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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 09<sup>th</sup> March 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. Rayner due to family commitments and Cllr. Bloys due to illness.

**Proposer:** Cllr. Fraser  
**Seconder:** Cllr. Boden

**9 Councillors APPROVED**  
**1 Councillor ABSTAINED**

#### **2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations**

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 09<sup>th</sup> February 2022**

**Proposer:** Cllr. Ware  
**Seconder:** Cllr. McCanlis

It was **APPROVED** that the minutes as previously circulated for the Full Council Meeting held on the 09<sup>th</sup> February 2022 be approved and signed as a correct record with the following amendment:

#### **Page 3:**

**Action Point:** District Cllr. Milne was asked by Cllr. Ware to assist with identifying the correct point of contact at SW&T who can confirm the billing arrangements for the lighting at Doverhay Car Park and for the Clerk to then issue an invoice.

## ii. Finance Committee Meeting held on the 01<sup>st</sup> February 2022

It was **APPROVED** that the minutes as previously circulated for the Finance Committee Meeting held on the 01<sup>st</sup> February 2022 be approved and signed as a correct record with the following amendment:

### **2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations.**

*None were noted.*

**Proposer:** Cllr. Fraser

**Seconder:** Cllr. Ware

**UNANIMOUSLY APPROVED**

### **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.

The meeting was adjourned for public participation.

### **5. Public Participation**

The public present did not wish to participate.

The meeting was reconvened.

### **6. Planning**

**VAL/22/085**

**TREES TO THE EAST OF PORLOCK CEMETERY, DOVERHAY,**

This Item had been removed from ENPA Planning website at the time of the Full Council Meeting.

**6/27/22/106**

**WATERMILL COTTAGE, HAWKCOMBE, PORLOCK, MINEHEAD, TA24 8QW**

Cllr. Boden reported as the application is retrospective the structure is already in situ and is a half glazed double front doored large (3m square) wooden garden building. The structure is in the detached land strip belonging to Watermill Cottage land. It is visible to surrounding properties and from the roadway. ENPA does have policies covering garden and vernacular buildings, but the structure has already been constructed and in place for awhile. I would therefore suggest we consent to the retrospective application but ask ENPA to confirm that there are no potential future development rights on this "shed".

**Proposer:** Cllr. Wood

**Seconder:** Cllr. Fraser

**5 Councillors APPROVED**

**4 Councillors ABSTAINED**

**1 Councillor AGAINST**

**6/27/22/105 21, PARKS VIEW, PORLOCK, MINEHEAD, TA24 8NG**

This is for creation of a block work, rendered long garage with pitched roofed. Main garage door glazed side door and rear glazed window. It would appear from the photos that a previous base for a smaller shed was in offset position to house the proposed garage would be to the side of the property. My only concern would be the length of the garage and it's overall potential size may lead to potential future plans to convert this into a vernacular dwelling. Therefore I suggest we approve application but suggest the ENP add a condition that it can only be used as a garage or workshop and not for residential use.

**Proposer:** Cllr. Thornton

**Seconder:** Cllr. Ware

**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:**

Confirmation of new Boundaries

Cllr. Milne reported that the boundaries for May 2024 General Election boundaries have changed and now include Porlock, Simonsbath, Dulverton, Exbridge, Tiverton, Williton, North Wellington, West Bagborough, Stogursey, Watchet and Minehead and Porlock is to belong to the constituency of Tiverton and Minehead.

**9. Finance:**

**March accounts to be passed for payment – Cllr. Fraser to report.**

| Payment Number      | Name                        | Description                                                                                                                | Amount                                             |
|---------------------|-----------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
|                     | HMRC                        | National Insurance and Tax contributions                                                                                   | <b>432.98</b>                                      |
|                     | 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                                                                                      | <b>75.00</b><br><b>220.00</b>                      |
|                     | Paul Wells                  | Pat Testing @ OSC (PO & Library)                                                                                           | <b>145.50</b>                                      |
|                     | Porlock Home & Hardware     | Cleaning Items for OSC                                                                                                     | <b>4.75</b><br><b>4.24</b>                         |
|                     | SLCC                        | Annual Membership                                                                                                          | <b>186.00</b>                                      |
|                     | D Taylor-Pitkin             | Zoom £11.99, WFH £6.00 per week @ 14 days from 15 <sup>th</sup> November 2021 – 02 January 2022<br>£10.00 phone supplement | <b>33.99</b>                                       |
|                     | Bright HR                   | HR support                                                                                                                 | <b>60.00</b>                                       |
| <b>PHSSG</b>        | West Somerset Garden Centre | Spring flowers/feed for planters                                                                                           | <b>108.73</b>                                      |
| <b>Direct Debit</b> | NEST                        | Clerk Pension – Parish Council and Clerk contributions                                                                     | <b>77.10</b>                                       |
| <b>Direct Debit</b> | Bulb                        | Monthly payment for Old School Building including the Library, Electricity supply                                          | <b>43.84 Parish Office</b><br><b>68.18 Library</b> |
| <b>Direct Debit</b> | Bulb                        | Monthly Payment for D H Toilets Electricity supply                                                                         | <b>40.00</b>                                       |

|                     |    |                                                |               |
|---------------------|----|------------------------------------------------|---------------|
| <b>Direct Debit</b> | BT | Telephone & Internet for Parish Office/Library | <b>123.68</b> |
|---------------------|----|------------------------------------------------|---------------|

**\*Invoices are available on request for the above payments.**

**Bank Balances on the 07<sup>th</sup> March 2022:**

PPC Current Account: £167,638.89

Allotment Trust Account: £19,126.32

**Payments Received between 08/02/2022 – 07/03/2022:**

| Name            | Description                         | Amount  | Reference        |
|-----------------|-------------------------------------|---------|------------------|
| Bay 12          | High Bank Car Park                  | 12.50   | Automatic Credit |
| Hedley Price    | Internment of ashes                 | 150.00  | 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 |
| Bay 13          | High Bank Car Park                  | 175.00  | Automatic Credit |
| EROB            | NP1 Row I                           | 500.00  | 1415             |
| EROB            | TBC                                 | 500.00  | 1416             |
| Hedley Price    | Ashes internment NP1 plot 16 Row D  | 75.00   | 1417             |
| D H Toilets     | Cash Collection – 10/11/2021        | 41.00   | 1418             |
| D H Toilets     | Cash Collection- 09/02/22           | 30.00   | 1419             |
| D H Toilets     | Cash Collection- 20/10/21           | 100.00  | 1420             |
| V H Honesty Box | Cash Collection                     | 56.00   | 1421             |
| Porlock Library | Income                              | 18.45   | 1422             |
| V H Honesty Box | Cash Collection                     | 81.70   | 1423             |
| Porlock Library | Income                              | 355.30  | 1424             |
| Allotment Trust | Dividend                            | 612.53  | Automatic Credit |

**Proposer:** Cllr. Thornton

**Seconder:** Cllr. Fraser

**UNANIMOUSLY APPROVED**

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

**i. Dunster Steep:**

FC RECOMMEND £2,500 should be placed in an EMF in order to cover the legal costs of the purchase of the strip of land kindly donated by the local resident.

**Proposer:** Cllr. Fraser

**Seconder:** Cllr. McCoy

**UNANIMOUSLY APPROVED**

**ii. Traffic Calming Measures for the A39:**

FC RECOMMEND that the PPC set aside £1500.00 in an EMF which will go towards the overall requested amount of £7,000.00.

**Proposer:** Cllr. Fraser

**Seconder:** Cllr. McCoy

**9 Councillors APPROVE**  
**1 Councillor ABSTAIN**

**iii. PVTA Grant request:**

The Finance Committee recommend the PPC support, in principle, a one off financial contribution to the PVTA once a project has been outlined, costed and a timeline has been established.

Concerns were raised that the application form did not meet the criteria of the current grant application form. However it was noted that a Grant Policy and a revised form is to be reviewed by the Policy and Documents Committee shortly. However it was agreed in **principle** for a grant application to be re-submitted with a outlined project which has been costed and a established timeline is provided.

**Proposer:** Cllr. Wood

**Seconder:** Cllr. Fraser

**8 Councillors APPROVE**  
**2 Councillors AGAINST**

**10. Matters raised for information purposes only.**

None were noted.

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

The Chairman advised once all the funding has been received and confirmation has been sent to Somerset Highways an update will be available.

**12. Update on the Porlock High Street Support Group & EU Welcome Back Fund – Cllrs. Thornton & McCanlis to report.**

Cllr. Thornton previously provided reports updating the PPC for both of the grant funds. Cllr. Thornton also confirmed SW&T are to be deliver the new rubbish/recycling bins on the 24<sup>th</sup> March 2022. The new signage will be displayed alongside the Highstreet shortly.

**13. Update on the Unitary Committee.**

The Clerk provided information by email on the 02<sup>nd</sup> March 2022.

**14. Correspondence**

A number of complaints had been received regarding dog fouling along the Drang parallel to the Church wall.

It was noted that a Static Caravan had been moved through the High Street Porlock from Porlock Caravan Park without prior notification and had caused a traffic jam which took quite some time to abate.

**Action Point:** Clerk to contact Highways and the caravan park to confirm the correct procedure for the removal and deliver of the static caravans.

**15. 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 he had concerns regarding the fine amnesty that had been called by SCC, as outstanding fines formed a substantial part of the Library income.

The Library is to host a monthly surgery in the Library and one to one tuition on the use of iPad is also to be provided.

Porlock Vale Tourist Association

Nothing to report.

Porlock Weir

Nothing to report.

Recreation Ground

Cllr. Gable noted that they are all working hard on the upcoming events such as the Football Festival, Queens Platinum Jubilee and the Summer Country Fayre as well as other sporting events to come before September.

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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13<sup>th</sup> April 2022

Chairman