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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 at Porlock Village Hall on Wednesday 13<sup>th</sup> October 2021 at 7.30p.m

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

#### **1. Apologies**

Apologies were received from Cllrs Boden, Briggs and Ellicott due to family commitments and Cllr. Rayner due to work commitments.

Following the volume of APOLOGIES received since the return to face-to-face meetings it was agreed the reasons for absence should be provided in greater detail and notified prior to the meeting.

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

**7 Councillors APPROVED**  
**1 Councillor AGAINST**

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

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 28<sup>th</sup> April 2021**

**Proposer:** Cllr. Fraser  
**Seconder:** Cllr. Bloys

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated for the Full Council meeting held on the 28<sup>th</sup> April 2021 be approved and signed as a correct record

## ii. Full Council Meeting held on the 08<sup>th</sup> September 2021

**Proposer:** Cllr. Ware  
**Seconder:** Cllr. McCanlis

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated for the Full Council meeting held on the 08<sup>th</sup> September 2021 be approved and signed as a correct record.

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

#### 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 in the near future. Cake and Coffee will be provided.

The meeting was adjourned for public participation.

### **5. Public Participation**

The following issues were raised by the public in attendance:

#### War Memorial at Dunster Steep

It was noted that the War Memorial still requires some general maintenance and upkeep. The War Memorial Trust have provided advice and information regarding the process and funding for the initiative. The PPC are to ensure this matter is expedited in the next 8 weeks.

#### 20MPH throughout the Village

Concerns were raised regarding the dangerous speeds at which motorists travel throughout the Village. It was noted that this matter is currently under review and being led by Cllr. Fraser who hopes to implement a 20 MPH speed limit throughout the Village, including West Porlock and Porlock Weir. It was strongly voiced that an increased Police presence would greatly benefit the Village.

#### Removal of Trees from D H Car Park

Following the removal of the incorrect trees from various area around the Village, it was agreed that greater consultation is required from the relevant agencies.

**Action Point:** District Cllr. Milne is to request direct engagement from SW&T regarding the removal of trees etc..

#### Hawkcombe River on Porlock Marsh

The river has flooded into a nearby field and is making it difficult for walkers to cross the Marsh without getting wet feet.

**Action Point:** The Clerk is to contact ENP, NT and EA to ask for a report on the area.

The meeting was reconvened.

### **6. Chairman's Announcements**

None were noted.

### **7. Somerset County Council and District Councillors' reports**

**Cllr. Nicholson, Somerset County Council:**Unitary Council

Cllr. Nicholson advised that specific instructions regarding the boundaries and the roles and identities of the Local Community Networks is still awaited.

**Cllr. Milne, Somerset West and Taunton District Council:**A39 from Heddon Cross to Selworthy

Cllr. Milne noted a local campaign is underway to raise awareness and tackle the speeding problem on the A39, this initiative is spearheaded by Mr Bate. A police van has been in situ in the area recording the speeds of passing vehicles. It has been suggested that neighbouring parishes could jointly fund the purchase of relevant signs/speed prevention materials which would assist with securing the area.

**8. Finance: October accounts to be passed for payment – Cllr. Fraser to report.**

<b>Payment Number</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
	HMRC	National Insurance and Tax contributions	<b>356.78</b>
	Mrs. D Taylor-Pitkin	Clerk Salary	****
	Mr. E Nichols	OSB Caretaker salary	****
	Mr A Binding	Village & Verge Contract	<b>528.00</b>
	Mr A Binding	Grass Cutting Contract	<b>1056.00</b>
	Mark Jones	Cleaning of D H & OSB Toilets	<b>381.00</b>
	Doverly Manor	2021/2022 Business Rates	<b>112.38</b>
	Rialtas 2020/2021	PPC Finance package	<b>464.40</b>
	Doodle Poll	Annual Account	<b>71.33</b>
	D Taylor-Pitkin	Land Registry (£29.90) Zoom (£12.39) Legionella testing kit (94.99)	<b>137.28</b>
	Bright HR	HR support	<b>60.00</b>
	Eagle Plumbing & Lighting	Investigate and repair leak at D H Toilets	<b>515.71</b>
	Ricoh UK	Rent for Parish Office Photocopier	<b>433.46</b>
	Somerset Drainage	Blockage at the OSC public toilet	<b>116.00</b>
	First Graphic	Coastal Community Cloth – fund to be removed from grant	<b>92.52</b>
<b>**PHSSG</b>	Homestart	Donation from funds raised during pop up event (see payments below)	<b>217.45</b>
<b>PHSSG</b>	L Thornton	PHSSG Administrator hours to 12/9/21	<b>£330.00</b>
<b>PHSSG</b>	Louise Crabb	Floral display maintenance contract	<b>£144.00</b>
<b>PHSSG</b>	Charles Brockbank	Juggler for 3rd pop-up event	<b>£250.00</b>
<b>PHSSG</b>	Sorcha Keay-Chaplin	Juggler for 3rd pop-up event	<b>£250.00</b>
<b>PHSSG</b>	CPC	Xmas lights for McCoys	<b>£136.32</b>
<b>PHSSG</b>	L Thornton	banners for 4th pop-up	<b>£41.30</b>
<b>PHSSG</b>	Porlock Village Hall	Small Hall for PHSSG public meeting 20.10.21	<b>£14.00</b>

<b>PHSSG</b>	L Thornton	Poster printing & laminating	<b>£32.64</b>
<b>PHSSG</b>	L Thornton	2 x Xmas tree holders	<b>£27.70</b>
<b>PHSSG</b>	Michael Limb	To build platform at VH	<b>410.00</b>
<b>PHSSG</b>	Tomato Creative	3rd monthly payment for website	<b>£600.00</b>
<b>PHSSG</b>	L Thornton	PHSSG Administrator hours to 4/10/21	<b>£165.00</b>
<b>PHSSG</b>	L Thornton	PHSSG Zoom account 4/10/21 to 3/11/21	<b>£52.79</b>
<b>Direct Debit</b>	NEST	Clerk Pension – Parish Council and Clerk contributions	<b>77.10</b>
<b>Direct Debit</b>	Bulb	Monthly payment for Old School Building including the Library, Electricity supply	<b>72.81</b>
<b>Direct Debit</b>	Bulb	Monthly Payment for D H Toilets Electricity supply	<b>33.00</b>
<b>Direct Debit</b>	BT	Telephone & Internet for Parish Office/Library	<b>86.53</b>

**Payments Received between 07/09/2021 – 11/10/2021:**

<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
Bay 10	High Bank Car Park	<b>25.00</b>	Automatic Credit
E & I Ellis	Friends of Porlock Library Donation	<b>5.00</b>	Automatic Credit
PVNL	Refund for Ricoh rental	<b>439.68</b>	Automatic Credit
**PHSSG	Donation to Homestart	<b>217.45</b>	1404
<b>SW&amp;T</b>	2 <sup>nd</sup> Precept payment	<b>34,750.00</b>	Automatic Credit
<b>Fine Memorial</b>	Tablet & Burial TBC	<b>280.00</b>	1402
<b>PVTA</b>	Rent for VC	<b>496.00</b>	Automatic Credit
<b>Fine Memorial</b>	TBC	<b>100.00</b>	1405
<b>Cash Collection</b>	D H Toilets	<b>80.00</b>	1406
<b>Cash Collection</b>	D H Toilets	<b>80.00</b>	1407
<b>Cash Collection</b>	D H Toilets	<b>85.00</b>	1408
<b>Cash Collection</b>	D H Toilets	<b>60.00</b>	1409
<b>Cash Collection</b>	V H Honesty Box	<b>712.16</b>	1410
<b>Cash Collection</b>	V H Honesty Box	<b>119.88</b>	1411

**Bank Balances on the 12<sup>th</sup> of October 2021:**

PPC Current Account: £196,902.98  
Allotment Trust Account: £18,513.02

**Proposer:** Cllr. Fraser  
**Secunder:** Cllr. Ware

**UNANIMOUSLY APPROVED**

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

Implementation of 20mph through the Village

Cllr. Fraser advised the speed limits for the entire Village are currently being reviewed by himself and Cllr. Rayner and the Item will be reported on at a later date.

Alternative footpath on Dunster Steep

The Chairman advised a topographical survey is required to advance this project and this will need to be funded by the PPC. SCC Highways can undertake the survey and its cost will not exceed £1,500. More information will be available shortly.

**10. PPC to review and APPROVE the Staffing & HR Committee Terms of Reference.**

All Councillors were provided with a draft copy for review on the 08<sup>th</sup> October 2021.

**Proposer:** Cllr. Ware  
**Seconder:** Cllr. Thornton

**UNANIMOUSLY APPROVED**

**11. PPC to APPROVE the Scheme of Delegation of the Appointment process for the Library Officer and Volunteer Co-Ordinator position to the Staffing and HR Committee.**

**Proposer:** Cllr. Ware  
**Seconder:** Cllr. Fraser

**7 Councillors APPROVED**  
**1 Councillor ABSTAINED**

**12. Update on the Porlock High Street Support Group – Cllr. Thornton to report.**

Please see attached report.

**13. Update on the EU Welcome Back Fund– Cllr. Thornton to report.**

Please see attached report.

It was reported that the PHSSG have offered to fund the Tree Holder Survey on behalf of the “Light up Porlock Initiative” and are currently awaiting a report confirming the stability of the holders.

**Action Point:** Cllr. McCanlis is to contact “The Light Up Porlock” Committee to chase report.

**Action Point:** The PHSSG are to provide an update in January 2022 on both the EHSF and the WBF and the funds which still require allocation.

**14. PPC to APPROVE the purchase of three multipurpose recycling bins via the EU Welcome Back Fund**

Please see attached report.

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

**UNANIMOUSLY APPROVED**

**15. PPC To APPROVE a contribution of £282 (£223.75 net of VAT) for the purchase of batteries for the 'Light up Porlock' initiative – Chairman to report.**

An invoice confirming the cost of the batteries had been provided to all Councillors for review.

**Proposer:** Cllr. Ware  
**Seconder:** Cllr. McCoy

**7 Councillors APPROVED**  
**1 Councillor ABSTAINED**

**16. To approve the allocation of up to £250 to provide back-up financing for the Tree Holder Survey – Chairman to report.**

Following a robust discussion in which the question of Public Liability was raised in the event of an incident due to a faulty tree holder, the Clerk was instructed to contact the PPC Insurer to confirm the liability on behalf of the PPC.

The Chairman recommended the PPC APPROVE the back up financing for the survey subject to the provision of the appropriate documentation, including independent consultants reports confirming the method, weight etc.. of the installation. The Clerk is to confirm with the PPC Insurer regarding any residual liability. This Item has been deferred to the Full Council Meeting in November.

**Action Point:** The Clerk is to contact the PPC Insurer.

**17. The PPC to confirm the title of the Parish Council Building was APPROVED as the Old School Centre.**

It was noted the official title for the Parish Council Building is the Old School Centre.

**18. Correspondence**

None was received.

**19. 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

Porlock continues to be busy with visitors enjoying a balmy September and our accommodation providers still reporting very little bed space available. The Visitor Centre is still receiving a steady stream of visitors both returning and new visitors, who are wanting information on things to see and do as well as ideas on where to walk.

Undoubtedly, Porlock Vale and wider Exmoor is a magnet for walkers of all ages and abilities and the PVTA will be looking forward to see how we can further promote Porlock Vale as a walkers destination.

The concert held at The Bottom Ship on 11<sup>th</sup> September was a resounding success, with £500.00 being raised for the PVTA. Bob McCarthy arranged a great line up of bands, with more artists taking part in an open mic session.

Plans for Late Night Shopping are gathering pace, with the usual acts and entertainment taking place. For this year only, the PVTA have agreed to meet the costs of the entertainment using their own funds and a balance of funds from 2019 Late Night Shopping. This means that there will be no cost at all to any High Street businesses. Full details of Late-Night Shopping will be available shortly.

The Visitor Centre will be closed from 1<sup>st</sup> – 14<sup>th</sup> November to enable staff to have a much-needed break and will re-open on the 16<sup>th</sup> November on our Winter opening hours. Tuesday – Saturday 10.00 a.m. – 1.00 p.m.

Porlock Weir

Nothing to report.

Recreation Ground

Cllr. Gable reported the new member has got off to a flying start by providing practical support around the Recreation Ground. Stricter methods are under review for following a few incidents of dog walkers allowing their dogs to roam freely. The lighting at the courts are due to change to winter hours.

St. Dubricius First School

Nothing to report.

Village Hall

Nothing to report.

Cllr. Ware noted this is the first meeting he has enjoyed in 6 months.

There being no other business the meeting closed at 20.51.

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**13<sup>th</sup> October 2021** **Chairman**