PORLOCK PARISH COUNCIL

Old School Centre, West End, Porlock, Somerset. TA24 8NP

01643 863350 info@porlockparishcouncil.gov.uk

www.porlockparishcouncil.gov.uk

Notice of the Ordinary Meeting of Porlock Parish Council

To All Councillors,

You are hereby summoned to attend the Ordinary Meeting of Porlock Parish Council, to be held at Porlock Village Hall at 7pm on Wednesday 11 November 2026.

Dated: Friday 6 November 2026

Johnathan Jones
Clerk and Responsible Financial Officer

A Health and Safety announcement will be made at the start of the meeting.
This meeting will be recorded in accordance with NALC's Guidance on Recording of Parish Meetings.

AGENDA

1) **Receive apologies for absence** (LGA 1972 s85 (1))

2) **Receive the declaration of acceptance of office for the position of Vice Chair**

3) **Receive declarations of interest and note any dispensations granted**
Members should declare any interests they may have in agenda items. The Council will also consider any prior requests from members for dispensations (NB: this does not preclude later declarations). (Localism Act 2011 s33)

4) **Resolve which items are to be considered after the public, including the press, have been excluded**
(Public Bodies (Admission to Meetings) Act 1960 s1(2)) In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and the Council's Standing Order 3(d).

5) **Minutes of meetings** (LGA 1972 s12 para 41(1))
   a) **Receive the draft minutes of the Planning Committee Meeting – 7 October 2026**
   b) **Receive the approved minutes of the Environment & Amenities Committee Meeting – 7 October 2026**
   c) **Resolve to approve the draft minutes of the Ordinary Council Meeting - 14 October 2026**

6) **Receive updates from members on the actions recorded in the log report**

7) **Public participation**
This section provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate. (LGA 1972 s 12 paras 10(2) (b))

8) **Resolve the Council's response to planning application No: EXM/26/241/HH**
Location: Redgates, 1 Villes Lane, Porlock. TA24 8NW
Proposal: Proposed erection of a rear dormer and associated re-roofing

9) **Receive the draft minutes of the Finance & HR Committee meeting held on 16 September 2026; receive the documents and amendments listed in (a) and (b) below; and resolve the Committee's recommendations in (c)–(e):**
   a) **Receive the first working draft of the 2027–28 budget and the amendments considered by the committee** FH-2026-029
   b) **Receive the first working draft of the five-year forecast for 2028/29–2032/33 and the amendments considered by the committee:** FH-2026-031

c) **Resolve to maintain general reserves at a minimum of 50% of total expenditure** FH-2026-032
d) **Resolve to adopt the Council's Banking Architecture, Policy and Financial Procedures** FH-2026-035
e) **Resolve to adopt the Council's Training and Development Policy** FH-2026-036

10) **Receive the draft minutes of the Environment and Amenities Committee meeting held on 27 October 2026 and resolve the following recommendations:**
   a) **That the grounds and gardening tasks, together with their current associated budgets, be transferred to an employed position in the 2027-28 budget, subject to the Council's final approval of the role, grade and inclusion in the budget.** EA-2026-028
   b) **That the Council submit a formal expression of interest in the devolution of the following assets and services: Doverhay Toilet Block, Doverhay Car Park, Central Car Park, and litter and waste services, excluding mechanical road cleaning of the A39.** EA-2026-031
   c) **That the Council take no additional role in riparian responsibilities and limit its actions to maintaining its own riparian land and signposting residents to guidance from the Environment Agency, Somerset Council and Somerset Rivers Authority**. EA-2026-32
   d) **That the following action be taken on noticeboards:** EA-2026-035
      i) **Central Garage forecourt: obtain quotes for refurbishment for consideration during budget setting.**
      ii) **Porlock Hardware Store: make temporary repairs to the noticeboard and obtain quotes for consideration during budget setting.**
      iii) **Old School Centre Steps and West End: fund expenditure from General Reserves in accordance with resolution C-2026-126 and obtain the following quotes and delegate authority to the Environment and Amenities Committee to finalise designs and place an order within the resolved budget of £2,200 (exc VAT):**
         (a) **Library/Council noticeboard (top of steps): obtain quotes to replace the existing noticeboard with a lockable, double-bay noticeboard, using the existing posts for fixing where possible**
         (b) **Community Noticeboard (West End): obtain quotes to replace the existing noticeboard with one similar in design to those at Central and Doverhay car parks, with sliding doors or similar, without locks, and using the existing posts for fixing.**
      iv) **That the quote from G J Bloys Builders for repairs to the Old School Centre walls, at a total cost of £2,740.00, be approved** (excluding VAT) EA-2026-036

11) **Receive the RFO Report**

12) **Receive and sign the monthly accounts to 31 October 2026:** (Financial Regulations)
   a) **Bank & cash reconciliation** (FR 2.6)
   b) **Summary and detailed receipts & payments** (FR 6.8)

13) **Receive the draft schedule of payments report for November 2026** (FR 6.10)

14) **Receive an update from Somerset Council's representatives**

15) **Receive the Portfolio Report**

16) **Resolve to carry out a review of the requirements and the Council's status in relation to the NALC Local Council Award Scheme Bronze or Silver Award**

17) **Resolve to permit the Ada In Porlock Group to use the Old School Centre, West End, Porlock, TA24 8NP, as its formal registered and postal address.**

18) **Resolve to change the start time of the Council's Ordinary Meetings from 7 pm to 6:30 pm and confirm members' commitment to keeping meetings to a maximum of 2 hours** (Standing Order 3x)

19) **Note outstanding items:** (none)

20) **To receive any other business –** <u>for information only</u>

21) **Date of the next Ordinary Meeting of Porlock Parish Council**
   9 December 2026 at Porlock Village Hall