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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 via Zoom Wednesday 12th August 2020 at 7.30p.m
<https://us02web.zoom.us/j/89494380024>

Members Present: Cllr. McCoy, Chairman,
Cllr. Milne, Vice Chairman,
Cllr. Boden, Cllr. Fraser, Cllr. Gable, Cllr. McCanlis, Cllr. Maw, Cllr. Rayner, Cllr. Ware
and Cllr. Wood.
Also present: Mrs. D Taylor-Pitkin (Parish Clerk)
Mrs. D Stanyon (Manager of Porlock Visitor Centre)

1. Apologies

Apologies were received from Cllr. Ellicott and Cllr. Hancock due to family commitments.

Proposer: Cllr. Milne
Seconder: Cllr. Wood

UNANIMOUSLY APPROVED

Due to technical issues Cllr. Gable and Cllr. Ware were unable to verbally participate in the meeting until 20:10.

2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations

None were noted.

3. The Minutes of the meetings held on the 08th July 2020 to be confirmed as a correct and accurate representation.

Proposer: Cllr. Maw
Seconder: Cllr. McCanlis

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated of the meeting held on the 08th July 2020 be approved and signed as a correct record.

4. Matters for report information purposes only:

- Notification of PPC comments on Planning Applications to the ENP – Clerk to report
Following a discussion with ENPA Planning Department it was agreed they will issue an email notification direct to the Clerk confirming the date of consultation for the Planning Applications.

- Update on land movement at the Dunster Steep War Memorial – Clerk to report
The Clerk reported the movement at the War Memorial is minimal and Mr Binding will keep the PPC updated on any changes.

The meeting was adjourned for public participation.

5. Public Participation

The public present did not wish to participate.

The meeting was reconvened.

6. Somerset County Council and District Councillors' reports

Cllr. Milne, Somerset West and Taunton District Council:

Unitary Authority

Cllr. Milne reported that SW&T Council have proposed their support for two new Unitary Councils with a combined authority, SW&T are to partner with Sedgemoor leaving South Somerset to partner with Mendip. The Secretary of State is to make the final decision upon receipt of a suitable business plan.

Car Park Fees

It was noted that the fees for car parks in the area will return from the 01st September 2020.

Drainage Issue at Hope Cottage

Cllr. Milne advised he is still attempting to remedy this situation and hopes to reach a positive outcome shortly.

Discretionary Business Grant

Cllr. Milne reported that the majority of business within Porlock have applied for the grant following a highly successful mail shot highlighting the grant availability. For more information please click on the link <https://www.somersetwestandtaunton.gov.uk/media/2299/discretionary-grant-fund.pdf>

SW&T Council Meeting

It was reported that all the Council meetings held by the Somerset West and Taunton District Council are now live streamed and access is available via the link: <https://www.somersetwestandtaunton.gov.uk/your-council/council-meetings/>

Salt Bins

Cllr. Milne requested clarity on salt bins within the Village and advised the one previously located at Chetsford Waters is no longer there and a replacement is required.

Apologies were received from Cllr. Frances Nicholson (Somerset County Council)

7. Chairman's Announcements:

The Chairman wished to note his gratitude to the Vice Chairman for his successful pursuit of the Highstreet Fund, please see Item 12.

20's Plenty Campaign

The Chairman advised that Cllr. Ellicott is to research the 20's Plenty Campaign which is proving very successful in other rural areas.

Vandalism at Doverhay Public Toilets

Following the recent vandalism of the public toilets it has been necessary to source a local plumber to repair the damage recently incurred. Due to the extent of the damage this may result in the closure of the toilets for a period of one week.

Village Hall maintenance Team

The Chairman wished to thank the Maintenance team for the tireless efforts around the village in particular for the time-consuming work of repainting the Church railings.

8. Planning: **6/27/20/112 Ivybank, Doverhay, Porlock TA24 8LL**

Proposed single storey extension to the side of dwelling together with associated works.

6/27/20/113 Gore Point, Worthy Road, Porlock, TA24 8PF

Proposed two storey side extension.

Proposer: Cllr. Fraser

Second: Cllr. Boden

UNANIMOUSLY APPROVED

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

Payment Number	Name	Description	Amount
35	HMRC	National Insurance and Tax contributions	263.90
36	Mrs. D Taylor-Pitkin	Clerk Salary	****
37	A Binding	Village & Verge Contract	480.00
38	A Binding	Grass Cutting & Strimming	960.00
39	SALC & NALC	Affiliation fees for 2020/2021	378.47
40	Mark Jones	Cleaning D H & OSB Toilets for July	362.95
41	Porlock Home & Hardware	Paint for railings outside the VC	124.98
42	NEST	Clerks Pension – Parish Council and Clerk contributions	66.33
43	Mrs. D Taylor-Pitkin	Zoom Video Communications Monthly Subscription	14.39
44	Minehead Plumbing	Repairs to Doverhay Toilets	45.00
45	Pro Green	Window cleaning at the Old School Building	17.00
46	EDF	Final bill for Old School Building	42.85
47	Bulb	Monthly payment	40.00
48	BT	Telephone & Internet for Parish Office/Library (January)	80.27

Bank Balances on the 07th August 2020:

PPC Current Account: £141,985.24

Allotment Trust Account: £16,823.36

Payments Received between 02/07/2020 – 07/08/2020:

Name	Description	Amount	Reference
PVTA	Rent for VC	496.00	Automatic Credit

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

- a) Approval of the Minutes of the Finance Committee meeting held on the 06th August 2020.

Proposer: Cllr. Maw
Seconder: Cllr. Ware

UNANIMOUSLY APPROVED

- b) Formally ADOPT the following recommendations:
- i. PPC Finance Regulations 2020
 - ii. To approve and sign Annual Governance & Accountability Return
 - iii. To approve transfer of funds to the earmarked reserves.

Proposer: Cllr. Maw
Seconder: Cllr. Wood

UNANIMOUSLY APPROVED

10. Matters Arising

Following a request by Cllr. McCanlis the Clerk clarified the criteria for becoming a competent Council. The conditions for eligibility are set out in the Statutory Instrument, Parish Councils (General Power of Competence) (Prescribed Conditions) Order 20124 .

1. **Resolution.** The council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk. The resolution can be passed at any meeting of the council, but a further resolution must be passed at every subsequent “relevant annual meeting” for the council to be able to continue to exercise the power. A “relevant annual meeting” is 4 <http://www.legislation.gov.uk/ukdsi/2012/9780111519868/body> the annual meeting that takes place in a year of ordinary elections, once every four years.
2. **Electoral Mandate.** At the time the resolution is passed, at least two thirds of the members of the council must hold office as a result of being declared elected. This means they should have stood for election, whether at an ordinary or by election, even if unopposed, and not been co-opted or appointed. If two thirds is not a whole number then it must be rounded up. For example, if the total number of councillors is 8, then two thirds is approx. 5.3, then the number of councillors that must be elected is 6.
3. **Qualified Clerk.** At the time the resolution is passed the clerk must hold an eligible qualification. These are the certificate in local Council Administration (CILCA), the Certificate of Higher Education in Local Policy, the Certificate of Higher Education in Local Council Administration or the first level of the foundation degree in Community Engagement and Governance (or successor qualifications) awarded by the University of Gloucestershire. The clerk must also have completed training in the exercise of this power as part of one of these qualifications or as separate exercise. If the council loses its qualified clerk or has insufficient elected councillors, then it must record its ineligibility at the next ‘relevant’ annual meeting of the council (after the ordinary election). If it has already started an activity it can finish that but not start anything new.

11. PPC to review a date for the next face to face Full Council meeting.

It was reported The Village Hall is due to resume normal service on Tuesday 01st September 2020. Due to the Government Legislation fluctuating on a regular basis it was proposed to revisit this situation shortly before the October Full Council meeting in order to adhere to the regulations and ensure the safety of Members and staff.

Proposer: Cllr. Ware

Seconder: Cllr. Maw

9 Councillors APPROVED

1 Councillor AGAINST

12. PPC to consider supporting the general principle of the Future of Porlock 2020 plan – Cllr Hancock to report.

Cllr. Wood reported on behalf of Cllr. Hancock in his absence. It was noted that a copy of the report was distributed to the Councillors in attendance to review prior to the meeting but should be regarded as a “working document”.

After a robust discussion Cllr Milne clarified that whilst elements of this report met the criteria for the High Street Fund from Somerset West & Taunton Council this did not incorporate the entire report and both items should be considered on an individual basis. It was confirmed a large part of the High Street grant is reliant on the input from the local traders and the PVTA are to provide feedback to SW&T.

Following consideration by the Full Council Cllr. Wood provided the following proposal:

The PPC to consider the plan in principle and establishing the lead role in its development and implementation.

Proposer: Cllr. Wood

Seconder: Cllr. Fraser

8 Councillors APPROVED

2 Councillors ABSTAINED

13. The PPC to form a small sub-committee for the Future of Porlock 2020 plan – Cllr. Hancock to report.

Proposer: Cllr. Wood

Seconder: Cllr. Ware

UNANIMOUSLY APPROVED

14. To discuss the potential of establishing a local radio station within Porlock – Cllr Milne to report

The PPC agreed in principle with a radio station, however further investigation is required.

15. Update on the PPC response regarding Unitary Authority – Cllr. Wood to report.

Cllr. Wood reported following confirmation that SW&T Council have proposed to support two new Unitary Councils with a combined authority. New information is to be released shortly which Cllr. Wood and Cllr. Maw are to review and will report back to the PPC.

The Chairman wished to note his gratitude to Cllr. Wood and Maw for the time they have spent reviewing the information.

16. Full Council to propose their support of the new proposed model Member Code of Conduct provided by the LGA.

Following a review by the Full Council the PPC agreed to support the new Member Code of Conduct provided by the Local Government Association.

Proposer: Cllr. Boden

Seconder: Cllr. Milne

UNANIMOUSLY APPROVED

17. Correspondence

None were received.

18. Reports from Outside Bodies

Coastal Communities Team

Cllr. Wood confirmed the new signage for the Marsh will be available shortly. The Community-Led initiative on the Eco Plan Review is progressing with distribution of the questionnaire and leaflets to be confirmed.

Doverly Manor

Nothing to report.

Highways

Nothing to report.

Library

Cllr. Ware advised the majority of the Libraries are now open with the remaining number opening in September. A meeting is planned for the near future between the SCC CLP representatives and Porlock Library.

Porlock Vale Tourist Association

Cllr. Maw advised the Summer of Song is due to take place on the 22nd August and some tickets are still available.

The Visitor Centre has received a grant of £7500.00 which is designed to enable a return to some degree of normality with the Visitor Centre now re-opening 6 days a week.

It was well publicized that 29 hand knitted Teddies were distributed within the Village to people who have gone above and beyond in response to the Covid-19 pandemic, Cllr. Maw wished to note the hard work that had gone in to organising this event in particular by the Manager of the Visitor Centre Mrs. Deborah Stanyon.

Porlock Weir

Cllr. Milne noted it may be helpful to find an alternative route for ramblers/walkers who frequent the road between Porlock and Porlock Weir after a number of near misses over recent weeks.

Recreation Ground

Cllr. Gable advised the Evening of Summer Song is to cater for a maximum of 200 people. Training for Ladies and Gentleman football is underway and a cricket match is due to take place in September.

St. Dubricius First School

Nothing to report.

Village Hall

Nothing to report.

There being no other business the meeting closed at 21.29.

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14th October 2020

Chairman