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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 14th August 2019 at 7.30p.m.

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

1. Apologies

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

2. Declarations of Interest and Disclosable Pecuniary Interest Dispositions

None were noted.

3. The Minutes of the meeting held on the 10th July 2019 to be confirmed

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated of the meeting held on the 10th July 2019 be approved and signed as a correct record.

4. Matters for report not on the Agenda

Cllr. Maw requested that in the interest of greater clarity, action points which are generated as a result of the Agenda items discussed are clearly noted alongside who is responsible for carrying them out.

5. Public Participation

A local resident voiced their concerns regarding Planning Application 6/27/19/111, their main issue was the size of the installation and concern that it will overshadow their property. Cllr. Hancock advised it was possible to attend ENP offices in Dulverton on the date the Planning Application is being decided, providing you advise them that you are attending. An alternative is to note your concerns on their website:

<http://www.exmoor-nationalpark.gov.uk/planning>

The meeting was reconvened.

6. Somerset County Council and District Councillor's reports

Cllr. Mrs. Nicholson (SCC)

Winter Conference 03rd September 2019

Cllr. Nicholson confirmed the Winter conference is to be held on the 03rd September and encouraged members of the PPC to attend in order to discuss the Chetsford Bridge and subsequently agree responsibility for the provision of the salting/gritting bin. A potential solution is for both Councils to agree joint ownership and provide 50% of the costs.

Traffic Signage on Doverhay

Cllr. Nicholson asked for confirmation of the signage currently in place as Highways have recorded the job as completed.

Action Point: Clerk is to provide images of area and confirmation of signage.

Cllr. Milne (SW&TD)

Save Our Station Campaign

Cllr. Milne confirmed a letter has gone to the Fire Authority and noted MP's regarding the consultation and local MP Liddell Grainger has been proactive in his support of the campaign. However Cllr. Milne was keen to stress there has been very few questionnaires returned from this area and it is very important to put pen to paper and have your comments noted.

7. Planning

Cllr. Hancock noted that Exmoor National Park are holding the Authority Meeting for Porlock Abattoir Site on the 03rd September should any one wish to provide their recommendations.

GDO 19/10

Land at Doverhay Plantation (Easting 289100)

Prior notification for proposed new access tracks to manage local woodland.

UNANIMOUSLY APPROVED

HRH 19/01

Porlock Water Recycling Centre, Sparkhayes lane

Hedgerow Removal Notice for the removal of one section of 3m hedgerow to allow access to temporary treatment area.

UNANIMOUSLY APPROVED

6/27/19/111

30 The Meadows Porlock

Proposed demolition of existing conservatory and erection of a single storey extension to the rear of the property.

UNANIMOUSLY APPROVED

6/27/19/112

Porlock Caravan Park, High Bank, Porlock

Proposed Variation of Condition 2 of approved application 6/27/02/139 to allow all year-round occupation of caravans for holiday accommodation.

It was noted the PPC are to abstain from this recommendation and are to refer to the delegated powers of the Planning Officer.

8. Finance

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

Name	Description	Amount	Reference
NEST	Clerks Pension – Parish Council and Clerk contributions	66.33	Direct Debit
SSE Electricity	D H Toilet Electricity Supply for 15/03/ - 20/06	72.08	Direct Debit
A Binding (July Contract)	Village & Verge Contract	480.00	5062
A Binding (July Contract)	Grass Cutting & Strimming	960.00	5063

Mrs C Fitzgerald	Assistant Clerk Salary	****	5064
Mrs. D Taylor-Pitkin	Clerk Salary	****	5065
HMRC	National Insurance and Tax contributions	274.45	5066
HMRC	Original cheque issued for May was not received.	274.45	5067
PVTA	Contribution towards employee wages.	737.76	5068
PVTA	Lovelace Centre Grant	250.00	5069
Mr M Jones	Cleaning D H Toilets & Parish Office toilet 01/07 – 29/07	353.00	5070
A Binding (August Contract)	Village & Verge Contract	480.00	5071
A Binding (August Contract)	Grass Cutting & Strimming	960.00	5072
Active Signs (Minehead Ltd)	Amendments to current Signs	19.14	5073
Mr N Lamacraft	Building supplies	30.96	5074
Myriad Plantroom Services	Pellet Store & Installation of Silo	1,915.50	5075
Somerset County Council	Contribution to Library Cost 01/01/19 – 31/03/19	122.00	5076
West of England Fire Protection	Fire extinguishers review	41.40	5077
Mrs D Taylor-Pitkin	Office Stationary and Virus Protection for the PO computer and Laptop	87.85	5078
Chemex	Jumbo Toilet rolls	103.20	5079
Somerset West & Taunton	Building Insurance 01/10/18 – 31/03/19	96.94	5080
Somerset West & Taunton	Business Rates 01/09/2019 – 31/03/2020	3,486.10	5081
Water 2 Business	Water for D H Toilets 21/02/19 – 01/08/19	414.19	5082
CASH	Petty Cash Tin for Parish Office, as agreed @ Finance Committee Meeting held on the 30/05/2019	50.00	5083
West Somerset Flood Group	Annual Subscription for WSFG Website	5.00	5084

Bank Balances on the 30th July 2019:

PPC Current Account: £128,963.17
Allotment Trust Account: £15,570.99

Payments Received between 01/06/19 – 30/07/19:

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
Doverhay Toilet	Cash collection	120.00	1476
Honesty Box	Cash Collection	229.50	1477
Doverhay Toilet	Cash Collection	80.00	1478
Doverhay Toilet	Cash Collection	140.00	1479
Bay 12	High Bank Car Park	12.50	Automatic Credit
Doverhay Toilet	Cash Collection	93.03	1480
Honesty Box	Cash Collection	198.31	1481
M & M McCoy	Friends of Porlock Library Donation	8.00	Automatic Credit
Porlock Library	Generated Income	41.00	1482
Honesty Box	Cash Collection	60.00	1483
Honesty Box	Cash Collection	40.00	1492

Doverhay Toilet	Cash Collection	60.00	1493
Bay 12	High Bank Car Park	12.50	Automatic Credit
M & M McCoy	Friends of Porlock Library Donation	8.00	Automatic Credit
Natwest Bank	Compensation	50.00	Automatic Credit
Porlock Library	Generated Income	38.80	1494
Honesty Box	Cash Collection	100.00	1495
Doverhay Toilet	Cash Collection	70.00	1497
Doverhay Toilet	Cash Collection	40.00	1484
Porlock Library	Generated Income	37.80	1485
Honesty Box	Cash Collection	86.00	1486
Inscription for a Memorial	GOR Row D plot 1	15.00	1487
Burial	GOR Row D Plot 1	75.00	1488
PVTA	Visitor Centre contribution to wood pellets	594.76	1489
Porlock News Letter	Payment for photocopier rent	381.13	1490
PVTA	Contribution to electricity for Visitor Centre	129.22	1491

a, Minutes of the Extraordinary Meeting to APPROVE the Audit held on the 21st June 2019 to be confirmed.

It was **UNANIMOUSLY APPROVED** that the minutes of the Extraordinary meeting held on the 21st June 2019 to approve the Audit for 2018/2019 be approved and signed as a correct record.

b, Formal Approval for The PPC to enlist in the Internet Banking process with their current Bank.

The PPC **RESOLVED** to enlist in the Internet Banking Process with **APPROVAL** received from 9 Councillors and **1 AGAINST**.

9. Matters Arising

The Chairman noted that the bus service is still going strong and proving very popular with visitors to the Village.

10. The PPC to consider becoming joint applicants with Falcon Rural Housing on the Planning Application for 3 social rented units at the Picnic Site.

Cllr. Hancock stated the purpose of this is to demonstrate to the community that the PPC support the application and to also acknowledge the need identified for social housing in the 2009 Parish Plan. Please see attached letter from Falcon Housing.

Joint application was **APPROVED** by 7 Councillors with 3 Councillors **AGAINST**.

Action Point: Clerk is to contact SALC for potential consequences for the PPC.

11. Update on Save Our Station campaign – Vice-Chairman to report.

Cllr. Milne advised there is to be a silent protest held at Minehead Library on the 22nd August 2019 at 11am and was keen to stress there is strength in numbers and everyone's presence would be appreciated. There is a drop-in session to be held at Allerford Village Hall on the 18th August for the car rally and one at Porlock Recreation Ground on the 03rd September at 6pm, these sessions are to help those struggling with the consultation forms. Cllr. Rayner noted following The Localism Act 2011, the Community right to challenge, which affords parish councils and local authority employees the right to express an interest in taking over the running of a local authority service. It was considered prudent to investigate the potential of the PPC either running or participating in the running of the Fire Service.

Action Point: Following the referencing of the Localism Act 2011, the Community right to challenge, Cllr. Rayner is to investigate the potential of the PPC taking over the running of the local fire service.

12. The PPC to consider adopting a Village strategy based on sustainability involving relevant community groups – Cllr. McCanlis to report.

Cllr. McCanlis advised following recent discussions between local traders and Mr Growden the Chairman of Porlock Tourist Association, it would be beneficial for the village to devise a marketing strategy with a view to increase footfall within the village. The strategy would potentially highlight the sustainability of the Village e.g a plastic FREE Community and electric car charging points. In order to ensure success, the strategy would rely on the co-operation and involvement of as many local community groups as possible such as the PPC, PTA, local traders and the St Dubricius First School. Cllr. McCanlis recommended the Councillors refer to Frome Town Council website as they have run a very successful and effective campaign along similar lines.

The PPC formerly **APPROVED** inclusion of the funds for the strategy in the budget for 2020/21.

Action Point: Cllr. McCanlis is to devise a statement on behalf of the PPC and investigate further. Clerk is to contact Frome Town Council and neighbouring Clerks for advice.

13. The PPC to consider adopting a Land Management policy and prohibit any future use of weed killer / poison on the public areas throughout the Village – Cllr. McCanlis to report.

Cllr. McCanlis stated as a concerned resident he felt the PPC should be accountable for the management of the land it is responsible for and therefore make it a point of principle to cease the use of chemical weed killer on the PPC land. The Chairman noted that the current weed killing system costs £30 - £40 pounds and uses less than 1 gallon of weed killer a year and this treats the relevant areas once to twice a year. Cllr. Milne the PPC has a obligation to maintain the Village on behalf of the residents who voted for the Councillors.

Action Point: Clerk is to contact Bristol Town Council and Frome for Town Council for potential alternatives.
Cllr. McCanlis is to investigate further and report back at a later date.

14. Update on the Clerks study for CiLCA qualification – Clerk to report.

The Clerk reported that the coursework is still to be submitted and the closing date is 14th September. Once all the paperwork has been issued it will take 14 days to receive the result, should it be necessary to retake there is usually a window of two months to re-submit.

15. Update on the Silo for the Old School Building – Cllr. Hancock to report.

Cllr. Hancock confirmed the silo is to be delivered next week and installed the following week.

16. Area behind the Old School Building – Cllr. Hancock to report.

Cllr Hancock noted the area behind the Old School Building requires clearing of rubbish and a general tidying up. Cllr. Hancock proposed to hire a skip to dispose of the rubbish and invite Dovedy Museum, Visitor Centre, Library to also dispose of unwanted items.

The PPC Unanimously **APPROVED**.

17. Old School Building, redundant wood pellet store – Cllr. Hancock to report.

Cllr. Hancock proposed that the now redundant wood pellet store is given to the Visitor Centre to use.

The PPC Unanimously **APPROVED**.

18. Air Band Mast – Cllr. Hancock to report.

Cllr. Hancock advised the Planning Application has to be re submitted due to a steel pole now being used instead of the previously stipulated telegraph pole. Cllr. Hancock has sourced a local quote for the installation and groundwork.

19. Dunster Steep, alternative pathway – Cllr. Hancock to report.

Cllr. Hancock provided a report detailing the proposal to install a 4ft wide gravel path to enable safe passage for pedestrians parallel to Dunster Steep. Please see attached report.

20. Doverly Manor Business Rates – Cllr. Maw to report.

Cllr. Maw reported following an investigation into the business rates for Doverly Manor the rates have now been reduced by 94% to £130.03. Cllr. Maw proposed that as the building is owned by the PPC and a grant is no longer awarded the PPC could pay the bill on behalf of Doverly Manor.

PPC Unanimously **APPROVED**.

Action Point: Cllr. Maw is to investigate a potential reduction of Business rates at the Old School Building and report back.

21. The PPC to consider the Trustee Nominations for the Recreation Ground.

Cllr. McCanlis recommended Emma Childs and Robert Longley for approval as the new Recreation Ground Trustees.

The PPC Unanimously **APPROVED**.

22. Correspondence.

The Chairman reported a letter had been received from the Blathwayt Estate for Cllr. Milne supporting the Save Our Station Campaign and thanking everyone for their contribution.

Two letters were received from local residents noting their disgust at the increase in dog mess in public areas. The PPC are to report on this in the Porlock Newsletter.

A further letter was received detailing a complaint regarding the haphazard parking at the foot of Hawkcombe View and along Doverhay. Clerk has forwarded to Highways for their attention.

23. Reports from Outside Bodies

Coastal Communities Team

Nothing to report.

Doverly Manor

Nothing to report.

Library

Cllr. Ware reported a successful review has been conducted with Somerset County Council and the regulatory policies should be completed shortly and will require PPC approval.

Porlock Vale Tourist Association

Cllr. Maw reported that the PTA has proposed to install a mezzanine floor in the Visitor Centre which will provide a on-site office for the Manager. Cllr. McCanlis proposed the PPC agree in principle to potential alteration at the Visitor Centre to allow for the installation of an office and Cllr. Maw is to refer to the PTA for further plans.

The PPC Unanimously **APPROVED**.

Porlock Weir

Nothing to report.

Recreation Ground

Cllr. Gable reported the new perimeter fence has been installed in time for the school holidays. As the fun run traditionally held on the bank holiday has been cancelled at short notice the Recreation Ground are to hold their own in its place, all ages are catered for.

St. Dubricius First School

Nothing to report.

Village Hall

Nothing to report.

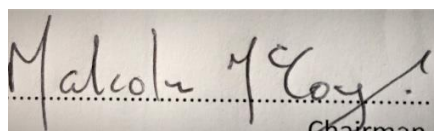
24. Risk Identification

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

25. Items for Report

The new seating arrangements have been **APPROVED**.

There being no other business the meeting closed at 22:24.



Malcolm McCoy
Chairman

09th October 2019

Chairman