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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 <https://us02web.zoom.us/j/89393217957>
Tuesday 19th May 2020 at 7.30p.m.**

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

DUE TO TECHNICAL ISSUES EXPERIENCED BY SOME COUNCILLORS THE MEETING DID NOT BEGIN UNTIL 7:46pm.

1. Adoption of Remote Meeting Protocol

A draft of the Remote Meeting Protocol was previously circulated to all Councillors for review.

Proposer: Cllr. Hancock

Seconder: Cllr. Boden

UNANIMOUSLY APPROVED

2. Apologies

None were received.

3. Declarations of Interest and Disclosable Pecuniary Interest Dispensations

None were noted.

4. The Minutes of the meeting held on the 11th March 2020 to be confirmed as correct.

Following a dispute with the interpretations of the Minutes previously circulated by the Clerk, it was proposed to adjourn approval of *Item 11. Following APPROVAL by the PPC on the 10th October 2018 Councillors are to vote for either Plug & Go or an alternative distributor to install their system at Doverhay Toilets*, until the Full Council meeting to be held on the 10th June 2020. The proposed amendments which are to be considered will be distributed alongside the supporting documentation for all Councillors to review beforehand. The remaining Minutes of the Full Council meeting held on the 11th March 2020 are to be approved and signed as a correct record.

Proposer: Cllr. Hancock

Seconder: Cllr. Maw

7 Councillors APPROVED

3 Councillors AGAINST

1 Councillor ABSTAINED - 1 Councillor left the meeting due to technical issues.

Action Point: Clerk is to issue each interpretation of Item 11 for consideration by the Councillors with the supporting documentation for the 10th June 2020.

5. Matters for report not on the Agenda

Minutes for the Extraordinary meeting held on the 08th April 2020

Cllr. McCanlis was concerned the Minutes for the Extraordinary Meeting held on the 08th April 2020 were prominently displayed on the website without approval by Full Council. The Clerk advised that due to concerns of inundating Councillors with too many Items to consider at the first remote Full Council Meeting, the Minutes for the Extraordinary Meeting could be circulated at the following meeting to be held in June. All decisions made during the Extraordinary Meeting were unanimous and the meeting itself only ran for 35 minutes and was primarily held in order to delegate powers to ensure the PPC could still function during the pandemic.

In order to ensure complete transparency it is considered best practice to display the unapproved Minutes on the website and then replace them with the approved Minutes once they are APPROVED and available.

Action Point: Clerk to circulate Minutes for the 08th April Extraordinary Meeting along with supporting documentation for the 10th June 2020 Full Council Meeting.

Training for New Councillors

Cllr Rayner noted there is to be a Councillor Essentials Course held by SALC via zoom on the 04th June 2020.

Action Point: Clerk to book Councillors who wish to attend with SALC.

6. Public Participation

None were present.

The meeting was reconvened.

7. Somerset County Council and District Councillors' reports

Cllr. Nicholson, Somerset County Council:

County Council Helpline

Cllr. Nicholson reported that any issues arising which cannot be dealt with locally should be forwarded to Tel: 0300 790 6275.

Doverhay Water Culvert Overflow

The Chairman advised Cllr. Nicholson of the flooding caused by the blocked culvert situated halfway up on Doverhay by Bracken Close. Cllr Nicholson is to review the issue with Highways and report back at a later date.

Cllr. Milne, Somerset West and Taunton District Council:

Doverhay Public Toilets

Cllr. Milne reported that the District Council has opened their public toilets in certain areas and the decision to open Doverhay Toilets is to be made by the PPC.

Hope Cottage

Cllr. Milne advised the ditch issues previously reported in October have yet to be resolved and works have been delayed due to the current crisis.

Confirmation of opening times for local Recycling Site

The Minehead site is due to open Tuesday the 26th May from 9am to 6pm but will be closed on Thursday. Odd number plates are to attend on Monday, Wednesday and Saturday with even plates attending on Tuesday, Friday and Sunday. They will only accept typical bin refuse and gloves must be worn at all times.

SW&T Council Meeting

Cllr. Milne confirmed SW&T have had one meeting during the Covid-19 pandemic with 59 Councillors in attendance and 52 members of the public. The meeting was primarily to allow delegation of the powers in order to ensure the District Council can still function.

Urban Tree Challenge Fund

Anyone wishing to apply for the fund can do so on the 31st May 2020.

8. Planning Application to be considered:

6/27/20/108 Piggy In The Middle, High Street, Porlock, TA24 8PS – Conversion from retail to residential property.

It was confirmed by Cllr. Hancock a brief report containing the background of the application and a correspondence exchange between the occupants of the property and ENP had been circulated to the Planning Committee for review prior to the meeting. (Information available upon request subject to GDPR guidelines)

Several Councillors raised concerns that the Planning Application is essentially a land use issue. It is the responsibility of the PPC to support the ENP policy of retaining the original retail units and the approval of this application could potentially cause a significant loss of the existing retail units from the High Street in the future.

After further discussion, the following vote was passed:

Proposer: Cllr. Hancock

Seconder: Cllr. Milne

7 Councillors AGAINST

2 Councillors APPROVE

2 Councillors ABSTAINED

Action Point: Cllr. Hancock to confirm PPC stance to ENP.

9. Finance

Approval of the Minutes of the Finance Committee Meeting held on the 07th May 2020.

Proposer: Cllr. Maw

Seconder: Cllr. Ware

10 Councillors APPROVED

1 Councillor ABSTAINED

Proposer: Cllr. Maw
Seconder: Cllr. Ware

UNANIMOUSLY APPROVED

10. Matters Arising

None were noted.

11. Review of correct procedures / Standing Orders following the Full Council meeting held on the 11th March 2020

The Clerk reported that during the meeting held in March the debate regarding the EV Charging point had exceeded 30 minutes, at this point the Chairman called a halt to the proceedings as a resolution could not be found and it was felt further information was required. However correct procedure would have been either:

- a) the original proposer (Cllr. Milne) request to withdraw the Item.

Standing Order 6r: With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.

- b) Chairman/Councillor propose consideration of the motion is postponed to a later meeting, a seconder would be required and then a full council vote.

Standing Order 6 s ii: Subject to standing order 6(o) above, when a councillor's motion is under debate no other motion shall be moved except:
ii. to proceed to the next business.

In reference to **Item 13. The PPC to APPROVE the preferred Climate change Emergency Declaration** the correct procedure was also not followed as the Item went straight to vote and did not facilitate debate. The correct procedure should have been as follows:

The preferred statement should have firstly been proposed and then seconded, at this point either Cllr. McCanlis or Cllr. Ware (had he been present) should have been invited to speak. A Full Council vote should have then followed.

The result of the vote taken on the 11th March was 8 Councillors Approved the use of the below statement:
'Porlock Parish Council recognises there is a climate emergency and resolve to make decisions on behalf of the community in support of both the District Council and County Council aims to be carbon neutral by 2030'.

The Clerk noted that if the above decision is considered unlawful it can be reversed in accordance with PPC Standing Order 11, noted below:

11. Rescission of Previous Resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 6 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.

- b When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

12. Update on the Air Band Mast at the Village Hall Car park – Cllr. Hancock to report

Cllr. Hancock reported he is currently awaiting response from the suppliers if they can assist with the insertion of the pole and confirmation of the date for the Engineer to attend. Cllr. Hancock requested clarity on the content of the agreement with Porlock Manor Estate.

Action Point: Clerk and Cllr. Wood to review the Legal Agreement between the PME and PPC

13. The PPC to consider opening the public toilets at Doverhay Car Park and the Old School Centre

The Chairman advised due to the public toilets being closed as a result of the pandemic, a number of areas around the Village had unfortunately been used as a replacement public toilet. It was proposed a risk assessment is shared with Mr. Jones (Cleaner for PPC Toilets) and the Doverhay Public Toilets should be opened from the 23rd May 2020, however the Old School Centre Toilets are to remain closed in order to limit the foot traffic around the Old School Centre.

Proposer: Cllr. McCanlis

Seconder: Cllr. Hancock

UNANIMOUSLY APPROVED

14. The PPC to APPROVE the Idverde 2020/2021 Service Level Agreement

The Annual agreement confirms Idverde empty two dog bins situated within the village at a cost of £3.70 per bin x 2 = £7.40 x 52 = £384.80 + VAT.

Proposer: Cllr. Rayner

Seconder: Cllr. Ware

UNANIMOUSLY APPROVED

15. Correspondence

It was noted two complaints had been received regarding the behaviour of a large group of motorcyclists over the weekend of the 16th and 17th May. The complaint was forwarded to PCSO L Brooks.

16. Reports from Outside Bodies

Coastal Communities Team

Cllr. Wood confirmed a meeting was held on Friday the 15th May 2020 and it was agreed the draft Economic Plan is to be reviewed and the appropriate message is to be formulated and then a further meeting will be held.

Doverly Manor

Cllr. Hancock reported that the decorators have almost completed the work and an inspection is due on the roof and parapets, it is not expected the museum will be open any time soon.

Highways

A damaged drain was identified just outside One Stop in the High Street and has now been fixed.

Library

Nothing to report.

Porlock Vale Tourist Association

Richard Maw reported that Deborah Stanyon has now been offered a permanent contract for the Visitor Manager position.

The Love Lace centre is to release a free edition of the Porlock Newsletter as a result of a generous anonymous donation. The free edition will be delivered to every household within Porlock by a group of volunteers.

The Visitor Centre helpline is still taking calls on a daily basis and are helping at least 40 people on average a day.

It is hoped the Visitor Centre will open for business on the 01st July 2020, modifications will be made in order to adhere to Government Guidelines.

Porlock Weir

Cllr. Milne reported the boats have not yet been launched due to the current crisis, but they are scheduled to launch on the 06th and 07th June. Cllr. Milne is currently awaiting confirmation from the Forestry Commission regarding the replacement of the woodland at West Porlock. Cllr. Boden advised re-generation is the route being taken and a start has been made but it will be a while before the results can be seen.

Recreation Ground

Nothing to report.

St. Dubricius First School

Cllr. Ellicott reported the school is intending to open on the 01st June, but the expected attendance is quite low and predominantly children of key workers are due to attend.

Village Hall

Nothing to report.

17. Risk Identification

Doverhay Public Toilets.

18. Items for Report

It was reported the following Village events have been cancelled due to the Covid-19 pandemic:

Porlock Carnival

Porlock Country Fayre

Duck race

There being no other business the meeting closed at 22.06.

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10th June 2020

Chairman