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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 09th February 2022 at 7.30p.m

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

1. Apologies

Apologies were received from Cllr. Briggs due to family commitments and Cllr. Boden due to illness.

Proposer: Cllr. Bloys
Seconder: Cllr. Fraser

UNANIMOUSLY APPROVED

2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations

Cllr. Boden had previously noted an interest in Item 6 and Cllr. McCanlis noted an interest in Item 9i.

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

i. Full Council Meeting held on the 12th January 2022

Proposer: Cllr. McCanlis
Seconder: Cllr. Thornton

UNANIMOUSLY APPROVED

It was **APPROVED** that the minutes as previously circulated for the Full Council Meeting held on the 12th January 2022 be approved and signed as a correct record with the following amendments:

Pg1 Cllr. Thornton was not recorded as present.

Pg6 Item 14:

Cllr. McCanlis reported from his recent experience of Chairing the PHSSG Committee that there **isn't fully effective 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.

ii. Finance Committee Meeting held on the 01st February 2022

Proposer: Cllr. Ware

Seconder: Cllr. Fraser

7 Councillors APPROVE

2 Councillors ABSTAIN

***Cllr. Ellicott arrived at 19:37**

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. Policies and Documents Committee to review the PPC current Standing Orders by the 2022 Election
The Policies and Documents Committee are to review the current Standing Orders in time for the May 2022 election.
- iii. Queens Jubilee Celebrations
The Clerk reported that the PPC are joining with a number of Community Groups to arrange a joint celebration for the Queens Platinum Jubilee. The Celebrations will begin on Thursday the 02nd June and continue until the 05th June. A programme of activities will be published nearer the date outlining the activities available, there promises to be lots of activities for families to enjoy from a family picnic in the Recreation Ground with Jubilee Olympics and a performance by the Friends in Harmony Choir, to live Music at the Ship and a service of celebration at St. Dubricius Church. We look forward to seeing you there.

The meeting was adjourned for public participation.

5. Public Participation

None were present.

The meeting was reconvened.

6. Planning

6/27/22/103

Brackenwood, Porlock Weir, Minehead, TA24 8PA

Proposed erection of Summerhouse and formation of parking bay. Retrospective.

PPC Comments:

Following a review of the above Planning Application, Cllr. Boden has contacted ENP regarding their policies on garden outbuildings for clarification and is awaiting their response. The PPC wished to highlight their concerns regarding the frequency of Retrospective Planning Applications. The PPC would like to note their APPROVAL of the above Planning Application with the caveat that the current bollards are replaced with a natural material which is more in keeping with the surrounding area.

Proposer: Cllr. Thornton
Seconder: Cllr. McCoy

UNANIMOUSLY APPROVED

6/27/22/101 & 6/27/22/102LB

The Hunting Lodge, Hawkcombe, Porlock, TA24 8LR

Proposed replacement of 2 no roof light domes with 4 no low profile, fixed and double glazed roof lights.

PPC Comments:

Following a review of the comments provided by Cllr. Boden it was agreed to leave the Proposal in its original form for the PPC to provide their RECOMMENDATION.

Proposer: Cllr. Rayner
Seconder: Cllr. Bloys

5 Councillors APPROVE
3 Councillors AGAINST
2 Councillors ABSTAIN

The PPC were asked to provide their comments on the following Planning Appeal, Beach Cottage, Porlock Weir, Minehead. TA24 8PE, appeal ref APP/F9498/F/22/3290861.

7. Chairman's Announcements

Annual Parish Meeting

Following a brief discussion It was agreed that the Annual Parish Meeting is to be held on the 09th March 2022.

Action Point: Clerk to issue relevant invitations etc...

8. Somerset County Council and District Councillors' reports

Cllr. Milne, Somerset West and Taunton District Council:

Unitary Council Update

Cllr. Milne reported that anyone wishing to stand for election on the Unitary Council should ensure they have registered their nomination by 16:30 on the 05th April.

Somerset Waste Partnership

Residents of Minehead and surrounding local areas should start to receive the "Blue Bags" within the next week. This is to enable residents to recycle plastic bottles, tubs, pots and trays along with aerosol cans and foil.

Nesting Boxes

It was noted that Idverde are doing a national nest box survey from the 14th February 2022 and you can register your interest on their website.

Action Point: Cllr. Ware has asked Cllr. Milne to assist with the calculations of the slave meter currently in situ at D H Toilets.

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

Payment Number	Name	Description	Amount
	HMRC	National Insurance and Tax contributions	432.98
	Mrs. D Taylor-Pitkin	Clerk Salary	****
	Mr. E Nichols	OSB Caretaker salary	****
	Mrs. M Perkins	Library Officer Salary	****
	Mark Jones	Cleaning of OSC Toilets & D H Toilets	65.00 180.00
	Balcas Energy	Wood Pellet delivery for OSC	676.20
	D Taylor-Pitkin	Zoom £11.99, WFH £6.00 per week @ 14 days from 15 th November 2021 – 02 January 2022 £10.00 phone supplement	33.99
	Bright HR	HR support	60.00
	Lovelace / Porlock Newsletter	Lovelace Grant	500.00
PHSSG	Tomato Creative	6th monthly payment for website	600.00
	Angela Newbold	Lantern making workshop	£50.00
	Will Rayner	Web hosting for Discover Porlock	560.00
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	43.84
Direct Debit	Bulb	Monthly Payment for D H Toilets Electricity supply	40.00
Direct Debit	BT	Telephone & Internet for Parish Office/Library	86.86

Invoices are available on request for the above payments.*Bank Balances on the 07th February 2022:**

PPC Current Account: £168,986.86
 Allotment Trust Account: £18,513.65

Payments Received between 08/01/2022 – 07/02/2022:

Name	Description	Amount	Reference
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
HMRC	VAT refund	2011.66	Automatic Credit
PVTA	Electricity supply for the VC	151.35	Automatic Credit

Proposer: Cllr. Fraser
Seconder: Cllr. Thornton

UNANIMOUSLY APPROVED**a. Full Council to REVIEW the following RECOMMENDATIONS provided by the FC:**

- i. The following increase of permit costs for PPC Car Parking Bays:

	Current Price	Increased to
One Parking Bay per family	£150.00	£175.00
Two Parking Bays per family	£150.00 per bay	£175.00 for 1st parking bay £200.00 for 2nd parking bay
Motor Home / Camper Van	£150.00 per vehicle	£250.00 per vehicle

Following a robust discussion it was highlighted that Highbank Car Park will require a policy for the use of the car park and this will be passed to the Policies and Documents Committee to review. It was noted that the cost of a High Bank Car Park bay is still below the cost of a parking permit purchased through the District Council. Cllr. Rayner noted that a lot of families are facing additional running costs this year and would prefer a smaller increase to mitigate the financial impact, Cllr. Fraser noted that the costs of the parking bays have not been reviewed since the car parks inception in 2012.

Proposer: Cllr. Ware

Seconded: Cllr. Fraser

7 Councillors APPROVE

2 Councillors AGAINST

1 Councillors ABSTAIN

Action Point: Clerk to draft a High Bank Car Park Policy for review

- ii. FC RECOMMEND to proceed with the Three Atop Woodland Services quote for tree works at Hawkcombe Cemetery.

Proposer: Cllr. Thornton

Seconded: Cllr. McCoy

UNANIMOUSLY APPROVED

10. Matters raised for information purposes only.

Cllr. Bloys requested an update on the development of the picnic site as the area is currently in a rather bad state due to misuse by dog owners who neglect to tidy up after themselves. The Clerk reported that St. Dubricius First School are to host a competition for the children to design anti dog fouling posters, the winning posters are to be displayed around the Village with the hope of encouraging owners to be more responsible.

Cllr. Bloys also requested clarity on the road markings at the foot of Dunster Steep which were removed during the development of Meadowhayes.

Action Point: Clerk to contact Mr D Hancock for an update on the development of the Picnic site.

Action Point: Clerk to contact Highways regarding the road markings at the foot of Dunster Steep.

Cllr. McCanlis noted that the RATIFICATION of the decisions and actions made during the previous Zoom meeting held in January had not been placed on the Agenda for review by the Full Council:

The Chairman PROPOSED that the current Agenda is amended to include the following proposal:

In accordance with Standing Order 5. a v. to amend the current Agenda to include an item To ratify the Actions identified in the Minutes of the Meeting dated 12th January, 2022.

Proposer: Cllr. Wood
Seconder: Cllr. McCanlis

UNANIMOUSLY APPROVED

New Item:

Full Council to APPROVE the actions outlined in the Minutes for the meeting held on 12th January 2022.

Proposer: Cllr. Wood
Seconder: Cllr. McCanlis

UNANIMOUSLY APPROVED

11. Update on potential traffic calming measures for the A39 – Chairman to report.

The Chairman attended a meeting with a number of representative from neighbouring parishes to discuss the potential traffic calming measures that could be applied in this area. Selworthy and Minehead Without are intending to proceed with the proposal to reduce the speed limit to 50mph but would like to proceed with the input from neighbouring Villages. Mr P Bate is to provide a presentation, at 10am on the 15th February 2022, to the available Councillors and the matter will be brought back to the Full Council for discussion.

12. Update on the 20s Plenty Campaign

This item has been deferred to the following meeting.

13. The Strategy Committee to report on the Election Plan 2022

Cllr McCanlis had previously provided an article to be published in Porlock Newsletter and a Q&A sheet to be made available to public. Cllr. Rayner also provided a poster advertising the upcoming election with the hope of engaging with the Community. All Councillors were satisfied with the information provided and were happy for it be dispersed within the Community.

14. Review of the security measures at the Old School Centre – Clerk & Cllr. McCanlis to report.

Cllr. McCanlis requested this item for review having previously been denied use of the Parish Room outside of the Clerks working hours. It was noted that a number of sensitive items of information are kept on site at the Old School Centre by the PPC, Porlock Community Library, Lovelace Centre and Porlock Visitor Centre. Outside of the working hours of the Clerk access can only be gained by the use of a security code and keys. Following a potential security breach the previous year by a member of staff / volunteer the PPC requested a security review by a local company and were advised to limit the access to the security information for the OSC thus maintaining the desired level of security. It was agreed that the Parish Room be made available to current Councillors within the Clerks working hours only.

15. PPC to discuss Porlock & Porlock Weir Conservation Areas – Chairman to report

Following a request by Thomas Thurlow, Historic Buildings Officer from ENPA, Councillors were asked to review the Porlock Conservation Appraisal available on line [untitled \(exmoor-nationalpark.gov.uk\)](https://www.exmoor-nationalpark.gov.uk) and provide their comments by 18th February 2022.

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

Please see attached report. It was confirmed that the responsibility for the ongoing maintenance for the floral displays throughout the Village is to be managed by the PPC, as RECOMMENDED by the Finance Committee on the 04th November 2021 and the Full Council Meeting 08th December 2021. It was noted that the ownership of the website is to be reviewed with a view to encouraging engagement with the Traders of Porlock. Cllr. Fraser advised he would ensure the alterations to improve accessibility to the OSC will be completed by 31st March 2022. All remaining funds for the PHSSG which have not been spent by the 31st March 2022 has to be returned to SW&T.

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

Please see attached report.

18. Update on the Unitary Committee.

The Clerk provided information by email on the 02nd February 2022.

19. Correspondence

The Clerk noted further complaints regarding the management of Porlock Caravan Park and the unfair treatment received by some of the long-term occupants of the Static Caravans/lodges had been received.

There were also a number of complaints regarding dog fouling along the Drang, Villes Lane and Sparkhayes Lane leading down to the Marsh.

20. Reports from Outside Bodies

Coastal Communities Team

Nothing to report.

Doverly Manor

Nothing to report.

Highways

Nothing to report.

Porlock Community Library

Cllr. Ware reported that the membership has increased due to the success of the Toddler Group. An art and craft day is to be held during the February half term. The potential to open for a full day in April is also being investigated. An art competition is to be held for 8 to 16 year olds with information to be released shortly as well as playing host to a Plato Group.

Porlock Vale Tourist Association

Due to unforeseen circumstances, the Visitor Centre is currently short staffed and opening days and times will be reduced until the end of March, until we have recruited new staff and the Visitor Centre Manager is fit to return.

We are thrilled to announce that Porlock Visitor Centre is a finalist in the Bristol, Bath and Somerset Tourism Awards. We will hear which level on 17th February 2022.

Porlock Weir

Nothing to report.

Recreation Ground

Cllr. Gable noted that they are just entering the busy season for the Recreation Ground with the emphasis on the first Summer Fayre in three years and the main focus of the Queens Jubilee Celebrations in June.

St. Dubricius First School

Nothing to report.

Village Hall

Nothing to report.

There being no other business the meeting closed at 09:30pm.

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09th March 2022

Chairman