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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 Parish Council Meeting
held at Porlock Village Hall on Wednesday 13th July 2022 at 7.30p.m

Members Present: Cllr. Allenby, Vice-Chairperson
Cllr. Bloys, Cllr. Dennis, Cllr. Ellicott, Cllr. Gundrill, Cllr. Rayner, Cllr. Stanyon and Cllr. Ware.
Also present: Cllr. Milne (SW&T)
Mrs. D Taylor-Pitkin (Parish Clerk)

1. Apologies

Apologies were received from Cllrs. Fraser and Gable due to sickness and Cllrs. McCoy and Wood due to family commitments.

Proposer: Cllr. Dennis
Seconder: Cllr. Bloys

UNANIMOUSLY APPROVED

2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations

None were noted.

3. To APPROVE and sign the Minutes of the following meetings:

- i. Minutes for the Polices and Documents Committee Meeting held on the 21st June 2022

Proposer: Cllr. Dennis
Seconder: Cllr. Ellicott

4 Councillors APPROVED
4 Councillors ABSTAINED

- ii. Minutes for the Extraordinary Council Meeting held on the 29th June 2022

Proposer: Cllr. Ellicott
Seconder: Cllr. Dennis

7 Councillors APPROVED
1 Councillors ABSTAINED

iii. Minutes for the Staffing & HR Committee Meeting held on the 05th July 2022

Proposer: Cllr. Ellicott
Seconder: Cllr. Rayner

5 Councillors APPROVED
3 Councillors ABSTAINED

iv. Minutes for the Full Council Meeting held on the 15th June 2022

It was **APPROVED** that the minutes as previously circulated for the Full Council Meeting held on the 15th June 2022 be approved and signed as a correct record with the following amendments:

Proposer: Cllr. Ware
Seconder: Cllr. Stanyon

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- 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 (in line with the ETCRG) to be applied for via the PPC, subject to an agreed grant criteria.

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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 Somerset Council were **awarded £11,900,000** 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.

UNANIMOUSLY APPROVED

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

Transfer to Unity Bank

The Clerk reported that the transfer to Unity Trust Bank by the 01st September 2022. A brief description of responsibilities was provided, instructions will be formalised and distributed shortly.

Zoom and Doodle Subscription

It was agreed the Zoom and doodle poll currently used by the PPC is now surplus to requirements and the subscription can now be cancelled.

The meeting was adjourned for public participation.

5. Public Participation

Non were present.

The meeting was reconvened.

6. Vice-Chairman’s Announcements.

None were noted.

7. Somerset County Council and District Councillors’ reports

Cllr. Milne, Somerset West and Taunton District Council:

Littering fines to be implemented in Taunton

Cllr. Milne reported that SW&T have introduced a litter strategy and have employed a commercial service which will enforce on the spot fines of £100.00 for people caught dropping litter. Cllr. Milne is to confirm if this initiative is to filter through to the rural areas.

SW&T Council Meetings

Cllr. Milne noted that a full streaming service of all Council and Committee meetings are now available on the SW&T Website.

Police presence within Porlock

Cllr. Milne noted that he attended the Communities Scrutiny Committee Meeting and the lack police of a pronounced Police presence within Porlock had been noted. Cllr. Milne confirmed that the police are to conduct walk arounds within the Village in order to reassure the residents of Porlock.

Cllr. Nicholson and Cllr. Pugsley, Somerset County Council:

Highways Pilot Scheme

Cllr. Nicholson reported the new Highways Steward has been appointed and will liase directly with the Councils in the area. The steering group for the pilot scheme is driven by the panel and are meeting on average 4 – 6 times a year. There is a small budget for local decision making to enable scheme which would not ordinarily be handles by Highways. One of the challenges of the Unitary Council has been to ensure there is sufficient representation in the local areas, this will provide local knowledge and the data currently held by the district council which help set priorities for the specific areas. Towards the end of last year there were 3 pilot projects put in place and the one for this area is centred around Highways and to encourage more engagement within Highways. The next meeting is scheduled for the 01st September 2022. The Exmoor panel which covers all 23 parishes in the County Council area has been in existence for 20 plus years and is the parent body of the Highways pilot.

8. Finance: July Accounts to be APPROVED and passed for payment – Cllr. Fraser to report.

Payment Number	Name	Description	Amount
	HMRC	National Insurance and Tax contributions	442.14
	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 30/05/2022 – 27/06/2022	133.00 234.24
	A Binding	Grass Cutting & Village & Verge contract	£1584.00
	Terry Gable	Sign design for OSC (removed from EMF OSC)	150.00
	G Webber	Repair to drain blockage @ OSC	130.00
	Balcas	Wood Pellet delivery	1479.77
	D Taylor-Pitkin	Phone £10.00 / zoom £14.39	24.39

	Porlock Home & Hardware	First Aid box supplies – cable ties for notices	25.64
	Amazon	Supplies for library club Dino book & stationary (remove from library EMF)	27.50
	Exmoor Plumbing	Water heater service	68.00
	Ricoh	Photocopies and rental for equipment	622.53
	D Valero	Work to shelving unit in the Library (Remove from Library EMF)	31.00
	Mary Perkins	Crafting Items for Library (Remove from Library EMF)	38.22
	Active signs	Re-skinning of vandalised sign	84.00
Jubilee Expenses to be removed from Grant allocation	**Teal Rosettes	Prizes for Jubilee Races	42.20
	First Print	Design & artwork for Jubilee badge	69.60
	Jubilee Flags	Flags & Banners for high street	95.98
	P Kelham	Procession – Active Signs	108.00
	P Kelham	Floral Arch materials	140.57
	Eagle Plant	Portaloos for Recreation Ground	198.00
	Porlock Gift	Commemorative Coin	1,000.00
	West Somerset Morris	2 x performance	100.00
	Punch & Judy	1 x performance	150.00
	L Stevens	Craft Tent supplies	200.35
	**Stacked Wonky Foundation	Prizes for Olympics & contribution to musicians travel expenses	72.83
SCC Climate Grant	Allerford Community Hall	Repair Café 28/05/2022	26.00
Direct Debit	NEST	Clerk Pension – Parish Council and Clerk contributions	77.10
Direct Debit	Bright HR	HR support	60.00
Direct Debit	Bulb	Monthly payment for Old School Building including the Library, Electricity supply	80.00 Parish Office 148.32 Library/VC
Direct Debit	Bulb	Monthly Payment for D H Toilets Electricity supply	98.14
Direct Debit	BT	Telephone & Internet for Parish Office/Library (incl £90.00 payment for Cloud phone)	262.08

Bank Balances on the 08th July 2022:

PPC Current Account: £172,753.93

Allotment Trust Account: £19,131.06

Payments Received between 14/06/2022 – 08/07/2022:

Name	Description	Amount	Reference
Bay 12	High Bank Car Park	15.00	Automatic Credit
HMRC	VAT refund	1,907.83	Automatic Credit
PVTA	Rent for VC	496.00	Automatic Credit
Village Hall Honesty Box	Cash Collection	209.38	1578
Proceeds from Tombola	Cash raised at the Tombola stand @ Jubilee	180.00	1583
Swann	Equipment refund	80.00	1584
OSC Toilet	Cash Collection	93.00	1585
D H Toilet	Cash Collection 30/06	30.00	1586

Library	Cash Collection	61.35	1587
D H Toilet	Cash Collection 17/06	41.00	1588
Library	Cash Collection	71.05	1589
Porlock Vale Newsletter	Refund for rent of copier and photo copies	843.13	Automatic credit
EROB	TBC	250.00	1579
Memorial Tablet	TBC	140.00	1580
Further inscription	TBC	30.00	1581
High Bank Car Park	Bay 14	175.00	1582

Proposer: Cllr. Dennis
Seconder: Cllr. Ware

UNANIMOUSLY APPROVED

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

EV car Charging points in Porlock Central Car Park

The Clerk noted that complaints had been received regarding the EV charging points located in the Central car park. On a number of occasions it was impossible to process payments or maintain Wi-Fi connection to input the user's details. The Clerk is to contact SW&T for advice.

Dog Bin to be installed on Parsons Street

It was noted the dog bin due to be installed at Parsons Street has not yet been installed as permission has to be obtained from Highways to ensure the free standing bin does not limit access to pushchairs, wheelchairs etc...

10. Review of the Internal Audit Report 2020/2021.

This item was deferred to the Full Council meeting to be held on the 14th September 2022.

Proposer: Cllr. Dennis
Seconder: Cllr. Ellicott

UNANIMOUSLY APPROVED

11. Full Council to review the recommendations provided by the Polices and Documents Committee:

- i. Draft Model Standing Orders

Proposer: Cllr. Stanyon
Seconder: Cllr. Dennis

UNANIMOUSLY APPROVED

- ii. Draft Model of Councillor Code of Conduct

Proposer: Cllr. Stanyon
Seconder: Cllr. Rayner

UNANIMOUSLY APPROVED

- iii. Draft Grant Policy and Application Form

Proposer: Cllr. Stanyon
Seconder: Cllr. Dennis

UNANIMOUSLY APPROVED

12. Full Council to review the recommendations provided by the Staffing & HR Committee:

- i. Employment Contract for the OSC Caretaker
- ii. Employment contract for OSC Cleaner
- iii. Employment contract for the Library Officer
- iv. Employment Contract for the Parish Clerk

The above contract items are to be deferred to the Full Council Meeting to be held on the 14th September 2022 and are to be treated as a closed session due to its sensitive nature.

- v. The Clerk to investigate the role of RFO and the salary requirements.

Proposer: Cllr. Stanyon

Seconder: Cllr. Dennis

UNANIMOUSLY APPROVED

- vi. Clerk Appraisal panel to consist of Cllrs Ellicott, Fraser and Stanyon.

Proposer: Cllr. Ellicott

Seconder: Cllr. Bloys

UNANIMOUSLY APPROVED

13. PPC to review and APPROVE the SLA provided by Idverde.

All were provided with a copy of the SLA for review.

Proposer: Cllr. Dennis

Seconder: Cllr. Rayner

UNANIMOUSLY APPROVED

14. Update on the publicity campaign for the Porlock bus service – Vice-Chair to report.

Cllr. Allenby provided draft copies of the publicity leaflet advising residents of the “Catch the Bus Month” from the 01st September 2022. The leaflet confirms the times of both the Porlock Bus and the Coaster bus and the fare prices. The initiative is to encourage as much local use as possible as the funding received by the bus service following Covid-19 will be removed in the future. The printing costs have been estimated at a cost of £121.50 by the Lovelace Centre.

Proposer: Cllr. Dennis

Seconder: Cllr. Gundrill

UNANIMOUSLY APPROVED

15. PPC to consider the cost of the maintenance of the zig-zag path at the Dog Park in the Recreation Ground.

The PPC wished to note their thanks to Richard and Nora Maw who had removed the foliage and overgrown trees which had posed a health and safety issue for the users of the pathway.

16. Update on the Unitary Council

Cllr. Pugsley advised that Exmoor National Park are currently in the process of appointing a new Vice-Chair for the Planning Department. There is currently a national shortage of Planners and the Vice-Chair of Planning at ENPA. Confirmation is still awaited on the devolution of powers once the Unitary Council comes into power.

17. Correspondence

A letter was received from a resident thanking the PPC for their assistance with the removal of a abandoned vehicle in the Village Hall Car Park.

The following email was received from Lesley Thornton regarding the floral displays along the High Street:

Further to your telephone call yesterday, Tuesday 12th July, I have cut back many of the plants in the barrel floral displays at the Village Hall, in front of West Cottage and at Doverhay, as agreed. I have also removed the dead plants and foliage, have weeded the displays, and have watered them, all in an attempt to make these displays look less ugly and to try to keep the remaining perennial plants alive until, hopefully, a Grounds person is appointed next week. Cllr Rayner has also offered to help me with the watering until someone else paid by PPC can take over. Not only do these displays detract from the aesthetics of the High Street in their current state, I had to give assurances last year to the land owners such as the Village Hall, West Cottage and Hope Cottage that any displays created would be maintained and would neither become a burden to them to water, as is presumably the case at Hope Cottage as these displays are being watered, or leave them with dead and dying plants in front of their properties. We were also given plants by many people in the village and it is embarrassing to now have to explain why their donated plants have been allowed to die.

Obviously, as seen from the photos I sent, none of these displays are being adequately watered or maintained by Cllrs Fraser and Wood in the interim as minuted at the PPC meeting of the 15th June when my last email was read out as correspondence. Not least, Cllrs Wood and Fraser have been away and had not provided cover for this. Moreover, the displays at the Village Hall and in front of West Cottage, which I believe Cllr Fraser had agreed to look after, have not been watered or maintained for weeks as evidenced by the withered foliage of daffodils and tulips left from the spring. The soil was so dry yesterday when I watered these barrels, it had contracted away from the sides of the barrels and the barrels themselves were so dry they had started to shrink and split. This could result in the whole barrel falling apart and potentially having to be replaced. As these are now agreed PPC assets, that would result in a lot of unnecessary cost to PPC.

I have also watered the container purchased by SW&T for the PVCA from the EU Welcome Back Fund as the standard cotoneaster was starting to dry, again due to lack of watering. In April, this floral display and a number of others were approved unanimously as the responsibility of the PVCA who had given prior agreement when the funding application to SW&T was placed, that they would take that responsibility after 31st March 2022. However, according to the email sent to me at the weekend, which I forwarded to you, as the Clerk, and to Cllrs Wood and Fraser, the PVCA says it no longer has any responsibility for any of the floral displays in the village following a meeting with Cllrs Wood and Fraser from the PPC, members of the PVCA and the Horticultural Society earlier this year. Apparently, the PVCA were told that 'ALL floral displays would from then onwards be dealt with by a paid person chosen by PPC and that Ian Fraser & Chris Wood were taking on the maintenance (somewhat more than just watering) until the person was appointed'.

There is obviously some confusion about who is responsible or the asset holder for the floral displays despite what has been previously minuted and I am unsure at what point the Council agreed to take on these extra PVCA assets as I have seen no further proposals approved. The PHSSG acquired the necessary pre-approval and budget before providing the displays from the ETCRF, but there will be a considerable additional financial cost implication to PPC if they are taking on ALL the floral displays. Has this been properly approved by the Council? The PHSSG used perennial plants as agreed to ensure that PPC would not have to replace them every year, but the PVCA planters mostly contain annuals and bedding which will have to be replaced every year, along with the compost potentially, at some considerable cost. Has this been budgeted for?

I would like to add that, in case there is any further misunderstanding, my motivation in keeping the Council informed about the floral displays is solely out of concern for the work put into creating them and the negative visual impact dead and dying plants have on the High Street. It is nothing personal against Cllrs Wood and Fraser - I refer to them as they alone decided to change the status quo from last year and have given assurances that they will provide the maintenance in the interim. But this isn't happening.

To conclude, Cllr Rayner and I have volunteered to water the PHSSG displays in the absence of anyone else until a Grounds person is appointed next week so please let me know when this person is ready to take over from us.

Action Point: This Item is to be placed on the Agenda for the Full Council meeting to be held in September.

23. Reports from Outside Bodies

Coastal Communities Team

Nothing to report.

Doverly Manor

Cllr. Allenby advised following the queries raised regarding the ownership of the museum, it was confirmed along with the Chairwoman of the Doverly Museum. The PPC bought it in 1981 and then became Custodial Trustee in 1982, the DMMC became a registered charity in 2000 in order to apply for grants. When the law changed the DMMC several times the ownership the PPC had in order to mitigate the cost of Business Rates, the PPC established legal ownership and confirmed in 2017 the PPC shall take back responsibility for the buildings insurance and by implication the maintenance of the building. At this point the Charitable status was dissolved.

Action Points: The management committee are to be approached for costing of any potential maintenance for the next year in order to be factored into the budget setting for 2022/2023.

Highways

A meeting is to be arranged with the Highways Committee.

Porlock Community Library

Cllr. Ware was pleased to report that the footfall is increasing and slowly getting back to pre-covid numbers. Following a meeting with the Library Committee it was noted that full use of the library should be maximised to encourage the meeting of Community groups and are they currently considering forming a chess club and the return of the poetry group. The summer reading challenge is currently being publicised.

Porlock Vale Tourist Association

It was noted that Cllr. Gundrill is to represent the PVTA on behalf of the PPC.

Porlock Weir

Cllr. Gundrill noted that the Weir Fest was very successful and well supported and had received positive feedback from both locals and tourists.

Recreation Ground

Nothing to report.

Repair Café / 4 R's Initiative

Cllr. Gundrill reported that following meeting with members of the initiative, the repair café is proving very popular and has so far raised 30th April and 04th July 215.00£369.55. 21 Items were repaired in one day and has received very positive feedback. Cllr. Gundrill is currently updating the information currently held for the water points initiative and will report back at a later date.

St. Dubricius First School

Cllr. Gundrill noted that the new Head Teacher is in position full time from the 05th September. As the Covid-19 restrictions have been lifting the school is making regular trips to the library. There have been a few staffing changes this term.

Village Hall
Nothing to report.

There being no other business the meeting closed at 09:15pm.

A handwritten signature in black ink that reads "B.J. Wood". The signature is written in a cursive style with a horizontal line underneath the name.

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28th September 2022

Chairman