

PORLOCK PARISH COUNCIL

Minutes of the Meeting held at Porlock Village Hall on Wednesday, 13th. April 2011

Members Present: Cllr. A. Wright, Chairman
Cllr. K. Jacobs, Vice-Chairman
Cllr. Britnell, Cllr. Mrs. Gable, Cllr. Mrs. Haynes
Cllr. Latham, Cllr. McCoy, Cllr. Mrs. Palmer,
Cllr. Mrs. Rowe, Cllr. Mrs. Russell and Cllr. Sage
Also in attendance: Cllr. Frances Nicholson SCC/ENP
Cllr. Jon Freeman (WSC/ENP)
Mrs. C. Fitzgerald, Clerk

1. **Apologies** for absence had been received from Cllr. Edward (family commitments).

2. **Declarations of Interest**

Cllr. Jacobs – Item 7 – Planning Application No. 6/27/11/110, The Forge, Doverhay
Declared a personal interest on the grounds of living in close proximity
to the property.
Stayed but took no part in the discussion or vote.

Cllr. Mrs. Russell – Item 7 – Planning Application No. 6/27/11/109, The Old Coach
House and Stables

Item 7 – Planning Application No. 6/27/11/111, The Old Barn, Englands Road
Declared a personal interest in both applications on the grounds of friendship
with the applicants.
Stayed but took no part in the discussion or vote.

3. **The Minutes** as previously circulated of the meeting held on 9th. March were confirmed and
signed as a correct record. One minor amendment was made to Item 4 – Matters for Report not
on the Agenda – the name “Countryman” was amended to read “The Olde Chapel”.

4. **Matters for Report not on the Agenda**

A report had been received from PCSO Sue Hurley stating that two quad bikes had been stolen
from nearby farms and asking for any information which might help enquiries.

5. **Public Participation**

There were no members of the public present.

6. **Somerset County Council and District Councillors’ Reports**

Cllr. Frances Nicholson (SCC/ENP) confirmed that the open market building plots off Villes
Lane have now been sold and that the price is sufficient to allow for the access road to go ahead,
work on the road is expected to start shortly.

Cllr. Nicholson also gave information on the reduced hours for Recycling Centres.

Cllr. Jon Freeman spoke briefly on the theft of the quad bikes. Theft of these vehicles is becoming more frequent and it has been reported that a white pick-up vehicle may be involved.

Cllr. Angela Palmer (WSC) confirmed that she will not be standing for re-election to the District Council this May. Cllr. Britnell proposed a vote of thanks to Cllr. Palmer for her years of work representing Porlock. The Council also extended their thanks to Cllr. Jon Freeman who confirmed that he will be standing for re-election.

With the approval of the Council, the Chairman brought forward Agenda Item 10 – Library Closure, Item 11- Overall Financial Position and Item 16 – Somerset Waste Partnership Project, in order that Cllr. Frances Nicholson could take part in the discussion before having to leave early.

7. Library Closure

The Chairman reported on the meeting recently held with Cllr. Christine Lawrence, SCC Portfolio holder for Libraries, at the end of which meeting it was clear that there would be no SCC funding available towards a community led Library in Porlock. In the short term there may be some limited help, but it had been emphasised that this would not continue beyond the first year.

The Chairman felt that the next step would be to arrange an extraordinary meeting of the Parish Council to consult with the community on the views for the future provision of services in the village – not just the Library, but also other services which may be devolved from the District Council.

The Chairman stressed that there would be no Parish Council proposals put forward at this meeting, but rather a genuine consultation on how the community wished the Council to proceed. This was seen as a natural follow-up process to the views expressed in the Parish Plan. The date of 18th May was agreed for the meeting subject to availability of the Village Hall.

8. Overall Financial Position and Implications

The Chairman had requested Cllr. Sage, as Chairman of the Finance Committee, to provide an overview of the Council's financial resources, and how these might be impacted by the provision of the Library, further cost cutting exercises or any additional services devolved or delegated to the Parish. Cllr. Sage had considered ways in which the Council may be able to fund additional services and this information will be used as a basis for discussion at the extraordinary Council Meeting.

Cllr. Jon Freeman agreed to obtain details of how the rate relief system operates, since any withdrawal of rate relief would seriously impact many of the community facilities.

The Chairman thanked Cllr. Sage for the work he had put into the drawing up and presentation of the figures.

9. Somerset Waste Partnership – Partnership Project

A communication had been received from Steve Read, Managing Director of Somerset Waste Partnership concerning a possible project within the community based on the government's "Big Society" initiative. Cllr. Frances Nicholson (SCC/ENP) had felt that Porlock would be an ideal community to take part in the project and hoped that the Council would consider the proposals with an open mind when the opportunity for discussion arose.

Following this discussion Cllr. Nicholson then gave her apologies for having to leave the meeting early.

10. Planning

The following applications were considered:-

6/27/11/109 **Proposed Change of Use of 2no. holiday apartments together with alterations to form 1no. 2 bedroom open market dwelling**
The Old Coach House and Stables, Doverhay Place

Fully support. It was unanimously **RESOLVED** to recommend approval.

6/27/11/110 **Proposed division of workshop and stores to form 2 units together with the change of use of unit 2 from metal store/workroom to a wood and textile store/workroom**
Doverhay Forge Studios, Doverhay, Porlock

It was unanimously **RESOLVED** to support and recommend approval with the suggestion that working hours be restricted to daytime working in view of the close proximity to houses. No objection to the retail proposals.

6/27/11/111 **Proposed 2 storey extension together with installation of 7no. solar panels**
The Old Barn, Englands Road, Porlock

It was unanimously **RESOLVED** to fully support and recommend approval

11. Finance

The following accounts were approved and passed for payment:-

Forever Fuels, wood pellet boiler fuel	1,087.56
EDF Energy, return of misapplied funds to EDF	60.00
Mr. A. Binding, grass cutting contract	870.00
SALC, Annual affiliation fee	330.00
West Somerset Free press, classified ad.-Annual Parish Meeting	20.00
Porlock Manor Estate, half year rent – Village Hall Car Park	150.00
Community Council, annual subscription	35.00

Overstream Tax & Accounting Services - PAYE online return	25.00
Brightside Cleaning, window cleaning – 2 months	18.00
Forever Fuels, bagged pellets for boiler set-up	85.28
WSC, Business rates – Lovelace Centre/Parish Room	248.71
WSC, annual rates for Cemetery	258.52
Mr. B. Hammett, caretaker's wages	60.66
Mrs. C. Fitzgerald, refund for cost of Dell ink cartridges	345.47
Mrs. C. Fitzgerald, Clerk's salary less tax	858.05
Mrs. C. Fitzgerald, Clerk's expenses – postage/telephone/internet	32.32
HMRC, Tax & NIC due	227.20
TalkTalk Business, Direct Debit for office telephone	25.44
Total:	£4,737.21

Bank Balances At 31st. March 2011

Current Account	100.00
Reserve Account	45,805.42
Total:	45,905.42

Allotment Trust Account

Current Account	747.70
Reserve Account	7,135.45
	7883.15

Standard Life Account	21,505.33
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11.2 Village Hall Car Park Permits

The Clerk queried the level at which these should be set for this year and whether the permits would continue once the residents' Car Park at High Bank was operational. The permits this year will be £85 but it was agreed that there should be further discussion on this matter.

11.3 Out of Parish Cemetery Fees

A letter had been received appealing against the double fees imposed on the burial of a long term resident of Porlock who had entered a Nursing home in Minehead. Following discussion it was unanimously **RESOLVED** that in future double fees would not be imposed if the last permanent address before entering a home had been within Porlock parish.

12. Matters Arising

12.1 Election 5th. May

The Clerk reported that confirmation had been received from West Somerset Council that the Parish Council election would be uncontested as only 12 candidates had been nominated to fill the 12 places.

12.1 Emergency Planning

Cllr. Jacobs gave a brief update on the recent meeting of the Emergency Planning sub-committee.

- Approved Flood Wardens have now met for the first time and received initial training from representatives of the Environment Agency.
- A further meeting has been arranged for Tuesday, 7th. June at 5pm
- A mapping exercise on the whereabouts of drains and culverts will be undertaken
- Information on the Flood Warden scheme will be given to the community in an article in the next Newsletter
- The next Newsletter will also give details of a Village Clean-Up weekend and ask for volunteers. The date for this has been provisionally set for 18th. June.

13. Land at High Bank

Between meetings notification had been received from Thorne Segar that to obtain a Deed of Release from the Fire Service for removal of the covenant on the land would cost £500 + VAT. It would also mean that the legal costs incurred by the Fire Service would have to be paid by the Parish Council. The solicitors had explained that the need to obtain the Deed of Release applied mainly to the ease of any possible future sale of the land.

The Chairman, Cllr. Sage and the Clerk had discussed the matter and felt that under the circumstances an additional £1,000 in legal fees was unnecessary since it was unlikely that the land would be re-sold. The solicitors had therefore been instructed not to proceed with obtaining the Deed of Release. The Council unanimously endorsed this course of action.

14. Title Registration – Recreation Ground

A letter had been received from Thorne Segar which had queried the correctness of the Recreation Ground land being registered by the Management Trustees rather than the Custodian Trustees. According to the letter, Section 4(2) of the Public Trustee Act 1906 applied, and the solicitor's recommendation had been that the deeds be registered in the name of Porlock Parish Council as Custodian Trustee. A letter had been received from the Secretary of the Recreation Ground Management Committee agreeing with this course of action.

15. Doverhay Car Park – Revised Criteria for Residents' Permits

Notification had been received from WSC of their intention to add two additional requirements to permit applications for Doverhay Car Park. This follows an instance where a non-vehicle owner held a permit for a vehicle which they did not drive or own, and where the person who did own the vehicle resided outside of the UK. The additional criteria are as follows:-

- The permit applicant must supply with the completed application a copy of the vehicle registration document in their name
- Permit applications will only be accepted from persons who can prove ownership of the vehicle for which they are seeking a permit

16. Correspondence

Porlock Tourist Association – Christmas Weekend Festival

A letter requesting the support of the Parish Council in obtaining a free parking concession from the District Council during this event had been received. It was agreed to forward this request to WSC with The Parish Council's support.

Open Market Housing – Villes Lane

A letter had been received from Summerfield Homes who had purchased the site from SCC. The Divisional Director wished to meet with members of the Council to outline the proposals for the site. It was agreed to request a meeting for 27th. April if possible.

Defra Consultation on the Governance arrangements for National Parks

Cllr. Britnell had read the ENPA response to the document and reported to the Council on the most relevant facts.

ENP – Parish Council Members of the National Park Authority

A letter had been received from ENPA explaining the procedure for electing Parish Members to the Authority.

WSC – Freedom of Information Request

Notification of a request received from the Free Press to see the results of the Parish/Town Council Survey 2010.

Exmoor Panel

The minutes of the meeting held on 20th. January had been received.

Exmoor Society

Agenda for an event to be held on 6th. May received.

Adventure Hub Running Race – South West Coastal Path

Details of the event to be held on 2nd. July received.

Recycling Centres

Details of new opening times and charges received and displayed on the Notice Board.

17. Reports from Outside Bodies

Village Hall

Nothing to report.

Recreation Ground

Cllr. Mrs. Gable reported that at the recent AGM all members of the Executive Committee had been re-elected, with Keith Jacobs as Chairman.

Arrangements for the Festival of Football are underway and thanks are due to Porlock Ladies and others who will be helping during the event.

The storage area has now been sorted and will also be used as a Committee Room.

The events committee are to arrange an Open Day during May to give the community an opportunity to see the refurbishments. The event will be called "Tea at Three."

The Committee intend to discuss whether or not it will be possible to hold a NY Eve firework display this year.

It is hoped that work on the refurbishment of the storage shed will commence shortly.

Doverly Manor

Cllr. Latham reported that the AGM had been held – no members of the public had been present.

School Governors

Cllr. Mrs. Rowe was pleased to report that the school had managed to achieve a balanced budget . Funding is becoming more difficult as a result of falling numbers. The school roll is now 83 but 20 of these are in the Nursery and do not count towards the overall funding. The School is in talks with the Environment Agency to produce its own Flood Plan.

Highways

Nothing to report.

18. Items for Report

Cllr. Britnell confirmed that he is monitoring the performance of the Photo Voltaic units on the roof of the Old School and that to date they are proving to be very satisfactory.

There being no other business the meeting closed at 9.45pm