

## PORLOCK PARISH COUNCIL

### Minutes of the Meeting held at Porlock Village Hall on Wednesday, 12<sup>th</sup>. October 2011 at 7.30pm

#### Members Present:

Cllr. A. Wright, Chairman  
Cllr. K. Jacobs, Vice-Chairman  
Cllr. Britnell, Cllr. Edward, Cllr. Mrs. Gable,  
Cllr. Mrs. Haynes, Cllr. Latham, Cllr. McCoy,  
Cllr. Mrs. Palmer, Cllr. Mrs. Rowe, Cllr. Mrs. Russell,  
and Cllr. Sage

Also present: Cllr. Karen Mills (WSC)  
Mrs. C. Fitzgerald, Clerk

**1. Apologies** The full Council was in attendance, but apologies for absence had been received from Cllr. Frances Nicholson (SCC/ENP) and Cllr. Jon Freeman (WSC/ENP).

#### **2. Declarations of Interest**

**Item 8 – Grants.** Several Councillors declared a personal and prejudicial interest as members of the various Committees:-

**Cllr. Jacobs** – Chairman of the Recreation Ground Management Committee

**Cllr. Mrs. Gable** – Member of the Recreation Ground Management Committee

**Cllr. Latham** – Member of the Doverly Manor Management Committee

**Cllr. Mrs. Russell** – Member of the Doverly Manor Management Committee

**Cllr. Mrs. Haynes** – Member of the Village Hall Management Committee

**Cllr. Sage** – declared a personal and prejudicial interest on the grounds of a family connection to the Visitor Centre.

Under the provisions of paragraph 12(2) of the Code of Conduct all Councillors remained in the meeting to take part in the discussion.

**Cllr. Wright** – Item 7 – Planning. As a Member of the ENPA Planning Committee the Chairman wished to record that he would take no part in the discussion or vote on any planning application before the Council, in order not to prejudice any decisions he might make as part of the ENPA Planning Committee.

**3. The Minutes** as previously circulated of the meeting held on 7<sup>th</sup>. September were confirmed and signed as a correct record with one minor amendment under Item 1 – Apologies. Cllr. Edward confirmed that the reason for his absence had been a family commitment and not holiday.

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

The Clerk reported that it had been established that the Visitor Centre would be included in the new SORT IT plus refuse collections, but confirmation is awaited as to whether this will apply to the Cemetery.

## **5. Public Participation**

There were no members of the public present.

## **6. Somerset County Council and District Councillors' Reports**

Neither **Cllr. Frances Nicholson (SCC/ENP)** or **Cllr. Jon Freeman(WSC/ENP)** had been able to attend owing to conflicting duties.

**Cllr. Karen Mills (WSC)** had attended an ENP event on renewable energy resources available to rural communities and had found projects undertaken by the village of Usk in Wales very inspiring. Cllr. Mills will be contacting ENP further to clarify what kind of projects would be allowable within the National Park.

## **7. Planning**

7.1 In view of the Chairman's declaration of interest the Chair was taken by the Vice-Chairman for this Item on the Agenda.

7.2 The following applications were considered:

**6/27/11/126          Proposed vehicular bridge over stream**  
Japonica Cottage, Hawkcombe

There were concerns over several planning issues relating to this application and a vote was taken on a proposal from Cllr. Britnell, seconded by Cllr. Mrs. Palmer that the application be refused. The motion was defeated by a vote of 4-6 against and it was therefore **RESOLVED** to recommend that the application be approved.

**6/27/11/125          Proposed removal of single glazed windows and replacement with double glazed windows. Removal of external metal staircase, installation of patio doors and a Juliette balcony at first floor level.**  
Overstream Hotel, Parsons Street

As the consultation period elapsed before the date of the Parish Council meeting, this application had been considered previously by the Planning Committee. Cllr. Mrs. Russell reported that the Committee had **RESOLVED** to fully support the application and recommend approval.

Planning consent has been granted for the following application:-

**6/27/11/119          Replacement of timber windows and doors, proposed insertion of a flue into roof together with the relocation of domestic lamp post.**  
Flat 5, The Old Tannery

7.3 Planning consent had been refused for the following application:-

6/27/11/122      Proposed double and single storey side extensions  
Japonica Cottage, Hawkcombe

#### 7.4 Access Road

Information had been received from ENP on the discharge of the Conditions relating to the road application.

The Council had been requested to give an opinion on the blocks or setts to be used as part of the road construction. Following discussion it was agreed that the porphyry cropped setts in the slate colour would give the best appearance.

#### 7.5 Affordable Housing

An update on the progress of the scheme had been received from the ENP Rural Housing Enabler as follows:

- The scheme is fully funded
- The purchase of the land is nearing completion
- It is hoped to commence building in the first quarter of 2012
- It is expected that the scheme will take 6-8 months to build
- ENP, Hastoes and WSC will contact the Parish Council in the early part of the year to talk about the letting process.

### **8. Finance**

8.1 The following accounts were approved and passed for payment:-

Mr. B. Hammett, caretaker's wages	60.66
Porlock Manor Estate, second half of annual rent for VH Car Park	150.00
Cllr. A. Palmer, travel expenses to meeting at Winsford	10.52
Cllr. K. Jacobs, re-imburement of printing costs – plans for High Bank Car Park	15.00
Mr. A. Binding, grass cutting contract	870.00
Mrs. C. Fitzgerald, Clerk's salary less tax	858.05
Mrs. C. Fitzgerald, postage/stationery/telephone/internet costs	35.45
HMRC, tax & NIC due	227.40
Doverly Manor Committee, balance due from sale of land	706.00
Direct Debit, TalkTalk Business, office telephone bill	26.17
Total:	<b>2,959.25</b>

#### **Bank Balances**

At 30<sup>th</sup>. September 2011

Current Account	220.00
Reserve Account	70,003.45
Total:	<b>70,223.45</b>

#### **Allotment Trust Account**

Current Account	1,203.33
Reserve Account	7,747.44
Total:	<b>8,950.77</b>

Standard Life Account **21,505.33**

## 8.2 To consider procedure for allocation of grants to outside bodies

Each organisation had provided copies of annual accounts together with details of likely income and expenditure. However it was agreed that this format made it difficult to assess the overall picture of available funds and it was agreed that a more uniform approach was needed.

It was therefore **RESOLVED** that the second half of the annual grant as previously precepted for each organisation be paid for this year, but that a letter be sent explaining the procedure for grant payments in 2012/2013. The Clerk and Cllr. Latham will design a proforma for each organisation to complete for next year's application, and a meeting with the relevant organisations will be arranged during November/December to explain the new system.

## 8.3 Half Yearly Budget Report

Each Councillor had been provided with a print out of the half year figures showing expenditure to date under each budget heading. Cllr. Sage explained that expenditure so far was just under 50% of the precept and therefore within budget.

It was agreed that the uncertainty over the services likely to be devolved or delegated by WSC would make it very difficult to prepare a budget for next year's precept.

The Clerk was asked to provide a budget print out each quarter as part of the financial controls.

## **9. Matters Arising**

### 9.1 Wrought Iron Gate in Churchyard

Cllr. Mrs. Gable reported that she, Cllr. Mrs. Russell, Cllr. Mrs. Rowe and Cllr. Britnell had met with the Churchwardens and the Archdeacon and had discussed repairs to the gate. The Archdeacon had been very supportive of the idea of restoration of the gate, and the understanding had been that substantial funding from the Church towards the project would be likely.

In order to raise the balance Cllr. Mrs. Gable had produced an excellent artwork of the gate, to be called The Rose Gate, which could be used locally in products to help raise further funds. Cllr. Mrs. Gable agreed to investigate costs for the printing of Christmas Cards/Notelets etc. and report back to the Council. Cllr. Mrs. Russell agreed to speak to the Parochial Church Council.

### 9.2 Library Closure

No further information had been received on the outcome of the Judicial Review.

## **10. Devolution & Delegation**

The Chairman reported on the response sent to WSC following the sub-committee meeting to discuss the various options. The Clerk was asked to send a copy of the letter to all Councillors.

No formal reply had as yet been received from WSC, but informally the Council had been notified that a proper response could not be expected before November to enable WSC to consider the responses from all parishes.

The Chairman updated the Council on the meeting with other Parish Council Chairmen, which had been very useful. There will be a further meeting of the group on 2<sup>nd</sup>. November.

### **11. Land at High Bank – Residents only Car Park**

Cllr. Jacobs updated the Council on progress.

Revised estimates for the ground works are awaited from CJ Lynch, and one or two small site plans are still required before the planning application can be submitted.

Cllr. Jacobs has met on site with Highways and it has been agreed that the telegraph pole at the entrance need not be removed.

Cllr. Jacobs felt that the Council was very much indebted to Joe Roake for all his help in the preparation of the site plans, and the Clerk was asked to write a letter of thanks to Mr. Roake.

### **12. Undergrounding of Electricity Cables on Porlock Marsh**

Cllr. Mrs. Palmer reported on the site meeting with Western Power which had been attended by herself, Cllr. Jon Freeman (WSC/ENP), Cllr. Karen Mills(WSC) and the Clerk. A site for the switching station had been agreed behind the hedge line next to the toilet block, subject to approval by WSC, and Western Power will prepare a new set of plans to this effect.

The Clerk was asked to write to Western Power with the Council's thanks and endorsement of the scheme.

Cllr. Mrs. Palmer also asked if a reminder could be sent for the map showing the location of electricity cables under the car park land in High Bank.

### **13. Youth Achievement Award**

The panel for the Porlock Youth Achievement Award had submitted the nomination for Zoe Cape as the winner of this year's Award, and this was unanimously approved by the Council. The presentation of the award will take place at Late Night Shopping.

### **14. Correspondence**

#### **ENP – Inter Parish Quiz**

Details of the Quiz, to be held on 28<sup>th</sup>. October, were received.

#### **SCC – Somerset Electoral Review**

Further details were received of the Local Government Boundary Commission's proposals to reduce the number of County Councillors to 55 as from the elections in 2013.

#### **Community Council for Somerset – Oil Buying Scheme**

Notification of a new community based countywide bulk oil buying scheme were received. Details will be sent to the Newsletter.

#### **The Exmoor Society – Pinnacle Award**

Details of the scheme, which is aimed at providing grants to young people between the ages of 16 – 25 who have a project or business idea linked to Exmoor, were received.

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

### Village Hall

Cllr. Mrs. Haynes reported that the Pantomime Society have received a grant which will be put towards the provision of new stage and window curtains. The Committee is anxious to continue to upgrade the facilities in the Hall to ensure that it remains at a suitable standard to protect the level of income generated by bookings. The next project will be to replace the fluorescent strip lights with uplighters.

### Recreation Ground

Cllr. Mrs. Gable confirmed that there has not been a recent meeting, but reported that the Committee is aware of the need to generate more interest in the use of the Pavilion as a venue. The Committee's priority at present is the refurbishment of the children's play area. The toilet block also needs to be updated and toilet facilities for the disabled installed.

### Doverly Manor

Cllr. Latham reported on the meeting which had taken place on 4<sup>th</sup>. October at which the Fire Safety Officer's recommendations had been considered.

The Museum Committee are to place a CCTV camera upstairs to enable the exhibits to be seen downstairs by people who are unable to use the steep staircase.

The Committee are keen to promote the educational purposes of the building as this formed a fundamental part of the grant requirement. It was agreed that there was a need to appreciate the timetable restrictions of the local schools.

### School Governors

Nothing to report.

### Highways

Cllr. Edward reported that Highways had measured the pothole in the pavement directly outside The Pharmacy but that it was not yet deep enough to qualify for repair.

Only the new access road, the bottom of Dunster Steep and the one way section are in the programme to be resurfaced.

Ten bags of rock salt will be available for each parish for use in public areas during freezing weather. Cllr. Mrs. Gable specifically requested that some of the salt be made available to treat the bridge at the top of the horseshoe as this had been impassable during last year's bad weather.

### Porlock Weir

Notification had been received from SCC of a Pathfinder Social Media training event, with a request for two representatives from Porlock Weir to attend. Cllr. Jacobs confirmed that he will

be attending a meeting of the Porlock Weir Traders next week and will inform them of the event.

Cllr. Jacobs reported that owing to his imminent house move this would probably be the last meeting he would be able to attend as liaison Councillor to Porlock Weir. It was agreed that in view of the lack of interest from residents at the Weir in participating in the Pathfinder Project and other meetings, that a new liaison Councillor would not be appointed.

## **16. Items for Report**

Cllr. Britnell reported that the **breakwater at Porlock Weir** is in a very poor condition. Also that the **roundabout at Washford Cross** is not a firm promise, and that the award of **Dark Skies** status to Exmoor is one of only two in the world at present.

Cllr. McCoy reported on a scheme seen recently in Northumbria whereby a painted dog stencil had been used on pavements to shame owners into picking up after their dogs had fouled. Cllr. Mrs. Rowe agreed to give the scheme some thought.

There being no other business the Meeting closed at 9.35pm

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Chairman