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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 10th July 2019 at 7.30p.m.

Members Present: Cllr. McCoy, Chairman,
Cllr. Milne, Vice-Chairman (SW&TD)
Cllr. Mrs. Ellicott, Cllr. Fraser, Cllr. Mrs. Gable, Cllr. Mrs. Groves, Cllr. Hancock,
Cllr. McCanlis, Cllr. Rayner & Cllr. Ware.
Also present: Cllr. Mrs Frances Nicholson (SCC)
Mrs. C Fitzgerald (Assistant Clerk)

Please see attached the report provided by Samantha Southam from Falcon Housing regarding the housing options available to residents of Porlock Village.

1. Apologies

Apologies were received from Cllr. Maw, Cllr. Wood and Mrs Taylor-Pitkin due to family commitments.

2. Declarations of Interest and Disclosable Pecuniary Interest Dispositions

None were noted.

3. The Minutes of the meeting held on the 12th June 2019 to be confirmed

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated of the meeting held on the 12th June 2019 be approved and signed as a correct record.

4. Matters for report not on the Agenda

Cllr. Gable advised a local resident has reported a safety issue of the pathway which runs adjacent to the Cemetery as the definition of the steps has eroded over time and is proving quite difficult to gain a grip.

It was also noted that Coach Road off Doverhay is in need of repair and clarity is required on responsibility of the road in order to begin repairs.

5. Public Participation

The public present did not wish to comment.

The meeting was reconvened.

6. Somerset County Council and District Councillor's reports

Cllr. Mrs. Nicholson (SCC)

Cllr. Nicholson reported that SCC have been replenishing the salting bins/bags to their original limit. The Chairman noted his appreciation to Cllr. Nicholson for her assistance with obtaining approval for the planning application 6/27/19/102 Air Mast for the Village Hall car park.

Cllr. Milne (SW&TD)

Cllr. Milne reported that the situation is still the same with SW&TD Council when attempting to raise any queries however he has received feedback to advise the queries the PPC has regarding the Business Rates is being addressed and they will be able to report back at a later date.

Save Our Station Campaign

Cllr. Milne confirmed the campaign is progressing very well, the online petition is very close to reaching one thousand signatures and the paper copies distributed throughout the Village are also very close to this amount. The final count will be on the 22nd July. A public forum event is to be held on the 25th July at 12:30 throughout the village, the BBC and ITV West Country are expected to attend to publicise the event. Representatives from the Fire Service are also due to attend in order to measure the concerns of the Village and answer any questions that supporters may have. Cllr. Milne encouraged everyone to put pen to paper and voice their concerns and complaints as this will be recorded and highlight the amount of people the closure of this station will affect.

7. Planning

6/27/19/110

The Culbone Porlock, Somerset.
Proposed erection of single storey.

The Council **UNANIMOUSLY APPROVED** the application.

6/27/19/109

Ship Inn, High Street, Porlock
Proposed installation of domestic gas tank to service the pub kitchen and heating in the restaurant.

The Council **UNANIMOUSLY APPROVED** the application.

8. Finance

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

Payments Approved for July 2019:

Name	Description	Amount
NEST	Clerks Pension – Parish Council and Clerk contribution	66.33
BT	Telephone & Internet for the Parish Office and Library including one off set up charge of £24.00	123.74
Chemex	Paper Towels for DH toilets	101.52
Mrs D Taylor-Pitkin	Clerks Salary – confirmation upon request	****
HMRC	National Insurance & Tax for clerk salary	274.45
Mrs C Fitzgerald	Assistant Clerk Salary – confirmation upon request	****
Porlock Home & Hardware	Supplies for notice board & drawing pins	12.39
B J Howe	Internal Audit fee, travel expenses and photocopies	869.00

Mr B Hodgson	Setting up of website	160.00
Zurich Municipal	Renewal Premium	2,303.11
Mr. M Jones	Cleaning D H Toilets 03/06/19 – 24/06/19	172.00
Mr. M Jones	Cleaning P O Toilet 03/06/19 – 24/06/19	45.00
Mr M Jones	Cleaning P O Toilets 01/05/19 – 27/05/19	61.00
Mr E Nichols	One-week holiday cover for M Jones – DH & PO Toilets	70.00

Bank Balances on the 28th June 2019

Payments Received between 01/05/19 – 01/06/19:

Name	Description	Amount
P & W Day	Friends of Porlock Library Donation	5.00
E & I Ellis	Friends of Porlock Library Donation	5.00
Doverhay Toilet	Cash collection	80.00
Doverhay Toilet	Cash Collection	50.00
Doverhay Toilet	Cash Collection	100.00
Donation	Porlock Bus Account	10.52
Bay 12	High Bank Car Park	12.50
Bay 4 & 5	High Bank Car Park	300.00
Porlock Cemetery	Burial	250.00
Bay 7	High Bank Car Park	150.00
Porlock Cemetery	Burial	90.00
Porlock Cemetery	Burial	170.00
Porlock Tourist Association	Water Bill for VC	37.34
Porlock Cemetery	Burial	500.00
Bay 15 & 16	High Bank Car Park	300.00
Porlock Cemetery	Burial	135.00
Porlock Vale Newsletter	Rental Ricoh & Photocopies	409.10
M & M McCoy	Friends of Porlock Library Donation	8.00

a, Minutes of the Extraordinary Meeting to APPROVE the Audit held on the 21st June 2019 to be confirmed.

It was **UNANIMOUSLY APPROVED** that the minutes of the Extraordinary meeting held on the 21st June 2019 to approve the Audit for 2018/2019 be approved and signed as a correct record.

9. Matters Arising

None were noted.

10. Flood Plan & Civil contingencies update – Alistair Campbell to report

Mr Campbell reported that the purpose of the plan is to prevent issues which have occurred in the past where the stream at Hawkcombe has flooded down through Parsons Street and on to Sparkhayes Lane causing enormous damage to buildings and effectively separating the Village into two sections. It was reported by DEFRA that the potential reoccurrence of this situation is estimated to be between once every 100 years to every 30 years. Prior to the meeting the Council were supplied with two maps of the Village highlighting potential risk areas and a proposal for the flood plan with the view of limiting the impact to the Village should there be a reoccurrence. It was recommended to appoint two shelters either side of the Village should there

be a flood with one obvious suggestion being the Village Hall and Healeys Community room being another potential.

11. Update on Save Our Station campaign – Vice-Chairman to report.

Please see Item 6.

12. Conserving Bio-Diversity – Cllr. McCanlis and Cllr Rayner to report.

Cllr. McCanlis noted the Council has a statutory duty to conserve Biodiversity within the Village following The Natural Environment and Rural Communities Act 2006, which requires all public bodies to consider biodiversity conservation when carrying out their functions. One paramount concern is the use of weed killer on the verges throughout the Village and surrounding area. Whilst this works effectively on the weeds it also causes long term damage to micro-eco systems and could potentially have harmful effects on the local residents in the long term. The meeting then considered other possible initiatives to lessen the village environmental impact including the installation of a water fountain, possibly at the Old School Centre as well as an Electric Car Charging Point. Cllr. McCanlis emphasised starting small could lead to a huge impact on the problem. It was agreed that the individual Council Committees design a potential strategy for their committee to assist biodiversity. Cllr. McCanlis and Cllr. Rayner are to provide an article for the Porlock Newsletter.

Potential solutions are to be investigated and reported on at a later date.

13. Update on repairs at Doverhay Toilets – Cllr. Hancock to report.

Cllr. Hancock reported a potential solution for the ongoing problem with the mechanical locks on the toilet door would be to install an honesty box system similar to the one installed at Porlock Village Hall. Cllr. Milne suggested investigating nearby areas to see what systems other Councils currently operate and if it is successful. The repairs are currently on going.

14. Picnic Site update – Cllr. Hancock to report.

Please see report provided by Samantha Southam.

15. Update on the Installation of a footpath at Dunster Steep – Cllr. Hancock to report.

Cllr. Hancock advised development plans to provide a safe pathway for pedestrians along Dunster Steep are being investigated after a strip of land which runs parallel has thoughtfully been donated by a local resident. It has been estimated the potential cost could be in excess of £15,000.00 as legal fees are also to be considered. It was agreed further investigation is required with particular consideration given to any hidden costs.

16. Update on Planning Application 6/27/19/102 Installation of Air Mast – Chairman to report

Following a meeting with the Planning Committee at Exmoor National Park, which was attended by the Chairman, Vice-Chairman, Cllr. Hancock and representatives of the Village Hall, approval has now been received for the above planning application. Cllr. Hancock is to investigate potential sources for the materials and report back at a later date.

17. Update on Village Signage – Cllr. Hancock to report.

Cllr. Hancock advised as a result of a few changes throughout the Village such as petrol no longer being provided, the Village signage required updating and this task is now underway.

18. Re-appointment of a Parish Council representative to the Village Hall Committee.

Cllr. Ian Fraser was **UNANIMOUSLY APPROVED** as the new Village Hall representative.

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

Cllr. Hancock advised he had approached three companies for the purchase and installation of the Silo for the Old School Building. The one quote received for £1,915.50 was **UNANIMOUSLY APPROVED**.

20. Arts Festival Grant – Cllr. Gable to report.

Cllr. Gable reported that following the disbandment of the Arts Festival Committee in 2015, It was unanimously **RESOLVED** the Council would accept the funds from the Arts Festival Committee and place them in a earmarked fund solely for use to support and develop art projects generated within the Parish. It was noted that to ensure the Community are aware of the existence of the fund a advertisement for bids should be placed in the Porlock Newsletter.

21. Correspondence.

None has been received.

22. Reports from Outside Bodies

Coastal Communities Team

It was reported that the grants previously applied for on behalf of the Coastal Communities Group and Marsh Vision plan have not been successful. This is largely due to the negative responses received regarding the perceived intrusion of the viewing platforms on the Marsh.

Doverly Manor

Nothing to report.

Library

Cllr. Ware reported policies for Health & Safety and Safeguarding are being constructed on behalf of the Library and a review meeting with Somerset County Council is to be held on the 26th July 2019.

Porlock Vale Tourist Association

Nothing to report.

Porlock Weir

Cllr. Milne advised the Weir Fest was very successful with a high attendance.

Recreation Ground

Cllr. Mrs. Gable confirmed the perimeter fence is currently being erected surrounding the Children's playground and will be finalised by the beginning of the School Holidays. Posters have been placed around the Village advertising the Summer Fair on the 04th August and volunteers to help out would be greatly received.

The ACM for the Recreation Ground is to be held on the 17th September 2019, four current Trustees are retiring from office and four new Trustees will be elected. For those that are interested in standing for election, a completed nominee form must be returned to the Recreation Ground no later than the 07th August 2019. These forms are available from the Parish Office / Lovelace Centre, Visitor Centre or by emailing porlockrecground@gmail.com.

St. Dubricius First School

Cllr. Mrs. Ellicott advised Mrs. Burt has retired following 28 successful years at the school. Mrs. Haddon from St. Michaels First School in Minehead is to begin in September.

Village Hall

Nothing further to report.

23. Risk Identification

Cllr. McCanlis reported a Lone Worker Policy is being written for the Parish Office and will be reported on at a later date.

24. Items for Report

The new seating arrangements in the Village Hall are to be reviewed following concerns raised by Cllr. Ware.

There being no other business the meeting closed at 22:15.

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14th August 2019 Chairman