

# 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](mailto:burny150@gmail.com) Tel: 01984 641602

4<sup>th</sup> December 2017

Dear Councillor

You are hereby summoned to attend a meeting of Withycombe Parish Council on **Monday 4<sup>th</sup> December 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. **To receive declarations of interest from Councillors**
3. **To approve the minutes of the following meetings:**
  - 4.1 Parish Council Meeting and Public Open Session 4<sup>th</sup> September 2017
  - 4.2 Extraordinary Parish Council Meeting & Open Session 9<sup>th</sup> November 2017
4. **Matters arising from the minutes:**
  - 5.1 Review of Financial Regulations and Standing Orders
  - 5.2 Review of Assets/Risk Assessments – (see main agenda)
5. **Planning Matters**
  - 6.1 Applications Received:
    - 6.1.2 6/41/17/103 – Proposed demolition of existing single storey extension at Southern end of building and erection of two storey extension and construction of single storey extension to rear elevation (west). Demolition of existing shed in rear garden and erection of new outbuilding@ 3 Cogan Cottages, Withycombe
  - 6.2 Applications Approved:
    - 6.2.1 None
6. **Presentation of Finances**
  - 7.1 To consider income and expenditure report to 30<sup>th</sup> November 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 (Oct 2017 – Dec 2017) £749.70

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|------------|--|---------|
| 7.4        | Active Living Account – approval of accounts for payment:  |         |
| 7.4.1      | The Rest and Be Thankful – Active Living Group Xmas Lunch  | £40.00  |
| 7.4.2      | Withycombe Memorial Hall – Hire of Hall  | £160.00 |
| 7.5        | Active Living Account – statement of funds   | Clerk   |
| <b>7.</b>  | <b>Budget &amp; Precept 2018/19</b>  |         |
| 8.1        | To agree the budget for 2018/19  | Clerk   |
| 8.2        | To set the Parish Precept for 2018/19  |         |
| <b>8.</b>  | <b>Defibrillator</b>   |         |
| 9.1        | Update   | All     |
| <b>9.</b>  | <b>BT Phonebox</b>   |         |
| 10.1       | Update   | Clerk   |
| <b>10.</b> | <b>Highways</b>  |         |
| 11.1       | To report any recent correspondence  |         |
| <b>11.</b> | <b>Rights of Way</b>   |         |
| 12.1       | To report any recent correspondence  |         |
| <b>12.</b> | <b>Titholes Orchard Update</b>   |         |
| <b>13.</b> | <b>County Councillor and District Councillor Reports</b>   |         |
| 16.1       | To consider the report of the County Councillor and to take any necessary action.                                    |         |
| 16.2       | To consider the report of the District Councillor and to take any necessary action.                                  |         |
| <b>14.</b> | <b>Correspondence Received</b>   |         |
| 14.1       | Adoption of ENP Local Plan 2011-2031   | Clerk   |
| 14.2       | Launch of HPC Community Fund   | Clerk   |
| <b>15.</b> | <b>Any Other Business</b>  |         |
| <b>16.</b> | <b>Dates of future meetings:</b>   |         |
|            | <b>Monday 5<sup>th</sup> March 7.00pm, Monday 21<sup>st</sup> May 7.00pm, Monday 3<sup>rd</sup> September 7.00pm</b> |         |
|            | <b>Monday 3<sup>rd</sup> December 7.00pm</b>   |         |
|            | <b>Annual Parish Assembly – Wednesday 18<sup>th</sup> April 6.30pm</b>   |         |

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 5<sup>th</sup> March 2018 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**