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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. Taylor-Pitkin
Parish Room
Old School Centre
West End
PORLOCK
Somerset TA24 8QD

Parish Council

Minutes of the Annual Meeting held at Porlock Village Hall on Monday, 20th May 2019 at 7.30p.m.

Members Present: Cllr. M. McCoy, Chairman,
Cllr. Mrs. Ellicott, Cllr. Fraser, Cllr. Mrs. Gable, Cllr. Mrs. Groves, Cllr. Hancock, Cllr.
McCanlis, Cllr. Rayner, Cllr. Wood.
Also present: Cllr. Mrs Frances Nicholson (SCC)
Mrs. D Pitkin (Clerk)

1. Election of Chairman

Cllr. Mrs. Gable nominated Cllr. McCoy for re-election. This was seconded by Cllr. Mrs. Groves and **UNANIMOUSLY APPROVED**. The Chairman duly signed an Acceptance of Office as Chairman. Cllr. McCanlis requested confirmation of the election process for the role of Chairman, please see PPC Standing Order 2. Annual Council Meeting.

2. Apologies

Apologies were received from Cllr. Maw and Cllr. Ware due to family commitments and Cllr. Milne due to Council duties for Somerset West & Taunton.

3. Welcome to the new Council – all Members are to sign a Declaration of Acceptance of Office

The Chairman welcomed the new Councillors present and all signed their Acceptance of Office having been successfully elected. It was noted that the three Councillors who had given their apologies for absence would sign their declaration before the next meeting.

4. Election of Vice Chairman

Cllr. McCoy nominated Cllr. Milne as Vice-Chairman and this was seconded by Cllr. Mrs Groves and **UNANIMOUSLY APPROVED**.

5. Appointment of Committees and Representatives

As a result of the changes of councillors, several changes have been made to the Committees and a new list is attached.

The new Finance Committee are scheduled to meet on Thursday the 20th May at 10am.

6. Declarations of Interest and Disclosable Pecuniary Interest Dispensations

None were noted and all completed forms have now been received.

7. To Review and Formerly adopt the Parish Council Standing Orders, Financial Regulations and Code of Conduct.

The Councillors present **UNANIMOUSLY APPROVED** to adopt the PPC Standing Orders, Code of Conduct and Financial Regulations provided to them on the 10th May 2019.

8. Confirmation of the present eligibility of the General Power of Competence.

The Clerk advised that under the provisions of the Localism Act 2011, the newly elected Council do not currently fulfil the criteria to use the General Power of Competence, although two-thirds of the Council had stood for election the Clerk is still in the process of completing the CiLCA (Certificate in Local Council Administration).

9. The Minutes of the Meeting held on the 10th April 2019 to be confirmed as correct.

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

10. Matters for report not on the Agenda

None were noted.

11. Public Participation

6/27/19/102 Porlock Village Hall Car Park

A local resident raised a query relating to Planning Application **6/27/19/102 Porlock Village Hall Car Park** for the Air Mast, it was confirmed that members of the Parish Council are to attend a site visit with along with the Planning Officer for ENP Mr Joe White on 22nd May 2019. It was confirmed that the main point of contention was the position of the pole, however this is the optimal position to receive the signal from neighbouring dishes.

Cllr. Mrs. Nicholson advised that if the PPC felt it was necessary it is possible to apply to an independent committee to review the application.

Hedge Boundary on Villes Lane

It was noted that a boundary on hedge on Villes Lane appears to be protruding into the road and poses a risk to pedestrians as it limits their visibility of oncoming traffic. The PPC have agreed to approach the owner to discuss with the assistance of Cllr. Mrs Nicholson.

Sparkhayes Lane access to the Marsh

It was confirmed that whilst the entrance to the Marsh through Sparkhayes lane is impossible to traverse for less able bodied people including mobility scooters and wheelchair users, the Coastal Communities Team are currently reviewing the access to this area including the placement of benches, boardwalks etc.. It was also noted that the walkways are in need of a trimming and clearing in order to ease access, the PPC are to contact ENP to arrange.

The meeting was reconvened.

12. Somerset County Council and District Councillor's reports

Cllr. Mrs. Nicholson (SCC)

Review of Salting Routes and Gritting Bins

Cllr. Nicholson advised that subject to any last-minute amendments the salting routes are expected to return to normal service, and it was recommended the PPC investigate purchasing extra bins in time for winter and the exact boundary position on Porlock / Exford road at Chetsford Water.

13. Planning

6/27/19/102

Porlock Village Hall Car Park

Proposed installation of 10m high timber Airband mast.

A site visit has been arranged for 22nd May 2019 between the PPC and Joe White.

6/27/19/103

Edgecombe House, Doverhay, Porlock.

Proposed erection of two storey and single storey extensions.

The Council unanimously APPROVED the application.

6/27/19/104

Land adjacent to Porlock Caravan Park, High Bank, Porlock.

Proposed change of use of land from agriculture to use as a site for touring caravans and tented camping.

The Council approve the planning application in principle pending a discussion on how the Caravan Park are intending to landscape the area and the possibility of the additional planting of mature trees.

14. Finance

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

Mrs D Pitkin – Clerk's salary	CONFIRMATION UPON REQUEST	
A Binding – Village & Verge Contract		960.00
A Binding - Grass cutting & strimming		620.00
Mark Jones – Cleaning Doverhay Toilets & Parish Office		346.00
HMRC – Tax & Ni for clerk salary		274.45
Porlock Vale Newsletter – Admin work		153.92
NEST – Clerks pension		66.33
Mrs. C Fitzgerald – Assistant clerk salary	CONFIRMATION UPON REQUEST	
BT – Telephone & internet for the Parish Office		53.94
Porlock Vale Newsletter – Photocopies and stationary		42.50
Mrs. D Pitkin – Clerks travel expenses and postage		29.20
Overall Total		2,605.49

Bank Balances on the 30th April 2019

Current Account Total: £141,326.88

Allotment Trust Reserve Account Total: £15,563.14

15. Matters Arising

None were noted.

16. Update on the Silo for the Old School Building

Following on from the discussion held in the January 2019 meeting where it was decided to invest in a silo to distribute the wood pellets into the Old School Centre boiler, Cllr. Hancock reported that he is to source two quotes for the actual silo and the installation will be provided by the Village Hall Maintenance Team. The approximate cost is expected to be in the area of £2,000.00.

17. Nomination for Parish Members to serve on Exmoor National Park Committee

Following a private vote Cllr. McCanlis was nominated to stand for the position and will complete the relevant paperwork.

18. Correspondence.

None has been received.

19. Reports from Outside Bodies

Coastal Communities Team

Cllr. Wood advised the results from the Grant Application should be announced by the end of June and the total amount of the grant is yet to be confirmed as quotes are still being processed.

Doverly Manor

Cllr. Hancock reported that the painting of the building and removal of the vegetation on the roof will be completed shortly.

Library

Nothing to report.

Porlock Vale Tourist Association

Nothing to report.

Porlock Weir

Nothing to report.

Recreation Ground

Cllr. Mrs. Gable was pleased to report that not only herself but Cllr Fraser and McCanlis are also representatives on the Recreation Ground Committee. The new markings for the multi-sport are due to begin tomorrow in time for the big Samworth Brothers event for weekends of the 1st and 8th of June. The Recreation Ground is to be the base for the sporting event, but this will not affect the normal access to the area.

St. Dubricius First School

Nothing further to report.

Village Hall

It was reported that a lot of work has been completed with the toilets being refurbished and new electrics being installed. The outside is to receive some attention in the near future.

18. Risk Identification

The Chairman noted an area that requires attention is the security for lone workers at the Parish Office, following an altercation between the clerk and an irate resident it was agreed security measures require a review.

19. Items for Report

None were noted.

There being no other business the meeting closed at 21:57.

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Chairman
DATE: 12th June 2019