

Office Tel: 01643 863350
Email: porlockpc@gmail.com
Website: www.porlock.org/porlockpc
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 11th December 2019 at 7.30p.m.

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

1. Apologies

Apologies were received from Cllr. Mrs. Ellicott, Cllr. Mrs. Groves, Cllr. Hancock, and Cllr. Wood due to family commitments and Cllr. Rayner due to illness. Cllr. Frances Nicholson from Somerset County Council was also unable to attend.

2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations

None were noted.

3. The Minutes of the meeting held on the 13th November 2019 to be confirmed

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated of the meeting held on the 13th November 2019 be approved and signed as a correct record with the following amendment:

Pg1, Cllr. Fraser was not listed as present.

4. Matters for report not on the Agenda

08th May Friday Bank Holiday VE Day Celebrations

The Chairman reported plans are being drawn up for the VE Celebration in May and many of the local groups such as Porlock Ladies, Porlock Pantomime Society, Doverly Manor etc.. have been approached to participate. A potential idea is for a concert to be held in the Village Hall with music and food provided. Details will be formalised and released in the new year.

Action Point: Clerk to investigate adequate Insurance cover for celebrations once they are agreed.

Village Hall Maintenance Team

The Chairman proposed a gift for the Village Hall Maintenance to show the PPC appreciation for all their hard work in supporting the Village.

The PPC Unanimously APPROVED

The Chairman read out the following report on behalf of Cllr. Hancock:

Village Hall Air Band Mast

Planning Permission has now been granted for the replacement metal post in place of the original timber one. A response is expected early next year.

Doverhay Car Park Toilets

Cllr. Hancock reported that following a recent inspection, the one remaining toilet was in good clean condition and working well. Cllr. Hancock advised that due to the costs of the ongoing electrical issues the toilet has repeatedly suffered it would be worth investigating potentially adopting the more traditional style of toilet and removing the electronic devices which are causing the problems. However, this would mean stripping out the toilet completely and replacing with traditional type sanitary ware and fittings. The estimated cost for this would be in the region of £2,000. It would have to be operated on a 'Free of Charge' basis with an 'Honesty' box installed. A sub-committee involving Cllrs Hancock, Fraser, Maw and Ware has been formed in order to investigate and report back at a later date.

Dunster Steep Alternative Path

Cllr. Hancock confirmed that Somerset Highways have approved the plans in principle and a meeting is to be arranged in the new year to finalise the details. The representative from Western Power Distribution has also agreed in principle following a recent visit and an amendment to the initial plans which were submitted.

100 Trees

In order to oversee this project and ensure it is handled correctly a committee involving Councillors Hancock, Maw and Wood has been formed to plan for potential planting sites source funding for the project. Exmoor National Park and the Woodlands Trust have been consulted. Graham McVitie, ENP's Tree Officer, has confirmed that grants from ENP will be available (£1,000).

Action Point: Cllr. Milne is to investigate potential mapping systems to assist with locating planting sites.

5. Public Participation

None were present.

The meeting was reconvened.

6. Planning Applications considered:

WTCA 19/14

Hayes Cottage, Parsons Street, Porlock.

Works to trees in Conservation Area: Fell 1 no. Amelanchier – Snowy Mespil

The PPC Unanimously APPROVED

7. Somerset County Council and District Councillor's reports

Cllr. Andrew Milne (SW&T)

Cllr. Milne reported that Somerset West and Taunton Deane Council had adopted the International Holocaust Remembrance Alliance's (IHRA) definition of Anti-Semitism to demonstrate the Council's intolerance for anti-Semitism.

Garden Town Charter and Checklist

Cllr. Milne reported that the Council formally adopted the Taunton Garden Town Charter and Checklist as Council policy to assist with their contribution towards a carbon neutral future through sustainable forms of development.

It was also noted that Cllr. Mrs. Nicholson is to arrange a meeting in late January for representatives of each parish council to meet with the leader of the county council about Highways in the Exmoor division, Cllr. Milne is to attend on behalf of Porlock Parish Council.

8. Finance

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

Payments approved for December 2019:

Name	Description	Amount	Reference
Chemex	Jumbo toilet rolls and cleaning equipment etc..	191.40	5109
Pro Green	Window cleaning for the Old School Building (November)	17.00	5110
Mrs C Fitzgerald	Assistant Clerk Salary	****	5111
Mrs. D Taylor-Pitkin	Clerk Salary	****	5112
HMRC	National Insurance and Tax contributions	274.45	5113
Porlock Tourist Association	Caretaker Salary	717.66	5114
Porlock Tourist Association	Lovelace Grant	250.00	5115
Coomber Security	Routine System Audit	61.02	5116
A Binding	Grass Cutting & Strimming	960.00	5117
A Binding	Village & Verge Contract	460.00	5118
M Jones	Doverhay & Old School Building Public Toilet	221.60	5119
P Swift	Pat Testing items in Parish Office	54.00	5120
Pro Green	Window Cleaning (December)	17.00	5121
Porlock Village Hall	08 th May 2019 – VE Day Celebration	93.00	5122
D E Taylor-Pitkin	Annual Subscription for Microsoft Office 365	79.99	5123
A Giles	Closure of Accounts	250.00	5124
BT	Telephone & Internet for Parish Office/Library	100.36	Direct Debit
NEST	Clerks Pension – Parish Council and Clerk contributions	66.33	Direct Debit

Bank Balances on the 02nd December 2019:

PPC Current Account: £146,896.86

Allotment Trust Account: £16,194.12

Payments Received between 02/11/19 – 02/12 /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	33.25	1525
Bay 12	High Bank Car Park	12.50	Automatic Credit
M & M McCoy	Friends of Porlock Library Donation	8.00	Automatic Credit

The PPC Unanimously APPROVED the recommendations made by the Finance Committee at the meeting dated 03rd December 2019 with the following amendment to the Minutes:

- Cllr. McCanlis approached the Finance Committee and requested an increase in the precept be considered to assist with the PPC plans to mitigate the effects of the ecological crisis. Following a discussion it was agreed that supporting documentation would be required in order to consider a contribution from the PPC, it was also noted that several provisions for local and environmental improvements have been allocated. **Please see attached report.**

9. Matters Arising

Cllr. McCanlis requested a update on the Car Charging Points to be installed in the Village and the implications this would have for the PPC. Cllr. Milne advised that the charging point is likely to be situated in the Doverhay Car Park which falls under the District Council and would therefore require no assistance from the PPC. A report is to be provided at a future date.

10. Resignation of Cllr. Mrs. Molly Groves

The Chairman reported that it was with regret that Cllr. Mrs. Molly Groves had decided to step down from her position of Councillor due to family commitments. The Council would like to note its thanks to Cllr. Groves for all her hard work and effort and wish her all the best for the future.

11. Update on the number 10 bus service – Chairman to report

Following the meeting with the bus service providers and the County Council held on the 28th November the Chairman reported that the bus service has had a successful year so far and is expected to hit its financial target. All attendees at the meeting agreed that branding the bus service would help to raise the public profile of the bus service and encourage more users. The Chairman proposed that once the supporting documentation is received that the remainder of the public donations received by the PPC in 2017 be used to assist with the advertising campaign. A leaflet drop in the local areas was discussed as well as utilizing the local newspapers.

12. Update on training for Councillors – Clerk to report

The Clerk advised that SALC are to provide training dates in the new year which will be held in a venue closer to Porlock as opposed to the current suggestion of Somerton. The dates and venue will be confirmed shortly. Confirmation is still awaited from the County Council regarding Code of Conduct Training.

13. Clarity on the authority of members to act on behalf of the Council – Cllr. Rayner to report.

This Item has been deferred to the next meeting due to Cllr. Rayner's absence.

14. Proposal to bring the Coastal Community Team's Economic Plan back under the auspices of the Council – Cllr. McCanlis to report.

This Item has been deferred to the meeting to be held in February in order for Cllr. Wood to participate.

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

Cllr. McCanlis is to form a steering group with residents and local business owners from within the Village and report back at a later date.

16. The PPC to consider a declaration of Climate Emergency – Cllr. McCanlis to report.

Cllr. McCanlis is to provide a written proposal and report back at a later date.

17. Formal review and Approval of the Grant and Donation Policy Application Form.

The PPC had previously been provided with a copy of the Policy and Application form to review a week prior to the meeting.

The PPC Unanimously APPROVED.

18. Correspondence.

None were received.

19. Reports from Outside Bodies

Coastal Communities Team

Nothing to report.

Doverly Manor

Cllr. Milne is to attend a meeting in March 2020.

Highways

Cllr. Gable reported that a section of Doverhay by the Cemetery required some attention due to a build up of leaved and broken trees following the harsh weather. Also a section of the footpath just before Dunster Steep is uneven and will also require attention.

Action Point: Clerk to contact Idverde and Highways.

Library

Cllr., Ware reported that late night shopping was very successful for the Library with face painting for the children and selling books and DVDs. An article was published in the free press reporting on the event.

Porlock Vale Tourist Association

Cllr. Maw reported with regret that the Manager at the Visitor Centre has tendered her resignation in order to spend more time with her family and is due to leave her position at the end of December. Cllr. Maw wished to note the PVTa appreciation for all Wendy's hard work over the last two years and wished her well for the future. Applications for this position are to be considered on the 16th December and if a suitable candidate is not found an interim manager will be appointed. They have received many positive reviews following Late Night Shopping and also for the Christmas trees and lights displayed throughout the village.

Porlock Weir

Nothing to report.

Recreation Ground

Cllr. Mrs. Gable reported that new trees have been planted on the periphery of the grounds and new bench has been installed within the dog park and has a fantastic view down the marshes and beyond.

St. Dubricius First School

Nothing to report.

Village Hall

Nothing to report.

20. Risk Identification

Cllr. McCanlis noted the security measures still require attention at the Parish Office. Cllr. Mrs. Gable reported there are a number of pot holes in Coach Road which could cause potential health and safety issues for people using the road.

Action Point: Clerk to contact Magna to discuss road surface in Coach Road.

21. Items for Report

There being no other business the meeting closed at 22:08.

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08th January 2020 Chairman