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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 12th June 2019 at 7.30p.m.

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

1. Apologies

Apologies were received from Cllr. Rayner due to family commitments.

2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations

None were noted and all completed forms have now been received.

3. The Minutes of the meeting held on the 20th May 2019 to be confirmed

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated of the meeting held on the 20th May 2019 be approved and signed as a correct record with the following amendments:

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1. Election of Chairman

*Cllr. Mrs. Gable nominated Cllr. McCoy for re-election. This was seconded by Cllr. Mrs. Groves and **UNANIMOUSLY APPROVED**. The Chairman duly signed an Acceptance of Office as Chairman. Cllr. McCanlis suggested the election of Chairman would be better timed to take place at the following Full Council meeting in order for the current Councillors to make an informed decision.*

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Land adjacent to Porlock Caravan Park, High Bank, Porlock.

The Council approve the planning application in principle pending a discussion on how the Caravan Park are intending to landscape the area and the possibility of the additional planting of mature trees in the currently occupied area.

Cllr. Wood advised the results from the **Planning Application** should be announced by the end of June and the total amount of the grant is yet to be confirmed as quotes are still being processed.

4. Matters for report not on the Agenda

Speed Watch in Porlock Village

The Chairman reported that Linda Brooks our local PCSO is trying to raise interest in a speed watch through the Village and if anyone is able to assist can they please contact the Parish Council or Linda Brooks.

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. Milne (CC)

Cllr. Milne confirmed the re-structure of Somerset West & Taunton Council is a work in progress, there are currently 59 Councillors and 35 wards in this area. Whilst there are a significant number of new Councillors finding their feet it was noted that there are still 40 vacant positions in various Council departments. There are still processes being addressed within the system so that responses to queries are managed within a timely fashion, some of the issues are as a result of the recent merger and subsequent election. Climate change is an increasingly popular topic and will assist with the changes Porlock Parish Council are hoping to implement in the future.

Cllr. Mrs. Nicholson (SCC)

Cllr. Nicholson reported the recently aired Panorama programme which addressed the ongoing concerns with Adult Social Care, has highlighted the limited resources that is available for this issue and also the increase in pressure on the Council budget.

The Chairman reported that Planning Application **6/27/19/102 Porlock Village Hall Car Park** seems to be meeting some resistance from ENP. Cllr. Nicholson is to review the application and assist if possible but advised ENP Planners will be considering if the pole is within the same measurements as surrounding poles and tend to recommend BT internet service, however this service is not free and will incur a long running cost.

7. Planning

6/27/19/108

Sparkhayes Lane, Cow Lane and Porlock Weir.
Proposal to install 3 information signs.

10 Councillors Approved – 1 Abstained

6/27/19/107

Porlock Marsh, Porlock
Proposed construction of wildlife viewing platforms, one at Bossington Lane and one at the marsh, together with 6 benches and improvements to rights of way on the marsh.

The Council unanimously APPROVED the application.

6/27/19/106

6 Threeways, Bonds Row, Porlock.

Proposed erection of a two storey and a single storey rear extension and associated works.

The Council unanimously APPROVED the application.

6/27/19/105

Bossington Lane, Bossington, Porlock.

Proposed information sign to be affixed to the side of the toilet building.

The Council unanimously APPROVED the application.

8. Finance

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

Mrs D Pitkin – Clerk’s salary	CONFIRMATION UPON REQUEST
Mrs. C Fitzgerald – Assistant clerk salary	CONFIRMATION UPON REQUEST
A Binding – Grass cutting & strimming	960.00
Ricoh Uk Ltd – Rent & photocopies	594.39
A Binding – Village & Verge	480.00
Idverde – Annual Contract 2x dog bins & street clean x 12 months	455.52
SALC – Affiliation Fees	371.80
HMRC – Tax & NI for clerk salary	274.45
Mr Mark Jones – Cleaning of Doverhay Toilets	220.00
Porlock Village Hall – Housing council meetings for previous 12 months	156.00
EDF Energy – Supply to Parish Office	81.14
NEST – Clerks pension	66.33
Porlock Home & Hardware – Cleaning products & supplies for Parish Office notice board	62.81
Mrs Taylor-Pitkin – Clerk expenses – office supplies	58.35
BT – Telephone & internet for the Parish Office	53.94
Pro Green – Window cleaning for Old School Building	17.00
Overall Total	3,851.73

Bank Balances on the 30th May 2019

Current Account Total: £139,446.08

Allotment Trust Reserve Account Total: £15,563.14

a, Minutes of the Finance Committee Meeting to be approved and recommendations adopted.

The minutes of the meeting held on the 30th May 2019 were confirmed as a correct record, Cllr. Maw reported on the matters which had been raised and confirmed that these had all been duly considered and addressed by the Committee.

The Council unanimously **APPROVED** the Finance Committee recommendations, please see Finance Committee Meeting Minutes dated 30th May 2019.

9. Matters Arising

None were noted.

10. Formal vote for the position of Parish Member to be appointed to the Exmoor National Park Authority

Ballot papers had been received from SALC and provided to the Councillors for consideration prior to the meeting, 5 candidates were duly selected.

11. Formal Review & Approval of the PPC Grant Application Form & Policy

Cllr. Maw is to review the policy and application form and report back at a later date.

12. Report on Visit to Porlock Fire Station

The Chairman thanked the Councillors for attending the discussion at the local Fire Station regarding the new vehicle.

13. Update on Planning Application 6/27/19/102 Porlock Village Hall Car Park – Installation of Air Mast

Please see Item 6, Cllr. Mrs. Nicholson report.

14. New Councillor's Walkabout

The Chairman thanked the new Councillors for attending the walk and hoped it shed some light on the responsibilities of the Parish Council.

15. Update on repairs for Doverhay Toilets

Cllr. Hancock reported that the disabled toilet at Doverhay Carpark is currently out of order, following an inspection by local builder, Mr. Chris Horne, it was determined that it was due to a mechanical failure in the door lock mechanism. A quote is to be requested for the repairs of the mechanism and the additional toilet situated in the block is to be used in the interim.

16. Correspondence.

The Council received an email from a local B & B owner requesting assistance with the repair of their boundary wall which has sustained damage over the years from passing vehicles. A letter has been referred to Somerset County Council Highways department.

17. Reports from Outside Bodies

Coastal Communities Team

Cllr. Wood reported the Grant is still being processed with quotes being sourced, there is to be a meeting to discuss the grant with ENP Planning Department on the 25th June 2019.

Doverly Manor

Cllr. Hancock attended the Samworth Brothers event recently held at the Recreation Ground and was very pleased to receive a £7,000 donation on behalf of Doverly Manor and wished to note his appreciation for the very generous gift.

Library

Cllr. Ware reported following the initiation of the new agreement on the 01st April a Health & Safety committee has been formed including Cllr's Ware and McCanlis and two Library Volunteers, Kim Longbitch and Margaret McCoy. It was also noted that the children area in the Library has received a very impressive makeover and it is hoped will encourage more children to attend.

Porlock Vale Tourist Association

Nothing to report.

Porlock Weir

Nothing to report.

Recreation Ground

Cllr. Mrs. Gable confirmed the Samworth Charity Challenge exceed all expectations and was a resounding success for everyone involved. Cllr. Gable wished to note how well all participants/visitors/local residents worked together to ensure both weekends flowed faultlessly. There were over 100 teams taking part over the two weekends who independently raised money for their own designated charities totalling £318,000. The event was also sponsored by companies who donated a proportion of what was raised to local charities associated with this area:

- Exmoor National Park £15,000 received for footbridges bridges at Tivington Knowle and Lynton.
- Minehead RNLI received £10,000 for their new building fund.
- Porlock Youth Club received £10,000 to ensure its future for the next two years.
- Porlock Weir Gig Club received £10,000 to purchase their own gig boat.
- Doverly Manor Museum received £7,000 for upkeep and maintenance.
- Minehead Merlins received £5,000 for a fleet of new bikes.
- Porlock Apple Press received £3,000 improved signage etc..
- Denise Sage Porlock Village enhancement scheme is to also receive a donation.

It was recommended a letter of thanks should be issued to the Samworth Brothers to acknowledge the positive impact their visit has had on the Village and to thank them for their very generous and kind donations.

St. Dubricius First School

Nothing to report.

Village Hall

Cllr. Hancock advised the repairs to the toilets have been completed.

18. Risk Identification

Cllr. Ware noted a panic button should be installed in the Parish Room at the Old School Centre to provide better security for the Clerk when working alone. A lone Worker Policy is to be reviewed and Cllr. McCanlis is to assist. Cllr. Milne suggested a stable door for the internal entrance into the Parish Office would be beneficial, Cllr. Hancock is to investigate.

19. Items for Report

Cllr. Hancock reported that a local Engineer had visited the Old School Centre to inspect the boiler and current silo and is due to report back at a later date with a quote.

Cllr. McCanlis requested the layout of the Hall during the monthly Full Council Meetings be addressed so that all Councillors can see each other. Cllr. Hancock is to draw up a plan which will hopefully accommodate everyone.

There being no other business the meeting closed at 21:29.

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Chairman

DATE: 10th July 2019