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Office Hours:
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 13th January 2021 at 7.30p.m

<https://us02web.zoom.us/j/82969884513>

Members Present: Cllr. McCoy, Chairman,
Cllr. Milne, Vice Chairman,
Cllr. Boden, Cllr. Ellicott, Cllr. Fraser, Cllr. Gable, Cllr. Maw, Cllr. McCanlis, 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 Dispositions

Cllr. Rayner noted an interest in Items 10 and 11 due to his position as a trader on Porlock Highstreet.

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

- i. Full Council Meeting held on the 09th December 2020

Proposer: Cllr. Ware
Seconder: Cllr. Fraser

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated for the Full Council meeting held on the 09th December 2020 be approved and signed as a correct record.

- ii. Full Council Meeting held on the 11th November 2020
(Following technical issues with the recording and in the interests of clarity, the Clerk requested the PPC review the previously PPC distributed Minutes)

Proposer: Cllr. Boden
Seconder: Cllr. Ware

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated for the 11th November 2020 be approved and signed as a correct record.

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

The Chairman noted a letter had been received from the Chairman of Porlock Vale Tourist Association. Please see attached.

The meeting was adjourned for public participation.

5. Public Participation

Prior to the meeting a letter submitted by Mrs. L Thornton from The Bagatelle, High Street, Porlock, had been circulated to the Councillors and published on the PPC website (please see attached). Mrs. Thornton then provided background information regarding her interest in Items 10 and 11.

The meeting was reconvened.

6. Somerset County Council and District Councillors' reports

Cllr. Nicholson, Somerset County Council:

Cllr. Nicholson reported that all decisions regarding the Climate Emergency Grant have been deferred to later in the year due to the deployment of local Council employees to assist with establishing the Covid-19 vaccination centres.

Cllr. Milne, Somerset West and Taunton District Council:

Cllr. Milne advised there is currently nothing further to report.

7. Chairman's Announcements

Chairman of the Planning Committee

The Chairman advised due to Cllr. Boden previous experience in Planning he was the natural choice as Chairman for the Planning Committee and has accepted the position.

Porlock Village Maintenance Team

It was confirmed that following the Government announcement on the 04th January 2021 the Maintenance team have suspended their activities until this Lockdown has been lifted.

Christmas Illumination Team

The Chairman wished to thank everyone who helped with the decorations throughout the Village.

Annual Parish Meeting

Due to the current Lockdown it was considered prudent to postpone the Annual Parish Meeting, historically held in March, until Lockdown rules are relaxed and face to face meetings are permitted.

Courses for the Clerk

It was noted the Clerk is to attend an all-day event (via Zoom) on the 24th March covering a number of activities including Accounting, bullying and harassment and time management. A further training event dedicated to Challenging people and difficult situations is to be held on the 13th February 2021.

New PPC Laptop

It was agreed the Clerk is to source quotes for a new lap top following repeated technical difficulty experienced by the Clerk with the current laptop, due to its age (9years).

8. Finance:**January accounts to be passed for payment – Cllr. Maw to report.**

Payment Number	Name	Description	Amount	Reference
111	HMRC	National Insurance and Tax contributions	338.47	BACS
112	Mrs. D Taylor-Pitkin	Clerk Salary	****	BACS
113	Mr. E Nichols	OSB Caretaker salary	125.44	BACS
114	A Binding	Village & Verge Contract	660.00	BACS
115	Coomber Security	Annual Servicing of the Alarm system @ OSB	249.68	BACS
116	Mark Jones	Cleaning D H & OSB Toilets for	358.34	BACS
117	N Priddle Locksmith	Security update at the Old School Building	131.30	BACS
118	Mrs. D Taylor-Pitkin	Stationary – Weekly & Monthly Planner/Diary – Minute Note pads Lever Arch File.	36.49	BACS
119	Mrs. D Taylor-Pitkin	Working from home allowance – PPC to cover extra costs of heating/electricity - £6.00 a week from the 06/04/2020 with holidays deducted.	£210.00	BACS
120	Ricoh	Rent for photocopier / ink cartridges	533.23	BACS
121	Cllr. McCoy	Thankyou gifts for the Porlock Village Maintenance Team	96.93	BACS
122	Somerset County Council	Installation of Covid-19 screen at the Library (previously APPROVED 08 th July 2020)	151.46	BACS
123	Rialtas	Annual contract for Finance Package Software	148.80	BACS
124	Zoom	January subscription	14.39	BACS
125	SW&T	Business Rates – (I have asked them to confirm exactly what this covers)	679.19	BACS
126	SLCC	Clerk / Councillor training sessions and 2019 invoice for training materials.	129.19	BACS
127	Word Press.com	Renewal and registration of the PPC website	51.00	BACS
Direct Debit	NEST	Clerk Pension – Parish Council and Clerk contributions	70.80	Direct Debit
Direct Debit	Bulb	Monthly payment for Old School Building including the Library, Electricity supply	81.00	Direct Debit
Direct Debit	Bulb	Monthly Payment for D H Toilets Electricity supply	33.00	Direct Debit
Direct Debit	BT	Telephone & Internet for Parish Office/Library	84.95	Direct Debit

Bank Balances on the 10th January 2021:

PPC Current Account: £175,838.36
Allotment Trust Account: £17,436.62

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

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
Porlock Newsletter	Re-charge of Ricoh contract including copies	752.94	Automatic Credit
I H Hillier	Friends of Porlock Library Donation	24.00	Automatic Credit
PVTA	Quarterly rent for Visitor Centre	496.00	Automatic Credit
Headley Price Funeral Services	Burial (will confirm placement at a later date)	255.00	Automatic Credit

Proposer: Cllr. Maw
Seconder: Cllr. Wood

UNANIMOUSLY APPROVED

9. Matters raised for information purposes only.

None were noted.

10. Porlock High street Partnership Fund - The PPC to consider the following options provided by SW&T.

The PPC were provided with the following options to review:

- i. The PPC to create a new subgroup to take forward the APPROVED Indicative Plan.
- ii. The PPC to create a new subgroup and design a new delivery plan for submission to the Council based on consultation carried out with the business community.
- iii. The Parish Council can submit a formal letter to SWT asking to be released from the grant agreement and another organisation can become the grant holders – subject to the same guidance notes and criteria.

Following a discussion with guidance provided by Mrs. L Redston The Economic Development Manager from Somerset West & Taunton the following vote was recorded:

- ii. The PPC to create a new subgroup and design a new delivery plan for submission to the Council based on consultation carried out with the business community.

Proposer: Cllr. Ware
Seconder: Cllr. Rayner

UNANIMOUSLY APPROVED

11. PPC to review and APPROVE one of the following actions as a result of previous Item:

Due to the interest generated in this item the Chairman permitted members of the public to participate¹.

Following a robust discussion with input by the attending public/High Street Traders and again with guidance provided by Mrs. L Redston the following motion was proposed:

¹ Standing Order 1.e

The PPC to APPROVE the formation of a new sub-group and further consultation with the Traders of Porlock High Street and report back to the PPC with an outline plan, confirmation of membership and review of the Terms of Reference².

Cllr. McCanlis requested the following vote is a “recorded vote” this information is available upon request.

Proposer: Cllr. McCanlis
Secunder: Cllr. Ware

10 Councillors APPROVED
1 Councillor ABSTAINED

12. PPC to formerly record the resignation of Cllr. Hancock – Chairman to report.

The Chairman confirmed the PPC were greatly saddened to receive the resignation of Cllr. Hancock, although he will continue to be largely involved and provide support for a number of the PPC projects currently in the pipeline.

13. The PPC to APPROVE the suspension of non-essential Full Council Meetings, position to be reviewed on a regular basis in line with Government Announcements.

Proposer: Cllr. McCoy
Secunder: Cllr. Fraser

08 Councillors APPROVED
2 Councillor ABSTAINED
1 Councillor AGAINST

14. The PPC to Approve delegation of the following responsibilities:

- i. Pre-APPROVED payments to be issued electronically by the Clerk in conjunction with the Chairman and Vice Chairman/Chairman of the Finance Committee.
(Cllr. McCoy, Cllr. Milne and Cllr. Maw)

- ii. Un-scheduled payments to be reviewed by the Finance Committee and voted on by email. (Please note the Chairman and Vice-Chairman are ex-officio on all Committees)

Finance Committee:	Cllr. Maw (Chair)	Cllr. Fraser	
	Cllr. Milne	Cllr. Ware	Cllr. Wood

Planning Applications to be reviewed by Planning Committee via email discussion and voted on.

Planning Committee:	Cllr. Boden	Cllr. Ellicott	Cllr. Fraser
	Cllr. Gable	Cllr. Maw	Cllr. Rayner

Proposer: Cllr. Boden
Secunder: Cllr. Wood

UNANIMOUSLY APPROVED

² Standing Order 6.f

15. Formal APPROVAL of the PPC Committee Structure.

Please see attached document.

16. Correspondence

Two letters have recently been received from residents of Hawkcombe asking for information/guidance for a better internet provider.

A letter was also received from a previous Councillor requesting the Clerk chase the SCC and SW&T repair the lights in Doverhay Car Park and Sparkhayes Lane.

17. Reports from Outside Bodies

Coastal Communities Team

Nothing to report

Doverly Manor

Nothing to report.

Highways

Nothing to report.

Library

Nothing to report.

Porlock Vale Tourist Association

Nothing to report.

Porlock Weir

Nothing to report.

Recreation Ground

Nothing to report.

St. Dubricius First School

Nothing to report.

Village Hall

Nothing to report.

There being no other business the meeting closed at 21.24.

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10th March 2021

Chairman