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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 15<sup>th</sup> June 2022 at 7.30p.m

**Members Present:** Cllr. Wood, Chairman  
Cllr. Allenby, Vice Chair  
Cllr. Dennis, Cllr. Ellicott, Cllr. Fraser, Cllr. Gable, Cllr. Gundrill, Cllr. McCoy, Cllr. Rayner, Cllr. Stanyon and Cllr. Ware.  
Also present: Mrs. D Taylor-Pitkin (Parish Clerk)

#### **1. Apologies**

Apologies were received from Cllr. Bloys due to family commitments.

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

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

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

Cllr. Stanyon noted her position as a employee of the PVTA.

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

##### **i. Full Council Meeting held on the 23<sup>rd</sup> May 2022**

**Proposer:** Cllr. Allenby  
**Seconder:** Cllr. Stanyon

**10 Councillors APPROVED**  
**1 Councillor AGAINST**

It was **APPROVED** that the minutes as previously circulated for the Full Council Meeting held on the 23<sup>rd</sup> May 2022 be approved and signed as a correct record with the following amendment:

Page 2, Item 5i: PPC to APPROVE the appointment of Mr. N Boden as a **unpaid** Consultant to the PPC Planning Committee.

Page 4, Item 17:

**PPC to consider a request from Stacked Wonky to use the Orchard at the OSC on scheduled days throughout the summer term.**

After a brief discussion it was confirmed, subject to the receipt of relevant Risk Assessments the PPC support the request.

**Proposer:** Cllr. Gundrill  
**Seconder:** Cllr. Ellicott

**9 Councillors APPROVED**  
**2 Councillors ABSTAINED**

**ii. Finance Committee Meeting held on the 31<sup>st</sup> May 2022**

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

**UNANIMOUSLY APPROVED**

It was **UNANIMOUSLY APPROVED** that the minutes as previously circulated for the Finance Committee Meeting held on the 31<sup>st</sup> May 2022 be approved and signed as a correct record.

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

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

*The Policies and Documents Committee are to review the current Standing Orders in time for the May 2022 election.*

It was agreed this Item could be removed from future Agendas as the Policies and Documents Committee are to meet on the 21<sup>st</sup> June 2022 to review the following information and RECOMMEND its adoption to the Full Council:

- Standing Orders
- New Code of Conduct
- Grant Policy and Application Form.

The meeting was adjourned for public participation.

**5. Public Participation**

Non were present.

The meeting was reconvened.

**6. Chairman's Announcements**

**Defibrillators situated in Porlock**

The Chairman noted following his attendance at defibrillator training it was confirmed there are currently 4 defibrillators situated outside Abbeyfield, Porlock Recreation Ground, Porlock Weir and Porlock Bowls Club. Additional defibrillators will be required to appropriately serve the Community.

**Resilience Working Party**

Following the storm in February it was reported a number of homes within the Community lost their electricity and were left vulnerable for at least 4 days. It highlighted the need for a Resilience Working Party which could comprise of members of the Public as well as the Parish Council. The working party would compose a plan for the Community which would include the use of defibrillators, generators and engage with those within the Community which would require assistance. Cllr. McCoy advised there is currently a flood group operating

in the area which could provide assistance and should be contacted. Cllrs, Fraser, Gundrill, Stanyon, Wood and Ware volunteered to investigate the potential appetite and effectiveness of a working group of this nature.

### 8. Somerset County Council and District Councillors' reports

Apologies had been received from the County Councillors and District Councillor.

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

Payment Number	Name	Description	Amount
	HMRC	National Insurance and Tax contributions	<b>450.14</b>
	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 D H Toilets Cleaning supplies 04/04/2022 – 25/04/2022	<b>135.00</b> <b>270.00</b> <b>7.44</b>
	A Binding	23/04/22 Grass Cutting Contract	<b>£435.00</b>
	A Binding	05/05/22 Grass Cutting & Village & Verge	<b>£1584.00</b>
	A Binding	09/06/22 Grass Cutting & Village & Verge	<b>£1664.00</b>
	Threatop	Works done at Hawkcombe Cemetery following tree survey (APPROVED by FC February 2022)	<b>£5940.00</b>
	D Taylor-Pitkin	Supplies for First Aid Kit for Parish Office	<b>27.00</b>
SCC Climate Grant	E Keal	Banners for Repair Cafe	<b>58.80</b>
	A Elliott	Pat Testing Training	<b>36.00</b>
Direct Debit	NEST	Clerk Pension – Parish Council and Clerk contributions	<b>77.10</b>
Direct Debit	Bright HR	HR support	<b>60.00</b>
Direct Debit	Bulb	Monthly payment for Old School Building including the Library, Electricity supply	<b>43.84 Parish Office</b> <b>68.18 Library</b>
Direct Debit	Bulb	Monthly Payment for D H Toilets Electricity supply	<b>40.00</b>
Direct Debit	BT	Telephone & Internet for Parish Office/Library	<b>131.75</b>

\*Invoices are available on request for the above payments.

### Bank Balances on the 13<sup>th</sup> June 2022:

PPC Current Account: £174,833.99  
Allotment Trust Account: £19,129.49

### Payments Received between 20/05/2022 – 13/06/2022:

Name	Description	Amount	Reference
Bay 12	High Bank Car Park	<b>15.00</b>	Automatic Credit

	TBC	<b>370.00</b>	1433
	TBC	<b>40.00</b>	1432
	TBC	<b>65.00</b>	1431
<b>Bay 02</b>	High Bank Car Park	<b>175.00</b>	Automatic Credit
	TBC	<b>34.40</b>	1430
	TBC	<b>62.00</b>	1429
	TBC	<b>62.00</b>	1428
	TBC	<b>23.80</b>	1427
	TBC	<b>40.00</b>	1426
	TBC	<b>40.00</b>	1425
<b>SCC</b>	Contribution towards running costs of Library	<b>5,000.00</b>	PPC Invoice 095
<b>ENPA</b>	<i>"ENPA – CareMoor Contribution to the Porlock 100 Trees Project"</i>	<b>1,000</b>	PPC Invoice 096

**Proposer:** Cllr. Ware  
**Seconder:** Cllr. Allenby

**UNANIMOUSLY APPROVED**

**\*Due to the internal audit the Clerk was unable to confirm all the origins of the payments received, this will be confirmed at the next Full Council Meeting.**

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

- i. The FC Recommend the PPC appoint a Grounds person to maintain the floral displays along Porlock High Street to be funded by the Beautification Grant.

**Proposer:** Cllr. Fraser  
**Seconder:** Cllr. Allenby

**UNANIMOUSLY APPROVED**

- ii. The FC Recommend the £5,000 extension to the ETCRG is allocated as follows:
- o £2,000.00 ring fenced for Queens Platinum Jubilee Celebration.
  - o £3,000.00 to be ring fenced for Community Projects to be applied for via the PPC, subject to an agreed grant criteria.

**Proposer:** Cllr. Fraser  
**Seconder:** Cllr. Dennis

**UNANIMOUSLY APPROVED**

- iii. FC Recommend PPC Renew their Insurance with the current Insurer.

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

**UNANIMOUSLY APPROVED**

- iv. FC Recommend appoint Cllr. Gundrill to oversee the installation of the water points on behalf of the Climate Grant.

**Proposer:** Cllr. Fraser

**Seconder:** Cllr. Wood

**UNANIMOUSLY APPROVED**

- v. FC Recommend the PPC APPROVE the re-purchasing of pre-sold grave spaces subject to receipt of approval from the relevant government bodies.

**Proposer:** Cllr. Fraser

**Seconder:** Cllr. Dennis

**UNANIMOUSLY APPROVED**

**9. PPC to APPROVE the advert for the Floral Maintenance Position.**

It was reported in order to expedite the process for the appointment of a grounds person the advertisement was originally circulated to the members for review on the 04<sup>th</sup> June 2022 and following a majority APPROVAL was then advertised on the 10<sup>th</sup> June 2022.

**Proposer:** Cllr. Ellicott

**Seconder:** Cllr. Ware

**UNANIMOUSLY APPROVED**

**10. The PPC to consider the installation of a litter picking board at The Visitor Centre.**

All Councillors were provided with the background of the origins of the litter picking board prior to the meeting. Following a brief report provided by Cllr. Stanyon it was confirmed that this initiative supports the PPC and PVTA “green status” and the installation and equipment is provided free of charge.

**Proposer:** Cllr. Stanyon

**Seconder:** Cllr. Fraser

**UNANIMOUSLY APPROVED**

**11. Update on the Somerset Bus Partnership – Vice-Chair to report.**

Cllr. Allenby reported that the bus meeting was fairly well attended with over 50 participants. It was noted that in order to update the Somerset bus service it will cost an estimate £163,000,000, however Central Government were awarded £11.9,000,000 which will need to be allocated wisely. The aim of Somerset Bus Partnership is to form a unified bus service shared out equally amongst the Communities of Somerset. It is imperative that Porlock demonstrate a local interest in the Bus Service in order to ensure the service is retained. Both Cllr. Allenby and Cllr. Stanyon are to collaborate on a publicity campaign for the Porlock Bus Service and highlight the need within the Community, a suggestion of leafleting the Village with a timetable/brochure is to be considered.

**12. Review of the Queens Platinum Jubilee Event.**

Cllr. Allenby noted that the four days over the Jubilee weekend was very well received, the Porlock Gift has now been distributed to the local children and has received a lot of positive feedback on social media. It was estimated there were 500 people outside the church on the Thursday to witness the Town Criers speech.

Cllr. Fraser wished to note appreciation for Cllr. Allenby as the lead organiser of the event. The Chairman is to issue thank you letters to all involved as the majority opinion is the event was a wonderful success.

### **13. Update on the Unitary Committee.**

The Clerk provided information by email on the 15<sup>th</sup> June 2022.

### **14. Correspondence**

- A letter had been received from a local family requesting assistance from the PPC with progressing their planning application in relation to material which they have used with the construction of their property. It was noted that the protocol in this instance is the ENPA is obliged to consult with the PPC on every application and it is the responsibility of the PPC to provide the view of the majority of the Council. After a discussion it was agreed that it was not appropriate for the PPC to intervene at this point and to wait for an invitation from ENPA.
- A letter was received from a member of the Community noting their disappointment with the celebrations held on the Thursday of the Queens Jubilee, their main observations were a lack of activities for children or a “beer tent” and the charging of children to participate in the races etc...

It was noted that three further letters had also been received from residents acknowledging the event and congratulating the organisers for a thoroughly lovely day. A donation of £100.00 had also been received in recognition of a wonderful community event.

Following a brief discussion it was confirmed that the money raised by the children’s races and the tombola stall are to be donated to the Church Spire fund as it is a central part of the Village and an integral part of the Community.

- A email had been received regarding the floral displays located along the high street and also outside the Village Hall, the author was concerned that the displays were not adequately watered or maintained and would eventually require replacement if they were not appropriately attended.

It was acknowledged that the PPC are currently in the process of appointing a Grounds person to maintain the floral displays and in the interim period both Cllrs Fraser and Wood are to oversee the maintenance.

### **15. Reports from Outside Bodies**

#### Coastal Communities Team

Nothing to report.

#### Doverly Manor

Cllr. Wood reported that the AGM was recently held, clarity is required on the relationship between the PPC, museum and the clubs it houses. The PPC own the building, however it is unclear where the responsibility for structural repairs etc.. is to fall. Cllr. Allenby is to meet with representatives of Doverly Manor to clarify the situation.

**Action Point: Cllr. Allenby to report findings back to the PPC**

#### Highways

Cllr. Fraser advised he is reviewing the notification process currently employed by the Highways department to advise residents of Porlock of any impending road works etc...

**Action Point: Cllr. Fraser to report finding back to the PPC**

Porlock Community Library

Cllr. Ware reported that the Library is forming part of the Art of Slavery Art Exhibition from the 06<sup>th</sup> to the 09<sup>th</sup> July 2022 which highlights the occurrence of modern day slavery in the locality. The library is currently exhibiting two portraits by students of West Somerset College. Mrs Perkins is to provide a talk on augmented reality to the Reception Class at St Dubricius First School. The summer Reading challenge will also be introduced to the First School to encourage participation. The Poetry Society is also due to return to the Library shortly and the Plato group has also enjoyed an increase in attendance.

Porlock Vale Tourist Association

The PPC were provided with the PVTA newsletter.

Porlock Weir

Nothing to report.

Recreation Ground

Cllr. Gable reported that the Rec is in high demand at the moment and its importance as a majority asset to the Village is hopefully appreciated by the Community. As always, the Rec Committee would appreciate volunteers and assistance with any of their up-and-coming events. Unfortunately, following a recent appraisal of the trees situated with the Recreation Ground it has been confirmed that Dutch Elms Disease has been identified in a few of the trees and have been deemed unsafe. However a more worrying issue has been highlighted as it has been confirmed that a couple of the more mature trees have been deliberately poisoned around their bases. The Recreation Ground Committee are asking for those who frequent the Recreation Ground to be their eyes and ears and protect the Recreation Ground which is a massive asset to this Village.

St. Dubricius First School

Nothing to report.

Village Hall

Nothing to report.

There being no other business the meeting closed at 08:46pm.

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**13<sup>th</sup> July 2022** **Chairman**