to report.

Highways

Nothing to report.

Library

The Library is currently open to the public for browsing for three days a week.

Porlock Vale Tourist Association

Nothing to report.

Porlock Weir

Nothing to report.

Recreation Ground

Nothing to report.

St. Dubricius First School

Nothing to report.

Village Hall

Nothing to report.

There being no other business the meeting closed at 21.30.

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09th December 2020

Chairman