

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 2019

Dear Councillor

You are hereby summoned to attend a meeting of Withycombe Parish Council on **Monday 20th May 2019** 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. **Election of Chairman**
2. **Apologies for Absence**
3. **Election of Vice Chairman**
4. **Parish Council Vacancy**
5. **Declaration of Acceptance of Office Forms (All Councillors)**
6. **Register of Members Interests Forms (All Councillors)**
7. **To receive declarations of interest from Councillors**
8. **To approve the minutes of the following meetings:**
 - 8.1 Parish Council Meeting and Public Open Session 4th March 2019
 - 8.2 Parish Council Extraordinary Meeting 19th March 2019
9. **Matters arising from the minutes:**

None
10. **Planning Matters**
 - 10.1 Applications Received:
3/41/19/004 – Edgemoor, Rattle Row, Withycombe – Erection of front porch
11. **Presentation of Finances**
 - 11.1 To consider income and expenditure report to 30th April 2019 Clerk
 - 11.2 Bank balances and reconciliation statement Clerk

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|--------|--|---------|
| 11.3 | To approve the following accounts for payment: | |
| 11.3.1 | S Rawle (Clerk) Salary + Home Allowance + Expenses (Apr 2019 – Jun 2019) | £819.11 |
| 11.3.3 | B Howe (Internal Auditor) | £???? |
| 11.3.4 | SALC Affiliation Fee 2018/19 | £???? |
- 12. Insurance Renewal** Clerk
- 13. Final Accounts 2018/19**
- | | | |
|------|--|-------|
| 13.1 | To Consider Certificate of Exemption | Clerk |
| 13.2 | To approve Annual Governance Statement for 2018/19 | Clerk |
| 13.3 | To approve Final Statement of Accounts for 2018/19 | Clerk |
| 13.4 | To receive the report from the Internal Auditor | Clerk |
- 14. Titholes Orchard Update**
- 15. Highways**
- | | | |
|------|-------------------------------------|-------|
| 15.1 | To report any recent correspondence | Clerk |
|------|-------------------------------------|-------|
- 16. Rights of Way**
- | | | |
|------|-------------------------------------|-------|
| 16.1 | Parish Path Liaison Officer Vacancy | Clerk |
|------|-------------------------------------|-------|
- 17. BT Telephone Box (West Street)**
- | | | |
|------|--------|-------|
| 17.1 | Update | Clerk |
|------|--------|-------|
- 18. County Councillor and District Councillor Reports**
- | | | |
|------|---|--|
| 18.1 | To consider the report of the County Councillor and to take any necessary action. | |
| 18.2 | To consider the report of the District Councillor and to take any necessary action. | |
- 19. Correspondence received**
- | | | |
|------|---|--|
| 19.1 | ENP Parish Member Appointments | |
| 19.2 | Planning Applications received into Somerset West and Taunton Deane Council | |
- 20. Any Other Business**
- 21. 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 2019 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