

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

14th May 2018

Dear Councillor

You are hereby summoned to attend a meeting of Withycombe Parish Council on **Monday 21st May 2018** 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 5th March 2018
 - 4.2 Parish Council Extraordinary Meeting and Public Open Session 27th March 2018
 - 4.3 Parish Council Extraordinary Meeting 18th April 2018
5. **Matters arising from the minutes:**

None
6. **Planning Matters**
 - 6.1 Applications Received:
 - 6.1.2 Application 3/41/18/001 – Erection of a 1.5 storey extension to the side elevation @ Squirrels Cottage, Lower Street, Withycombe
 - 6.1.3 Application 3/41/18/002 – Erection of a pitched roof over the existing single storey flat roof extension @ 1 Culver Cottage, West Street, Withycombe
 - 6.2 Applications Approved:
 - 6.2.1 None
7. **Presentation of Finances**
 - 7.1 To consider income and expenditure report to 30th April 2018 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 2018 – Jun 2018) £779.56
 - 7.3.2 Came & Company (Insurance Renewal) £317.05

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| 7.3.3 | B Howe (Internal Auditor) | £???? |
| 7.3.4 | SALC Affiliation Fee 2018/19 | £76.52 |
| 7.3.5 | Parish Newsletter (Feb) | £33.75 |
| 7.4 | Active Living Account – statement of funds | Clerk |
| 8. | Final Accounts 2017/18 | |
| 8.1 | To Consider Certificate of Exemption | Clerk |
| 8.2 | To approve Annual Governance Statement for 2017/18 | Clerk |
| 8.3 | To approve Final Statement of Accounts for 2017/18 | Clerk |
| 8.4 | To receive the report from the Internal Auditor | Clerk |
| 9. | Risk Assessments | Clerk |
| 10. | Highways | |
| 10.1 | To report any recent correspondence | Clerk |
| 11. | Rights of Way | |
| 11.1 | To report any recent correspondence: | Clerk |
| 12. | Titholes Orchard Update | |
| 13. | BT Telephone Box (West Street) | |
| 13.1 | Update | Clerk |
| 14. | County Councillor and District Councillor Reports | |
| 14.1 | To consider the report of the County Councillor and to take any necessary action. | |
| 14.2 | To consider the report of the District Councillor and to take any necessary action. | |
| 15. | Correspondence Received | |
| 15.1 | CLOWNS – Request for grant. | |
| 16. | Any Other Business | |
| 17. | Dates of next meetings: | |

Monday 3rd September 7.00pm

Monday 3rd 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 3rd September 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