

Clerk to the Council

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PORLOCK



Parish Council

Parish Room

Old School Centre

West End

PORLOCK

Somerset TA24 8NP

Signed: 

Date: 29/3/23

Minutes of the Porlock Parish Council Meeting

The Village Hall, Wednesday 8 March 2023, 7pm

Copies of minutes and reports are available on request

Councillors Present: Cllr L Bloys, Cllr S Colson, Cllr D McCanlis (Chair), Cllr S McCanlis, Cllr D Thornton, Cllr L Thornton (Temporary volunteer Clerk and minute taker)

Also present: 15 members of the public

- 1) **Apologies were received by the council:** None.
- 2) **To ELECT a vice-chair following the resignation of Marc Mariner on Thursday 23rd February 2023.**
The Chair asked if the Clerk had received any nominations and was advised that Cllr Stephen Colson had put himself forward for vice-chair. The Chair asked if anyone else would like to stand.
Council **RESOLVED** to elect Cllr Stephen Colson as vice-chair .
PROPOSER: Cllr L Thornton; SECONDER: Cllr D McCanlis. ALL IN FAVOUR.
- 3) **To provide an update on the remaining casual vacancies.**
The Chair explained that there were 5 casual vacancies that have to be filled by election which Electoral Services will organise, and one casual vacancy advertised following the resignation of Marc Mariner. If 10 or more electors request an election for this vacancy it will be added to the other 5, otherwise PPC will be able to co-opt.
- 4) **Declarations of Interest and Disclosable Pecuniary Interest Dispositions**
None declared. (Cllrs. D & S McCanlis later declared an interest in item 17.i.c)
- 5) **To agree any items to be dealt with after the public, including the press, have been excluded.**
Council **RESOLVED** move item 25 to the end of the Agenda to discuss in closed session.
PROPOSER: Cllr L Thornton; SECONDER: Cllr D Thornton. ALL IN FAVOUR.
- 6) **Public Participation** – there were 15 members of the public in attendance.
Mr. Michael Rowe asked for wording of the minutes of the February meeting where he had spoken to be amended, confirming that he had again asked the Council whether they do support the Visitor Centre or not.
A member of the public read a statement. The Chair asked if they would like to speak to the Council at some time about the statement made as the Clerk advised that it was not entirely factually correct.
A member of the public who had attended the meeting between the PVTa and PPC on 31st January 2023 raised a query about the PVTa ticking the boxes needed to qualify for the grant they had applied for. Cllr D McCanlis explained that PPC had been waiting to receive the answers to some questions asked at the meeting, but these had not been received. He confirmed that the grant policy was for smaller grants, not for running costs and was really for defined projects and the application received did not meet those criteria.

7) To receive reports from Somerset County Council and Somerset West & Taunton District Council

Cllrs Frances Nicholson and Steven Pugsley (Somerset County Council) had advised that they would not be able to attend but had sent a report for the Clerk to read, as follows:

Somerset Councillors' Report

The final meetings of the District Council are taking place, pending the new Somerset Council assuming responsibility for local government services at the beginning of April. The new Council has accordingly set its budget for 2023-24 (nearly half a billion£). Some cuts from existing services were proposed as part of the budget, including the provision of salt bins and bags. Exmoor towns and parishes protested vigorously against this, arguing that we would be the area most affected by any reduction. We are pleased to say that the Administration withdrew the proposal (which would have saved only c.£20k) but we need to remain vigilant that the cut does not creep back in.

The new Council's constitution has been agreed, including the terms of reference for the Local Community Networks and their governance. As this has been modelled on the Exmoor Panel's existing practise, we are hoping that the Panel can transition fairly straightforwardly to the LCN. We are offering Exmoor as a Governance pilot – in addition to the successful Highways pilot which has been confirmed for a further year. The next meeting of the Panel will be on the 16th of March at Cutcombe at 7pm, with various senior figures from the new Council attending to see how we run our affairs. It would be very helpful if each Town and Parish in the Dulverton and Exmoor Division could be represented by a Member (the new LCN constitution will require core members to be elected representatives) so that we can drive forward our LCN ambition. We are aware that the Chairman will be recovering from a major operation, but it would be appreciated if a deputy could represent Porlock in his stead.

You might be aware that St Dubricius CofE First School recently had an Ofsted inspection. Of course, the report has not yet been received; however, suffice to say that everyone was very pleased with how the day went.

On the Highways front, to note the work that was due to start today on the A39, although this has in fact been postponed for a day because of weather conditions.

Lastly, the Exmoor National Park has received £440k in a one-off Government grant to help in the current difficult financial situation affecting all National Parks. The term of office of the 5 Parish Members will come to an end this year. SALC will as usual be handling the election process. Hustings for nominees will take place on the 31st of May at either Exford or Cutcombe.

Please let us know if any issues arise at the meeting or more generally that you wish us to deal with.

Frances and Steven

The Chair re-iterated that the salt bag funding might be cut in future so further action may be needed. He also spoke about the Exmoor Panel and the LCN and their importance, urging Councillors if they could attend in his absence. The Clerk advised that Cllrs D & L Thornton had confirmed they were unfortunately unavailable that evening as was Cllr L Bloys. Cllrs S McCanlis and S Colson offered to attend.

8) To APPROVE the Minutes for the Full Council Meeting held on the 8th February 2023.

No errors had been reported by Councillors but it was agreed to amend the minutes as requested by Mr. Rowe. The minutes were amended, read out for confirmation of the correct wording and the amendment initialled by the Chair.

Council **RESOLVED** to approve the minutes, as amended, of the Full Council meeting on 8 February 2023.
PROPOSER: Cllr L Thornton; SECONDER: Cllr D McCanlis. ALL PRESENT AT THAT MEETING IN FAVOUR.

9) To RECEIVE a report from the Clerk.

The Clerk read out a report highlighting the duty of the Council and individual Councillors to comply with Health & Safety Legislation. The Clerk confirmed the position regarding work done by volunteers and

contractors as provided in writing by PPC's insurer. The Clerk explained that the Council, quite rightly, took Health & Safety very seriously.

The Clerk answered two questions raised in Public Participation from the previous month confirming that £200.88 of the 'Supplies for Art Club, etc.' for the Library had been miscoded and that the Biodiversity budget with £1000 for the St Dubricius Clock Repair was another miscoding error in 2021/22.

10) To RECEIVE an update on the War Memorial

The Clerk read a report circulated to Councillors explaining that a detailed quote had been received in 2020, and that this could have been used to apply for a grant from the War Memorials Trust. However, no application had been made. In November 2022 it was reported by the PPC Chair that the Memorial appeared to have been cleaned by the Fire Brigade and the grant had not been pursued. It was noted that there did appear to be a visual improvement, but that the need for structural repairs had been identified in the past and it was unknown if these had been worsened by the unauthorised pressure wash.

11) To RECEIVE Portfolio reports

The Chair explained that Portfolio Groups had been set up on the advice of the RFO as an alternative to committees as working groups that could also include members of the public.

i. Assets & Property

Cllr D Thornton explained that an annual review of all assets was ongoing, and that the Portfolio members had inspected numerous assets, providing feedback reports. From these reports, Cllr. Thornton requested the following issues be addressed, with funding approved where necessary, as circulated to Councillors.

a. Maintenance required at the Doverhay Toilets.

Cllr D Thornton confirmed that the guttering needed replacing and a quote had been obtained to provide costs and authorisation. The Clerk confirmed she had received an email from Somerset West & Taunton Council, as the owners and landlords of the building, that the Council could go ahead with the repair. They had not requested like for like so the cast iron guttering could be replaced with modern materials as quoted for.

Council **RESOLVED** to approve funding up to £200 to effect the repair.

PROPOSER: Cllr L Thornton; SECONDER: Cllr S Colson. ALL IN FAVOUR

b. Maintenance required at the OSC and overall appearance.

Cllr D Thornton explained that the flagpole at the OSC needed to be taken down, hopefully only the top section, to remove the cheap flag put up in 2022 that had wrapped itself around the pole. It was agreed to risk assess the task and get quotes if a contractor was needed.

Cllr D Thornton recommended that the process to get an updated quote for the War Memorial restoration and to apply for a grant was given the go ahead.

Council **RESOLVED** to agree to instruct the Clerk to get an updated quote from the War Memorial Restoration Company and apply for a grant from the War Memorial Trust.

PROPOSER: Cllr L Thornton; SECONDER: Cllr S Colson. ALL IN FAVOUR

Cllr D Thornton recommended that a quote to improve the gold lettering of the Chairmen's Board be obtained.

Council **RESOLVED** to agree to instruct the Clerk to get a quote to touch up the gold lettering on the Chairmen's Board.

PROPOSER: Cllr D Thornton; SECONDER: Cllr D McCanlis. ALL IN FAVOUR

ii. Environment & Community

a. Grass Cutting Contract

Cllr L Thornton confirmed she had met with Alan Binding, confirming that it has not been possible to look at the Grass Cutting Contract in time before the start of the new season, so the current

arrangements are to be continued for this year, but will be reviewed in the Autumn ahead of the 2024/25 season starting next Spring.

- b. Floral display maintenance
Cllr L Thornton confirmed that £170 ex.VAT (of £250 budget) had been spent on plants, compost and fertiliser and that she had planted up the existing floral displays, with a few more plants still to be put out.
- c. Footpath maintenance required in St. Dubricius Churchyard
Cllr S McCanlis confirmed she has spoken to Ann Gibbs and Cllr L Thornton confirmed that Wendy Flint, the Warden, was organising a site visit. The tarmac has been lifted and broken by tree roots.

12) To RECEIVE a report from Cllr Colson regarding the 4Rs project and the Porlock Arts Project

a). 4Rs

- **Plastic Free Porlock Vale** is now in its third year of operation having been awarded plastic free status by Surfers Against Sewage. The current focus is re-engaging with its 16 business champions (local businesses) and community allies (community groups), all of whom have achieved the SAS requirements of removing some single use plastic items from their operations. All the actions taken by these members have been collated into a best practice ideas list and will be circulated to the members, and further ideas sought for best practice sharing.
- **Porlock Vale Repair Café** will have been running for a year at the end of March, a significant milestone. It operates on the last Saturday of each month, rotating around the village halls in Porlock, Allerford, and Wootton Courtenay. The repair café is now receiving enough donations to cover its costs – it is an unincorporated, not for profit association with a board of trustees who are currently in the process of setting up a bank account. The next café is in Porlock on March 25th, from 10.00 to 12.00.
- **Water Refill Points.** SCC (our funder) has agreed to a staged implementation of this project, allowing progress to be made more easily. A pilot will be run to provide proof of principle of the West Country Blacksmith's design, and rolled out more fully after that. Once a location has been agreed on the Old School building for the pilot water point (see agenda item 15), we can contact WCB and start the first installation.

b). Arts Project (Porlock Vale Creative)

The PVCCT questionnaire (pre-COVID) indicated strong public support for more art related activities and events in Porlock Vale, both for the community and to generate tourism. As a result, Porlock Vale Creative was borne out of the CCT and is being developed by Rob Schmidt (lead), Sarah Shorten and Chris Wood. The project held a number of meetings including two social evening events which sought to bring together creative persons in Porlock Vale and solicit their ideas for future endeavours of the group. Moving forward, PV Creative will hold a more focussed community consultation to determine the issues and projects local creatives would like to support.

13) To RECEIVE a report from Cllr D Thornton regarding the Library

Cllr D Thornton read out the report supplied by the Library Office, Mary Perkins:

We are now ready to order our first set of newly published books under the Fast Track scheme, subject to the Council approving or having approved the proposal tonight. Purchases will be made directly from book suppliers – Browns – with a next day delivery policy. Books will then be added to stock by Porlock volunteers/library officer and made available for Porlock users.

Both the Poetry Group and Plato Study Group continue to increase their number of participants.

Four dates for the diary:

30th March – Spring Singalong – free – 2pm

20th April – Guide Dog Puppy Walker talk - £2 – 2pm (funds for Guide Dogs Charity)

27th April – Avon & Somerset Police talk on avoiding being a victim of scams – Free - 10 am

11th May – Justin Newland – author talk - £2 – 2pm

Booking essential for all events

Cllr D Thornton explained that Fast Track Trial would allow new titles to be obtained, to be loaned for 2 weeks. The trial would be for an initial 3 - 6 months and was intended to help boost book borrowing from the Library which had been in decline since pre-covid days.

14) To RECEIVE a report from Cllr D McCanlis regarding Doverhay Manor

Cllr D McCanlis read a report on Doverhay Manor compiled by the Clerk from documents gathered:

The Doverhay Reading Rooms were purchased by PPC for £6k in 1981 to 'hold upon trust for the purpose and for the use of the inhabitants of the Parish and neighbourhood of Porlock....with the object of improving the conditions of life for the said inhabitants.'

The Doverhay Management Committee was set up as a charity in July 1982 with the Parish Council as Custodian Trustees. (Declaration of Trust 16th July 1982 refers)

The Management Committee was constituted in 1982 to consist of 2 elected members and 8 representative members, with no more than 3 co-opted members. The Parish Council should be represented on the Management Committee. The Charity Trustees (the Management Committee) were required to insure and repair the Property and cover all costs such as maintenance and upkeep, including the Council tax and service charges.

The Property is given a nominal value of £1 on the PPC asset register.

In 2000, the Doverhay Manor Museum was constituted as a Charity to run the Museum.

In 2017, the Property was registered with the Land Registry in the name of Porlock Parish Council, as the legal owners – not the Doverhay Manor Management Committee.

 In 2018 the [Doverhay Manor Management Committee] Charity was dissolved and the Property was added to PPC's insurance. PPC now pay the Council tax for the Property.

It is unclear what the constituted position of the Management Committee is now since the dissolution of the Charity in 2018.

There are agreements in place between the Management Committee (April 2004?) and the Museum Committee and with the Doverhay Reading Rooms Billiards & Snooker Committee aka the Snooker Club (dated 11th March 2014). The Billiards Committee no longer exists as reported at the Management Committee AGM by the Snooker Club. The Museum Committee and the Snooker Club pay rent to the Management Committee.

PPC should consider taking legal advice to ensure the security of the Property.

A member of the public asked about the Historic Building Register and Cllr D McCanlis confirmed that Doverhay Manor is Grade II listed.

15) To AGREE the location to site an external water refill point at the Old School Centre

Cllr S Colson explained that the Old School Centre on the public toilet wall was recommended for the pilot water point as PPC owned the property and the location gave easy access to the water supply. It was hoped that the bench would not have to be moved, only the map and/or information boards.

A member of the public asked about Legionnaire's Disease and Cllr Colson confirmed they had taken advice on this and were using mains water and not having water filters fitted.

Cllr L Bloys suggested it would be better at the Recreation Ground. Cllr Colson explained the pilot was easiest on a PPC owned property but the Rec was one of the locations identified if the pilot was successful.

Council **RESOLVED** to agree to the location to site an external water filter point at the OSC.

PROPOSER: Cllr S Colson; SECONDER: Cllr L Thornton. ALL IN FAVOUR

16) To APPROVE the appointment of a councillor to coordinate the Annual Parish Meeting, to be held on Wednesday 12th April, 6pm, to be followed by a short Council meeting.

The Chair explained that Cllr S Colson was experienced organising events like this and he had offered to coordinate the Annual Parish Meeting. Cllr Colson asked to work with another Councillor and Cllr. L Thornton offered to help in her capacity as Clerk.

Council **RESOLVED** to approve the appointment of Cllr Stephen Colson to co-ordinate the Annual Parish Meeting.

PROPOSER: Cllr D McCanlis; SECONDER: Cllr L Thornton. ALL IN FAVOUR

17) FINANCE

- i. To RECEIVE the minutes of the Finance Committee meeting 22.2.23 and APPROVE the recommendations therein:
 - a. To APPROVE £250 for the purchase of books for the Library Fast Track Trial
 - b. To APPROVE £50 additional funding for the Porlock Flag
 - c. To review the High Bank car park permit fees for 23/24 and APPROVE an increase of 10%
 - d. To APPROVE the revised Finance Regulations to be signed at Full Council meeting 8th March 2023
 - e. To APPROVE the revised Finance Committee Terms of Reference to be signed at Full Council meeting 8th March 2023

Council **RESOLVED** to approve recommendations a, b and e.

PROPOSER: Cllr D Thornton; SECONDER: Cllr L Thornton. ALL IN FAVOUR

Council **RESOLVED** to approve recommendation c.

Cllrs D and S McCanlis declared a pecuniary interest, as they have a High Bank car parking place, remained in the room but did not vote. The Clerk explained that the increase had been advised by the RFO and that charges should be reviewed every year.

PROPOSER: Cllr L Thornton; SECONDER: Cllr S Colson. 3 IN FAVOUR, 1 ABSTAINEE

Council **RESOLVED** to approve d. the revised Finance Regulations which were signed by the Chair.

PROPOSER: Cllr L Thornton; SECONDER: Cllr D McCanlis. ALL IN FAVOUR

- ii. Risk Management Review
 - a. Approve Asset Register
 - b. Receive update on Fixed Asset Review & Risk Assessments

Council **RESOLVED** to approve the Asset Register

PROPOSER: Cllr L Thornton; SECONDER: Cllr D McCanlis. ALL IN FAVOUR

- c. Approve Business Risk Management document

Council **RESOLVED** to approve the Business Risk Management Document

PROPOSER: Cllr L Thornton; SECONDER Cllr D Thornton. ALL IN FAVOUR

- iii. To APPROVE and sign the Bank Reconciliation to end February 2023.

It was noted that the Petty Cash has been reconciled and the NatWest Allotment Trust account statement had not been received in time to update to end February. If online access is provided in future, the delay in receiving a posted NatWest statement would no longer be an issue.

Council **RESOLVED** to approve and sign the bank reconciliation to end February 2023

PROPOSER: Cllr L Thornton; SECONDER: Cllr S Colson. ALL IN FAVOUR.

- iv. To RECEIVE the Detailed Receipts & Payments to end February 2023, summary to be signed at the meeting.
- v. To APPROVE Locum RFO's hours for February 2023
- vi. To APPROVE Library Officer's overtime for February 2023

Council **RESOLVED** to approve Locum RFO's hours and Library Officer's overtime for February 2023, Agenda items v. and vi, and the Chair signed the Summary Receipts & Payments, item iv.

PROPOSER: Cllr L Thornton; SECONDER: Cllr D Thornton. ALL IN FAVOUR.

- vii. To APPROVE final Payments Schedule for March 2023

Cllr. L Thornton advised that a payment for an invoice received 7th March 2023 from Chris Miles for £6.75 had been added to the Schedule.

Council **RESOLVED** to approve final Payments Schedule for March 2023

PROPOSER: Cllr L Thornton; SECONDER: Cllr S McCanlis. ALL IN FAVOUR.

The Chair signed the amended Schedule.

- viii. To APPROVE the Portfolio Terms of Reference, to be signed at the meeting.
Council **RESOLVED** to approve the Portfolio Terms of Reference which were signed by the Chair.
PROPOSER: Cllr L Thornton; SECONDER: Cllr S Colson. ALL IN FAVOUR.
- ix. To RECEIVE a report from the Finance Committee Chair regarding the implementation of recommendations from the 2022 RFO Financial Review Report
Cllr L Thornton explained that the report had only just been circulated to Councillors and had to be finished before the Internal Audit next month. She highlighted the number of many recommendations that had to be implemented and how much work had already been achieved. The recommendation to move the NatWest Allotment account to Unity had not been implemented due to the cost and this had previously been agreed.
- x. To APPROVE expenditure of £20 for the booking of a double table on behalf of the Library at the Country Fair 6.8.23 at the Recreation Ground
Council **RESOLVED** to approve the £20 for the booking of a double table on behalf of the Library
PROPOSER: Cllr D Thornton; SECONDER: Cllr S McCanlis. ALL IN FAVOUR
- xi. To receive an update on the National Lottery Grant application for the Coronation celebrations and APPROVE funding from EMR if application is unsuccessful.
Cllr L Thornton explained Applications needed to be made 12 weeks before event. £3000 was applied for the Monday Bank Holiday 8th May 2023 (Volunteers Day). We may not know until days before the event if our application has been successful or not. So we should have a back-up plan to fund ourselves if not, to provide a free event - Party in the Park 1-5pm with refreshments and entertainment for all the Village, to celebrate anyone who gives their time for free – carers, community groups, volunteers in general. Royston Connor (Top Ship) has offered to provide a bar (not free). Need volunteers to join a ‘steering group’ to include at least one Councillor for insurance cover and to control budget.
Cllr S McCanlis explained the Monday afternoon did not clash with anything else being organised as advised to her.
Council **RESOLVED** to apply for a National Lottery Grant for £3,000 for the Coronation celebrations. Cllrs S McCanlis and L Thornton to complete application online. And to allocate £3,000 from the EMR if the application is not successful.
PROPOSER: Cllr S Colson; SECONDER: Cllr D McCanlis. ALL IN FAVOUR.
- xii. To RECEIVE an update on the PVTA grant application which was withdrawn by the PVTA on 21st February 2023.
Cllr L Thornton explained that PPC were considering the grant, but it had been withdrawn by the PVTA who may resubmit the application in future.

18) PLANNING

To APPROVE the recommendations of the Planning Committee Meeting held on the 8th March 2023 prior to the Full Council meeting

Cllr D Thornton summarised the application considered, 6/27/23/004, COMBE VIEW, THE DRANG, PORLOCK, MINEHEAD, TA24 8LF for those Councillors not at the meeting. He advised that the Planning Committee were recommending ‘no objection’.

Council **RESOLVED** to approve the recommendation of no objection for planning application 6/27/23/004, COMBE VIEW, THE DRANG, PORLOCK, MINEHEAD, TA24 8LF

PROPOSER: Cllr D Thornton; SECONDER: Cllr D McCanlis. ALL IN FAVOUR.

19) To RECEIVE an update on the Dunster Steep Path project

Cllr L Thornton explained that PPC is acquiring a strip of land from New Place, PPC paying all legal fees and had paid for a topographical survey to create a path up Dunster Steep. The project began in 2020 and is quite involved, so it was hoped that the expertise of Tregenna Housing could help to progress the project as

a joint planning application. This would not influence any decision taken by the Planning Committee regarding any planning application for their development plans at Doverhay Place.

20) To ADOPT NALC Model SO, to be signed by the Chair at the meeting.

Council **RESOLVED** to adopt NALC Model SO, with minor amendments as highlighted, which were signed by the Chair.

PROPOSER: Cllr D McCanlis; SECONDER: Cllr L Thornton. ALL IN FAVOUR

21) To ADOPT NALC Model Code of Conduct, to be signed at the meeting

Council **RESOLVED** to adopt the NALC Model Code of Conduct, which was signed by the Chair.

PROPOSER: Cllr L Thornton; SECONDER: Cllr S Colson. ALL IN FAVOUR

22) To APPROVE the Planning Committee Terms of Reference, to be signed at the meeting

Council **RESOLVED** to approve the Planning Committee Terms of Reference, which were signed by the Chair.

PROPOSER: Cllr L Thornton; SECONDER: Cllr S Colson. ALL IN FAVOUR

At 20.43, Cllr L Bloys said he had to be somewhere at 9pm and left the meeting, giving his apologies.

23) To APPROVE the HR & Staffing Terms of Reference, to be signed at the meeting

Council **RESOLVED** to approve the HR & Staffing Committee Terms of Reference, which were signed by the Chair.

PROPOSER: Cllr S McCanlis SECONDER: Cllr D Thornton. ALL IN FAVOUR

24) To CONSIDER further Councillor appointments to the Committees

The Clerk confirmed that no requests had been received following her email to Councillors.

25) To CONSIDER Recruitment.

Council **RESOLVED** to go into closed session having excluded the public and press, this item having been moved to the end of the meeting.

PROPOSER: L Thornton SECONDER: Cllr S Colson. ALL IN FAVOUR

- a) To RECEIVE an update on the Clerk and OSC Cleaner and to AGREE to advertise the Cleaner's job immediately

It was agreed to advertise for the Clerk with SALC and online rather than spend more money on a charged advert such as in the local paper immediately. It was agreed to advertise locally for the cleaner with the location, spaces and regularity, but hours and salary negotiable. Clerk to provide job descriptions and a draft for advert.

Council **RESOLVED** to advertise for the Cleaner and delegate process to the Clerk.

PROPOSER: Cllr D McCanlis SECONDER: Cllr S McCanlis. ALL IN FAVOUR

- b) To DELEGATE recruitment of clerk and or cleaner to HR & Staffing committee

Council **RESOLVED** to delegate recruitment of the clerk and cleaner to the HR & Staffing committee, with appointment to be approved by Full Council.

PROPOSER: Cllr L Thornton SECONDER: Cllr D Thornton. ALL IN FAVOUR

26) To RECEIVE an update on the Annual Cycle

The Annual Cycle continues to be developed and reviewed, and PPC will start using this from 1 April 2023.

27) To APPOINT further representatives to outside bodies.

It was noted that it was unfortunate that Cllr L Bloys had left as he had expressed an interest in becoming a representative. Representatives are still needed for the Recreation Ground, Village Hall and Highways. Cllr S McCanlis offered to be the Highways rep.

Council **RESOLVED** to appoint Cllr Sue McCanlis to be the PPC representative to Highways.

PROPOSER: Cllr S McCanlis; SECONDER: Cllr D Thornton. ALL IN FAVOUR

28) To RECEIVE correspondence.

The Clerk read out a letter from the PVTa confirming the committee had withdrawn their application.

29) To RECEIVE reports from outside bodies: Coastal Communities, Doverly Manor, Highways, Porlock Library, Porlock Vale Tourist Association, Porlock Weir, Recreation Ground, St. Dubricius First School, Village Hall.

Porlock Vale Tourist Association

Cllr S Colson read out a report from Deborah Stanyon, Visitor Centre Manager:

Visitor Centre report for Porlock Parish Council meeting 8th March 2023. The Visitor Centre will move to Summer opening hours from 1st April 2023. We continue to remain open 6 days a week. A successful joint coffee morning was held at Abbeyfield, The Laurels on 27th February. The community came along to see more of Abbeyfield and to learn about Friends of Porlock Visitor Centre. The PVTa are to hold an Open Afternoon at the Visitor Centre on 7th March 2023 for the community to come along and see the new layout and to chat to committee members about plans for the future of the PVTa. The Porlock Vale Lottery will be launched on 1st April 2023. This will be an opportunity for 2 people to win a monthly prize draw and help generate funds for the Visitor Centre. Porlock Visitor Centre will be attending the Exmoor Leaflet exchange on the 29th March 2023 to promote Porlock Vale.

No other reports received.

The meeting ended at 9.25pm

Signed: 

(As PPC vice-Chair, chairing meeting of 29th March 2023)

Date: 29/3/23