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Office Hours:
Tuesday 10:00 – 15:00
Wednesday 10.00 – 15:00
Thursday 10.00 – 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 13th April 2022 at 7.30p.m

Members Present: Cllr. Wood, Chairman
Cllr. Bloys, Cllr. Boden, Cllr. Briggs, Cllr. Fraser, Cllr. Gable, Cllr. McCoy, 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 and Cllr. McCanlis due to family commitments.

Proposer: Cllr. Fraser
Seconder: Cllr. Thornton

UNANIMOUSLY APPROVED

2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations

Cllr. Thornton noted an interest in Item 12 due to her position as applicant.

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 March 2022

Proposer: Cllr. Ware
Seconder: Cllr. Boden

9 Councillors APPROVED
1 Abstained

It was **APPROVED** that the minutes as previously circulated for the Full Council Meeting held on the 09th March 2022 be approved and signed as a correct record with the following amendments:

Page 1: Cllr. Rayner was not present due to family commitments.
Cllr. Briggs was present at the meeting.

Item 1: Apologies were seconded by Cllr. Boden and not Cllr. Bloys as previously noted.

Page 2: Item 6: Proposer: Cllr. Wood

Seconder: Cllr. Fraser

Page 4: £56.00 (05/01/2022) cash collection from Doverhay Toilets

ii. Finance Committee Meeting held on the 05th April 2022

It was **APPROVED** that the minutes as previously circulated for the Finance Committee Meeting held on the 05th April 2022 be approved and signed as a correct record with the following amendment:

Proposer: Cllr. Fraser
Seconder: Cllr. Thornton

UNANIMOUSLY APPROVED

Page 3:

Item 8 should read as follows:

8. FC to review the extension of the Emergency Town Centre Recovery Fund.

It was noted that a further £5,000 has been provided by SW&T as an extension to the ETCRF. As the PHSSG are no longer a committee from the 31st March 2022, Cllr. McCanlis requested the £5,000 Fund Extension from SW&T go to PPC and be open to individuals or groups to request funding for specific projects that support the High Street - i.e. this fund is an extension of the earlier funds managed by the PHSSG and will be subject to the same conditions as before. SW&T are expected to issue an amended contract, once the PPC have confirmed how they intend to manage this Extension Fund.

A report was provided by Cllr. Thornton confirming that the three Councillors currently responsible for the ETCRF continue to oversee the completion of the existing projects from the original Fund and deliver the final report.

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

i. Maintenance and upkeep of the Old School Centre

A date is to be secured in the early part of spring.

This Item is to be removed from the Agenda.

ii. Policies and Documents Committee to review the PPC current Standing Orders by the 2022 Election

The Chairman noted following the Election on the 05th May 2022, a draft copy of revised Standing Orders will be provided to the new Councillors for review along with the new Code of Conduct provided by SALC and the LGA.

The meeting was adjourned for public participation.

5. Public Participation

The meetings was adjourned:

War Memorial at Dunster Steep

It was noted that there had not been any further progress on the grant for the War Memorial and this requires attention.

Action Point: Clerk to contact War Memorial Trust and completion application process.

Traffic Calming Measures on the A39

Speeding and traffic and the lack of a police presence within the Village were raised as a matter of concern. The Chairman confirmed that discussions were in place with neighbouring Villages to control the speed limit of the A39 and the PPC recently successfully campaigned to get the speed limit reduced on the A39 near Brattan Straight following the fatal traffic collision last year.

The meeting was reconvened.

6. Planning **6/27/22/110 THE OLD BUS GARAGE, PORLOCK WEIR, MINEHEAD, TA24 8PE**

The above retrospective application is for the erection of a wooden storage shed double door small window and mono pitched roof. The application is also requiring approval of the creation of car parking for both clients and staff and storage of equipment for the business.

The applicant has cleared the overgrowth and requested prior approved permission from the landowner Porlock Manor Estate and their Agents Savills. From the application and photos they have cleared within their boundary and erected the shed. My comment would be that the application is approved but that some natural wildlife hedge is planted on the banks in order to soften the development.

6/27/22/109DC FLAT 1 RIVERSIDE, THE TANNERY, HIGH STREET, TA24

This is a discharge of the conditions relating to the approved application on the replacement of the wooden fascias and windows. The work as I understand it has been completed in line with the conditions and should be approved.

6/27/22/108LB SHIP INN, PORLOCK, MINEHEAD, TA24 8QD

The works relate to an outbuilding and would be of benefit to the building and surrounding public house.

Proposer: Cllr. McCoy

Seconder: Cllr. Gable

UNANIMOUSLY APPROVED

7. Chairman's Announcements

None were noted.

8. Somerset County Council and District Councillors' reports

Cllr. Milne, Somerset West and Taunton District Council:

Energy Rebate

Cllr. Milne reported there had been a surge in fraudsters contacting residents in the area and requesting their bank details in order to provide them with the energy rebate. Cllr. Milne confirmed that at no time would SW&T contact any individual by phone requesting this sensitive information.

Queens Jubilee Street Party

Cllr. Milne confirmed road closure permission for the street parties had to be requested SCC by the 18th April in order to be reviewed prior to the celebrations.

The Chairman provided a report on behalf of Cllr. Nicholson from SCC:

County Council Elections

The elections for the last year of the county council and the first term (the four following years) take place on 05th May 2022. Counting for county/unitary will take place on Friday 06th May 2022. The boundaries for each division (in future to be known as wards) are the county council ones, but with two seats for each. Six people have been validly nominated to stand as candidates in the election for the Dulverton and Exmoor Division/Ward.

The district council with its members will continue in being until April 23 when it will fall away. For the next year representation on the National Park Authority will continue as is (4 county and 4 district) and my belief is that all eight seats will become unitary appointments after next year.

The development of the Local Community Networks (LCN) as a way of ensuring local needs and priorities are kept uppermost is continuing with three pilots in different parts of the County. Councillors will know, not least from the Exmoor Panel, about the one based here which seeks to develop a new and better way of working with communities on highways. The work continues apace with the appointment of a steward imminent, to be followed by a broker. A steering group is driving this forward with representatives from various parts of the division, each with its own particular needs and challenges. It reports to the Exmoor Panel, so I would encourage attendance.

I would also encourage attendance at the next LGR Advisory Board meeting on 19 May, as the easiest way for parish councils to be involved at this stage.

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

Payment Number	Name	Description	Amount
	HMRC	National Insurance and Tax contributions	432.98
	Mrs. D Taylor-Pitkin	Clerk Salary	****
	Mr. E Nichols	OSB Caretaker salary	****
	Mrs. M Perkins	Library Officer Salary	****
	Miss H Turner	OSC Cleaner Salary	****
	Mark Jones	Cleaning of OSC Toilets £95.00	95.00
		D H Toilets	290.00
		Cleaning supplies	6.36
		28/02/2022 – 28/03/2022	
	Mr N Shattock	Completion of monthly RTI submissions to HM Revenue and Customs / Setting up and operation of PPC salaries. Completion of the end of year submission and providing P60 forms. For auto enrolment pension submissions.	150.00
	Perrie Hale Nursery	Delivery of trees and supporting equipment.	1665.42
	Amazon	Pencils / art supplies for children's group at Library 14/04/2022	46.01
	Amazon	Stationary – file dividers / folders	35.99
	First Graphic	Dunster Steep plans	24.00
	Viking Stationary	Purchase Order booklet / date stamp	40.78
	Porlock Home & Hardware	Cleaning supplies for the OSC & brass screws for the memorial sign on the Marsh	25.68
	D Taylor-Pitkin	Zoom £11.99, £10.00 phone supplement	21.99
	Geosphere Ltd	Annual charge for Parish Online	120.00
SCC Climate Grant	Repair Café	Charity Insurance: Porlock Vale Repair Café Policy Number: ACY 2370066	311.64
SCC Climate Grant	Village Hall	Repair café booking for 30 th July 2022	33.00

PHSSG	L Thornton	Event admin/management	£65.51
PHSSG	L Thornton	PC battery	£56.99
PHSSG	L Thornton	PC charger	£22.97
PHSSG	WS Garden Centre Ltd	Spring flowers/feed for planters	£108.73
PHSSG	L Thornton	Printing	£3.00
PHSSG	L Thornton	Admin phone calls 12 months March 21-22	£212.25
PHSSG	L Thornton	PHSSG Administrator hours (13/12/21 to 6/2/22)	£385.00
PHSSG	L Thornton	PHSSG Administrator hours (07/02/22 to 31/03/22)	£440.00
PHSSG	M J Limb	to fit 8 x benches	£1,680.00
PHSSG	M J Limb	To move light at Church	£157.50
PHSSG	M J Limb	To create wall seating at Doverhay	£850.00
PHSSG	L Thornton	PHSSG Zoom account 23/3/22 to 22/4/22	£14.39
PHSSG	L Thornton	Admin costs March 2021-22	£130.00
PHSSG	Broxap Limited	Derby Double Slim E Recycling Bin	£631.14
PHSSG	Courtyard Framing Ltd	Populating the website	£528.00
PHSSG	Active Signs (Minehead) Ltd	Finger post signs	£1,526.57
PHSSG	Active Signs (Minehead) Ltd	Signs and noticeboards	£990.79
PHSSG	Active Signs (Minehead) Ltd	signage, design, installation	£1,227.80
PHSSG	Active Signs (Minehead) Ltd	Road signs & installation	£644.74
PHSSG	MIND Charity	Money Raised at pop up event and donated by PHSSG	£83.62
PHSSG	West Somerset Food Cupboard	Money Raised at pop up event and donated by PHSSG	£80.00
PHSSG	Home Start	Money Raised at pop up event and donated by PHSSG	217.45
Direct Debit	NEST	Clerk Pension – Parish Council and Clerk contributions	77.10
Direct Debit	Water 2 Business	Annual water charge for Hawkcombe Cemetery	135.35
Direct Debit	Bright HR	HR support	60.00
Direct Debit	Ricoh	Rent for photocopier	480.32
Direct Debit	Bulb	Monthly payment for Old School Building including the Library, Electricity supply	43.84 Parish Office 68.18 Library
Direct Debit	Bulb	Monthly Payment for D H Toilets Electricity supply	40.00
Direct Debit	BT	Telephone & Internet for Parish Office/Library	123.68

*Invoices are available on request for the above payments.

Bank Balances on the 13th April 2022:

PPC Current Account: £158,290.06

Allotment Trust Account: £19,126.48

Payments Received between 11/03/2022 – 13/04/2022:

Name	Description	Amount	Reference
Bay 12	High Bank Car Park	12.50	Automatic Credit
PVTA	Rent for the Visitor Centre	496.00	Automatic Credit
SW&T	Extension to the High Street Grant	5,000.00	Automatic Credit
Bay 4 & 5	High Bank Car Park	375.00	Automatic Credit
Bay 10	High Bank Car Park	175.00	Automatic Credit
Bays 1 & 8	High Bank Car Park	375.00	Automatic Credit
Bays 15 & 16	High Bank Car Park	375.00	Automatic Credit
Bay 9	High Bank Car Park	175.00	Automatic Credit
SW&T	PPC Invoice 092 – increase to opening hours of PPC Toilets from 01/11/21 – 19/02/2022	1300.00	Automatic Credit

Proposer: Cllr. Fraser
Seconder: Cllr. Thornton

UNANIMOUSLY APPROVED

a. Full Council to REVIEW the following RECOMMENDATIONS provided by the FC:

- i. Adjustment to current Ear Marked Funds.

Proposer: Cllr. Fraser
Seconder: Cllr. Boden

UNANIMOUSLY APPROVED

- ii. PPC to issue backdated invoice for Wood Pellets consumed during 2021.

Proposer: Cllr. Fraser
Seconder: Cllr. Wood

UNANIMOUSLY APPROVED

- iii. PPC to increase the monthly direct debit payments to the electricity suppliers by 50%.

Proposer: Cllr. Fraser
Seconder: Cllr. Boden

UNANIMOUSLY APPROVED

- iv. PPC to transfer the official email address for the Parish Council to .gov domain following the 2022 Election.

Proposer: Cllr. Fraser
Seconder: Cllr. Thornton

UNANIMOUSLY APPROVED

10. Matters raised for information purposes only.

First Responders in Porlock

Cllr. Rayner noted that a member of the public recently fell in the High Street and sustained a head injury, the member of public had to wait 3 hours for an attending ambulance. The lack of first responders in the Village was noted and it was agreed a formal letter should be sent to the responsible bodies in order to confirm the current status of Emergency Responders.

Action Point: Letter to be issued requesting clarity on First Responders and Ambulance response times in the rural areas.

Signage at the OSC

Cllr. Thornton confirmed she had attended a meeting with Ben from ENPA and Deborah Stanyon from the Visitor Centre regarding the Access and Information sign displayed at the OSC. The new sign is to be updated and relocated by the Library and VC Centre directly behind the bench facing the high street.

11. Current status of the Clerks CiLCA studies – Clerk to report.

The Clerk reported that she is working towards her qualification and has been granted an extension of three months to re-submit two units. The CiLCA qualification consists of 5 Units with 30 Learning Outcomes. The Clerk requested understanding with the delay in the qualification, largely due to the increased workload over the last two years and limited time to devote to the studies.

12. The PPC to consider the Trustee Nominations for the Recreation Ground.

All Councillors had been provided with the application forms for the nominees to be considered prior to the meeting. Cllr. Thornton excused herself from the discussion due to her position as applicant.

The following Nominations have been reviewed by the PPC for the position of Trustee for the Recreation Ground Committee:

Mrs Kim Ely
Proposer: Cllr. Bloys
Secunder: Cllr. Ware

UNANIMOUSLY APPROVED

Mr Duncan McCanlis
Proposer: Cllr. Fraser
Secunder: Cllr. Briggs

9 Councillors **APPROVED**
1 Councillor **ABSTAINED**

Mrs Lesley Thornton
Proposer: Cllr. Briggs
Secunder: Cllr. Rayner

9 Councillors **APPROVED**
1 Councillor **ABSTAINED**

13. PPC to consider enlisting a contractor to maintain the floral displays provided by the ETCRF – Cllr. Thornton to report.

Cllr. Thornton provided the attached report for all Councillors prior to the meeting. The Chairman noted that both he and Cllr. Fraser were in discussion with the different Community groups within the Village to attempt to organise a comprehensive plan to accommodate all floral displays within the Village. It was noted that if it

was not possible to involve the Community Groups then a position would be advertised for tender. In the meantime both the Chairman and Cllr. Fraser are to maintain the floral displays.

Action Point: The Chairman and Cllr. Fraser to meet with different Community Groups and report back to Full Council.

14. PPC to review the PHSSG report regarding the ETCR Fund, the Welcome Back Fund and the extension to the ETCRF and to approve the final accounts, responsibility for assets and ongoing management of the projects and funds – Cllr. Thornton to report.

Cllr. Thornton delivered the final report from PHSSG dated the 31st March 2022. The attached report was provided for all Councillors on the 07th April 2022 and the official PHSSG accounts and contents of the report were RECOMMENDED for APPROVAL:

Proposer: Cllr. Thornton

Seconder: Cllr. McCoy

UNANIMOUSLY APPROVED

15. Correspondence

A number of complaints had been received regarding the abandoned van in the Village Hall Car Park which is due for removal shortly.

16. Reports from Outside Bodies

Coastal Communities Team

The Chairman reported that a second meeting of the Art Group took place to confirm if there is an appetite for it in the Village, the group is currently chaired by Mr R Schmidt.

Doverly Manor

Nothing to report.

Highways

It was noted that the fencing for the pathway opposite the Toll Road still requires attention.

Porlock Community Library

Cllr. Ware was pleased to report that the children from St. Dubricius are now regular visitors to the library and the library has also extended its opening hours to include Tuesday afternoons which has proved popular.

Porlock Vale Tourist Association

The Visitor Centre has moved to Summer opening hours. Despite ongoing staff injury, the Visitor Centre is focusing on ensuring the Centre is open as much as possible for the next 3 months.

Two new members of staff (Lorraine Lynn and Leighanne Beart) have been recruited and are currently being trained. Events planned 2022– Open Gardens May 2022, Porlock Vale Art trial June 2022, Sea Festival Porlock Weir September 2022. The PVTA are approaching the High Street traders regarding organising Late Night Shopping 2022.

Porlock Weir

Nothing to report.

Recreation Ground

Cllr. Gable noted that the Recreation Ground has a full summer calendar ahead. The Committee is pleased to welcome the new members. The Rec is hosting the Youth Football Festival over the 23rd and 24th of April and would like volunteers to assist with the set up and servicing of the event. It's a national competition which serves as a very good advertisement for Porlock.

St. Dubricius First School

Nothing to report.

Village Hall

Nothing to report.

There being no other business the meeting closed at 09:30pm.

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23rd May 2022

Chairman

DRAFT