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Tuesday 10:00 – 15:00
Wednesday 10.00 – 15:00
Thursday 10.00 – 15:00

PORLOCK



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 12th October 2022

Members Present: Cllr Wood, Chair-person
Cllr Fraser, Cllr Gable and Cllr. Ware.
Also present: Cllr. Milne (SW&T)
9 members of the general public
Nora Maw (taking Minutes)

1. Apologies

No apologies had been received, but it was noted that Cllr. McCoy is on holiday.

Proposer: Cllr. Ware
Seconder: Cllr. Fraser
APPROVED UNANIMOUSLY

2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations

There were no declarations.

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

Minutes for the Extraordinary Council Meeting held on 30 August, 2022

The formal Minutes for this meeting went astray on the way from the Clerk to the Locum, but on the basis of written notes, Cllr. Wood wrote to the Planning Authority based on Public comments and those of the Planning committee. This letter had been circulated.

Proposer: Cllr. Fraser
Seconder: Cllr. Gable

APPROVED UNANIMOUSLY

- i. Minutes for the Staffing and HR Committee held on 26 September, 2022

Proposer: Cllr. Fraser
Seconder: Cllr. Gable

3 Councillors APPROVED
1 Councillor ABSTAINED

ii. Minutes for the Full Council Meeting of 28 September, 2022

Cllr. Ware had a query about the deferred items, but Cllr. Wood explained that these would be discussed later.

Proposer: Cllr. Gable
Seconder: Cllr. Fraser

APPROVED UNANIMOUSLY

iii. Minutes for the FinCom Meeting held on the 6 October, 2022

Cllr. Wood moved an amendment to Item 3 iv to include at Item 6 thereof the fact that a request from Lesley Thornton was read in to the record and thereby incorporated into the Minutes.

Proposer: Cllr. Fraser
Seconder: Cllr. Ware

APPROVED UNANIMOUSLY

Recommendations in the 6th October Minutes were then separately addressed:

3. i Approve appointment of RFO

Proposer: Cllr. Ware
Seconder: Cllr. Fraser

APPROVED UNANIMOUSLY

3.ii Approve RFO to undertake a review of financial procedures and to include a review of the 2020/2021 and 2021/2022 Internal Auditor's Reports.

Proposer: Cllr. Ware
Seconder: Cllr. Fraser

APPROVED UNANIMOUSLY

5.i Approve Payments Schedule

Cllr. Ware clarified that the 'Bulb' Direct Debit (DD) of £289.70 was for the library only, and there would be another DD of £80 for the Parish Office.

Proposer: Cllr. Fraser
Seconder: Cllr. Gable

APPROVED UNANIMOUSLY

5.ii Accept Summary Payments and receipts for Year ended 30 September.

Cllr. Wood reported that an amount of £14.58 had been paid into the Unity account before it was fully operational, but it is not clear where it came from. The RFO is looking into it. Cllr. Ware questioned whether or not rates should be paid on the Doverhay toilets. The situation regarding rates is unclear, and on the advice of the RFO, no rates will be paid until a satisfactory outcome is achieved. Cllr. Wood is trying to sort out this problem.

Proposer: Cllr. Fraser
Seconder: Cllr. Gable

APPROVED UNANIMOUSLY SUBJECT TO CLARIFICATIONS

6.i Approve increased funding for Late Night Shopping.

The recommendation is to increase the funding by £100. Enquiries are being made about the ramifications of putting insurance in place for this event.

Proposer: Cllr. Fraser
Seconder: Cllr. Ware

APPROVED UNANIMOUSLY

7, 8 & 9 These items cover the cost of batteries, reimbursement of Jubilee Flower Expenses and the funding for signage for the Old School Centre. These were approved already under 5.i above.

Subsequent to the Meeting it was discovered that the Payments Schedule reviewed at the Meeting was incorrect and that Items 7 and 9 were omitted from the Schedule. Consequently, FinCom convened on October 7th and approved expenditures in relation the battery contribution and the OSC signage.

Proposer: Cllr. Fraser
Seconder: Cllr. Ware

APPROVED UNANIMOUSLY

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

In relation to the agenda for the Council meeting on 28 September, due to its length, a number of items were addressed as under:

Items 16, 17, and 19 - 24 were deferred. They related, in some cases, to matters that former councillors were to advance. They will now have to be taken up as additional councillor capacity becomes available. Cllr. Gable has been dealing with Item 17 and 18.

The War Memorial Commission has suggested re-engraving the names and then painting them, and taking a photograph for future reference. Some grant money is available and 3 quotes are needed.

Regarding the damage on Doverhay, the National Park Conservation Committee had done a survey and found several sites of damage, and they suggested that bollards should be put in place to take the brunt of the collisions that are eroding stonework. The property owners have made repairs, but this action is not enough. Grant Dennis will write to the Council about actions that need to be taken. Cllr. Gable suggested that this is a Highways problem.

5. Public Participation

i. Matt and Kelly Keal, Keal Rise, Porlock, are seeking support for a change to their Planning consent with regard to the cladding on their new house. They have 20 letters of support and would like the support of the Parish Council. Cllr. Wood explained that the Parish Council has only a consultative role in planning matters and he suggested that Mr. and Mrs. Keal should put their points in writing and send them to the Parish Council for consideration.

ii. Lesley Thornton, West Porlock, had a query in relation to the Finance Reports. She asked if the amount of £369.44 for the jubilee floral arch is a total or in addition to the £244.00 also shown. The answer to this was not available at present, but Cllr. Wood will check these figures.

Secondly, Lesley queried the payment made for servicing the boiler. There had been an invoice for £372.00 and she asked if this had been paid. Cllr. Wood explained that this figure had been checked and it covered sweeping the chimney, servicing the boiler and other boiler maintenance tasks. It had been paid.

Thirdly, regarding the 30 September Summary of Receipts and Payments, there is an amount showing against PSSHG for 'events and activities', but Lesley reported that all payments had been made and that there should be nothing against PSSHG.

Finally, Lesley queried the amount of -£175 showing against the Beautification grant. Cllr. Wood explained that there had been problems with the Rialtas software which the RFO is sorting out and this should be done in the near future.

iii. Sue McCanlis, Marleys Row, Porlock, asked if the Jubilee committee used parish Council insurance for the activities on the day. Since this committee was not an official part of the Parish Council, Cllr. Wood said he would have to check. If Parish Council insurance was used, Sue asked if the traders of Porlock could use the insurance to cover them on the Late Night Shopping evening. Cllr. Wood has asked the insurance company for clarification on this point already.

Secondly, Sue asked what the time scale is on filling the Parish Council vacancies, and Cllr. Wood said he is in talks with SALC regarding this to establish the form of notice that has to be given.

6. Planning

6/27/22/118 KEAL RISE, HAWKCOMBE, PORLOCK, MINEHEAD, TA24 8QW

Proposed variation of conditions 2 and 4 of approved application 6/26/16/102 for the installation of external Cedral fibre cement cladding in place of red cedar timber cladding.

Cllrs. Gable and Fraser have considered this application and apart from believing that the finished colour should be as the original application, they have no objections to the replacement of the wooden cladding with Cedral fibre cement.

The Council recommended that there were **no objections** to this application

Proposer: Cllr. Fraser

Seconder: Cllr. Gable

APPROVED UNANIMOUSLY

6/27/22/119 ROSEBANK, HIGH STREET, PORLOCK, MINEHEAD, TA24 8PY

Proposed change of use of B & B to residential dwelling.

The owners of 'Rosebank' have not been able to sell this property as a business. Although it will be a loss to the village of holiday accommodation, unlike other applications for converting retail premises to residential, which would alter significantly the potential for investment or business, Rosebank's conversion can be done without any significant visual change to the High Street.

The Council recommended that there were **no objections** to this application

Proposer: Cllr. Fraser

Seconder: Cllr. Gable

APPROVED UNANIMOUSLY

7. Chairman's Announcements

i. Cllr. Wood advised that the Annual Government and Accountability Return for 2021/22 had been filed with the external auditor, PKF Littlejohn LLP, in time on 29 September before the deadline of 30 September. In accordance with the Notice provision, the accounts are available for public inspection between 30 September and 10 November, subject to reasonable notice to Annie Dallaway. Also, they have been posted on the official Parish Notice board and website, together with relevant documents.

ii. The vacant Clerk's position has been advertised on the SALC website, the SomersetJobs website, SW&T newsletter and PPC website. Two enquiries were received via the SomersetJobs website, but no applications have been received. All the adjoining councils have been contacted to determine if they have any spare capacity, but to no avail. Confidential discussions were held with a qualified clerk, but no agreement was reached because they wanted more hours than are available. Additional outreach is being explored.

iii. Formal Notice of Casual Vacancies will be posted shortly asking for those community members that are interested in their community to step forward.

iv. The Chair of PHSSG has drawn the attention of the Parish Council Chair to Item 5 of the Fin. Comm. Meeting of 25 August. The minutes state, *'it was also reported that Lesley Thornton had provided an up-to-date report of PHSSG accounts which were also reviewed and reconciled with Parish Council accounts'*. PHSSG believe this to be incorrect. It should state, *'PPC accounts were amended in order to reconcile them with the previously approved PHSSG accounts'*.

v. There will be an Annual Memorial Road event on Sunday, 27 November between 9.30 - 10.00 am in memory of Mr. Westcott's son which involves motorcycles riding through the village. Sue McCanlis asked if the Chair knew who his son was, but this information is not known. No request was made to find out.

8. Somerset County Council and District Councillor's Reports

Cllr. Milne, Somerset West and Taunton District Council:

Somerset West & Taunton Council

i. There was an apology from the County Councillor, but District Cllr. A Milne reported that Taunton now has a Town Council and will have a Mayor. They will raise their own precept now and will run the town with their own funds which is good news for Porlock. There has been a 'land grab' on parishes surrounding Taunton which has caused upset.

ii. National Tree-Planting Week will be held from 26 November - 4 December. There will be free trees available up to the value of £100, including stakes and protectors. These can be bid for on the SW&T website.

iii. There will be a 'Free Fix' event at Wootton Courtenay Village Hall from 10.00 - 12.00 on 29 October.

iv. Cllr. Milne has been advertising the Clerk vacancy to other councils, but to no avail.

v. Cllr. Milne drew our attention to the Devon and Somerset Fire and Rescue Service survey that closes on 30 November. Opinions are sought about whether or not there is interest in keeping the current fire stations open. Cllr. Milne stressed the importance of completing this survey to express support for keeping fire stations open. Cllr. Wood reported that posters are being printed to this effect and they will be displayed in all available locations.

9. Review of accounts not currently held by Unity Trust Bank - Cllr. Fraser to report

Cllr. Fraser reported that when funds were transferred from NatWest Bank to Unity Bank, the Allotment Fund did not get transferred, but it will be.

Proposer: Cllr. Fraser
Seconder: Cllr. Wood

APPROVED UNANIMOUSLY

10. Highways Matters - Cllr. Fraser to report

i. Salt Bins. There are 8 - 10 already and more will be added. The 'dumpy' bags are a problem because animals eat the contents. The hope is that these will be replaced with bins, although in the past, some of these have been stolen.

ii. 20 mph speed limit. The 20 mph limit is not universal throughout the village and on a recent visit from Sam Morrell of Highways, Cllr. Fraser showed her the problem areas. She has responded by saying that we should be able to change the limits to our liking, and that there is a fund that we could access to help with the cost. This fund is available until March next year. Cllr. Fraser outlined the different speed limits and their locations, and there was a general discussion about the pros and cons of various limits. Also, there was a discussion about the necessity for a public consultation, and it was decided that, on the whole, this would be a good idea, although it will make the whole process lengthy. This will be actioned in conjunction with the Highways Steward.

11 . Matters raised for information purposes only

Cllrs. Wood and Fraser will be going to a Local Community Meeting in Cutcombe regarding the Local Community Network Consultation where Steven Pugsley and Francis Nicholson will be present. Cllrs. Wood and Fraser will report.

12. To consider the costs of living crisis and the impact on the local community - Chairman to report

Cllr. Wood outlined a plan to put together a group to identify the needs of the community over the winter period and to find solutions to any problems. At present there are 15 people involved, including Citizens Advice, Alcombe Food Bank and District and County Councils. Cllr. Wood is doing this in a personal capacity at present, and it is not clear yet if there will be a role for the PPC in this. An example of a solution is the offer of the Visitor Centre to be a 'warm space' in the winter months. Contributions are being looked for from the local community as well.

13. St Dubricius Church Christmas Tree Festival – Chairman to report

There is not much information at present, but Cllr. Wood suggested that PPC should take part. Lesley Thornton outlined the details of the event which will be launched on the Late Night Shopping evening. Cllr. Wood asked Lesley to tell Wendy Flint that PPC is interested.

14. Correspondence

There was no correspondence to report.

15. Reports from outside bodies.

i. There was nothing to report from Coastal Communities, Doverly Manor or Highways.

ii. Cllr. Ware reported that the library is doing very well. Volunteers are planning to open on Friday afternoons - there are no objections to this. The quarterly review with the Library Service was cancelled by them due to illness. 36 children signed up for the Summer Reading Challenge. There was a National Libraries Week during which various activities took place, including a talk from a local author and a 'sing-along' session. New events are happening all the time. The library has just started a monthly Family History session run by Lesley Taylor with help from Cllr. Ware. Other activities include Health Watch, Lego Club, Baby and Toddler Group, Plato Group and on the first Thursday of every month, a Poetry Club. Once a month during the winter months, starting on 20 October, the library will be open to sheltered housing residents for refreshments and a chat.

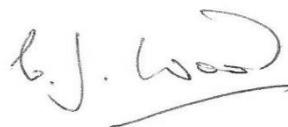
iii. There was nothing to report from Porlock Vale Tourist Association.

iv. Cllr Milne reported that the boats at Porlock Weir are now in the inner harbour.

v. Cllr. Gable reported on activities at the Recreation Ground. After the approval of the new trustees, and the end of the summer activities, it will be possible to concentrate on the pressing obligations, not least of which is the appointment of a new Chairperson. Priorities are the replacement of equipment in the Children's Play Area and improvements to the pavilion which have always been the main aims for the use of the very generous legacy received.

vi. There was nothing to report from St. Dubricius First School nor the Village Hall.

There being no other business the meeting closed at 8.33 pm



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22 October 2022 **9 November 2022**

Chairman