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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 08<sup>th</sup> January 2020 at 7.30p.m.**

**Members Present:** Cllr. McCoy, Chairman,  
Cllr. Milne, Vice-Chairman (SW&TD)  
Cllr. Mrs. Ellicott, Cllr. Fraser, Cllr. Mrs. Gable, Cllr. Hancock, Cllr. McCanlis,  
Cllr. Maw, Cllr. Rayner and Cllr. Ware.  
Also present: Cllr. Mrs Frances Nicholson (SCC)  
Mrs. D Taylor-Pitkin (Clerk)

#### **1. Apologies**

Apologies were received from Cllr. Wood due to family commitments.

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

None were noted.

#### **3. The Minutes of the meeting held on the 11<sup>th</sup> December 2019 to be confirmed**

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated of the meeting held on the 11<sup>th</sup> December 2019 be approved and signed as a correct record with the following amendments:

Pg2, Village Hall Air Band Mast

***The PPC are currently awaiting approval*** for the replacement metal post in place of the original timber one. A response is expected early next year.

Pg4, **15. Climate Emergency Presentation and Workshop update – Cllr. McCanlis to report**

*Cllr. McCanlis is to form a people's assembly which will include residents, local business owners and people from within the Vale. A report will be provided at a later date.*

#### **4. Matters for report not on the Agenda**

##### Highways

Cllr. Mrs. Gable had been advised by a member of their staff that the road sweeping company which services the road that runs adjacent to the rear of Porlock Cemetery appears to have changed its route without prior notice. As a result the road by the Cemetery has become cluttered and treacherous to pass.

**Action Point:** Clerk to contact Company for confirmation.

#### Revision of the Electricity Providers for the PPC

Cllr. Ware provided a report on the current electricity providers for Doverhay Toilets, the Old School Centre and the Library with a view to using the same provider for all three as the contracts have either ended or are due to end shortly. Please see attached report. Cllr. McCanlis advised it would be prudent to seek quotes from renewable sources in view of the current climate crisis.

**Action Point:** Clerk to source quotes from Bulb and various climate friendly electricity companies and report back at a later date.

#### **5. Public Participation**

None were present.

The meeting was reconvened.

#### **6. Somerset County Council and District Councillors' reports**

##### **Cllr. Mrs Frances Nicholson (SCC)**

##### **Meeting to raise issues with Highways**

Cllr. Nicholson reported a meeting has been scheduled for the 20<sup>th</sup> January at the White Horse in Exford at 6pm and local parishes have been invited to attend in order to address any ongoing concerns they have with Highways direct with David Fothergill. If none of the PPC are available to attend a paper report detailing any outstanding issues is acceptable.

##### **Salt Bin placed near Chetsford Bridge**

It was reported that the salt bin located near Chetsford Bridge has now been stolen and an alternative should be sourced.

**Action Point:** Clerk to investigate insurance cover for salt bin and potential sources for a replacement.

#### **7. Planning Applications considered:**

**6/27/19/114**

**Porlock Picnic Site, High Bank Porlock.**

Proposed erection of 3 two-bedroom local needs affordable dwellings.

**The Planning Committee have agreed to postpone any decision until the 17<sup>th</sup> January in order to thoroughly review the application, an extension is to be sought from ENP Planning Department.**

#### **8. Finance**

The following accounts for January were approved and passed for payment:

##### **Bank Balances on the 02nd January 2020:**

|                          |             |
|--------------------------|-------------|
| PPC Current Account:     | £143,273.53 |
| Allotment Trust Account: | £16,196.96  |

**Payments approved for January 2020:**

| <b>Name</b>              | <b>Description</b>                                        | <b>Amount</b> | <b>Reference</b> |
|--------------------------|-----------------------------------------------------------|---------------|------------------|
| Mrs C Fitzgerald         | Assistant Clerk Salary (last payment)                     | ****          | 5125             |
| Mrs. D Taylor-Pitkin     | Clerk Salary                                              | ****          | 5126             |
| HMRC                     | National Insurance and Tax contributions                  | <b>274.45</b> | 5127             |
| Spar                     | Thank you Gift for Volunteer Maintenance Team             | <b>36.00</b>  | 5128             |
| Mr E Nichols             | Holiday Cover for Mark Jones Cleaning Doverhay Toilets    | <b>70.00</b>  | 5129             |
| BT                       | Telephone & Internet for Parish Office/Library (December) | <b>93.30</b>  | Direct Debit     |
| BT                       | Telephone & Internet for Parish Office/Library (November) | <b>100.36</b> | Direct Debit     |
| NEST                     | Clerks Pension – Parish Council and Clerk contributions   | <b>66.33</b>  | Direct Debit     |
| Mark Jones               | Cleaning Doverhay Toilets                                 | <b>280.00</b> | 5130             |
| British Gas              | Electricity Supply to the library 14/08/19 – 31/10/19     | <b>199.83</b> | 5131             |
| Coomber Security Systems | Engineer call out fee for pad issue in the vestibule      | <b>54.00</b>  | 5132             |

**Payments Received between 03/12/19 – 02/01 /2020:**

| <b>Name</b>                 | <b>Description</b>                  | <b>Amount</b> | <b>Reference</b> |
|-----------------------------|-------------------------------------|---------------|------------------|
| P & W Day                   | Friends of Porlock Library Donation | <b>5.00</b>   | Automatic Credit |
| E & I Ellis                 | Friends of Porlock Library Donation | <b>5.00</b>   | Automatic Credit |
| Bay 12                      | High Bank Car Park                  | <b>12.50</b>  | Automatic Credit |
| M & M McCoy                 | Friends of Porlock Library Donation | <b>8.00</b>   | Automatic Credit |
| Doverhay Toilet             | Cash Collection                     | <b>71.80</b>  | 1525             |
| Doverhay Toilet             | Cash Collection                     | <b>51.20</b>  | 1526             |
| Porlock Library             | Generated Income                    | <b>31.55</b>  | 1527             |
| Porlock Library             | Generated Income                    | <b>33.85</b>  | 1528             |
| Village Hall Honesty Box    | Cash Collection                     | <b>135.00</b> | 1529             |
| P & W Day                   | Friends of Porlock Library Donation | <b>5.00</b>   | Automatic Credit |
| E & I Ellis                 | Friends of Porlock Library Donation | <b>5.00</b>   | Automatic Credit |
| I H Hillier                 | Friends of Porlock Library Donation | <b>24.00</b>  | Automatic Credit |
| Porlock Tourist Association | Rent for Old School Building        | <b>496.00</b> | Automatic Credit |

## **9. Matters Arising**

None were noted.

## **10. Casual Vacancy to Co-Opt following the resignation of Cllr. Mrs Molly Groves**

Two applications were received for the post and by a confidential vote of the Councillors present it was **RESOLVED** that Mr. Nigel Boden be co-opted to the Council with effect from the 12<sup>th</sup> February 2020.

## **11. Update on Porlock Fire Station – Cllr. Milne to report**

Cllr. Milne reported that the outlook for Porlock Fire Station looked positive and an announcement that the Fire Station is to remain open should be confirmed on Friday the 10<sup>th</sup> January by the Fire Authority. Cllr. Milne note his gratitude for all those who took the time to involve themselves and participate in the campaign to save Porlock Fire Station.

## **12. To consider the restoration of the War Memorial at Dunster Steep – Clerk to report**

The Clerk reported that a number of complaints had been received regarding the War Memorial as it has degraded in the weather and has proved difficult to decipher some of the names. In view of the celebrations this year for VE Day it was proposed that the Clerk investigate a safe method of cleaning/restoring the Memorial and any potential grants which would assist with the cost.

**Action Point:** Clerk to investigate cleaning/restoration methods and potential grants available to the PPC.

## **13. Update on training for Councillors – Clerk to report.**

This Item has been deferred to the next meeting whilst awaiting confirmation of available dates.

## **14. Clarity on the authority of members to act on behalf of the Council – Cllr. Rayner to report.**

Following the release of the Safer Together Report to the Fire Service on behalf of the PPC, Cllr. Rayner raised concerns that the document had not been passed for approval through the Full Council. Whilst it was extenuating circumstances and time sensitive the Clerk confirmed in conjuncture with SALC that this was the improper channel. A document/decision cannot be issued on behalf of the PPC without first being presented to the Full Council for their approval, however a committee or sub-committee with previously delegated powers can communicate on behalf of the full council.

## **15. Climate Emergency Presentation and Workshop Update – Cllr. McCanlis to report.**

Cllr. McCanlis reported following his attendance at the Workshop that information is still being gathered and he has received support from Mark Ward. Cllr. McCanlis proposed investigating to see if there is a appetite for a Peoples Assembly to be formed within the Village and Cllr. McCanlis is to provide a report to the PPC on the progress made. This group will function independently of the PPC but will provide regular reports on progress made.

**The PPC Unanimously APPROVED**

## **16. The PPC to consider a declaration of Ecological Emergency – Cllr. McCanlis to report.**

Following the proposal by Cllr. McCanlis that the PPC release a Declaration of Ecological Emergency at the December meeting, Cllr. McCanlis issued a draft statement for approval by the PPC. Following a discussion it was noted that whilst the majority of the Councillors present agree with the document in principle, certain areas required clarity. It was agreed that all Councillors are to provide Cllr. McCanlis with their comments/contributions to the statement by the end of January for a review at the Full Council meeting in

February. A draft copy of the Somerset County Council Climate Emergency Framework document is to be issued to Councillors for consideration.

**Action Point: All Councillors to provide their comments/contributions to Cllr. McCanlis by the end of January.**

#### **17. Correspondence.**

A letter received from C.L.O.W.N.S requesting a potential grant is to be reviewed at the Finance Committee Meeting held on the 03<sup>rd</sup> March 2020.

#### **18. Reports from Outside Bodies**

##### Coastal Communities Team

Nothing to report.

##### Doverly Manor

Cllr. Hancock reported that quotes are being sought for the repair of the wall directly outside the museum which was recently damaged by a passing vehicle. The museum is also pleased to announce that the Snooker Club has received a influx of new members and will no longer be closing thanks to a publication in a local newspaper reporting on its lack of members.

##### Highways

Nothing to report.

##### Library

Cllr., Ware advised he is to attend the CLP forum next week to be held in Taunton on behalf of Porlock Library and the PPC.

##### Porlock Vale Tourist Association

Cllr. Maw reported that the PVTa are pleased to welcome Debbie Stanyon as the new Manager of the Visitor Centre and they all look forward to working with her in the future. The refurbishment of the Visitor Centre has been downsized considerably over the last month and the new plans consist of a small store/office on the ground floor. Consideration is to be given to raising the profile of the Visitor Centre throughout the Village with the following suggestions:

- a thank you board to be mounted on the church railings
- installation of a water fountain for use by the general public at the Old School Centre
- improvement of the signage to the Visitor Centre throughout the Village

Sarah Lambourne is to spearhead a marketing campaign for the Visitor Centre, predominantly via social media. The PVTa are to hold their AGM on the 18<sup>th</sup> March 2020, location and time to be confirmed shortly.

##### Porlock Weir

Nothing to report.

##### Recreation Ground

Nothing to report.

##### St. Dubricius First School

Cllr. Ellicott reported that F.R.O.S.T.S had been very busy and had £400 last term. Unfortunately due to illness the Christmas fair was cancelled but will be re-scheduled in the new year.

Village Hall

Cllr. Hancock advised the previously damaged wall has now been repaired.

**19. Risk Identification**

Cllr. McCanlis noted the security measures still require attention at the Parish Office. It was noted there is a broken manhole cover in the Orchard behind the Old School Building.

**Action Point:** Cllr. Hancock is to investigate replacement/repairs for manhole cover.

**20. Items for Report**

There being no other business the meeting closed at 21:40.

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08<sup>th</sup> January 2020 Chairman