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Office Hours:
Tuesday 9:30 – 14:00
Wednesday 9:30 – 14:00
Thursday 9:30 – 14:00
Friday CLOSED



Clerk to the Council
Mrs. D. 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, 13th March 2019 at 7.45p.m.

Members Present: Cllr. M. McCoy, Chairman,
Cllr. R. Hall, Vice Chairman,
Cllr. Mrs. Gable, Cllr. Growden,
Cllr. Latham, Cllr. Milne,
Cllr. Sage & Cllr. Ware.
Also present: Cllr. Mrs. Mills (WSC)
Mrs. D Pitkin (Clerk)

1. Apologies

Apologies were received from Cllr. Mrs. Ellicott due to work commitments, Cllr. Hancock and Cllr. Mrs Russell due to family commitments.

The Chairman advised the Council that due to ill health Cllr. Mrs. Nixon had unfortunately resigned from her position as Councillor after the last meeting. The Chairman wished to note the Councils appreciation to Cllr. Mrs. Nixon for all her hard work during her time on the Council and to wish her luck for the future.

2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations

Cllr. Mrs. Gable noted her interest in Planning Application 6/27/19/101, Land at Parsons Hill and Cllrs McCoy, Hall and Ware noted their interest in Planning Application WTPO 19/03, Exmoor House, Minehead Road.

3. The Minutes

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

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Cllr. Mrs Frances Nicholson (SCC)

Cllr. Mrs Frances Nicholson advised there is to be a review in April of the winter service, and it was confirmed the PPC have allocated £500.00 in the budget for Winter Emergencies.

*There was a question mark over the responsibility of who owns the footpath and road surface at **Coach Road**. Clerk is to investigate and report back later.*

16. Abattoir and Picnic Site Update – Cllr. Hancock to report.

Cllr. Hancock reported that Mr Dean Kinsella from ENP confirmed that the outline application was progressing, and that Plymouth City Council has been appointed to report on the viability statement for the Affordable Housing as the previous ENP Advisor has now left. The recent speed survey is currently being assessed by Highways and the earliest possible date for the planning meeting is expected to be in April.

4. Matters for report not on the Agenda

None were noted.

The meeting was adjourned for Public Participation.

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. Mills (WSC)

Cllr. Mrs. Mills advised that West Somerset and Taunton Council have just passed a motion to declare a Climate Emergency, the result is to create a carbon neutral Council by 2030. As a result of this there is currently an ongoing investigation into the possibility of installing EV (Electrical Vehicle) points throughout the County, the local garage situated on Porlock High Street is a potential site and Doverhay Car Park will also be a consideration.

Coach Road, Porlock

A meeting is to be arranged between Magna, SCC and the Parish Council in order to confirm who is responsible for certain parts of this area. Following this, work will be done to improve the quality of the road.

Business Rates for Porlock Library

Cllr. Mills suggested it would be prudent to investigate the possibility of transferring the Library to a Charitable Incorporated Organisation as this would remove the issue of Business Rates for the Library. There is also the possibility the Library could qualify for Small Business Rate relief and this will require further investigation.

7. Planning **6/27/19/101**

Land at Parsons Hill, Porlock

Retrospective clearing of unused waste land to create parking for 2 vehicles.

UNANIMOUSLY APPROVED

WTPO 19/03

Exmoor House, Minehead Road, Porlock

Works to trees subject to tree preservation order, remove lower limbs of cedar tree overhanging tarmac drive.

UNANIMOUSLY APPROVED

8. Finance

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

Somerset County Council – Contribution to bus service	9,000.00
Mrs D Pitkin – Clerk's salary	1,251.50
A Binding – Grass cutting, strimming and maintenance of High Bank	620.00
PKF Accounts – External Auditors	480.00
HMRC – Tax & Ni for clerk salary	289.64
Mr Mark Jones – Cleaning of Parish Council Public toilets	284.00
Mrs D Pitkin – Postage, office supplies, edition of Arnold Baker Local Council Admin	131.81
Water 2 Business – water & sewerage 05/09/18 – 18/02/19	100.92
Mrs. C Fitzgerald – Assistant clerk salary	59.15
Mrs D Pitkin – Clerks travel expenses for attending training course x 2	44.60
Pro Green – Window cleaning for Old School building	17.00
NEST – Clerks pension	42.06
BT – Telephone & internet for the Parish Office	54.84
Business Rates for Porlock Library & Visitor Centre	3,486.10
Business Rates for Porlock Parish Council	581.30

Bank Balances on the 28th February 2019

Current Account Total: £123,714.73

Allotment Trust Reserve Account Total: AWAITING STATEMENT

The Finance Committee agreed to meet on the 19th March 2019 to discuss possible changes to the current banking process and signatories.

9. Matters Arising

None were noted.

10. Forming a sub-committee to focus on the progress of the Opportunities Programme for 2019 - 2020

Cllr. Hall reported with concern that as he is to stand down from his position on the Parish Council, he would also have to vacate his position on the Business and Skills panel. The main aim of the Business and Skills panel is to improve the social and educational progression for the residents of rural areas and enabling them to reach their full potential. Cllr. Hall reported that following a sizeable donation into the Programme, very significant progress has been made and he would like to continue assisting on the Panel on behalf of the Parish Council. It was proposed that the Parish Council form a subcommittee consisting of two current Councillors and Cllr. Hall, thus enabling Cllr Hall to hold his position as advisor on the Business and Skills panel and report back to the Parish Council on its progress. It was **UNANIMOUSLY APPROVED** Cllr. Milne and Cllr. Ware would both form the subcommittee along with Cllr. Hall.

11. Update on the Library partnership agreement – Cllr. Ware to report

Cllr. Ware reported the current agreement with the Library is to end on the 31st March 2019 with the new agreement beginning on the 01st April 2019 for 7 years. Both Cllr. Ware and Cllr. Latham along with Kim Longley who represents the Library Volunteers, have scrutinised the new and significantly longer agreement. Particular attention was given to the roles the Volunteers play at the Library and the amount of responsibility the Volunteers will now assume, as without them this agreement would not be possible. Following a meeting with Mr Woodhams from Somerset County Council Library Services, the initial concerns were addressed, including a break clause agreement which will allow the Parish Council to terminate the agreement after 14 months if the situation becomes unstable. There are also break clauses installed after 3 and then 5 years for the same reason. There is also to be a £5,000 annual payment made by the SCC towards the Library for the next 7 years. It was **UNANIMOUSLY APPROVED** that the Council adopt the Library agreement from the 01st April 2019.

The Chairman wished to note his appreciation for all the hard work Cllr. Latham and in particular, Cllr. Ware have put in to stabilise and confirm this agreement.

12. May Election 2019 – Chairman to report.

The Chairman gave an update on the Election campaign, reporting that quite a few applications have been distributed at the Parish Office to respective candidates. Cllr. Milne suggested once the candidates' names are released it would be prudent to arrange a meeting with everyone in order to manage expectations and provide a realistic outline of what is expected of today's Councillors.

13. Correspondence.

A letter was received from a resident located on Hawkcombe noting that the quality of the road has degraded substantially and requires attention.

14. Reports from Outside Bodies

Coastal Communities Team

Cllr. Hall advised they are still waiting for the outcome of the two grant applications and will advise once a response is received.

Doverly Manor

Nothing further to report.

Library

Nothing further to report.

Porlock Vale Tourist Association

Nothing further to report.

Porlock Weir

Cllr. Milne advised that the property formerly known as Millers at Porlock Weir is due to be reopened in April and is expected to be a Spa Hotel.

Recreation Ground

Nothing further to report.

St. Dubricius First School

Nothing further to report.

Village Hall

Nothing further to report.

15. Risk Identification

None was noted.

16. Items for Report

Cllr. Mrs. Gable reported that it had been noted that the Public toilet located at the Visitor Centre required improved signage confirming the opening times.

The Council wished to formally note its thanks to Cllr. Hall for being a very pro-active and involved member of the Council and Vice Chair.

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

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Chairman

DATE: 10th April 2019