

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

PORLOCK



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 via Zoom Wednesday 11th November 2020 at 7.30p.m
<https://us02web.zoom.us/j/82969884513>

Members Present: Cllr. McCoy, Chairman,
Cllr. Milne, Vice Chairman,
Cllr. Ellicott, Cllr. Fraser, Cllr. Gable, Cllr. Hancock, Cllr. McCanlis, Cllr. Maw, Cllr. Rayner, Cllr. Ware and Cllr. Wood.
Also present: Cllr. Mrs. Nicholson (SCC)
Mrs. L Redston (Economic Development Manager at SW&T District Council)
Mrs. S Cogley (Village Agent)
Mrs. D Stanyon (Porlock Visitor Centre Manager)
Mr. R Schmidt (Member of the PVTa Committee)
Mrs. D Taylor-Pitkin (Parish Clerk)

1. Apologies

Due to technical issues Cllr. Boden was unable to attend.

2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations

None were noted.

3. To APPROVE and sign the Minutes of the following meetings as a correct and accurate representation.

- i. Full Council Meeting held on the 14th October 2020

Proposer: Cllr. Ware
Seconded: Cllr. Hancock

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated of the meeting held on the 14th October 2020 be approved and signed as a correct record.

- ii. Extraordinary Council Meeting held on the 21st October 2020

Proposer: Cllr. Ware
Seconded: Cllr. Fraser

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated of the Extraordinary meeting held on the 21st October 2020 be approved and signed as a correct record.

iii. Finance Committee Meeting held on the 05th November 2020

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated of the Finance Committee meeting held on the 05th November 2020 be approved and signed as a correct record with the following amendment:

8v. To transfer £8,000.00 to a ear marked fund titled ***The Porlock Contingency Fund*** .

Proposer: Cllr. Maw

Seconder: Cllr. Hancock

4. Matters for report information purposes only:

Update on Planning Application 6/27/20/117

An assessment of the site was conducted last week by Mr. B Gilpin the Planning officer for ENPA, he has noted the various concrete pitches and tarmac roads have not previously been approved. As a result the agent has been approached to confirm if / how these works benefit from planning permission or qualify as a permitted development.

Cllr. Maw to complete the SLA (Service Level Agreement) between the PVTA & PPC and request a copy of the PVTA Strategy Plan for 2020 / 2021

Cllr. Maw advised that the Chairman of the PVTA has withdrawn their offer of providing a SLA and the Strategy Plan for 2020/2021 is still in development.

Action Point: Cllr. Maw to formerly request a copy of the PVTA Strategy Plan for 2020/2021

Update on the Telephone Box Consultation

The consultation concluded on the 30th September, SW&T have made their final decision and confirmed this with the Secretary of State and BT on the 01st October. BT have since confirmed that of the 23 phone boxes they consulted on, 4 didn't not offer a response or the Parish Council did not object to their removal:

- Farrant close, Bishops Hull, Taunton
- Liddymore Road, Watchet
- Stogursey Bridgwater
- Forge Corner, Burton, Stogursey, Bridgwater

The meeting was adjourned for public participation.

5. Public Participation

Village Agent Mrs. S. Cogley

The Chairman introduced the new Village Agenda, Mrs. Cogley. She has previously approached the PPC for assistance with locating a freezer to store food supplies for the meal on wheels scheme she is intending to run until Christmas with a consideration of continuing should a need be identified.

The meeting was reconvened.

6. Somerset County Council and District Councillors' reports

Cllr. Nicholson, Somerset County Council:

Parish Consultative Forum

Cllr. Nicholson reported that the Parish Consultative Forum is scheduled to meet tomorrow where the Glover report is to be discussed. It was also noted that in the future all statutory consultees who provide comments in support or against planning applications are to quote planning reasons confirming their stance.

Cllr. Milne, Somerset West and Taunton District Council:

Loneliness Grant

Cllr. Milne reported the grant which contributes funding for groups who provide support for disadvantaged and lonely people within the Community is closing on Friday.

7. Chairman's Announcements:

Contingency plan for 2nd Lockdown

The Chairman reported that the initial lockdown scheme was reinstated on the 05th November by the PPC and PVTa and was a success. The Chairman wished to note his gratitude to Mrs. D Stanyon the Manager of Porlock Visitor Centre, Roger and Christine Miles of the Lovelace Centre as well as all the volunteers who delivered the leaflets and provided their support.

Doverhay Car Park Public Toilets

The Chairman confirmed the public toilets are to remain open during lockdown.

Request for Chevrons outside residents' house

Following an inspection by SCC Highways of the road outside the residents home, Highways have concluded that the area does not require any further action and the resident has been informed.

Debris from tree felling on Hawkcombe

The Chairman advised following the previous Full Council meeting this was reported to the Environment Agency as it does not appear to have been moved and is increasing in volume. A wooden shed has now been added to the area and the ENPA are investigating.

Crawter Drive Car Park Wall

A large crack has appeared in the wall which surrounds a private car park area for residents, investigations are being made to confirm ownership of the area.

8. Planning:

6/27/20/118

15, Villes Lane, Porlock, TA24 8NW

Proposed infill of car port together with lean-to roof extension to form bedroom.

Proposer: Cllr. Hancock

Seconder: Cllr. Gable

UNANIMOUSLY APPROVED

WTCA 20/14

The Kiln, Porlock Weir, Minehead, Somerset, TA24 8PB

Works to Trees in Conservation Area: T1.

Proposer: Cllr. Ellicott

Seconder: Cllr. Rayner

UNANIMOUSLY APPROVED

WTPO 20/07

Hawkcombe Wood, Porlock, Somerset

Works to Trees subject to Tree Preservation Order: Felling 434 common ash (*Fraxinus excelsior*) affected by ash die back (*Hymenoscyphus fraxineus*) based on detail survey by Devon Tree Services. Works will be phased over 2 years as trees decline beyond a safe threshold.

Proposer: Cllr. Ellicott
Seconder: Cllr. Wood

10 Councillors APPROVED
1 Councillor AGAINST

Action Point: Clerk to contact ENPA to request confirmation of re-planting trees

Cllr. Hancock confirmed that Cllr. Boden was now a member of the Planning Committee.

9. Finance: November accounts to be passed for payment - Cllr. Maw to report.

Payment Number	Name	Description	Amount	Reference
89	HMRC	National Insurance and Tax contributions	263.90	BACS
90	Mrs. D Taylor-Pitkin	Clerk Salary	****	BACS
91	A Binding	Village & Verge Contract	480.00	BACS
92	A Binding	Grass Cutting & Strimming	960.00	BACS
93	Porlock Home & Hardware	Supplies for Flood group (charged to EMF for flood group)	175.33	BACS
94	Mark Jones	Cleaning D H & OSB Toilets for	286.00	BACS
95	Eagle Plant	Machinery for grave levelling	370.55	BACS
96	Mrs. D Taylor-Pitkin	Zoom payment for November	14.39	BACS
97	A Campbell	Flood Group supplies (charged to EMF for Flood Group)	112.29	BACS
98	E Nichols	Opening & Closing DH Toilets £8.72 x 10 hours	87.20	BACS
99	British Gas	Final bill for supply to Porlock library	396.64	BACS
100	Ricoh	Photocopier rent and use @ OSB	418.69	BACS
101	NEST	Clerks Pension – Parish Council and Clerk contributions	66.33	Direct Debit
Direct Debit	Bulb	Monthly payment for Old School Building including the Library, Electricity supply	81.00	Direct Debit
Direct Debit	Bulb	Monthly Payment for D H Toilets Electricity supply	33.00	Direct Debit
Direct Debit	BT	Telephone & Internet for Parish Office/Library	83.62	Direct Debit

Bank Balances on the 10th November 2020:

PPC Current Account: £157,174.29
 Allotment Trust Account: £17,436.32

Payments Received between 08/08/2020 – 07/09/2020:

Name	Description	Amount	Reference
M & M McCoy	Friends of Porlock Library Donation	8.00	Automatic Credit
Bay 12	High Bank Car Park	12.50	Automatic Credit
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	PPC Invoice 083 – SW&T contribution to the light @ DH	122.47	Automatic Credit

Proposer: Cllr. Maw
Seconder: Cllr. Wood

UNANIMOUSLY APPROVED

a) The Full Council to consider the following recommendations proposed by the Finance Committee:

- To consider the contribution £1,000.00 towards the start-up costs to establish a local radio station within Porlock, with the caveat the remaining sums required are successfully sourced. These funds are to be sourced from the ear marked Arts Festival Fund.

Proposer: Cllr. Maw
Seconder: Cllr. Fraser

UNANIMOUSLY APPROVED

- Bi-annual review of PPC accounts.

Proposer: Cllr. Maw
Seconder: Cllr. Wood

UNANIMOUSLY APPROVED

- To consider the rent rebate request from the PVTa from the 27th March 2020

Proposer: Cllr. Maw
Seconder: Cllr. Ware

UNANIMOUSLY APPROVED

- To consider the following recommendation for the 2020/2021 Budget:
 - To raise the Precept to £69,500 (previously £66,000 since 2018)
 - To increase the budget for the Clerk's salary by approximately 10% (exact figure available upon request)
 - To increase the current salary payscale for the Clerk to SCP21 (£13.78 per hour) and back date to April 2020 in line with a recommendation by SALC. (information available upon request)
 - To initialise a fund for Civil Contingency for £2,000
 - To provide £8,000 for an ear marked fund in the name of **Porlock Contingency Fund**.

Proposer: Cllr. Maw
Seconded: Cllr. Ware

UNANIMOUSLY APPROVED

10. Matters Arising

None were noted.

11. The PPC to APPROVE the initiatives for the SCC Climate Emergency Community Fund.

Cllr. Wood confirmed the following initiatives have been recommended by the working group for inclusion in the SCC Climate Emergency Community Fund (information provided to all Councillors on the 06th November 2020):

Electric car Charging Points

Cllr. Wood reported that the PPC are to spear head this project with the intention to install EVCP at Doverhay and Central Car Parks and the Porlock Manor Estate located at Porlock Weir. The PPC will not have to provide capital as all costs fall within the grant criteria. Potential future revenue arrangements are to be formulated subject to a successful application.

Proposer: Cllr. Wood
Seconded: Cllr. Ware

UNANIMOUSLY APPROVED

Reduce, Reuse, Recycle and Repair

This project primarily addresses the reduction of plastic waste with the following initiatives:

- Installation of 8 water refill points throughout the Vale
- The provision of groups of three (plastic, glass and metal) recycling bins located at 6 specific areas, predominantly for the use of residents to assist with the increase of recycling goods.
- Development of a 'Pop-up' Repair Café in village halls around the Vale, serving all residents, to encourage repair and reuse of existing domestic products. The café will initially be open one day per week, focusing on one specific theme each week such as electrical goods, furniture, jewellery, soft furnishings etc. It will be run by volunteers and be registered with 'Repair Cafe International'.
- Attainment of the Surfers Against Sewage (SAS) 'Plastic Free' Award, requiring:
 - i creation of a steering group of local stakeholders
 - ii local businesses to remove single use plastic products from their product ranges
 - iii engaging community groups in generating their own waste reduction initiatives
 - iiii organising community events to increase awareness and change behaviour

Proposer: Cllr. Rayner
Seconded: Cllr. Hancock

UNANIMOUSLY APPROVED

Establishment of an Organic Farming Enterprise “Good Vibe Veg”

The farming enterprise would be located at Horner Farmer on National Trust property and would be a joint venture with Luccombe and Wootton Courtenay with the lead being taken by Selworthy and Minehead Without Parish Council.

As this is a joint venture the PPC would contribute £10,000 of the grant money available (£75,000) towards the start-up costs, providing the other Councils also agree to participate.

Cllr. Ware raised concerns that this initiative was financially supporting a private business, Cllr. Wood confirmed that this initiative was not designed to make a substantial profit but to cover the operating costs and thereby causing minimal financial impact and to promote resilience for Porlock Vale.

Proposer: Cllr. McCanlis
Seconder: Cllr. Rayner

09 Councillors APPROVED
2 Councillors ABSTAINED

Cllr. Wood wished to thank the steering committee for all their hard work and input over the last couple of months in research and composing of the reports.

Cllr. McCanlis would also like to recognise Cllr. Wood for his hard work and organisation of the application.

12. PPC to consider Setting up an account at Jewsons (Minehead) – Cllr. Hancock to report.

Cllr. Hancock reported that whilst the Porlock Community Maintenance Team predominantly use Porlock Home and Hardware for their materials on occasion they have had cause to use Jewsons in Minehead. As the PPC do not use a Company Debit Card this has caused issues with reclaiming the VAT for the items purchased.

Proposer: Cllr. Fraser
Seconder: Cllr. Ellicott

UNANIMOUSLY APPROVED

13. The PPC to APPROVE the formation of the Emergency High Street Recovery Sub-Committee.

The sub-committee (Porlock High Street Partnership) is to comprise of the following representatives:

Cllr. Milne on behalf of Somerset West & Taunton District Councillor
Mrs. D Stanyon on behalf of Porlock Vale Tourist Association (PVTA)
Cllr. Hancock on behalf of the PPC
Mr. S Weaver, a local trader with premises located on the High Street
Mrs. De Vere Hunt, a local trader with premises located on the High Street

Subject to future requirements, further members can be co-opted by a majority vote. Initial membership is for a period of one year which may be extended by majority agreement should the life of the PHSP exceed a 12-month period.

Proposer: Cllr. Milne
Seconder: Cllr. Ware

UNANIMOUSLY APPROVED

14. The PPC to APPROVE the Terms of Reference for the High Street Recovery Sub-Committee.

The supporting information was provided to the Full Council for review on the 06th November 2020. The Economic Development Manager from SW&T District Council, Mrs. L Redston was in attendance to provide further information. Following a robust discussion, Cllr. Milne advised the Terms of Reference are principally to confirm the role each participant holds within the PHSP and to ensure the funds received from SW&T Emergency Town Centre Recovery Fund are distributed legally and properly.

Proposer: Cllr. McCoy
Seconder: Cllr. Fraser

09 Councillors APPROVED
2 Councillors ABSTAINED

15. The PPC to discuss parking issues on Meadowhayes following receipt of a complaint.

This item is not available for review by the public due to its sensitive nature.

16. 20's Plenty Campaign – Cllr. Ellicott to report.

Following a request by the Chairman, Cllr. Ellicott has approached representatives of the 20's Plenty campaign with a view to potentially implementing a speed limit of 20mph throughout the Village. It was noted that whilst the majority of the roads around the Village already hold a 20mph speed limit, some roads would benefit from better signage providing clarity of the limit for the entire length of the road. Cllr. Ellicott will provide a progress report at a later date.

17. PPC to consider a land registry subscription – Clerk to report.

This item has been deferred to the following meeting as awaiting confirmation of costs.

18. Correspondence

Correspondence was received from a resident highlighting an increase in buildings/caravans situated at Rooks Farm, Sparkhayes lane.

Action Point: Clerk to contact ENPA for clarification.

19. Reports from Outside Bodies

Coastal Communities Team

Cllr. Wood reported the new signs have now been received and will be installed shortly. The consultation period for the Economic Plan has now closed and the results of the data will be released shortly.

Doverly Manor

Cllr. Hancock reported that wood rot has been found in the window frames at the Museum, the PCMT are due to carry out repair work shortly.

Highways

Nothing to report.

Library

Cllr. Ware reported following consultation with SCC and the Volunteer representative Porlock Library will be open on Friday for limited hours, not for browsing purposes.

Porlock Vale Tourist Association

Since 1st November the Visitor Centre staff and Porlock Parish Council have re-instated the Porlock Community Initiative and helpline. The Visitor Centre Manager is very appreciative of the support received from all Volunteers and several Parish Councillors who have offered to hand deliver the information leaflets to all households. The VCM will man the helpline, from home, 6 days/ week and this will be reviewed regularly to determine whether it is necessary.

The Visitor Staff, with the exception of the VCM, will be furloughed during this second lockdown and the Visitor Centre will be closed, in line with government regulations.

The PVTA met on the 4th November and agreed the Terms of Reference for the High Street grant from Somerset West and Taunton Council. The VCM is looking forward to being part of the and working with the "sub group" to implement the Indicative Plan to ensure that our High Street businesses benefit from the grant. The PVTA has agreed to make a donation of £200.00 to Denise Sage and the Porlock Community Association, to assist her in "lighting up Porlock" during the Christmas period. The PVTA has agreed to make a donation of £50.00 to Clare and Chris Gladstone who organize the Santa trail. Both of these community efforts are important, particularly this year, to keep community morale high and boost festive spirit.

The PVTA is currently making tough decisions on how the Visitor Centre will open in January 2021, with virtually no volunteers available to help. The only way to ensure the continuation of opening will be to use employed staff to do this. The intention is to ensure that the Visitor Centre is open 5 days/ week for 3 hours/day.

The PVTA are working on the Strategy Plan for the long term financial stability of the PVTA and the Visitor Centre. These plans are complex and cover various options and each option needs careful consideration by the full committee. The PVTA strategy is a significant document and may not be available to the PPC and the PVTA members and businesses until early in 2021. The PVTA is aware that the PPC would like sight of this document when considering the PVTA grant application and the rent rebate request for 2020. We apologise that this Strategy document is not available to the PPC, but hope that the PPC appreciate and understand that this Strategy document will be far-reaching and form the basis of the future success and continuation of the PVTA and the Visitor Centre and the PVTA are taking the necessary time to discuss and agree on it.

The PVTA would like to thank Richard Maw for representing the Parish Council on the PVTA Committee and vice versa. We thank him for his time and work and for his continued commitment to Volunteering in the Visitor Centre and supporting the VCM.

Following a query raised by Cllr. McCanlis regarding a PPC representative on the PVTA Committee, Mrs. D Stanyon advised this position is to be agreed by a majority vote of the PVTA Committee.

Action Point: Discussion of representative for PVTA to be placed on the December Full Council Meeting Agenda.

Porlock Weir

Nothing to report.

Recreation Ground

Nothing to report.

St. Dubricius First School

Nothing to report.

Village Hall

Nothing to report.

There being no other business the meeting closed at 22.03.

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09th December 2020

Chairman