

WITHYCOMBE PARISH COUNCIL

Clerk: Ms Sam Rawle, 60 Paganel Road, Minehead TA24 5EY
Tel: 01643 703514 Email: sam.rawle60@gmail.com

Chairman: Mrs Emma Wright. Email: burny150@gmail.com Tel: 01984 641602

15th May 2017

Dear Councillor

You are hereby summoned to attend a meeting of Withycombe Parish Council on **Monday 22nd May 2017** at **7.00 pm** in the **Memorial Hall** for the purpose of transacting the following business.

Sam Rawle

Clerk to the Council

PUBLIC OPEN SESSION

- (a) County Councillor – presentation of report
- (b) District Councillor – presentation of report
- (c) Members of the public

AGENDA

- 1. To receive apologies**
- 2. Election of Chairman and Vice Chairman**
- 3. To receive declarations of interest from Councillors**
- 4. To approve the minutes of the following meetings:**
 - 4.1 Parish Council Meeting and Public Open Session 6th March 2017
- 5. Matters arising from the minutes:**
 - 5.1 Clearance of vegetation around bus shelters (1752.3)
 - 5.2 Damaged Road Sign – Higher Rodhuish Road (1757.4)
- 6. Planning Matters**
 - 6.1 Applications Received:
 - 6.1.2 Application 6/41/17/102 – Proposed conversion of barn to form a single unit of holiday accommodation @ Bowden Cottage, Oak Lane, Withycombe (re-submission of refused application 6/41/16/106)
 - 6.2 Applications Approved:
 - 6.2.1 Application 6/41/17/101 – Proposed removal of lean-to extension and construction of two storey extension @ Fernbank, Sandrocks Lane, Withycombe
- 7. Presentation of Finances**
 - 7.1 To consider income and expenditure report to 30th April 2017 Clerk
 - 7.2 Bank balances and reconciliation statement Clerk
 - 7.3 To approve the following accounts for payment:
 - 7.3.1 S Rawle (Clerk) Salary + Home Allowance + Expenses (Apr 2017 – Jun 2017) £768.95

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|------------|---|----------|
| 7.3.2 | Came & Company (Insurance Renewal) | £304.86 |
| 7.3.3 | B Howe (Internal Auditor) | £???? |
| 7.4 | Active Living Account – approval of accounts for payment: | |
| 7.4.1 | R M Hurst | £200.00 |
| 7.5 | Active Living Account – statement of funds | Clerk |
| 8. | Final Accounts 2016/17 | |
| 8.1 | To approve Annual Governance Statement for 2016/17 | Clerk |
| 8.2 | To approve Final Statement of Accounts for 2016/17 | Clerk |
| 8.3 | To receive the report from the Internal Auditor | Clerk |
| 9. | Highways | |
| 9.1 | To report any recent correspondence: | Clerk |
| 9.1.1 | Environmental Maintenance Information Sheet 2017 | |
| 9.1.2 | Temporary Road Closure – Tacker Street | |
| 10. | Rights of Way | |
| 10.1 | To report any recent correspondence: | Clerk |
| 11. | Titholes Orchard Update | |
| 12. | BT Telephone Box (West Street) | |
| 12.1 | To seek the Parish Councils approval for the adoption of the phone box | Chairman |
| 13. | County Councillor and District Councillor Reports | |
| 13.1 | To consider the report of the County Councillor and to take any necessary action. | |
| 13.2 | To consider the report of the District Councillor and to take any necessary action. | |
| 14. | Correspondence Received | |
| 14.1 | Came & Co Newsletter | |
| 14.2 | Avon & Somerset Police & Crime Commissioner Spring Newsletter | |
| 15. | Any Other Business | |
| 16. | Dates of next meetings: | |

Monday 4th September 7.00pm

Monday 4th December 7.00pm

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights. Items for the next meeting to be held on Monday 4th September 2017 should be with the Clerk at least 14 days before the meeting.

The Public are welcome to attend. If any member of the public wishing to attend the meeting has special requirements (mobility or sensory impairment) please contact the Clerk. If anyone would like to receive a copy of the agenda via email please contact the Clerk:

Sam Rawle Clerk to Withycombe Parish Council (Tel 01643 703514) e mail: sam.rawle60@gmail.com

THE PUBLIC AND PRESS ARE INVITED TO ATTEND THIS MEETING