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Office Hours:
Tuesday 10:00 – 15:00
Wednesday 10.00 – 15:00
Thursday 10.00 – 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 12th January 2022 at 7.30p.m

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

Due to the increase of confirmed cases of Covid-19 in the Village the Clerk requested that the January meeting was hosted via Zoom.

1. Apologies

Apologies were received from Cllrs Bloys due to work commitments and Cllr. Ellicott due to family commitments.

Proposer: Cllr. Ware
Seconder: Cllr. Fraser

UNANIMOUSLY APPROVED

2. Declarations of Interest and Disclosable Pecuniary Interest Dispositions

Cllr. Boden noted an interest in Item 6.

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

i. Full Council Meeting held on the 08th December 2021

Proposer: Cllr. Boden
Seconder: Cllr. Ware

8 Councillors APPROVED
2 Councillors ABSTAINED

It was **APPROVED** that the minutes as previously circulated for the Full Council Meeting held on the 08th December 2021 be approved and signed as a correct record with the following amendments:

Page 4 Item 9a, Cllr. McCanlis would like to note he has voted against the Finance Committee recommendations due to the deficit budget currently recorded.

Proposer: Cllr. Ware
Seconder: Cllr. Fraser

7 Councillors APPROVED
1 Councillor ABSTAINED
1 Councillor AGAINST

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

i. Maintenance and upkeep of the Old School Centre

A date is to be secured in the early part of spring.

ii. Guidance from SALC regarding Approval of Minutes by Absent Councillors

At a previous Council meeting a query was raised regarding the legality of a Councillor Seconding Minutes for a Meeting that they did not attend. The Clerk sought guidance from SALC on the matter and was advised that it is entirely down to the discretion of the individual Councillor, but they are in no way obliged to abstain. The Policies and Documents Committee are to review the current Standing Orders in time for the May 2022 election.

The meeting was adjourned for public participation.

5. Public Participation

None were present.

The meeting was reconvened.

6. Planning

6/27/21/128

DOLPHINS, TOLL ROAD, PORLOCK,

Proposed erection of detached garage/workshop, widening of access, extension of patio area and erection of stone wall with adjacent steps.

Proposer: Cllr. Boden
Seconder: Cllr. McCoy

UNANIMOUSLY APPROVED

7. Chairman's Announcements

PPC Council Elections 2022

It was noted the District (New Somerset Council) and Parish Council elections are due in May 2022 and it was time for those currently serving to consider if they wished to continue and also to encourage any new potential Councillors to put themselves forward.

8. Somerset County Council and District Councillors' reports

Cllr. Milne, Somerset West and Taunton District Council:

Unitary Council Update

Cllr. Milne reported that Cllr. Steven Pugsley and Cllr. Frances Nicholson are representing Exmoor at the next selection in May. Cllr. Milne is to remain in post for the next year and will attend his last meeting in May 2023.

EVC Points

Electric Vehicle charging points are to be installed in the Central Car Park on the 26th February 2022.

Overhanging Trees

The trees which are overhanging the road at West Porlock House are due to be felled within the next ten to fifteen days.

9. Finance: January accounts to be passed for payment – Cllr. Fraser to report.

Payment Number	Name	Description	Amount
	HMRC	National Insurance and Tax contributions	432.38
	Mrs. D Taylor-Pitkin	Clerk Salary	****
	Mr. E Nichols	OSB Caretaker salary	****
	Mrs. M Perkins	Library Officer	****
	Ricoh Uk	Rent for Photocopier	489.19
	Mark Jones	Cleaning of D H Toilets 06 th December – 27 th December	220.00
		Cleaning of PO Toilets and cleaning materials	79.96
	D Taylor-Pitkin	Zoom £11.99, £15 website annual supplement £10.00 phone supplement	36.99
	Bright HR	HR support	60.00
	D Hancock	Green Felt for noticeboard	14.00
	M Perkins	Soft toys/instruments for Library	69.83
	Word Press	Website annual renewal	84.00
PHSSG	Tim Hill	Saxophonist for 5th pop-up	128.80
	L Thornton	PHSSG Administrator hours (4/10 to 14/11/21)	330.00
	Visitor Centre	laminating	£1.60
	Unibos Ltd	2 x braziers	£71.90
	Amazon	2 x grill for brazier	39.98
	Amazon	2 x chestnut roasting pans	26.58
	Visitor Centre	laminating	£0.60
	Amazon	3 x timers plugs	23.97
	Kelly Keal	5.5kg chestnuts for roasting	24.75
	Ipack online	Paper bags	4.50
	House of Banners	banners for Twinkly Twilight	36.06
	House of Banners	banners for Twinkly Twilight	36.06
	Trafalgar Retail	Sparklers	33.94
	Visitor Centre	laminating	1.00
	Toolstation Ltd	Parts for sleigh	40.74
	Trafalgar Retail	Mini sparklers	24.89

	Proper Job	paint, etc. for sleigh	£15.74
	Tindle Newspapers	Advert for Twinkly Twilight (26.11.21)	59.04
	Terry Gable	Porlock Map artwork	200.00
	Tomato Creative	5th monthly payment for website	600.00
	Tindle Newspapers	Advert for Twinkly Twilight (3.12.21)	59.04
	Tesco	Bag of chestnuts	2.50
	Lidl	15 bags of chestnuts	29.85
	Porlock Hardware	Logs and lighter for brazier & performers	15.19
	Bettina Sings	Singing for Twinkly Twilight	100.00
	Tom Lock	Labour & materials for sleigh	£175.00
	Neil Sweeney	Performance at Twinkly Twilight + travel	379.25
	Sorcha Keay-Chaplin	Jugglers for Twinkly Twilight event	540.00
	Wildwellies	Lantern making	50.00
	L Thornton	PHSSG Administrator hours (15/11 to 12/12/21)	220.00
	Mel Tesouro	Fire performance and parrafin	110.99
	Sebastian Tesouro Yacoma	Live music and support	123.20
	Tomato Creative	6th monthly payment for website	600.00
Direct Debit	NEST	Clerk Pension – Parish Council and Clerk contributions	77.10
Direct Debit	Bulb	Monthly payment for Old School Building including the Library, Electricity supply	72.81
Direct Debit	Bulb	Monthly Payment for D H Toilets Electricity supply	38.09
Direct Debit	BT	Telephone & Internet for Parish Office/Library	86.53
Direct Debit	Bulb	Monthly payment for the Parish Office	40.00

Bank Balances on the 07th January 2022:

PPC Current Account: £176,698.37

Allotment Trust Account: £18,513.33

Payments Received between 08/12/2021 – 07/01/2022:

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
SW&T	Contribution to DH Toilet Cleaning	1,300.00	Automatic Credit
E & I Ellis	Friends of Porlock Library Donation	5.00	Automatic Credit
I H Hillier	Friends of Porlock Library Donation	24.00	Automatic Credit
Porlock Newsletter	Recharge for December photocopies	405.20	Automatic Credit
Porlock Newsletter	Recharge for September photocopies	360.22	Automatic Credit
Hedley Price Funeral		255.00	Automatic Credit
PVTA	Rent for VC	496.00	Automatic Credit

Proposer: Cllr. Fraser

Secunder: Cllr. Thornton

UNANIMOUSLY APPROVED

10. Matters raised for information purposes only.

Cllr. McCoy noted the road (Doverhay) at the rear of the Cemetery appears to be sinking into the slope of the Cemetery and requires attention as well as the felling of the problematic trees overhanging the cemetery.

Action Point: Clerk to contact Cllr. Frances Nicholson / Highways to report and request attention.

11. PPC to consider the Finance Committee RECOMMENDATION to reduce the speed limit on the A39 with a suggested donation of £2,000.00 towards the initiative.

The Clerk noted that at the time the Agenda was published the Finance Committee had not yet convened their meeting and therefore their confirmed recommendation was still being considered.

Following an invite to a ongoing discussion between neighbouring parishes regarding potential traffic calming measures which can be applied to the A39, The Finance Committee held an informal meeting on Monday the 10th January 2022. Cllr. Gable and Cllr. Ware both noted they felt it was important the PPC should take an active role in reviewing the situation however concerns were raised that this situation could potentially set a precedent which would ultimately end with the PPC having to assume further responsibilities for the local roads and negating Highways authority on the area. Both Cllr. Rayner and Cllr. Briggs would like to see the PPC work in collaboration with Highways to remedy the situation. The Clerk received the following report from PCSO Brooks:

The Police report into this collision would not be publicly accessible, however in due course there will be an inquest into the cause of the deaths at the local Coroner's Court.

This is likely to be after the conclusion of any criminal proceedings so may be some time in the future.

District Cllr. Milne reported that Mr. Bate from Selworthy, had been in contact with Highways who advised whilst they didn't feel it was a dangerous area, they would consider installing traffic calming devices. It was proposed a representative from the PPC would approach the interested parties to discuss a potential way forward and then report back to the PPC.

Proposer: Cllr. Fraser
Seconder: Cllr. McCoy

UNANIMOUSLY APPROVED

Action Point: Chairman to represent the PPC and engage with neighbouring Parishes.

12. PPC to discuss and approve Terms of Reference for the constituted Strategy Committee.

Cllr. McCanlis provided a report to support this item and wished to highlight the important strategic issue currently facing the PPC is the installation of the new Council and key engagement with the forming of the Local Community Networks. The Terms of Reference for the Strategy Committee are still under review and will be reported on at a later date. It was noted that a lot of the relevant information required from the New Somerset Council will not be available for some time and this may affect the choices of current and any potential new Councillors. Cllr. Milne advised the boundaries of the LCN network are still under discussion and this could be an Item for review by the Strategy Committee. After a robust discussion the following Item was proposed:

The Strategy Committee (SC) to consider and advise PPC on potential implications for Porlock – benefits and risks – of the new Somerset Council. To report back to PPC at the February meeting with analysis and proposals.

Proposer: Cllr. McCanlis
Seconder: Cllr. Briggs

UNANIMOUSLY APPROVED

13. PPC to APPROVE the Scheme of Delegation of the Appointment Process for the Office Cleaner position at the Old School Centre to the Clerk/Staffing & HR Committee.

Proposer: Cllr. Wood
Seconder: Cllr. Ware

UNANIMOUSLY APPROVED

14. PPC to consider a way forward to encourage the different Community Groups within Porlock to work together.

Cllr. McCanlis reported from his recent experience of Chairing the PHSSG Committee that there doesn't appear to be any co-ordination within the different community groups of Porlock. Cllr. McCanlis felt it was in the best interests of the residents and traders of Porlock if a potential remedy could be sought. Cllr. Thornton noted that an attempt to co-ordinate a press release for a recent event in the Village with two fellow organisations had been met with resistance. Cllr. Gable wished to note that her experiences working within the separate Village Community Groups was very different and perhaps the issue was on a more individual basis.

Action Point: During the discussion it was noted the PPC are attempting to organise/collaborate the celebration of the Queens Platinum Jubilee with a variety of Community Groups and if any one would like to volunteer to help please contact the Clerk.

15. Update on the Porlock High Street Support Group – Cllr. McCanlis to report.

Please see attached report.

16. Update on the Welcome Back Fund – Cllr. McCanlis to report.

Please see attached report.

17. Update on the Unitary Committee.

The Clerk provided information by email on the 05th January 2022.

18. Correspondence

The Clerk received a complaint regarding the management of Porlock Caravan Park and the unfair treatment received by some of the long term occupants of the Static Caravans/lodges.

Action Point: Clerk to issue a letter in response.

15. 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.

Porlock Community Library

Cllr. Ware reported that a Toddler and Baby Group will be at the Library every Tuesday from 09:30 – 10:30. Cllr. Ware asked the Councillors to support the Library on Facebook and confirmed training was still on going and so far 145 visitors have been recorded.

Porlock Vale Tourist Association

The PPC wished to extend their sympathies to Debbie Stanyon following her recent accident which has left her temporarily incapacitated. Please see attached report.

Porlock Weir

Nothing to report.

Recreation Ground

Cllr. Gable noted that the campaign to request all dog owners to respect the rules of all dogs to remain on their leads unless inside the dog park had so far proved successful.

St. Dubricius First School

Nothing to report.

Village Hall

Nothing to report.

There being no other business the meeting closed at 09:44pm.

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09th February 2022

Chairman