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Office Hours:  
Tuesday 9:30 – 14:00  
Wednesday 9:30 – 14:00  
Thursday 9:30 – 14:00  
Friday CLOSED



Clerk to the Council  
Mrs. D. 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> January 2019 at 7.30p.m.**

**Members Present:** Cllr. M. McCoy, Chairman  
Cllr. R. Hall, Vice Chairman  
Cllr. Mrs. Ellicott, Cllr. Mrs. Gable, Cllr. Growden, Cllr. Hancock  
Cllr. Latham, Cllr. Milne, Cllr. Mrs. Nixon, Cllr. Mrs. Russell,  
Cllr. Sage & Cllr. Ware.  
**Also present:** Cllr. Mrs Nicholson (SCC)  
Cllr. Mrs. Mills (WSC)  
Cllr. Clifford (WSC)  
Mrs. D Pitkin (Clerk)

The Council were pleased to receive Mr. Cardwell who is the Manager of Porlock Caravan Park at the Council Meeting for a progress report on the development of the Park. 31 Bases are currently under construction and 10 of these spaces are to be made available as caravan pitches for the time being. It is predicted to take 3 years to sell 21 of the new Static Caravans with completion of the site expected within 2023 – 2025. At this point the site will not longer have the facilities to accept tourers. The back field on the site can accommodate 70 campers but does not have provision for electricity or drainage, however the site does provide bathroom and kitchen facilities in the main area. Cllr. Hall noted that local businesses were concerned that the footfall in the village would be affected with the loss of short stay facilities. Mr. Cardwell advised the Owners were keen to work with the Village and were considering whether a number of the static holiday homes should be made available for short stay holiday let, although ownership of the holiday homes has been encouraged. Cllr. Hall suggested the local businesses should be well advertised throughout the site and in the welcome packs issued to the owners of the holiday homes to encourage the use of Porlock High Street businesses. Cllr. Mrs. Mills asked Mr. Cardwell to reinforce the strategy for the delivery of the Holiday Home units through the High Street so that ample warning was provided and there is sufficient time to prepare. Mr Cardwell assured the Council he would pass their comments on to the new Owners.

#### **1. Apologies**

None were received.

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

Both the Chairman Cllr. McCoy and Cllr. Hancock noted their interest in planning application **6/27/18/117 Former Porlock Abattoir.**

### **3. The Minutes**

It was unanimously **RESOLVED** that the minutes as previously circulated of the meeting held on the 12<sup>th</sup> December 2018 be approved and signed as a correct record with the following amendments:

### **5. Public Participation**

*There was no comment from the public present*

### **15. Update on the Library**

*Cllr. Ware reported following the Finance Meeting on the 07<sup>th</sup> December the library partnership will cost us roughly £1900 per year which is £900 more than the previous year. Should the Library qualify for Business rate relief the cost will be considerably lower. Cllr. Ware is to have a meeting with the Volunteer representatives to discuss the extra implications for the volunteers under the proposed new agreement. Cllr Ware advised that the amendment put forward by SCC for the provision of fully paid Library Staff for 3 hours a week isn't required for Porlock Library. Cllr. Ware recommended the Parish Council approve the Library Partnership for the next 7 years, it was **UNANIMOUSLY APPROVED** by the full Council.*

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

#### **Recreation Ground**

Cllr. Latham advised in order to clarify that the PPC is acting fully within their powers, an investigation is being conducted through historical correspondence and PPC Minute books dating back to 1949 to confirm the ownership of the Recreation Ground. Cllr. Gable voiced concerns over the length of time that had passed since the beginning of the transfer and the lack of communication between all parties. It was agreed to arrange a meeting between both the Recreation Ground, Porlock Parish Council and their solicitors to attempt to reach a satisfactory conclusion, a preliminary meeting is to be arranged in the interim between just the Porlock Parish Council and the Chairman of the Recreation Ground to discuss possible options.

#### **Local Elections in May**

Cllr. Hall noted due to four well established Councillors standing down at the May election a contingency plan should be devised to ensure there is minimum impact to the new Council. It was agreed a subcommittee involving the Chairman, Cllr. Hall, Cllr. Growden and Cllr. Milne will outline a preliminary action plan and report back at a later meeting.

#### **Buckingham Palace Garden Party**

Following an email from SALC asking for nominations of deserving Councillors to attend the Garden Party held at Buckingham Palace every year, Cllr Growden nominated Cllr. Mrs. Russell. This was unanimously **APPROVED** by the full council.

The meeting was adjourned for Public Participation.

### **5. Public Participation**

The public present did not wish to comment.

The meeting was reconvened.

## **6. Somerset County Council and District Councillor's reports**

It was confirmed by Cllr. Hall to Cllr. Mrs Nicholson that further salt bags were not required and that salt bins are to be replenished shortly. Following a County wide car parking review, it was noted that the County Council will be addressing the methods of signage notifying changes to traffic and road works and provide greater information to the public regarding these matters. The Chairman wished to note his gratitude to Cllr. Nicholson for her support in obtaining new road signs for the Village.

## **7. Planning**

**WTPO 18/05 12 Hurlstone Park, Bossington Lane, Porlock**

Trees to be felled due to disproportional size for location.

**Whilst the Parish Council as a rule do not approve the removal of healthy trees because of their size, however these trees are too large for their setting and are a potential hazard to the property in close proximity. The Council recommends re-planting small indigenous trees in their place.**

**6/27/18/118 The Orchard, Redway, Porlock**

Proposed installation of 12 solar panels.

**The Council unanimously APPROVED the application.**

**6/27/18/117 Former Porlock Abattoir, Porlock Hill Road,**

Outline application for proposed demolition of existing buildings and construction of up to 11 new dwellings.

**Porlock Parish Council support the above planning application in principle with the following caveats below:**

- 1. The Council note that there is an Enforcement Notice ENF/0151/13 dated 12<sup>th</sup> February 2014 on the Greenfield land at the end of the site. It recommends that all the natural features be retained such as boundary hedges, existing trees etc...**
- 2. It was confirmed at the Public Consultation that instead of 5 affordable homes as previously agreed it is now to be 3. The Parish Council would like this number to be increased if possible, in order to provide more opportunities for low income families and would also like a wider range of Social Housing to be considered including Self Build.**
- 3. The safety of the entrance is a paramount concern among the residents, visibility is compromised for the increased number of vehicles entering and exiting the site. Over a number of years the Parish Council have called for improved traffic management in this area as there have been a number of accidents reported. Improvements to signage and speed restrictions would mitigate to some extent the inadequate entrance to the site.**

## 8. Finance

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

|                                                                     |                |
|---------------------------------------------------------------------|----------------|
| Mrs D Pitkin – Clerk’s salary                                       | 1,219.48       |
| Ricoh – rent and copies from photocopier 01/12/18 – 28/02/19        | 520.04         |
| A Binding – Village & Verge contract                                | 487.50         |
| Ricoh – rent & copies from photocopier 01/09/18 – 30/11/18          | 470.34         |
| Society of Local Council Clerks – CiLCA course for Clerk            | 408.00         |
| HMRC – Deductions of NI & Tax from Clerk’s salary                   | 289.64         |
| Mr. Mark Jones – Cleaning of Doverhay & Parish Office Public Toilet | 280.00         |
| F.R.O.S.T.S – Grant for St. Dubricius First School                  | 250.00         |
| Society of Local Council Clerks – Membership for SLCC               | 175.00         |
| SSE Electricity – Supply to Doverhay Toilets 09/18 – 12/18          | 97.62          |
| SSE Electricity – Supply to Doverhay Toilets 03/18 - 06/18          | 80.94          |
| BT – Telephone and internet for Parish Office                       | 53.94          |
| Nest – Pension Payment for Clerk                                    | 42.06          |
| Pro Green – Window cleaning at the Parish Office                    | 17.00          |
| Mrs. C Fitzgerald – Assistant Clerk’s salary                        | 13.65          |
|                                                                     |                |
| <b>Overall Total</b>                                                | <b>4405.21</b> |

Bank Balances on the 28<sup>th</sup> December 2018.

|                 |                   |
|-----------------|-------------------|
| Current Account | 132,005.62        |
| <b>Total:</b>   | <b>132,005.62</b> |

|                         |                  |
|-------------------------|------------------|
| Allotment Trust Account |                  |
| Current Account         | 0.00             |
| Reserve Account         | 14,938.06        |
| <b>Total:</b>           | <b>14,938.06</b> |

## 9. Matters Arising

The Chairman confirmed that Mr. Alistair Campbell and Mr Grant Dennis have volunteered to organise the Flood Warden Scheme and will report back at a later date.

## 10. Repairs for the Old School Centre Wood Pellet Boiler

The Chairman reported that due to the way that the wood pellets are fed into the wood pellet boiler, damp has caused the wood pellets to solidify which then impacts the mechanism and causes a blockage. It costs £750.00 to return the system to full working capacity again. In order to avoid further maintenance costs in the future Cllr. Hancock has investigated installing a Silo next to the library with a gravity assisted feeding mechanism which would eliminate the damp issue. Cllr. Hancock sourced two competitive quotes and a company called Bio Mass quoted £1500.00 for installation of a 3-tonne silo with fittings with the Village Hall maintenance team assisting with the installation. Cllr. Hall suggested approaching the Exmoor National Trust for a grant to assist with the costs.

## 11. Damage to the Village Hall Wall

The Chairman reported that Mrs. R Haw was investigating and will report back at a later date.

## **12. Update on the Abattoir Site following the meeting on the 04<sup>th</sup> January 2019**

Please see Item 7.

## **13. Correspondence**

None was received.

## **14. Reports from Outside Bodies**

### Coastal Communities Team

Cllr. Hall confirmed a presentation of the Economic Plan for the General Public is to be held on the 24<sup>th</sup> January 2019 at 7pm in the Village Hall. The meeting is designed to provide an update on the 3 prongs of the grant application, improvements to Porlock Marsh, refurbishment of the Visitor Centre and the digital remarketing of the Tourist Association.

### Doverly Manor

Nothing to report.

### Library

Nothing to report.

### Porlock Vale Tourist Association

Following the recent Management Meeting it was highlighted that due to the loss of grant money this year it is expected the finances to run at a £2,000 deficit. Cllr. Growden has been particularly proactive in sourcing outside sponsorships which should assist with the finances. Plans are underway for the 150<sup>th</sup> Anniversary of the publication of Lorna Doone and these will be confirmed shortly.

### Porlock Weir

Nothing to report.

### Recreation Ground

Nothing to report.

### St. Dubricius First School

Nothing to report.

### Village Hall

Nothing to report.

## **15. Risk Identification**

None was noted.

**16. Items for Report**

No items were reported.

There being no other business the meeting closed at 21:50.

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Chairman

DATE: 13<sup>th</sup> February 2019