

Parish of Withypool and Hawkridge
Notice of both the ANNUAL PARISH MEETING 2023
Followed by
Annual Meeting of the Parish Council 2023
Tuesday 9th May 2023 – Withypool Village Hall – 7.30pm

Councillor(s): A Howard (Chair), A Collins, T Lloyd, P. Soltau, W Lock, A Morrissey, J Soltau

I hereby give notice that the **ANNUAL PARISH MEETING**, (to which all electors are invited to attend) of the above-named parish will be held at **Withypool Village Hall on Tuesday 9th May 2023 at 7.30pm.**

This will be followed by the **Annual Meeting of the Parish Council**
All members of the Council are hereby summoned to attend the Annual Meeting of the Parish Council for the purpose of considering and resolving upon the business at the meeting as set out hereafter.

Members of the public are invited to attend. There will be a period of public participation and members of the press and public are invited to address the Council 15 minutes prior to the commencement of the meeting at approximately 7.30pm, providing the notice period has been complied with. Please see Public Participation Notice on the website and noticeboard. **If there are no items from the public, the official meeting will commence at 7.30 pm.**

Yours sincerely

Rebecca Tomalin

Rebecca Tomalin - Parish Clerk

The Old Rectory, Withypool, Minehead, Somerset, TA24 7QP

Email: withypoolhawkridgeparishclerk@gmail.com

Website: www.parish-council.com/WithypoolandHawkridgeParishCouncil

Annual Parish Meeting:

Business to be transacted:

1. Welcome by the Chairman of 2022/23
2. Minutes of the 2022 annual parish meeting (previously circulated)
3. Approval of Minutes of the last meeting
4. Report about the last 12 months within the Parish (read by the Chairman)
5. Closure of meeting

Annual Meeting of the Parish Council:

Business to be transacted:

46/23 Questions from the public. Previously emailed to the clerk for an official record to be kept. Any member of the public may make a presentation to the meeting (no more than three minutes), by submitting a written summary to the Clerk no later than 24 hours prior to the meeting by email.

Alternatively, the Clerk will read the statement out in full.

47/23 Election of Chair

48/23 Election of Vice Chair and appointment of representatives

Vice Chair

Exmoor LCN
Consultative Forum
Henry Leigh Trust
Withypool Village Hall
Hawkridge Village Hall

49/23 Apologies of Absence

50/23 Declarations of notifiable interests Can be raised at specific points of the meeting.

51/23 Approval of the Minutes of the previous meeting on 14/03/2023

52/23 Matters arising from the Minutes of 14/03/2023

53/23 Finance Report: (i) Invoices - Clerks Salary & Expenses Mar – May 23, BHIB Insurance
(ii) Councillor Training
(iii) Bank Mandate – review authorised signatories
(iv) Online Banking with Natwest
(v) Presentation of 2022/23 accounts
(vi) Bank reconciliation
(vii) Internal Audit – report from internal auditor. Approval of donation to British Red Cross
(viii) Approval and signature of 2022/23 accounts and bank reconciliation
(ix) Website Upgrade

54/23 Audit - Certificate of Exemption: Approval and Signature

- Total annual gross income for the authority 2022/23 £4,105
- Total annual gross expenditure for the authority 2022/23 £3,395

55/23 Audit - Section 1: Annual governance statement 2022/23 – Approval and Signature

56/23 Audit - Section 2: Accounting statements 2022/23 – Approval and Signature

57/23 Code of Conduct, Standing Orders, GDPR, Financial Regulations & Aims and Objectives:
Previously circulated – annual review

58/23 Report by the County Councillors: (i) ENPA Parish Representative Elections (ii) ENPA Public Rights of Way changes (iii) Proposed Changes to ENPA Meeting Schedule/Governance (iv) ENPA Partnership Plan Review & Survey

59/23 Planning: (i) 6/40/23/004 GREAT BRADLEY HOUSE, WITHYPOOL, MINEHEAD, TA24 7RS
Proposed change of use and conversion of existing agricultural barn to a holiday let
<https://planning.agileapplications.co.uk/exmoor/application-details/24045>

60/23 Broadband Scheme

61/23 Highways – (i) Update on Tarr Steps traffic (ii) Bus Shelter for School Children (iii) Drainage in Hawkridge

62/23 Village Parking

63/23 Parish Gardens: (i) Tender Process & Policy

64/23 Parish Maintenance: (i) Withypool Noticeboard (ii) Defib Pads renewal

65/23 Chairman's Notices:

66/23 Correspondence: (i) West Somerset Flood Meeting 24 May Winsford (ii) ASP Rural Crime Survey (iii) Food Waste Fly Tipping

67/23 Report from representatives of other groups:

Withypool Village Hall

Hawkridge Village Hall

Henry Leigh Trust

Exmoor Panel

Consultative & Parish Forum

68/23 Parish Community – including the social media page update, events by other groups not listed in 67/23

69/23 Items for July 2023 agenda

70/23 Date and time of next meeting:

11th July 2023 at 7.30pm at Hawkridge Village Hall to be confirmed.

Future Meeting dates - tbc

Tuesday 12th September 2023 – Withypool Village Hall

Tuesday 14th November 2023 – Hawkridge Village Hall

Tuesday 9th January 2024 – Withypool Village Hall

Tuesday 12th March 2024 – Hawkridge Village Hall