

Office Tel: 01643 863350
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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 13th November 2019 at 7.30p.m.

Members Present: Cllr. McCoy, Chairman,
Cllr. Milne, Vice-Chairman (SW&TD)
Cllr. Mrs. Ellicott, Cllr. Mrs. Gable, Cllr. Hancock, Cllr. McCanlis,
Cllr. Maw, Cllr. Rayner, Cllr. Ware and Cllr. Wood.
Also present: Cllr. Mrs Frances Nicholson (SCC)
Mrs. D Taylor-Pitkin (Clerk)

1. Apologies

Apologies were received from Cllr. Mrs. Groves due to family commitments.

2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations

None were noted.

3. The Minutes of the meeting held on the 09th October 2019 to be confirmed

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated of the meeting held on the 09th October 2019 be approved and signed as a correct record with the following amendments:

Pg1, Cllr. Wood was not listed as present.

Pg5, Item 13, **Action Point: Clerk to prominently display/promote the new policy.**
Cllr. McCanlis and Cllr. Wood to compose the Sustainability policy and notify Porlock Newsletter and Free Press.

4. Matters for report not on the Agenda

Opening Hours of Parish Office

The Chairman had noted that over the last few years the responsibilities and expectations of the Parish Council have increased which has seen a significant rise in the level of work passed down to Councillors and the Clerk and consequently this has resulted in work being completed outside of office hours. As Employers the PPC has an obligation to ensure adherence to a standard of reasonable care for those operating within the Council. The Chairman proposed to limit the hours of availability for the Clerk to two hours on three consecutive days and to be contactable via the PPC email porlockpc@gmail.com or Parish Office land line 01643 863350. Also in accordance with the PPC Lone Worker Policy, the internal door for the Parish Office is to be changed to a stable door in order to ensure the safety of the Clerk. The amendment to the opening hours will be confirmed at a later date.

The PPC Unanimously APPROVED

08th May Friday Bank Holiday

In order to allow people to pay their respects to those who served in the Second World War on the 75th Anniversary of VE Day the Bank Holiday ordinarily held on the 04th May has been moved to Friday 08th May. The Chairman proposed to hold a commemorative event within the Village similar to the one organised 25 years ago which was very successful and was attended by over 300 people. The Chairman requested a initial donation from the PPC once a suitable scheme/celebration has been confirmed.

The PPC Unanimously APPROVED the donation of £100.00.

PPC Highways Warden

As the PPC currently does not have a Highways Warden it was agreed that Highways should be added to the Reports from Outside Bodies section and that all Councillors can report on any particular Highways matters they feel are relevant. Particular attention should be paid to keeping an eye on the 9 newly refurbished cast iron signposts within the parish.

Footpath from Villes Lane to Bossington

Councillors have received numerous complaints from residents, that the newly laid ballast surface has unfortunately been put down in an uneven manner which is not level and is very difficult for older people to walk on. We appreciate the work has been done to help alleviate the muddy surface but ask if it is possible to make it more walking friendly. It was proposed to issue a letter to the National Trust advising of the issues.

The PPC Unanimously APPROVED

Action Point: Cllr. Fraser to take photos and forward to the Clerk to enclose with the letter.

5. Public Participation

None were present.

The meeting was reconvened.

6. Somerset County Council and District Councillor's reports

Cllr. Mrs. Nicholson (SCC)

Children In Local Authority Care

Cllr. Nicholson wished to highlight the needs of Somerset children who are not able to live in their birth families and advised the County Council is always seeking to recruit eligible foster parents. There are currently over 500 children in Somerset County Council's care. Many are in foster care, and some in residential care, both within Somerset and elsewhere. It is much better not to have to send children out of the county, so SCC needs to recruit more foster within the county. Whilst the assessment process is very thorough and can be long this is necessary to ensure anyone approved as a foster carer really can provide the right home and care to meet the children's needs. Should anyone wish to take part in this very rewarding and worthwhile experience please refer to the website <https://www.fosteringinsomerset.org.uk/> to find out more.

7. Finance

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

Payments approved for November 2019:

Name	Description	Amount	Reference
NEST	Clerks Pension – Parish Council and Clerk contributions	66.33	Direct Debit
Exmoor Skip Hire	Rented Skip for removal of rubbish at the Old School Centre	213.00	5095
Porlock Hardware Shop	Cleaning supplies	7.25	5098
Mrs C Fitzgerald	Assistant Clerk Salary	****	5100
Mrs. D Taylor-Pitkin	Clerk Salary	****	5107
HMRC	National Insurance and Tax contributions	274.45	5103
Mr M Jones	Cleaning D H Toilets & Parish Office toilet 01/07 – 29/07	275.00	5096
Porlock Village Hall	2 x meetings held in the Village Hall	26.00	5099
Somerset West & Taunton	Business Rates for Doverly Manor (Approved August Meeting)	130.03	5092
BT	Telephone & Internet for Parish Office/Library	94.10	Direct Debit
Which?	Online subscription on behalf of the Library	75.06	5101
Charming Stoves	Call out to Old School Centre December 2018	204.00	5102
PKF Audit Services	2018 – 2019 PP C Audit	360.00	5104
Charming Stoves	Annual Service 2018 / 2019	744.00	5105
Balcas Timber	Wood pellet delivery	787.50	5106
Buyabattery	Lights for Christmas Trees for the village	203.00	5108
Water 2 Business	Water supply to Doverhay Car Park Toilets	52.30	Direct Debit
Southern Electric	Supply to DH Toilets	133.23	Direct Debit
Ricoh Photocopier	Rental for photocopier and services used	500.33	Direct Debit
Travis Perkins	Building materials for Visitor Centre	418.95	Direct Debit

Bank Balances on the 30th October 2019:

PPC Current Account: £158,647.90

Allotment Trust Account: £16,188.80

Payments Received between 02/10/19 – 01/11 /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	24.85	1513
Doverhay Toilet	Cash Collection	90.00	1514
Doverhay Toilet	Cash Collection	41.40	1512
Bay 12	High Bank Car Park	12.50	Automatic Credit
Fine Memorial	Garden of Rest (D14)	70.00	1515
M & M McCoy	Friends of Porlock Library Donation	8.00	Automatic Credit
Hedley Price	Garden of Rest (D 3)	150.00	1516
Hedley Price	NP3 239	470.00	1517
Village Hall Honesty Box	Cash Collection	60.00	1518

Porlock Library	Generated Income	31.10	1519
Doverhay Toilet	Cash Collection	52.60	1520
Village Hall Honesty Box	Cash Collection	58.20	1521
Porlock Library	Generated Income	30.00	1522
Porlock Newsletter	Re-charge for RiCOH copier	377.59	1523
Hedley Price	NP3 32	255.00	1524
Porlock Tourist Association	Rental for Visitor Centre	496.00	Automatic Credit

8. Matters Arising

None were noted.

9. Funding of Judicial Review questioning Fire Service consultation process – Cllr. Milne to report

Cllr. Milne had issued an email throughout the Devon and Somerset area to enquire if there is an appetite within the affected areas to hold a judicial review into the consultation process carried out by the Devon and Somerset Fire Service. A meeting has been scheduled for 3 weeks' time to collate responses and gauge the support for the process. Following advice received from SALC the potential costs of a review could reach £25,000 - £30,000, potential sources for funds are being investigated and will be reported on a later date. Cllr. McCanlis suggested contacting the Ambulance Service for their support as both services work alongside each other.

10. The PPC to consider transfer to Unity Trust Bank – Clerk to report

Following the PPC decision to enlist in the Internet banking service (Formally approved on the 14th August 2019) the PPC have resolved to trial the use Unity Trust Bank for the purpose of issuing payments with the intention to review at a later date.

The PPC Unanimously APPROVED

11. Update on the PME Masterplan following the meeting held on the 06th November – Cllr. Wood to report

In response to the Masterplan presentation held at the Full Council meeting in October, by the Porlock Manor Estate, the PPC and representatives from PME held a working group on the 06th November. The Minutes of the meeting and summary of discussion point are to be provided to the PPC and reported on at a later date.

Please see attached reports.

12. The PPC to consider Approval of press release statement confirming the Sustainability policy.

The PPC Unanimously APPROVED the release of the following press statement:

Porlock Parish Council have adopted a new policy to put sustainability at the heart of all they do. This was agreed unanimously at their meeting in October.

The councillor who proposed it, Duncan McCanlis, commented, "That was the easier bit. Much consultation and work is required by the Parish Council to address the biodiversity and climate crisis facing us all."

With many local councils all around the country declaring a climate emergency, this is another link in the chain of change. The policy is also being incorporated into the Porlock Vale Coastal Community Team's draft of the proposed 'Economic Plan 2019'. The councillor bringing that plan, Chris Wood, commented: "The economic future of the Vale is increasingly linked to people's desire to ensure a sustainable future for us all, so our marketing strategy for Porlock and its surrounding villages will be reflecting the need for sustainable activities."

To find out more, or to comment on this Porlock initiative, please contact the Parish Clerk by email porlockpc@gmail.com

Action Point: Clerk to contact Somerset Free Press to issues statement and potentially publicise the headlines of the Minutes for the Full Council Meetings.

13. Update on EV charging points – Cllr. Milne to report

Following a meeting Cllr. Milne held with a company called Plug & Go investigations are being carried out into potential installation points throughout the Village. Plug & Go is a commercial company which handles the installation of electrical charging points and the majority of the responsibility for the maintenance and funds it may generate. Plug & Go are to confer with the District Council and further investigation of the pricing is required.

14. Update on the Airband Mast – Cllr. Hancock to report

Cllr. Hancock advised ENP have requested a revised plan following the amendment to the material of the pole. Quotes are currently being sourced for the installation and will be confirmed shortly.

15. Update on Dunster Steep – Cllr. Hancock to report.

Cllr. Hancock reported that plans have been issued to Western Power Distribution advising of the forthcoming plans and detailing the required alterations to the Dunster Steep Sub-Station which are a necessary element of the proposal. Their response will be reported on shortly.

16. Formal Approval of the revised Library Policies – Cllr. Ware to report.

A copy of the revised Health & Safety Policy and Safeguarding policy for Porlock Library was distributed at the previous Council meeting for all Councillor to review. Please see attached reports.

The policies were Unanimously APPROVED.

17. Review of Planning Application

WTPO 19/06

Oaks Hotel, Porlock, Somerset.

Works to trees subject to preservation Order to remove dying oak on steep bank.

The PPC Unanimously APPROVED

18. Correspondence.

An email was received from a resident concerned with the height of trees in the front gardens of Meadowhayes.

Action point: Clerk is to advise resident unfortunately PPC do not have the power to enforce any conditions in this area.

A letter was received from Porlock Apple Press Group thanking the PPC for their support and confirming the next Porlock Apple Press & Rural Crafts Festival is to be held on the 24th October 2020.

19. Reports from Outside Bodies

Coastal Communities Team

Cllr. Wood advised they are to continue to work with the National Trust and First Design on the signage for Porlock Marsh.

Doverly Manor

Nothing to report.

Library

Cllr., Ware reported that the quarterly review was held earlier today, and everything is progressing very well.

Porlock Vale Tourist Association

Cllr. Maw reported that the Auroch is being moved from the Visitor Centre to Doverly Manor Museum. The office plans have begun on a smaller scale than initially proposed and the opening times are still to be confirmed. Consideration is being given to the potential of hiring a website supervisor and events manager in the future.

Porlock Weir

Nothing to report.

Recreation Ground

Cllr. Mrs. Gable reported that half a dozen trees are to be planted in the Recreation Ground in replacement ones previously removed and the memorial garden has been tidied up and returned to its former glory.

St. Dubricius First School

Nothing to report.

Village Hall

Cllr. Hancock advised the car park wall recently damaged by a trailer is to be repaired shortly.

20. Risk Identification

Cllr. McCanlis noted the security measures are still be attended to at the Parish Office.

21. Items for Report

There being no other business the meeting closed at 21:31.

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11th December 2019 **Chairman**