

Office Tel: 01643 863350
Email: porlockpc@gmail.com
Website: www.porlock.org/porlockpc
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 at Porlock Village Hall on Wednesday 08th September 2021 at 7.30p.m

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

1. Apologies

Apologies were received from Cllrs Bloys, Briggs, McCoy and Thornton due to family commitments.

Proposer: Cllr. Fraser
Seconder: Cllr. Boden

UNANIMOUSLY APPROVED

2. Declarations of Interest and Disclosable Pecuniary Interest Dispositions

None were noted.

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

i. Full Council Meeting held on the 28th April 2021

Due to a technical issue these Minutes are to be reviewed at the Full Council Meeting to be held on the 13th October 2021.

ii. Annual Meeting held on the 05th May 2021

Proposer: Cllr. Ware
Seconder: Cllr. Boden

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated for the Full Council meeting held on the 05th May 2021 be approved and signed as a correct record.

iii. Finance Committee Meeting held on the 02nd September 2021

Proposer: Cllr. Fraser

Seconder: Cllr. Ware

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated for the Full Council meeting held on the 02nd September 2020 be approved and signed as a correct record with the following amendment proposed by Cllr. Ware:

Page 2, Item 5 **Action Point: Clerk to contact SW&T and Bulb to confirm current process.**

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

None were noted.

The meeting was adjourned for public participation.

5. Public Participation

The public present did not wish to participate.

The meeting was reconvened.

6. Somerset County Council and District Councillors' reports

Cllr. Nicholson, Somerset County Council:

Cllr. Nicholson advised that she was unable to attend but to pass on any queries that were raised.

Cllr. Milne, Somerset West and Taunton District Council:

Garden Waste

The collection for Garden Waste is to re-start on the 13th September.

I-Pad Loan Scheme

Somerset Libraries are currently running a I-Pad loan scheme specifically aimed at Jobseekers and anyone looking to develop new skills for employment. The iPad can be borrowed free of charge from Bridgwater, Chard, Minehead, Shepton Mallet or Taunton Library for up to 6 weeks.

Formation of the Unitary Council

The discussion for this topic are still ongoing with a view to a shadow Council being formed in May 2022 to oversee and support the transition from the current situation, with the newly formed Unitary Council coming in to place in May 2023.

7. Chairman's Announcements

Please see Item 10.

8. Planning 6/27/21/122 Stowleys, Bossington Lane, Porlock.

Following a in-depth report provided by Cllr. Boden and his subsequent discussions with members of the ENPA the following proposal was provided:

The PPC RECOMMEND the current Application is re-submitted under the HC-D16 outbuildings policy and not under the current residential extensions policy of HC-D15 and should also comply with the principles of conservation and or structural alterations of existing buildings CE-S5. A Section 106 should also be added to the new application to ensure the property is used purely for a current resident of that dwelling and not a holiday let.

Proposer: Cllr. Gable
 Seconder: Cllr. Ware

UNANIMOUSLY APPROVED

The Chairman wished to note his gratitude on behalf of the PPC, to Cllr. Boden for his thorough review and recommendations for the Planning Application.

9. Finance: August and September accounts to be passed for payment – Cllr. Fraser to report.

Payment Number	Name	Description	Amount
	HMRC	National Insurance and Tax contributions	356.98
	Mrs. D Taylor-Pitkin	Clerk Salary	****
	Mr. E Nichols	OSB Caretaker salary	****
	Mr A Binding	Village & Verge Contract	528.00
	Mr A Binding	Grass Cutting Contract	1056.00
	Mr A Binding	Hedge Trimming and removal & disposal of off cuts at the rear of St. Dubs.	50.00
	Mr A Binding	Trimming and clearance of verge opposite War Memorial	70.00
	Mark Jones	Cleaning of D H & OSB Toilets 05/07 – 11/07, 19/07 – 31/07	235.53
	Mrs. D Taylor-Pitkin	Cleaning D H & OSB Toilets 11/07 – 17/07	69.00
	Mrs. D Taylor-Pitkin	Large, galvanised metal incinerator – to dispose of private confidential paperwork from the PPC	25.99
	Bright HR	Human Resources Support	60.00
	Porlock Toddler Group	Grant APPROVED at Full Council December 2020 – Funds to be removed from the Allotment Fund	150.00
	Stacked Wonky	Grant APPROVED at Full Council 11 th March 2020 – Funds to be removed from the Art Festival Fund leaving a balance of £908.75.	900.00
PHSSG	The Exmoor Events Company Ltd	Pop-up event 2 management	£200.00
PHSSG	WS Garden Centre Ltd	Plants for barrel planters	£44.55
PHSSG	WS Garden Centre Ltd	Compost (x16) for barrel planters	£120.00
PHSSG	Tomato Creative	First monthly payment for website	£600.00
PHSSG	L Thornton	Notebook for taking minutes	£2.00
PHSSG	Porlock Recreation Ground	to book table at Fete on 1/8/21	£5.00
PHSSG	L Thornton	laminating	£5.60
PHSSG	Porlock Home & Hardware	Blackboard paint	£7.35
PHSSG	L Thornton	PHSSG Zoom account 4/8/21 to 3/9/21	£52.79
PHSSG	L Thornton	PHSSG Administrator hours to 1/8/21	£220.00
Direct Debit	NEST	Clerk Pension – Parish Council and Clerk contributions	77.10
Direct Debit	Bulb	Monthly payment for Old School Building including the Library, Electricity supply	72.81

Direct Debit	Bulb	Monthly Payment for D H Toilets Electricity supply	33.00
Direct Debit	BT	Telephone & Internet for Parish Office/Library	80.27

Payments Received between 14/07/2021 – 06/08/2021:

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
Bay 10	High Bank Car Park	25.00	Automatic Credit
E & I Ellis	Friends of Porlock Library Donation	5.00	Automatic Credit
EROB	NP2 Plot 621	500.00	Automatic Credit

Bank Balances on the 06th August 2021:

PPC Current Account: £179,630.26
 Allotment Trust Account: £17,900.18

Proposer: Cllr. Fraser

Secunder: Cllr. Ware

UNANIMOUSLY APPROVED

Payment Number	Name	Description	Amount
	HMRC	National Insurance and Tax contributions	357.18
	Mrs. D Taylor-Pitkin	Clerk Salary	****
	Mr. E Nichols	OSB Caretaker salary	****
	Mr A Binding	Village & Verge Contract	528.00
	Mr A Binding	Grass Cutting Contract	1056.00
	Mr A Binding	Hedge Cutting & takeaway at OSC & War memorial	120.00
	Mark Jones	Cleaning of D H & OSB Toilets	217.16
	Chemex	Cleaning supplies	285.78
	Mr D Hancock	Expenses for book cupboard & D H Toilets	35.13
	Porlock Home & Hardware	Materials for the refurbishment of D H Toilets	25.82
	D Taylor-Pitkin	Printer cartridge (15.99) Academic wall planner (9.99) Stationary (13.33 & 6.99) Mid year diary (14.99) A4 paper (21.00) 6 x Clerk notepads (53.10)	135.39
	Bright HR	HR support	60.00
	Terry Gable	Art Work	150.00
	Air Ambulance	Donation towards Porlock Fun Run	£100.00
	First Graphic	Coastal Community Cloth – fund to be removed from grant	92.52
PHSSG	L Thornton	50 x flag poles	£36.60
PHSSG	L Thornton	3 x flag pole holders	£14.49
PHSSG	L Thornton	quick dry paint	£8.79
PHSSG	Porlock Home & Hardware	screws and cable ties for flags	£5.99
PHSSG	Louise Crabb	Floral display maintenance contract	£144.00
PHSSG	L Thornton	Banners	£54.79

PHSSG	First Graphic Communication	Laminating A3 posters	£6.00
PHSSG	Porlock Home & Hardware	cord & eyes for bubble wands	£7.10
PHSSG	Tomato Creative	2nd monthly payment for website	£600.00
PHSSG	Event Insurance Ltd (ref. AN00261287)	Public Liability Insurance for 3rd event	£30.00
PHSSG	WS Garden Centre Ltd	Plants for Village Hall barrels	£99.71
PHSSG	WS Garden Centre Ltd	Compost for Village Hall barrels	£60.00
PHSSG	L Thornton	PHSSG Zoom account 4/9/21 to 3/10/21	£52.79
PHSSG	A & J Jago trading as 'Threads'	Materials for flags & bunting	£297.24
Direct Debit	NEST	Clerk Pension – Parish Council and Clerk contributions	77.10
Direct Debit	Bulb	Monthly payment for Old School Building including the Library, Electricity supply	72.81
Direct Debit	Bulb	Monthly Payment for D H Toilets Electricity supply	33.00
Direct Debit	BT	Telephone & Internet for Parish Office/Library	87.83

Payments Received between 07/08/2021 – 07/09/2021:

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
Bay 10	High Bank Car Park	25.00	Automatic Credit
E & I Ellis	Friends of Porlock Library Donation	5.00	Automatic Credit
PVNL	Refund for Ricoh rental	439.68	Automatic Credit

Bank Balances on the 07th September 2021:

PPC Current Account: £171,165.34
Allotment Trust Account: £18,512.87

Proposer: Cllr. Fraser
Seconder: Cllr. Ware

UNANIMOUSLY APPROVED

9.a PPC to review the recommendations of the Finance Committee following the meeting held on the 02nd September 2021:

- i. FC RECOMMEND retaining Porlock Community Library and recognise its importance to the Community.

Proposer: Cllr. Fraser
Seconder: Cllr. Rayner

UNANIMOUSLY APPROVED

- ii. FC RECOMMEND the PPC employ a Library Manager and Lead to Volunteers for at least 4 hours per week subject to review.

Proposer: Cllr. Fraser

Seconder: Cllr. Ware

UNANIMOUSLY APPROVED

- iii. FC RECOMMEND a separate EMF for surplus funds.

Proposer: Cllr. Fraser

Seconder: Cllr. Ellicott

UNANIMOUSLY APPROVED

- iv. FC RECOMMEND the Staffing & HR Committee review Job Descriptions and Salaries for Library Manager and a Office Cleaner for the Old School Centre.

Proposer: Cllr. Fraser

Seconder: Cllr. Rayner

UNANIMOUSLY APPROVED

10. Matters raised for information purposes only.

Maintenance and upkeep of the Old School Centre

It was agreed a doodle poll would be distributed to agree a date for the Councillors and Clerk to volunteer their time at the Old School Centre for gardening and maintenance work during October. Cake and Coffee will be provided.

Action Point: Clerk to distribute Doodle Poll

Car Charging Points for the Central Car Park

The Chairman confirmed that the contract for the installation for electric car charging points to be installed throughout Somerset has been awarded to SWARCO which is a traffic technology group based in Austria. Porlock falls within the second part of phase 1 and updates will be available shortly.

Relocation of West Bound Bus Stop on Porlock High Street

The Chairman reported that the current location of the West bound bus stop on Porlock High Street is under review, a potential safer location of within the Doverhay Car Park has been highlighted. The new location could reduce congestion at the busy entrance of the Car Park.

Ongoing repairs with Doverhay Toilet

The Chairman confirmed that the ongoing repairs for the disabled toilet at Doverhay Car Park have now been successfully concluded.

Progress of safe path alongside Dunster Steep

Following a meeting held earlier today and agreement was now in place with a local resident who has kindly agreed to donate a strip of their land to the PPC in order to provide a safe pathway for pedestrians alongside Dunster Steep.

Signage at the Old School Centre

The signage currently in situ at the Old School Centre requires updating as well as confirmation of the title of the entire building. A doodle poll is to be published for the Councillors to select the appropriate title from the following options:

- Old School Building
- Old School Centre
- Old School Building Centre

Cllr. Gable is to provide a design with the title of the building and provide a list underneath of what is located there.

Action Point: Clerk to distribute Doodle Poll to confirm agreed name.

11. PPC to review the speed limits throughout the Village.

Cllr. Fraser reported that greater clarity is required regarding the speed limits currently recorded on a number of roads within Porlock and West Porlock. Following a discussion it was agreed Cllrs. Ellicott, Fraser and Rayner shall confer with the 20s Plenty campaign and compose a list of roads that require review.

Action Point: Clerk to provide road maps of Porlock and West Porlock for Cllrs to review.

12. PPC to note ratification of the decisions made between 12th May 2021 and 11th August 2021.

All Councillors were provided with a list of RESOLUTIONS reached during this time and were invited to comment.

Proposer: Cllr. Boden

Secunder: Cllr. Fraser

UNANIMOUSLY APPROVED

13. PPC to review the current stance on weed management throughout the Village.

Following a discussion it was proposed that a Weed Management Policy should be produced as the PPC Grass Contractor has received a number of observations either noting the number of weeds present or referring to the damage the chemicals in the weed sprayer can cause.

It was agreed the Policies and Documents Committee is to work in conjuncture with the Conservation and Access Committee to compose a policy for review at the October meeting.

Action Point: Clerk to provide the Grass Cutting Contract and supporting documentation

14. PPC to discuss a recent complaint regarding the frequency of unauthorised bonfires.

District Cllr. Milne advised that the PPC have no legal right to act in this situation as long as the bonfire is on private land and all safety regulations have been adhered to.

15. Update on the Clerk's working hours and opening of the Parish Office.

The Clerk confirmed from the 01st October 2021 her working hours will be Tuesday to Thursday at the Parish Office from 09:30 – 15:00 and working from home on Monday and Friday. This will enable the Lovelace to maintain their opening hours on a Monday and Friday at the Old School Centre.

16. The PPC to consider a new Trustee Nomination for the Recreation Ground.

All Councillors had been provided with the application form for the nominee to be considered prior to the meeting. Mr. C Jones has been Proposed by the PPC for the position of Trustee for the Recreation Ground Committee:

Proposer: Cllr. Fraser
Seconded: Cllr. Gable

UNANIMOUSLY APPROVED

17. Update on the Porlock High Street Partnership Fund – Cllr. McCanlis to report

The PPC were provided with two reports to review prior to the meeting. Please see attached.

18. Correspondence

A letter was received from Mr M Bleasby requesting assistance with the exterior wall surrounding St. Dubricius Church.

Action Point: Clerk to request Cllr. Bloys to contact Mr Bleasby.

A further complaint has been received regarding the Van parked outside St. Dubricius Church Yard which has been there for a number of months and appears to be completely undriveable.

19. Reports from Outside Bodies

Coastal Communities Team

Nothing to report

Doverly Manor

Cllr. Boden advised the first face to face meeting for the committee is to take place on the 07th October 2021.

Highways

Nothing to report.

Library

Nothing to report.

Porlock Vale Tourist Association

It's been a very busy Summer with most of our accommodation providers being fully booked right through the busy season. It has been a challenge at times to find accommodation for people who have already arrived in the hope of finding accommodation or those wishing to head to Porlock at the last minute. Our new B & B's and pop up campsites have seen good booking numbers for their inaugural Summer.

We have had over 6,000 visitors in the Visitor Centre since opening in full on 17th May 2021. There has been a noticeable increase of first time visitors to Exmoor and we have been inundated with advice on where to go, where to walk and what to see. All have been pleasantly surprised by how stunning Porlock Vale and wider Exmoor is and plan to return. Our in-house leaflets have proved really popular and we have kept The Lovelace Centre really busy with reprints of these and the 12 Porlock Walks books and printing of posters and tickets for our events.

The Open Air Concert was very well attended in July on a beautiful summer's evening. It was lovely that Friends in Harmony were able to perform alongside The Pleasure Dome Theatre Company this year. Nearly 150 people came along with many tickets sold to holiday makers, on the evening.

The Visitor Centre supported the Village Fete on 1st August, by holding a tombola stall. We were very grateful to receive over 50 prizes from local businesses and individuals. It was a proper village event, with so many people commenting what a success it was, with real community spirit.

The Visitor Centre provided three floral displays for St Dubricius Flower Festival. Again, it was another crowd pleaser drawing local residents, day trippers and providing holiday makers with another event in Porlock to see.

Porlock Open Gardens organised by the Visitor Centre, followed on the next weekend, with over 200 people visiting over both afternoons. The plant stalls at the Visitor Centre proved very popular and we are grateful to Lyn Littlefield and Rainbow Flowers for their time and support.

The Bottom Ship, Porlock Weir has agreed to host a folk and contemporary music concert on 11th September 2021. Bob McCarthy has generously offered to organise the bands and artists and everyone is giving their time, free of charge, in order to raise funds for the Visitor Centre.

Christmas events are gathering momentum and we are very grateful to Denise Sage for ensuring that the "Light up Porlock" campaign continues to grow. We will continue to support Denise and other organisations who have arranged events to bring our community together and will also attract visitors over the Christmas period. The PVTa committee, together with the Visitor Centre Manager, will be working on the Christmas Shopping Event, which will be held on Saturday 11th December 2021.

Porlock Weir

Nothing to report.

Recreation Ground

Cllr. Gable reported the Recreation Ground Committee would like to thank all the Volunteers who have provided their time over the busy period during the summer which helped to promote the feeling of the Community and an overall successful summer period. Work on the Children's Play area is to begin in September / October.

St. Dubricius First School

Nothing to report.

Village Hall

The clubs are starting to return to the Village Hall.

There being no other business the meeting closed at 20.51.

.....
13th October 2021

Chairman