

WITHYCOMBE PARISH COUNCIL

Clerk: Ms Sam Rawle, 60 Paganel Road, Minehead TA24 5EY

Tel: 07770634901 Email: clerk@withycombepc.co.uk

Chair: Richard Barnham

27th February 2026

Dear Councillor

You are hereby summoned to attend a meeting of Withycombe Parish Council on **Wednesday 4th March 2026 at 7.00 pm** in the **Memorial Hall** for the purpose of transacting the following business.

Sam Rawle

Clerk to the Council

THE PUBLIC AND PRESS ARE INVITED TO ATTEND THE MEETING

PUBLIC FORUM

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.

The public forum will be 15 minutes maximum

AGENDA

1. **Apologies:** To receive apologies for absence.
2. **Declaration of Interests & Dispensation**
3. **To approve the minutes of the following meetings:**
Meeting held 14th January 2026.
4. **Updates/matters arising from last meeting (if not already covered by an agenda item)**
5. **Reports from Somerset Council Councillor**
6. **Highway Updates**
 - 20 mph - To consider format and scope of consultation inc. leaflet design
7. **Cllr Vacancy:** To note conclusion of end of period for advertisement of a casual vacancy – the parish council may now fill the vacancy via co-option.
8. **Consider adoption of IT policy to meet requirements of end of year audit (Assertion 10)**

9. Finances

To note the Bank Reconciliation for the period 1st January 2026 to 28th February 2026
To note the Income and Expenditure for the period 1st January 2026 to 28th February 2026

10. Payments

To resolve to pay the accounts shown on the schedule and to verify the payments made under delegated authority since 14th January 2026.

11. Agree appointment of Internal Auditor for 25/26

12. Play Area/Community Area

To agree any actions following monthly inspections

13. Waste Bin (Combe Lane)

14. Parish Assembly – agree date and format

15. Date of next meeting and agenda items

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 Wednesday 20th May 2026 should be with the Clerk at least 14 days before the meeting.

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: clerk@withycombepc.co.uk