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Tuesday 9:30 – 15:00  
Wednesday 9:30 – 15:00  
Thursday 9:30 – 15:00  
Friday CLOSED

# PORLOCK



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 10<sup>th</sup> March 2021 at 7.30p.m

**Members Present:** Cllr. McCoy, Chairman,  
Cllr. Wood, Vice Chairman,  
Cllr. Boden, Cllr. Fraser, Cllr. Gable, Cllr. McCanlis, Cllr. Rayner, Cllr. Thornton and Cllr. Ware.  
Also present: Cllr. Milne (SW&T)  
Mrs. D Taylor-Pitkin (Parish Clerk)

#### **1. Apologies**

Apologies were received from Cllr. Ellicott due to work commitments.

**Proposer:** Cllr. Boden  
**Seconder:** Cllr. Fraser

**UNANIMOUSLY APPROVED**

Due to experiencing technical difficulties Cllr. Ware was unable to participate in certain sections of the meeting.

#### **2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations**

Cllr. McCanlis noted an interest in Item 15 as Mrs. McCanlis is to be considered as a potential Trustee for the Recreation Ground.

In order to permit Mrs. Thornton to participate in the Full Council Meeting as a newly co-opted Councillor, the Chairman amended the order of Agenda Items 12 and 13 to be reviewed prior to Item 3<sup>1</sup>.

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

- i. Full Council Meeting held on the 13<sup>th</sup> January 2021

**Proposer:** Cllr. Boden  
**Seconder:** Cllr. Fraser

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated for the Full Council meeting held on the 13<sup>th</sup> January 2021 be approved and signed as a correct record.

- ii. Finance Committee Meeting held on the 02<sup>nd</sup> February 2021

**Proposer:** Cllr. Fraser

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<sup>1</sup> Standing Order 6.a

**Seconder:** Cllr. Boden

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated for the 02<sup>nd</sup> February 2021 be approved and signed as a correct record.

iii. Extraordinary Meeting held on the 05<sup>th</sup> February 2021

**Proposer:** Cllr. Boden

**Seconder:** Cllr. Fraser

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated for the Extraordinary Meeting held on the 05<sup>th</sup> February 2021 be approved and signed as a correct record.

#### **4. Matters for report for information purposes only and action points raised at previous meeting:**

##### PPC Facebook Page

The Clerk reported that the new PPC Facebook page has proved to be a successful tool and enabled the PPC to engage with the Community and raise its profile.

##### Code of Conduct Training

Following the recent Councillors resignations and concerns raised by a member of the public, the Monitoring Officer at SW&T recommended the entire Council attend Code of Conduct Training on the 24<sup>th</sup> March 2021 at 7pm.

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:**

Due to time constraints Cllr. Nicholson was unable to attend in person but had provided the following report:

##### Council Tax and Budget

Last month the County Council set its budget and council tax rates for the year. It was a budget that nobody voted against which is very unusual but does show the level of agreement with what was proposed which included increases both for adults' and children's services. This was really important in the light of Covid-19.

The County Council's council tax has gone up by 1.99%, plus 3% specifically for adults' social care (the Government expects this to happen and bases any funding provided centrally on it.) There is no change in the precept for the Somerset Rivers Authority for the County (nor I understand for the district's part of its funding). As a result the County Council precept for a Band D council tax charge is £1,353.53 for 2021/22. This adds £64.33 per annum (£1.23 per week) to a Band D property. This remains one of the lowest council tax charges in England.

##### Affordable Housing

Central Government has now recognised that West Somerset faces a severe challenge of housing affordability – as it has for some time for North Devon. This means that there will be some extra funding available for affordable housing. Higher levels of grant funding for the most affordable “social rent” housing will now be available for schemes in the Somerset West and Taunton (SWT) housing authority. This is because SWT has been added to a list of areas of “high affordability challenge”.

The change will enable affordable housing providers (usually housing associations) to apply for grants which enable them to provide “social rent” housing - the most affordable housing as it takes account of local incomes. For the last few years, grant levels have been lower and have only enabled housing at “Affordable Rents” which are set by calculating rents which are up to 80% of fluctuating market rents. The difference has had to be made up through additional market housing to cross subsidise the affordable.

The news was announced by Homes England, who manage public funding for affordable homes, as part of their Affordable Homes programme 2021-2026. The new grant levels are available from April this year.

Also welcome is that, for the first time in many years, the new fund includes a focus on rural housing with the expectation that around 10% of homes delivered should be in rural areas.

More detail on the national Affordable Homes programme can be found in the attached Homes England slides.

Last month the Secretary of State Robert Jenrick announced that a consultation was starting and will run till mid-April on both the One Somerset proposal for a unitary authority in Somerset, and the Stronger Somerset proposal for two unitaries to split the county between them. He is also deferring the county council elections for the year.

<https://questions-statements.parliament.uk/written-statements/detail/2021-02-22/hcws785>

and

<https://consult.communities.gov.uk/governance-reform-and-democracy/somerset/>

Vaccinations in Somerset have gone swiftly with Somerset being the first area in the country to reach the target of offering a vaccine to all over 70s. Rates of infection are going down rapidly. But we must always remember that they can go up again, so we need to continue with wearing masks, keeping a distance, washing our hands, and carefully following the rules as lockdown, we hope, starts to be relaxed.

#### **Cllr. Milne, Somerset West and Taunton District Council:**

Cllr Milne outlined various decisions that had been determined by the District Council, few of which directly effected the parish.

Since the January parish meeting there have been two SWT Full Council meetings at which the General Fund Revenue Budget for FY21/22 was set, HRA Revenue and Capital Budget including Dwelling Rent Settings and a 30-year Business Plan reviewed and agreed.

In addition SWT Council Tax has been established as well as a motion to support the Climate and Ecological Bill was debated and a motion to reverse the Governments’ emergency authorisation of neonicotinoids. All these were passed.

The details of all these debates can be found at the SWT website. At a more local level Cllr. Milne drew the Councillors attention to the online unitary consultation and SWT Customer Survey. Finally he outlined what is believed to be the election timetable between now and the establishment of a Unitary Authority in 2023.

Police & Crime Commissioners Election 06<sup>th</sup> May 2021

County Elections are to be conducted in 2022

A shadow Unitary Council has also been scheduled for 2022

## **7. Chairman's Announcements**

### Finance Committee Chairman

Following the resignation of Cllr. Maw the Chairman advised Cllr. Fraser has accepted the position of Chairman of the Finance Committee.

### Community Orchard Group

It was noted that the use of the old wood pellet shed situated at the Old School Building has been given to the Community Orchard Group.

### Parking on Hawkcombe

Concerns had been raised by residents of Parsons Street regarding the parking of vehicles at Hawkcombe during a football match hosted at the Recreation Ground in December 2020. It was noted that the volume of vehicles in that area would prevent an Ambulance/Fire Engine gaining access to the area during that time and thereby cause a Health and Safety issue. These concerns were communicated to the Chairman of the Recreation Ground and the relevant steps have been taken to ensure this is not a regular occurrence. Highways have also been advised of the issue and are to review the area.

### Hawkcombe Mill and the Chalet next to the river

The ENPA Compliance Officer is to provide an update on the situation shortly.

### Breakthrough Communications & SALC: How local councils can communicate & engage in a post-lockdown world

Both the Clerk and Chairman attended the Breakthrough Communications & SALC: How local councils can communicate & engage in a post-lockdown world webinar which provided very useful tools for the future.

### Overhanging Hedges at Dunster Steep

Complaints have been notified to Highways regarding overhanging hedges along Dunster Steep.

## **8. Planning:**

Cllr. Boden reported that the PPC queries regarding the following Planning Application 6/27/21/103 Porlock Caravan Park and 6/27/21/104 Elthorne have been forwarded to ENPA for review and a response.

The following Applications were provided to the Planning Committee for consultation prior to the meeting:

#### **6/27/21/105 7 Hurlstone Park, Bossington Lane**

**Proposer:** Cllr. Fraser  
**Seconder:** Cllr. Boden

**UNANIMOUSLY APPROVED**

#### **6/27/21/106 Pilgrims, Redway, Porlock**

**Proposer:** Cllr. Fraser  
**Seconder:** Cllr. Boden

**UNANIMOUSLY APPROVED**

**9. Finance:****March accounts to be passed for payment – Cllr. Fraser to report.**

	<b>Name</b>	<b>Description</b>	<b>Amount</b>	<b>Reference</b>
	HMRC	National Insurance and Tax contributions	<b>338.67</b>	BACS
	Mrs. D Taylor-Pitkin	Clerk Salary	****	BACS
	Mr. E Nichols	OSB Caretaker salary	****	BACS
	Balcas Energy	Wood Pellet delivery	<b>651.42</b>	BACS
	Mark Jones	Cleaning D H & OSB Toilets for February	<b>287.17</b>	BACS
	Mrs. D Taylor-Pitkin	Working from home allowance – PPC to cover extra costs of heating/electricity - £6.00 a week from the 01/03/2021 – 12/04/21	<b>£36.00</b>	BACS
	Zoom	March subscription	<b>14.39</b>	BACS
	D Taylor-Pitkin	Stationary / website upgrade/ printer cartridge / money bags	<b>119.60</b>	BACS
<b>Direct Debit</b>	NEST	Clerk Pension – Parish Council and Clerk contributions	<b>70.80</b>	Direct Debit
<b>Direct Debit</b>	Bulb	Monthly payment for Old School Building including the Library, Electricity supply	<b>72.81</b>	Direct Debit
<b>Direct Debit</b>	Bulb	Monthly Payment for D H Toilets Electricity supply	<b>33.00</b>	Direct Debit
<b>Direct Debit</b>	BT	Telephone & Internet for Parish Office/Library	<b>80.27</b>	Direct Debit

**Bank Balances on the 09<sup>th</sup> March 2021:**

PPC Current Account: £167,895.99  
 Allotment Trust Account: £18,049.42

**Payments Received between 08/12/2020 – 10/01/2021:**

<b>Name</b>	<b>Description</b>	<b>Amount</b>	<b>Reference</b>
M & M McCoy	Friends of Porlock Library Donation	<b>8.00</b>	Automatic Credit
Bay 12	High Bank Car Park	<b>12.50</b>	Automatic Credit
P & W Day	Friends of Porlock Library Donation	<b>5.00</b>	Automatic Credit
E & I Ellis	Friends of Porlock Library Donation	<b>5.00</b>	Automatic Credit
Porlock Newsletter	Re-charge of Ricoh contract including copies	<b>438.04</b>	Automatic Credit
SW&T	Coastal Community Grant	<b>928.00</b>	Automatic Credit
Bay 1 & 8	High Bank Car Park	<b>300.00</b>	Automatic Credit
Village Hall Honesty Box	Cash Collection	<b>259.52</b>	1564
D H Toilet	Cash Collection 10/02/21	<b>30.00</b>	1563
D H Toilet	Cash Collection 11/12/20	<b>20.00</b>	1562
D H Toilet	Cash Collection 05/11/20	<b>60.00</b>	1561
D H Toilet	Cash Collection 15/10/20	<b>30.00</b>	1560
Bay 13	High Bank Car Park	<b>150.00</b>	Automatic Credit
Bay 15 & 16	High Bank Car Park	<b>300.00</b>	Automatic Credit
Allotment Fund	Dividend	<b>612.53</b>	Automatic Credit

**Proposer:** Cllr. Boden  
**Secunder:** Cllr. Fraser

**UNANIMOUSLY APPROVED**

**10. Matters raised for information purposes only.**

### GDPR renewal

The Clerk reported the GDPR information for the Councillors is due for renewal and information will be distributed shortly.

### Alternative process for the review of the Draft Minutes

With a view to streamlining the current APPROVAL process of the Meeting Minutes the Clerk is to distribute the draft Minutes within 48 hours of the relevant Meeting. All Councillors will have 7 days to propose any amendments they wish to propose and this will then be reviewed at the following Full Council meeting.

### War Memorial Grant

The Clerk confirmed the War Memorials Trust has requested further information following receipt of the grant application for the Memorial situated at Dunster Steep.

### **11. The PPC to elect a Vice Chair**

Following the resignation of the previous Vice Chair, Cllr. Milne, the following candidates were proposed for the vacant position:

#### **Cllr. McCanlis**

**Proposer:** Cllr. Rayner  
**Seconder:** Cllr. Thornton

#### **Cllr. Wood**

**Proposer:** Chairman  
**Seconder:** Cllr. Fraser

**3 Councillors APPROVED**  
**5 Councillors ABSTAINED**

**5 Councillors APPROVED**  
**3 Councillors ABSTAINED**

**Cllr. Wood accepted the position of Vice-Chair following a majority vote.**

### **12. PPC to review and APPROVE Co-Option procedure – Cllr Wood to report.**

All Councillors had previously received the draft Co-Option procedure to review.

**Proposer:** Cllr. Wood  
**Seconder:** Cllr. Boden

**UNANIMOUSLY APPROVED**

### **13. Casual Vacancies - The PPC to APPROVE the Co-Option of Mr. L Bloys and Mrs. L Thornton to the Parish Council.**

Due to technical difficulties experienced with the Zoom Poll the vote was conducted via the Zoom Chat function.

**Proposer:** Cllr. McCoy  
**Seconder:** Cllr. Fraser

**The PPC UNANIMOUSLY APPROVED the Co-Option of Mr. L Bloys and Mrs. L Thornton as members of the PPC.**

Cllr. Thornton signed the Declaration of Acceptance of Office and was invited to participate in the meeting. Cllr. Bloys was not in attendance due to family commitments but has been provided with the Declaration of Acceptance of Office to sign.

### **14. The Chairman to confirm the resignation of Cllr. Maw.**

Cllr. Maw's letter of resignation has been distributed to all present Councillors.

**15. The PPC to consider the Trustee Nominations for the Recreation Ground and APPROVE Cllr. Gable as the representative on Porlock Recreation Ground.**

All Councillors had been provided with the application forms for the nominees to be considered prior to the meeting. A confidential zoom poll was conducted to allow the Councillors to APPROVE or Veto the nominees. Cllr. McCanlis ABSTAINED from voting due to his noted interest.

The following Nominations have been reviewed by the PPC for the position of Trustee for the Recreation Ground Committee: Mr Andrew Briggs, Mrs Maria Colson and Mrs Sue McCanlis

**Proposer:** Cllr. Rayner  
**Seconder:** Cllr. Gable

8 Councillors **APPROVED**  
1 Councillor **ABSTAINED**

Cllr. McCanlis proposed Cllr. Gable is to continue in her current role as Representative on behalf of the PPC on the Porlock Recreation Ground Committee.

**Proposer:** Cllr. McCanlis  
**Seconder:** Cllr. Rayner

**UNANIMOUSLY APPROVED**

**16. PPC to review and APPROVE the PPC actions to fulfil the requirements of Porlock's Plastic Free Status – Cllr. McCanlis to report.**

Cllr. McCanlis provided an update of responsibilities / actions the PPC will be required to confirm their Plastic Free Status following the resolution which was passed at the Full Council meeting in December 2020. The PPC is to lead by example and remove single-use plastic items from its premises and operations and encourage plastic-free initiatives in the area. The PPC will also play a significant and supporting role in the promotion of the campaign.

**Proposer:** Cllr. McCanlis  
**Seconder:** Cllr. Thornton

**UNANIMOUSLY APPROVED**

**Action Points:** Cllr. McCanlis and Clerk to list and remove single-use plastic items from PPC premises.

**17. Update on the Porlock High Street Support Group – Cllr. McCanlis to report**

Cllr. McCanlis provided a verbal report on the progress of the PHSSG, all the Minutes and recordings of the meetings are available on the PHSSG page on the PPC website. <https://porlockparishcouncil.org/phssg/>.

**18. PPC to discuss and APPROVE a budget to assist funding with ongoing maintenance of the improvements currently being planned by the PHSSG**

Due to the parameters stipulated by SW&T within the grant agreement for the £25,000, members of the PHSSG approached the PPC for assistance with ongoing funding/maintenance once the PHSSG has disbanded in December 2021. Following a robust discussion it was confirmed that any Financial and Budgetary concerns are to be reviewed by the Finance Committee and then their recommendations are presented to the Full Council for review. It was agreed that this Item required further investigation and was deferred for review to a future Finance Committee meeting and their recommendations would be proposed to the Full Council.

**19.PPC to note formal APPROVAL of the Indicative Delivery Plan.**

The PPC ratified the APPROVAL of the IDP provided for review on the 25<sup>th</sup> February and APPROVED by email.

**20.The PPC to review the structure of the current committees and representatives**

This item is to be deferred to the April Full Council meeting.

**21. Correspondence**

Correspondence has been received from Mr. Whitby-Grubb noting his concerns regarding the tree protruding on to his property from the land directly behind his home. During the recent bad weather, branches have fallen on to his home and surrounding area. The Clerk contacted Land Registry, EA, NT and ENPA for assistance but unfortunately they were unable to assist until ownership of the land is confirmed. Cllr. Boden confirmed that it is illegal to enter land and remove trees on land which does not legally belong to you, however branches protruding on to your land from a neighbouring property can be removed as long as you return them to their original owner.

**22. Reports from Outside Bodies**

Coastal Communities Team

Cllr. Wood advised the Steering Committee are developing 4 initiatives which will be presented to the wider Community shortly.

Doverly Manor

Nothing to report.

Highways

Cllr. Boden noted that trees are overhanging, and obscuring motorists view at Dunster Steep on the right hand side as you enter Porlock, this Item has been notified to Highways.

Library

Cllr. Ware confirmed the Library is due to open fully on the 12<sup>th</sup> April 2021.

Porlock Vale Tourist Association

Nothing to report.

Porlock Weir

Nothing to report.

Recreation Ground

Cllr. Gable confirmed

St. Dubricius First School

Nothing to report.

Village Hall

Nothing to report.

There being no other business the meeting closed at 21.36.

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14<sup>th</sup> April 2021

Chairman