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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 at Porlock Village Hall on Wednesday 10th November 2021 at 7.30p.m

Members Present: Cllr. Wood, Chairman
Cllr. Boden, Vice-Chairman
Cllr. Bloys, Cllr. Briggs, Cllr. Fraser, Cllr. Gable, Cllr. McCoy, Cllr. Thornton and Cllr. Ware.
Also present: Cllr. Milne (SW&T)
Mrs. D Taylor-Pitkin (Parish Clerk)

Prior to the start of the meeting Mr G McVittie and Ms C Wray both attended on behalf of ENPA and provided information for the PPC on previously raised topics – please see attached report.

1. Apologies

Apologies were received from Cllrs Ellicott, McCanlis and Rayner due to family commitments.

Proposer: Cllr. Fraser
Seconder: Cllr. Boden

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 13th October 2021

Cllr. Thornton proposed the following amendment to Item 19. PVTA report - 'To minute that the PPC representative on the PVTA committee, Cllr Terry Gable, confirmed that she had not been made aware by the PVTA that the PHSSG had offered funding from the ETCR Fund to support the Late-Night Shopping event the PVTA are managing in 2021.'

As the proposed amendment is an alteration to the draft Minutes and not highlighting an inaccuracy it was proposed to temporarily suspend Standing Orders to enable the discussion.

Proposer: Cllr. Wood
Seconder: Cllr. Fraser
UNANIMOUSLY APPROVED

Following a robust discussion on Cllr Thornton's proposed amendment a Full Council vote was held and the original Minute as previously circulated for the Full Council meeting held on the 13th October 2021 was approved and signed as a correct record.

Proposer: Cllr. Wood
Seconded: Cllr. Ware

6 Councillors APPROVED
3 Councillors ABSTAINED

ii. Finance Committee Meeting held on the 04th November 2021

Proposer: Cllr. Fraser
Seconded: Cllr. Thornton

7 Councillors APPROVED
2 Councillors ABSTAINED

It was **APPROVED** that the minutes as previously circulated for the Finance Committee meeting held on the 04th November 2021 be approved and signed as a correct record.

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

i. Maintenance and upkeep of the Old School Centre

It was agreed a doodle poll would be distributed to agree a date for the Councillors and Clerk to volunteer their time at the Old School Centre for gardening and maintenance work in the near future. Cake and Coffee will be provided.

ii. Confirmation on the PPC liability for the Christmas Tree Holder installation.

Following the discussion at the previous meeting, the Clerk contacted the PPC insurers for clarity on the legal responsibility for the installation of the Christmas Trees along Porlock High Street. BHIB have confirmed that the PPC would not be liable should an accident occur, the PPC would merely be viewed as providing funds for a local initiative. The sole responsibility for the event would rest with the organisers of the event. BHIB recommended that the holders are surveyed by a certified / professional person but also that the trees are inserted / erected by an equally qualified professional. All relevant paperwork should be prominently displayed or at least readily available upon request.

The meeting was adjourned for public participation.

5. Public Participation

A local resident raised an objection to Item 9v on the agenda which RECOMMENDS the PPC ring fence an amount of £1300.00 for beautification of the Village. The resident wished to note that public money should not be used to further support initiatives supported by the PHSSG. The Chairman confirmed that the PPC agreed to support in principle a budget to maintain the PHSSG floral displays from April 2022 onwards. The £1300.00 is as a result of a contribution by the Welcome Back Fund towards the extended opening times and cleaning for the PPC managed Public Toilets. This has enabled the PPC to allocate funds to a Village Beautification grant for future use.

The meeting was reconvened.

6. Planning

6/29/21/119 Land at Selworthy Farm, Porlock, TA24 8TL

Cllr. Boden reported the scheme as outlined in the highly detailed application or landscape scale works for restoration/ creation of large wetland area and the infilling of the existing River Aller South of the A39. To achieve this the river will be infilled and dammed, the surrounding land will be reformed to encourage water storage. Machinery and plant accessing the site off the A39 along temporary access tracks and a site base. The works will involve removal and/or relocation of trees and hedges but with tree protection zones on the important trees. The application claims benefits will be wildlife enhancement, floodwater retention and wider environmental landscape benefits.

The design statement is lengthy and very detailed. The application includes ecological survey, environmental impact, flooding, foul water etc analysis and risk assessments. Pre application consultation with the appropriate agencies has taken place.

Locally onsite banksmen and geomorphologist consultant will assist NT staff to avoid roadside issues off the A39 and to coordinate the onsite works.

Overall the application is well presented and well thought out and the Council in my opinion should agree to the planning permission.

Proposer: Cllr. Boden

Seconder: Cllr. Gable

UNANIMOUSLY APPROVED

7. Chairman's Announcements

None were noted.

8. Somerset County Council and District Councillors' reports

Cllr. Milne, Somerset West and Taunton District Council:

SW&T Scrutiny Meeting

Cllr. Milne noted that following a review of Voluntary and Community and Sector grants, SW&T are to award West Somerset Advice Bureau a grant of £40,000. WSAB is a partnership of the five local Citizens Advice charities in Somerset which have come together to provide a single point of access to advice for anyone living in the County of Somerset.

Unitary Council Update

It was confirmed that the name of the new Unitary Council is to be known Somerset Council and confirmation of an election date is still awaited. The secretary of State has confirmed there are to be 110 Councillors for the area and are going to retain the original boundaries which means each area will have the benefit of two District Councillors.

9. Finance:

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

Payment Number	Name	Description	Amount	Reference
	HMRC	National Insurance and Tax contributions	356.98	BACS
	Mrs. D Taylor-Pitkin	Clerk Salary	****	BACS
	Mr. E Nichols	OSB Caretaker salary	****	BACS
	Mr A Binding	Village & Verge Contract	528.00	BACS
	Mr A Binding	Grass Cutting Contract	1056.00	BACS
	Mark Jones	Cleaning of D H & OSC Toilets	110.00	BACS

	Mrs. D Taylor-Pitkin	Cleaning of D H & OSC Toilets	180.00	BACS
	Chemex	Cleaning Supplies for 2 x months for D H & OSC Toilets	220.68	BACS
	Microsoft Office	Annual Account	79.99	BACS
	D Taylor-Pitkin	Zoom £11.99, WFH £6.00 x 6weeks £36.00 - £10.00 phone supplement	57.99	BACS
	Bright HR	HR support	60.00	BACS
	Mr T Walker	Repair Café Pat Testing (to be paid via EMF)	36.00	BACS
	Mrs R Walker	Repair Café starter kit (to be paid via EMF)	49.00	
	Jewson	Details to be confirmed	192.31	BACS
	Porlock Home & Hardware	Details to be confirmed	143.82	
PHSSG	Louise Crabb	Floral display maintenance contract	£144.00	BACS
PHSSG	Sigrit Elke Koessling	Pop-up event 2 management (part 1)	£200.00	BACS
PHSSG	Sigrit Elke Koessling	Pop-up event 2 management (part 2)	£300.00	BACS
PHSSG	L Thornton	Ollny Fairy Lights for Light Up Porlock	£124.89	BACS
PHSSG	L Thornton	Essential Connect Fairy lights for Light Up Porlock	£119.90	BACS
PHSSG	L Thornton	Essential Connect transformer plugs for Light Up Porlock	£50.00	BACS
PHSSG	L Thornton	Luter augers x 2 for bulb planting	£25.98	BACS
PHSSG	WS Garden Centre Ltd	Bulbs for natural planting	£81.00	BACS
PHSSG	Chris Horne Builder	Xmas tree support survey & repair work	£124.38	BACS
PHSSG	L Thornton	Poster printing & laminating	£21.00	BACS
PHSSG	Louise Crabb	Floral display maintenance contract	£108.00	BACS
PHSSG	Mr. M S Symes	3x 5ft benches for St Dubricius Church	£1,395.00	BACS
PHSSG	L Thornton	Materials for Santa Sleigh	£169.47	BACS
PHSSG	Tomato Creative	4th monthly payment for website	£600.00	BACS
PHSSG	L Thornton	Memory stick	£14.97	BACS
PHSSG	L Thornton	Sleigh bells	£4.95	BACS
PHSSG	L Thornton	Christmas lights	£277.11	BACS
Direct Debit	NEST	Clerk Pension – Parish Council and Clerk contributions	77.10	Direct Debit
Direct Debit	Bulb	Monthly payment for Old School Building including the Library, Electricity supply	72.81	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	86.53	Direct Debit

Bank Balances on the 09th November 2021:

PPC Current Account: £190,197.08
Allotment Trust Account: £18,513.17

Payments Received between 12/10/2021 – 09/11/2021:

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
Rialtas	Refund Rialtas incorrect payment taken	464.40	Automatic Credit
Cash Collection	D H Toilets (07/09/21)	146.00	1412
Cash Collection	D H Toilets (01/09/21)	65.00	1413
Cash Collection	V H Honesty Box	122.30	1414

Proposer: Cllr. Fraser

Seconder: Cllr. Wood

UNANIMOUSLY APPROVED

9.a PPC to review the following **RECOMMENDATIONS** Proposed by the Finance Committee:

- i. The FC RECOMMEND the PPC provide the insurance premium for the Repair Café at a cost of £450.00 - £500.00 subject to the provision of further information.
- ii. FC RECOMMEND the PPC remain with Bulb and will review at a future date.
- iii. The FC RECOMMEND the PPC purchase the 4K Ultra HD Wi-Fi NVR Security System at £479.99.
- iv. FC RECOMMEND the PPC APPROVE the use of the cleaning materials provided by Chemex.
- v. The FC to RECOMMEND the PPC place £1300.00 in an ear marked fund for future beautification of the Village.
- vi. FC RECOMMEND the PPC provide the funds (not to exceed £1500.00) for a topographical survey

Proposer: Cllr. Fraser

Seconder: Cllr. Wood

UNANIMOUSLY APPROVED

10. Matters raised for information purposes only.

Security Measures at Hawkcombe Cemetery

The Clerk advised that the PPC Insurer are to provide a site visit to review the security measures currently in place for visiting members of the Public.

11. To discuss and approve proposed changes to Porlock Manor Estate's Scenic Woodland Toll Road sign - Cllr Thornton to report.

All Councillors received the enclosed report and were asked to provide feedback to Cllr. Thornton.

12. Update on the Bus Back Better Campaign – Clerk to report.

Please see attached report.

13. Update on the Porlock High Street Support Group – Cllr. Thornton to report.

Please see attached report.

14. Update on the EU Welcome Back Fund– Cllr. Thornton to report

Please see attached report.

15. Correspondence

An email was received requesting updates on the following items:

1. War Memorial at Dunster Steep – The PPC is processing a secondary application form
2. Footpath by Open Reach building on Bossington Lane above Dunster Steep, this makes it quite slippery meaning that we walk in the road which is not particularly safe. – PPC have asked the Grass Contractor to attend to the area.
3. Campervan in Parsons Street – Unfortunately the vehicle cannot legally be moved when it is fully taxed and insured.

16. Reports from Outside Bodies

Coastal Communities Team

Nothing to report

Doverly Manor

DM are to hold their AGM in February 2022.

Highways

Nothing to report.

Library

Cllr. Ware has reported that the Library is doing very well and all volunteers are looking forward to the appointment of the new Library Officer.

Porlock Vale Tourist Association

The Visitor Centre is now closed and will re-open on 16th November on Winter opening hours. Plans for Late Night Shopping are well advanced with plenty of entertainment and support from High Street traders. The PVTa took the decision to focus on providing a relatively low-key event this year, due to some traders and residents' concerns around rising Covid-19 cases. The Visitor Centre has had 9500 visitors since 1st July 2021.

Porlock Weir

Nothing to report.

Recreation Ground

Cllr. Gable reported they are one week into the first stage of the safety refurbishment of the children's playground and hopefully the area will be open in about 10'days to the public again. Everything else is as normal with regular football use at the weekends and steady rentals for local groups in the main hall.

St. Dubricius First School

Nothing to report.

Village Hall

Nothing to report.

There being no other business the meeting closed at 09:20.

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08th December 2021

Vice- Chairman