

# WITHYCOMBE PARISH COUNCIL

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

7<sup>th</sup> October 2020

Dear Councillor

You are hereby summoned to attend a meeting of Withycombe Parish Council on **Monday 12<sup>th</sup> October 2020** at **7.00 pm** in the **Memorial Hall** for the purpose of transacting the following business.

Sam Rawle  
Clerk to the Council

**Given the on-going controls due to the pandemic we respectfully ask that any visitor who wishes to observe the meeting use the hand sanitiser on entry, wear a suitable face covering or mask and sit in one of the chairs set out for visitors.**

## PUBLIC FORM

Prior to the start of the meeting there will be an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman), to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting Withycombe Parish.

## AGENDA

1. **Election of Chairman and Declaration of Acceptance of Office**
2. **Apologies**
3. **Receive declarations of interest from Councillors**
4. **To approve the minutes of the following meetings:**
  - 4.1 Extraordinary meeting held in July (this meeting was held via email)
  - 4.2 Extraordinary meeting held on 21<sup>st</sup> September 2020
5. **Risk Assessment** – To approve risk assessment for Conduct of Parish Council Meetings in Withycombe Memorial Hall (The Health Protection (Coronavirus, Restrictions) (No. 2) (England) Regulations 2020 **Clerk**
6. **Planning Matters**  
Applications Received/Approved – None to report
7. **Finances**
  - 7.1 Bank Reconciliation up to 30 September 2020 **Clerk**
  - 7.2 To note receipt of Parish Precept

- |            |  |              |
|------------|--|--------------|
| <b>8.</b>  | <b>Titholes Update – To report any new developments</b>  | <b>Clerk</b> |
| <b>9.</b>  | <b>Highways Updates</b>  | <b>Clerk</b> |
| <b>10.</b> | <b>Free Trees from SW&amp;T</b>  | <b>Clerk</b> |
| <b>11.</b> | <b>To review cheque signatories on Parish Council current account</b>  | <b>Clerk</b> |
| <b>12.</b> | <b>Website Work</b> - To seek approval for JPC Design to undertake work on the Withycombe Parish Council website so that the website complies with the The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018. | <b>Clerk</b> |
| <b>13.</b> | <b>Casual Vacancies</b>  | <b>Clerk</b> |
| <b>14.</b> | <b>Code of Conduct – To review &amp; adopt</b>   | <b>Clerk</b> |
| <b>15.</b> | <b>Meeting Dates for 2020-21</b>   |              |
| <b>16.</b> | <b>Items for the next Meeting</b>  | <b>All</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 2<sup>nd</sup> December 2020 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**