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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 09th October 2019 at 7.00p.m.

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

The Council were pleased to receive a presentation from Porlock Manor Estate which outlined their potential plans for the future of Porlock Weir and the surrounding Estate. Please see attached report.

1. Apologies

Apologies were received from Cllr. Mr. Fraser 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 14th August 2019 to be confirmed

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated of the meeting held on the 14th August 2019 be approved and signed as a correct record with the following amendment:

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Action Point: Following the referencing of the Localism Act 2011, the Community right to challenge, Cllr. Rayner is to investigate the potential of the PPC taking over the running of the local fire service.

4. Matters for report not on the Agenda

Training for new Councillors

Following a query raised by Cllr. Rayner regarding the training for new Councillors, the Clerk confirmed that SALC currently provide a Councillor Essentials Course but unfortunately, they are held in Somerton and usually between the hours of 7pm and 9pm. However if there is a sufficient number of councillors willing to attend, SALC will provide a trainer and have the course moved to a local venue. Cllr. Nicholson advised that the District Council provide training courses in the Code of Conduct for Parish Councils and it may also be prudent to contact Dean Kinsella at Exmoor National Park with a view to providing a training seminar for Planning.

Action Point: Clerk to contact SW&T Council and ENP for potential training courses.

Christmas Lights for the Village Hall

Following the success of the Christmas Decorations throughout the Village last year, Cllr. Hancock reported that plans have been set in motion to replicate it again this year. As the PPC donated to the fund last year Cllr. Hancock requested the PPC consider participating this year with the amount of £180.00 which will provide the batteries for the Christmas Trees above the shop fronts.

The PPC Unanimously APPROVED the donation of £180.00.

Air Band Mast Installation

Following a query from Cllr. Hancock it was confirmed that £500 previously donated to the Village Hall for this project is held intact by the PPC.

5. Public Participation

The Council were pleased to welcome previous Councillor Mr. Roger Hall to provide insight for Item 14 on the Agenda.

On 20 January 2017, ministerial approval was given for the Porlock Vale Coastal Community Team to be welcomed into the Coastal Community Alliance, they were then awarded a grant of £10,000. On 14 June 2017 PPC agreed to be the recipient and administrator of the grant. The funds were used for the development of the Porlock Vale Tourist website and production of the Porlock Vale Economic plan. The intention was that this plan would form an addendum to the Porlock Parish Plan.

The meeting was reconvened.

6. Somerset County Council and District Councillor's reports

Cllr. Mrs. Nicholson (SCC)

Approval of the Abattoir Site

Cllr. Nicholson confirmed the Abattoir site is progressing and Highways are not proposing to implement any traffic calming measures as the National Data Base concluded there would not be an increase in traffic movement from the existing levels previously recorded. However the developers are prepared to consider valid suggestions, for instance the installation of a mirror on the building of McCoys corner would provide a better view for the emerging vehicles.

Salt Bin at Chetsford Bridge

Cllr. Nicholson thanked the PPC for providing the salt bin situated at Chetsford Bridge.

Cllr. Milne (SW&TD)

District Council Meeting

Cllr. Milne reported that their District Council formerly adopted their Draft Corporate Strategy from 2020 to 2024 which is available for review on the SW&T website. Have signed the Armed Forces Covenant which enables better provision for members and families of the Armed Forces.

Ice Rink Installation in Taunton

A fund of £15,000 has been granted for a ice rink to be situated in Taunton, this has caused concern that as the two councils have merged the rural area appears to receive considerably less consideration.

7. Finance

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

Payments approved for September 2019:

Name	Description	Amount	Reference
NEST	Clerks Pension – Parish Council and Clerk contributions	66.33	Direct Debit
A Binding (September Contract)	Village & Verge Contract	480.00	5088
A Binding (September Contract)	Grass Cutting & Strimming	960.00	5089
Mrs C Fitzgerald	Assistant Clerk Salary	****	5085
Mrs. D Taylor-Pitkin	Clerk Salary	****	5086
HMRC	National Insurance and Tax contributions	274.45	5087
Mr M Jones	Cleaning D H Toilets & Parish Office toilet 01/07 – 29/07	286.00	5091
Mr M Jones	Ex-Gratia payment (Approved August meeting)	20.00	5090
Somerset West & Taunton	Business Rates for Dovere Manor (Approved August Meeting)	130.03	5092
BT	Telephone & Internet for Parish Office/Library (16 th July)	90.90	Direct Debit
Water 2 Business	Water supply to the Old School Building	113.62	Direct Debit

Payments approved for October 2019:

Name	Description	Amount	Reference
Pro Green	Window Cleaning for Old School Building	17.00	BACS
AR Computing	Update and scanning of PPC computer	36.00	BACS
CASH	Petty Cash Tin for Parish Office, as agreed @ Finance Committee Meeting held on the 30/05/2019	48.22	5094
NEST	Clerks Pension – Parish Council and Clerk contributions	66.33	Direct Debit
SSE Electricity	D H Toilet Electricity Supply for 21/06/19 – 13/09/19	214.17	Direct Debit
A Binding (October Contract)	Village & Verge Contract	480.00	BACS
A Binding (October Contract)	Grass Cutting & Strimming	960.00	BACS
Mrs C Fitzgerald	Assistant Clerk Salary	****	BACS
Mrs. D Taylor-Pitkin	Clerk Salary	****	BACS
HMRC	National Insurance and Tax contributions	274.45	BACS
Mr M Jones	Cleaning D H Toilets & Parish Office toilet 02/09/19 – 23/09/19	275.00	BACS
Mrs D Taylor-Pitkin	AVG Anti Tracking Virus Protection for the PO computer & Toilet paper for PO & Library	40.99	BACS
BT Residential	Telephone & Internet for Parish Office/Library (16 th August)	94.26	BACS
BT Residential	Telephone & Internet for Parish Office/Library (16 th September)	92.48	BACS

Bank Balances on the 30th September 2019:

PPC Current Account: £158,647.90
 Allotment Trust Account: £16,188.80

Payments Received between 31/07/19 – 30/09/19:

Name	Description	Amount	Reference
P & W Day	Friends of Porlock Library Donation	5.00	Automatic Credit
E & I Ellis	Friends of Porlock Library Donation	5.00	Automatic Credit
Porlock Library	Generated Income	28.79	1498
Village Hall Honesty Box	Cash Collection	85.00	1499
Doverhay Toilet	Cash Collection	97.00	1500
Bay 12	High Bank Car Park	12.50	Automatic Credit
HMRC	Vat Return – 2018 / 2019	2,602.84	Automatic Credit
M & M McCoy	Friends of Porlock Library Donation	8.00	Automatic Credit
HMRC	Vat Return – 2017 / 2018	2463.52	Automatic Credit
Porlock Library	Generated Income	47.80	1501
Doverhay Toilet	Cash Collection	50.00	1502
Village Hall Honesty Box	Cash Collection	62.00	1503
Somerset County Council	Library Contribution	5,000.00	Automatic Credit
Doverhay Toilet	Cash Collection	43.20	1504
Doverhay Toilet	Cash Collection	45.00	1505
Village Hall Honesty Box	Cash Collection	60.00	1506
Porlock Library	Generated Income	30.00	1507
P & W Day	Friends of Porlock Library Donation	5.00	Automatic Credit
E & I Ellis	Friends of Porlock Library Donation	5.00	Automatic Credit
Somerset West & Taunton	Second Precept Payment	33,000.00	Automatic Credit
Bay 12	High Bank Car Park	12.50	Automatic Credit
M & M McCoy	Friends of Porlock Library Donation	8.00	Automatic Credit
Doverhay Toilet	Cash Collection	50.00	1508
Doverhay Toilet	Cash Collection	60.00	1509
Porlock Library	Generated Income	26.50	1510
Village Hall Honesty Box	Cash Collection	74.17	1511
P & W Day	Friends of Porlock Library Donation	5.00	Automatic Credit
E & I Ellis	Friends of Porlock Library Donation	5.00	Automatic Credit

8. Matters Arising**Potential Closure of Porlock Fire Station**

Cllr. Milne advised due to the response received by the Fire Authority to the consultation the date of the decision has been moved from the 08th November to the 18th December. Cllr. Milne and Cllr. Wood have recently attended meetings with similarly affected rural areas and as group believe that should the result be a negative one there is a case for a Judicial Review which allows those affected to question the decision-making process. Cllr. Wood confirmed an appeal process is not in place so once a decision is made a Judicial Review is the only option.

9. Update on the Internet Banking process

The Clerk reported that this matter requires further investigation as the process currently in place with Natwest is not in line with the Finance Regulations currently held by Porlock Parish Council.

Action Point: Clerk to investigate Unity Trust Bank

10. Update on the Clerks study for the CiLCA qualification

The Clerk reported due to time constraints an extension of three months has been granted for the study period.

11. The PPC to consider the new Football Club representative Trustee for the Recreation Ground

The Council were previously provided with a Trustee Nomination form from Mr L Hardick for the Recreation Ground to review.

The PPC Unanimously APPROVED.

12. Clarification of clause 1. E of the PPC Standing Orders – Clerk to report

- Clause 1.E a Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- B Subject to standing order 1(d) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda, or at the Chairman's discretion.

Following a query raised at the August PPC meeting regarding public participation with the Planning Committee meetings, the Council has **Resolved to formerly ADOPT** the following procedure:

The Planning Meetings will continue to be held on the same evening as the Full Council meeting however they will officially begin at 7:15pm in the small Hall. There will be a separate Agenda for the planning meeting, and it will be issued alongside the supporting documents for the full council meetings and within the same time frame. At the foot of the Agenda it will invite members of the public who wish to contribute to the Planning discussion to attend and that they provide 24 hours' notice, if they fail to do this they will not be permitted to speak at the meeting. Each member of public is permitted 2 minutes or at the Planning Committee Chairman's discretion.

13. Porlock Sustainability Policy – Cllr. McCanlis to report

Cllr. McCanlis previously provided the attached report for the Councillors to review.

The PPC Unanimously Resolved to Adopt a Porlock Strategy Policy.

Action Point: Clerk to prominently display/promote the new policy.

Cllr. McCanlis to compose the Sustainability policy and notify Porlock Newsletter and Free Press.

14. Economic Plan – Cllr. Wood to report.

Cllr. Wood previously provided the attached report for the Councillors to review and report back with any queries or suggestions with a view to be formerly adopted by the PPC. It was agreed a sub-committee be formed in order to facilitate a synergy between the various reports supplied tonight by Porlock Manor Estate, Cllrs McCanlis and Wood. The following Cllrs are to attend the first Sub Committee meeting on the 06th November at 6pm in Porlock Library, Cllr. Mrs. Groves, Cllr. Hancock, Cllr. McCanlis, Cllr. Maw, Cllr. Rayner, Cllr. Ware and Cllr. Wood, Cllr. Wood is to Chair the meeting. An invitation is to be issued to Porlock Manor Estate and the Economic Plan is to be made available to the surrounding areas for review.

Action Point: Clerk to issue invitation to Porlock Manor Estate.

15. Picnic Site Update – Cllr. Hancock to report.

Cllr. Hancock reported that Falcon Housing are to submit their planning application for Social housing by the end of next week. Two large trees which are visible on the site are to be removed and Completion of the development is expected by Spring 2021.

16. Abattoir Site Update – Cllr. Hancock to report.

Cllr. Hancock reported Dean Kinsella at ENP is facilitating the Section 106 agreement for the development, this ensures the properties are not used as secondary homes.

17. Doverhay Toilets Update – Cllr. Hancock to report.

Cllr. Hancock reported that the vandalism of the toilets has subsided since the installation of the CCTV camera. In order to alleviate the amount of wasted toilet paper Cllr. Hancock proposed to install a system which limits the distribution of the amount of toilet paper.

The PPC Unanimously APPROVED Cllr. Hancock's proposal.

Due to the ongoing issues with the faulty lock on the second toilet door Cllr. Hancock proposed converting the cubicle to a free of charge urinal and removing the electronic lock whilst still retaining the disabled toilet as a functioning cubicle for 20 pence. Concerns were raised to this suggestion as it would appear preferential treatment has been given to the users of the free of charge urinal.

Action Point: Cllr. Maw is to investigate the potential of rendering the toilets free of charge and implications it would have on the Budget/Precept.

18. Dunster Steep, footpath update – Cllr. Hancock to report.

Cllr. Hancock confirmed progress is being made and estimates for the legal costs are being sourced. Valid methods for the connection of the Dunster Steep footpath with Meadowhayes are being investigated and will be confirmed at a later date. Potential donations are also being investigated.

19. 100 Trees for Porlock Village – Cllr. Hancock to report.

Cllr. Hancock and Cllr. Wood have conferred with ENP who are to embark on a tree planting drive in answer to the concerns raised by current climate issues. The aim is to initiate the planting of 100 trees within the Parish and potential sites to be confirmed by Christmas.

The PPC Unanimously APPROVED the Adoption of a Tree Policy.

20. Update on the Silo for the Old School Building – Cllr. Hancock to report.

The Silo has been successfully installed at the site and subject to a successful annual inspection will be up and running shortly.

21. Correspondence.

None was received.

22. Reports from Outside Bodies

Coastal Communities Team

Cllr. Wood advised he is to attend a meeting with the National Trust on the 17th October 2019 to formalise the signage for Porlock Marsh.

Doverly Manor

Following Cllr. Latham stepping down from the Council, Cllr. Milne was **Unanimously APPROVED** as the new representative for Doverly Manor.

Library

Paper copies of the Health and Safety and Safeguarding Policy were distributed for review to the Councillors in attendance, subject to approval at the PPC November meeting. Cllr. Ware advised the Council that a Plato Study Group is to be held in the Library from the 14th October at 2pm and all are welcome to attend.

Porlock Vale Tourist Association

Cllr. Maw reported that previously discussed development plan for a mezzanine floor within the Visitor Centre has now been amended and the storeroom is now to be converted into a office space.

Porlock Weir

Nothing to report.

Recreation Ground

Cllr. Mrs. Gable reported that it has been a busy month with a very successful fun run which raised £40.00, Cllr. Gable wished to extend the Committees gratitude for all the support given to the event and are keen to repeat the same success next year. The first community meeting for the new CIO took place and Cllr. Gable noted the disappointment that a considerable number of the Recreation Ground members were absent from the top table. There are three new elective members to welcome who are very keen to get started.

The PPC wished to note its appreciation and gratitude to the outgoing Chairman, Russell Vowles and also to Nikki Vowles for their contribution during their time on the committee, during a particular contentious period they remained consistent and positive whilst elevating the profile of the Recreation Ground and have established a stable platform for the remaining committee members to operate.

St. Dubricius First School

Nothing to report.

Village Hall

Nothing to report.

24. Risk Identification

Cllr. McCanlis noted the security measures are still be attended to at the Parish Office. Cllr. McCanlis and the Clerk are to address the Lone Working Policy for Approval at the November meeting.

25. Items for Report

There being no other business the meeting closed at 22:01.

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13th November 2019 **Chairman**