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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 14th October 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: Cllr. Mrs. Nicholson (SCC)
Mrs. D Taylor-Pitkin (Parish Clerk)

1. Apologies

None were received.

2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations

None were noted.

3. To APPROVE and sign the Minutes of the following meetings as a correct and accurate representation.

- i. Full Council Meeting held on the 12th August 2020

Proposer: Cllr. Hancock

Seconder: Cllr. Ware

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated of the meeting held on the 12th August 2020 be approved and signed as a correct record.

- ii. Extraordinary Council Meeting held on the 14th September 2020

Proposer: Cllr. Boden

Seconder: Cllr. Milne

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated of the Extraordinary meeting held on the 14th September 2020 be approved and signed as a correct record.

4. Matters for report information purposes only:

Installation of a bike rack

Cllr. Hancock reported that a bike rack was installed just outside the entrance to the public toilets situated in Doverhay Public Car Park.

Update on the Air Band Mast

Cllr. Hancock confirmed the mast is due for delivery within the next 14 days, the installation is being supervised by Mr G Haw with the assistance of the Porlock Community Maintenance Team.

Village Hall Maintenance Team

It was noted that due to the high demand of the Village Hall Maintenance Team they have now renamed their organisation to include the whole of Porlock and surrounding areas. The newly named Porlock Community Maintenance Team are available for booking via Cllr Hancock and are happy to turn their hand to most activities (sylviaanddavidhancock@gmail.com).

The meeting was adjourned for public participation.

5. Public Participation

None were present.

The meeting was reconvened.

6. Somerset County Council and District Councillors' reports

Cllr. Nicholson, Somerset County Council:

Covid-19

Cllr. Nicholson noted that whilst the rate of infection within Somerset is one of the lowest in the Country, West Somerset carries the highest rate within the County. This is a reminder to adhere to the Government regulations, wash your hands, wear face coverings in enclosed spaces and make space.

One Somerset

An invitation has been issued by the Secretary of State for all proposals for a Unitary Authority to be submitted by the 09th November, with a view to implementing in either 2022 or 2023.

Cllr. Milne, Somerset West and Taunton District Council:

Drainage Issue at Hope Cottage

Cllr. Milne advised SW&T have taken ownership of the drainage issue surrounding Hope Cottage and hope to resolve this shortly.

E-Scooters

Somerset West and Taunton Council have been given the go-ahead to run a 12-month trial from the end of October 2020. They have appointed Zipp Mobility to run the scheme and only their scooters will have the legal right to be used on roads and cycle lanes

Green Homes Grant

The Government are promoting a Green Homes Grant which could potentially save homeowners/landlords up to £600.00 a year. For further information please use the below link:

https://greenhomesgrant.campaign.gov.uk/?utm_campaign=green_homes_grant_2020&utm_medium=ppc&utm_source=bing&utm_content=search-051020&msclkid=17099d54f2151e5d9e6ac2c4fc2150a3&gclid=CK3uz-e9xewCFRGFhQodFU0Jpw

7. Chairman's Announcements:

Contingency plan for 2nd Lockdown

The Chairman advised should a second lock down occur, the PPC and PVTA will simply re-instate the initial scheme which had proved highly effective during the first lockdown in April.

Chevron outside residents' house

The Chairman received a request from a local resident for chevrons to be placed outside their home due to its position in a potential danger spot at the foot of Porlock Hill. The Chairman has passed on the site information to Highways for them to review.

Grave Levelling at Hawkcombe Cemetery

The grave levelling work at the Cemetery has now been completed and the Chairman wished to note his thanks to Mr. Binding for a speedy and efficient job.

Flood Group

The storage shed has now been erected at the side of the Village Hall, and a equipment check is scheduled for next week.

Maintenance of Village Verges and footpaths

Following the complaints received last year regarding the method of weed control used on the Village verges it has been noted that the weeds are returning as a result of only spraying once this year instead of twice. This poses a potential risk of the weeds blocking drains and causing localised flooding.

Debris from tree felling on Hawkcombe

The Chairman received a number of complaints over the previous weekend regarding a resident disposing of rubbish accumulated following tree felling alongside the river. It was noted that this could potentially cause a blockage in the river. This event has subsequently been reported to the Environment Agency.

GDPR Course

The Clerk is to attend a GDPR course in November.

Cllr. Hancock

The Chairman was pleased to announce that in view of the projects the PPC are currently pursuing Cllr. Hancock has thankfully withdrawn his resignation in order to oversee their implementation.

8. Planning: **6/27/20/116 Snows Orchard, Porlock Weir Road, Porlock TA24 8NX**
Proposed change of use of residential dwelling house (C3 Use) to Guesthouse (C1 Use)

Proposer: Cllr. Boden
Seconder: Cllr. Maw

After a short discussion the majority of the PPC confirmed the following recommendation:

9 Councillors APPROVED

3 Councillors ABSTAINED

As a result of this discussion Cllr. Nicholson reported that the submission of retrospective Planning Applications are quite common and if evidence is received by ENPA that the Applicant had prior knowledge that the Application would be contentious they could potentially execute a fine.

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

Payment Number	Name	Description	Amount
49	HMRC	National Insurance and Tax contributions	263.90
50	Mrs. D Taylor-Pitkin	Clerk Salary	****
51	A Binding	Village & Verge Contract	480.00

52	A Binding	Grass Cutting & Strimming	960.00
53	A Binding	Ground levelling and upkeep at Cemetery etc..	585.00
54	PVTA	Invoice 06 – PPC contribution to Covid-19 Village initiative	400.00
55	Mark Jones	Cleaning D H & OSB Toilets for August	184.00
56	Porlock Home & Hardware	Paint for railings outside the VC and equipment	78.64
57	PVTA	Invoice 07 – PPC contribution	31.50
58	B Howe	Internal Auditors Fee	581.00
59	A Giles	Close Down of PPC Accounts	200.00
60	Mrs. D Taylor-Pitkin	Zoom Video Communications Monthly Subscription, thank you coffee for VH team x2	61.53
61	Somerset West & Taunton	Business Rates for Hawkcombe Cemetery	679.19
62	Porlock Village Hall	PPC meetings held in hall (£93.00 credit for cancellation of VE day celebration)	18.00
63	M McCoy	Flood Group Shed	296.00
64	Which	Annual subscription on behalf of the Library	75.06
65	West of England Fire Protection Limited	Annual Service of Fire Extinguishers @ Old School Centre	122.40
66	First Graphic	Sign for D H Toilets	42.00
67	D Hancock	Supplies for Flood Warden shed	19.44
68	NEST	Clerks Pension – Parish Council and Clerk contributions	66.33
69	EDF	Final bill for Old School Building	42.85
70	SALC	Clerk Training fees (June 2020)	30.00
Direct Debit	Bulb	Monthly Payment for OSB & DH Toilets	74.00
72	BT	Telephone & Internet for Parish Office/Library (January)	87.18

Bank Balances on the 09th September 2020:

PPC Current Account: £133,442.38

Allotment Trust Account: £17,436.02 Please note a payment of £612.53 was received on the 07th September for stock dividend.

Payments Received between 08/08/2020 – 07/09/2020:

Name	Description	Amount	Reference
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
Bay 13 & 14	High Bank Car Park	300.00	1550
V H Honesty Box	Cash Collection	183.62	1551
D H Toilets	Cash Collection	80.00	1552
D H Toilets	Cash Collection	60.00	1553
D H Toilets	Cash Collection	80.00	1554
V H Honesty Box	Cash Collection	100.00	1555
V H Honesty Box	Cash Collection	99.08	1556

Inscription on Gravestone	Hawkcombe Cemetery	30.00	1557
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October accounts to be passed for payment – Cllr. Maw to report:

Payment Number	Name	Description	Amount
73	HMRC	National Insurance and Tax contributions	263.90
74	Mrs. D Taylor-Pitkin	Clerk Salary	****
75	A Binding	Village & Verge Contract	480.00
76	A Binding	Grass Cutting & Strimming	960.00
77	Porlock Home & Hardware	Gloss Paint	3.38
78	Mark Jones	Cleaning D H & OSB Toilets for September	359.17
79	Pro Green	Window Cleaning @ OSB	17.00
80	Mrs. D Taylor-Pitkin	Doodle Annual Subscription & bike rack for outside D H Toilets	81.67
81	A Campbell	Flood Group supplies (charged to EMF for Flood Group)	241.32
82	E Nichols	Holiday Cover for M Jones 17/08 – 23/08/20	55.00
83	T & C Electrical	Site visit to D H Toilets and replacement of existing light	122.40
84	D Hancock	Supplies at DH Toilets red paint for phone box	39.57
85	NALC	Rebuilding sustainable communities course attended by Cllr. McCanlis	38.93
86	SALC	Councillor Essentials Course – 01/10/2020	100.00
87	SALC	Councillor Essentials Course – 24/09/2020	25.00
88	NEST	Clerks Pension – Parish Council and Clerk contributions	66.33
89	SSE	Final bill for D H Toilets	223.46
90	SLCC	CiLCA submission	250.00
Direct Debit	Bulb	Monthly payment for Old School Building including the Library, Electricity supply	74.00
Direct Debit	Bulb	Monthly Payment for D H Toilets Electricity supply 17/06 – 28/08	40.00
Direct Debit	BT	Telephone & Internet for Parish Office/Library (January)	94.14

Bank Balances on the 07th October 2020:

PPC Current Account: £161,418.07
Allotment Trust Account: £17,436.18

Payments Received between 08/09/2020 – 08/10/2020:

Name	Description	Amount	Reference
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
Somerset West & Taunton	Precept	33,000.00	Automatic Credit

D H Toilets	Cash Collection	90.00	1558
V H Honesty Box	Cash Collection	253.47	1559

Proposer: Cllr. Maw
Seconder: Cllr. Ware

UNANIMOUSLY APPROVED

- i. Full Council to review and APPROVE the internal Auditors report.

Proposer: Cllr. Maw
Seconder: Cllr. Hancock

UNANIMOUSLY APPROVED

10. Matters Arising

None were noted.

11. The PPC to review the future options of Doverhay Public Toilets – Cllr. Hancock to report.

Cllr. Hancock reported that due to the incessant vandalism that the public toilet has had to endure over the last few months, the disabled toilet is no longer compliant with Government legislation. In order to remedy the financial impact DH Toilets are currently having on the PPC, Cllr. Hancock proposed the toilet block is converted to a traditional ceramic bowl model at an estimated cost of £1,000.00 (quote was provided by a local tradesman).

Proposer: Cllr. Hancock
Seconder: Cllr. Wood

UNANIMOUSLY APPROVED

12. PPC to consider a contribution towards Village Christmas Decorations - Cllr Hancock to report.

Cllr. Hancock advised the intention is to provide illuminated decorations throughout the Village to celebrate Christmas. As a result of the Covid-19 pandemic the numerous community groups, who would usually raise funds for this event, have been unable to function. Cllr. Gable proposed the PPC purchase the three Christmas trees which are to be situated outside the Church as a gift to the Village at a cost of £150.00.

Proposer: Cllr. Boden
Seconder: Cllr. Fraser

UNANIMOUSLY APPROVED

13. The PPC to consider the new Football Club representative Trustee for the Recreation Ground

The PPC reviewed the nomination form provided by Porlock Recreation Ground on behalf of Porlock Football Club to consider their new nominated Trustee, Mr B Binnie.

Proposer: Cllr. Hancock
Seconder: Cllr. Ware

UNANIMOUSLY APPROVED

14. Open discussion on the PPC relationship with the PVTA – Cllr. McCanlis to report.

Cllr. McCanlis requested clarity on the working relationship between the PPC and PVTA due to their collaboration on future projects, such as the High Street Recovery Grant. Cllr. Maw advised that there are current discussions between the PVTA and PPC to formulate a Service Level Agreement which should simplify each other's roles in the future.

Following a query raised by Cllr. Rayner, Cllr. Milne confirmed that the majority of the proposals for the High Street Fund Recovery grant fall under the PVTA. The Items which fall to the PPC were previously circulated to the Council on the 30th September 2020 for approval due to the required response time issued by SW&T. Going forward a sub-committee will be formed consisting of members of the PVTA and PPC and powers of authority will be delegated in due course.

Cllr. Wood stated that any future partnership between the PVTA and PPC would be dependent on the PVTA ability to provide the services requested of them. The rent rebate and further grant application for the PVTA are to be discussed at the Finance Committee Meeting on the 05th November 2020.

Action Point: Clerk to ensure High Street Recovery Grant is to remain on the Agenda with regular updates.

Action Point: Cllr. Maw to complete the SLA between the PVTA & PPC and request a copy of the PVTA Strategy Plan for 2020/2021.

15. Re-building Sustainable Communities – Cllr McCanlis to report.

Cllr. McCanlis reported that the course was extremely helpful and confirmed the two key issues required for success are the PPC to qualify for the Power of Competence and the Councils ability to engage and participate with their electorate.

Action Point: PPC to consider signing up to the Climate Action Declaration provided by Community Champions – this Item is to be placed on the November Agenda.

16. The PPC to review the Stacked Wonky Performing Arts Company's request to hold a Village Event in November.

The Councillors were provided with a report on the 09th October 2020. Following a brief discussion it was proposed to support the event providing they adhered to the latest Covid-19 regulations administered by the Government.

Proposer: Cllr. McCanlis
Seconder: Cllr. Ware

UNANIMOUSLY APPROVED

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

Cllr. Wood is to provide a report for the PPC to review following the meeting he attended this evening prior to the Full Council meeting. SALC are also monitoring the process and are to provide a report on the situation shortly.

18. Correspondence

None were received.

19. Reports from Outside Bodies

Coastal Communities Team

Cllr. Wood confirmed the new signs for Porlock Marsh shall be installed in the next few weeks. The steering group which have produced the questionnaire regarding a sustainable Porlock are hoping for a favourable response with questionnaires being made available online and paper copies are also available at strategic places throughout the Vale.

Doverly Manor

Nothing to report.

Highways

Nothing to report.

Library

Cllr. Ware advised Porlock Library was the first Library in Somerset to officially welcome browsers as of the 04th September. Minehead Library are now open normal hours and have retained 25% of their normal customers whereas Porlock have retained 80%. Government regulations are being adhered to by volunteers and visitors and they are now considering adding another day to their opening times.

Porlock Vale Tourist Association

Cllr. Maw reported The Evening of Summer Song organised by the Visitor Centre and The Pleasure Dome Theatre Company, held in August and was highly successful.

Numbers of visitors to the Visitor Centre have been steady, but considerably less than previous years, despite record numbers of visitors to the area. Minehead and Watchet have reported similar observations.

The VC continues to work closely with ENPA and are in receipt of a grant to support a Covid-19 recovery. A cycling leaflet will be produced to suit families, mountain bikers and serious cyclists. Cycling, as well as walking is becoming extremely popular with visitors to Porlock. Minehead Hill Climb and the planned Royal Marines Everesting Challenge bring significant numbers of visitors to the Village. The PVTA will ensure that this is promoted alongside walking as a major attraction for potential visitors.

The PVTA committee are working on producing a formal strategy document outlining the long term aims and financial viability of the PVTA and the Visitor Centre. This will be made available once adopted by the PVTA.

Cllr. Maw confirmed he is to stand down as the representative for the PVTA due to a conflict of interest as he is also the Chairman of the Finance Committee for the PPC.

Chairman McCoy thanked Cllr. Maw for being the Council representative and confirmed this position will be filled in due course.

Porlock Weir

Cllr. Milne is currently discussing with ENPA the potential for a safer passageway between Porlock Weir and Porlock.

Recreation Ground

Cllr. Gable advised their committee is now meeting face to face with adherence to Government Regulations. They have successfully hosted Mother & Toddler Groups, Clowns, Football matches for both men and women and a book club to name but a few. There is an increase cost due to extra cleaning and each organisation

must sign the new Covid-19 T & C. Planned events currently on the pipeline are another cycle event and a outside concert following on from the earlier success.

St. Dubricius First School

Cllr. Ellicott advised al the children have returned to the school with staggered times for parent pick up and drop off. This has helped to elevate the traffic issues which previously occurred. They are hoping to appoint a new Head teacher in the future.

Village Hall

Nothing to report.

There being no other business the meeting closed at 22.03.

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11thNovember 2020 **Chairman**