

**Parish of Withypool and Hawkridge**  
Notice of both the ANNUAL PARISH MEETING 2025  
Followed by  
Annual Meeting of the Parish Council 2025  
Tuesday 13<sup>th</sup> May 2025 – Withypool Village Hall – 7.30pm

**Councillor(s): A Howard (Chair), T Lloyd, A Collins, W Lock, A Morrissey, S Russell, K Branfield**

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 13<sup>th</sup> May 2025 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](mailto:withypoolhawkridgeparishclerk@gmail.com)

Website: [www.parish-council.com/WithypoolandHawkridgeParishCouncil](http://www.parish-council.com/WithypoolandHawkridgeParishCouncil)

**Annual Parish Meeting:**

Business to be transacted:

1. Welcome by the Chairman of 2024/25
2. Minutes of the 2024 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:**

**39/25 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.

**40/25 Election of Chair**

**41/25 Election of Vice Chair and appointment of representatives**

Vice Chair  
Exmoor LCN  
Exmoor National Park Forum  
Henry Leigh Trust  
Withypool Village Hall  
HawkrIDGE Village Hall

**42/25 Apologies of Absence**

**43/25 Declarations of notifiable interests** Can be raised at specific points of the meeting.

**44/25 Approval of the Minutes** of the previous meeting on 11/03/2025

**45/25 Matters arising from the Minutes** of 11/03/2025

**46/25 Report by Somerset Council Councillors:**

**47/25 Planning:** none at time the agenda was issued

**48/25 Broadband Scheme**

**49/25 Highways:** (i) Signage Tarr Steps

**50/25 Finance Report:** (i) Invoices - Clerks Salary & Expenses Mar – Apr 25, Insurance, SALC Affiliation Fee  
(ii) Councillor Training  
(iii) Bank Mandate – review authorised signatories  
(iv) Presentation of 2024/25 accounts  
(v) Bank reconciliation  
(vi) Internal Audit – report from internal auditor. Approval of donation to British Red Cross  
(vii) Approval and signature of 2024/25 accounts and bank reconciliation

**51/25 Audit - Certificate of Exemption:** Approval and Signature

- Total annual gross income for the authority 2024/25 £10,337
- Total annual gross expenditure for the authority 2024/25 £4,733

**52/25 Audit - Section 1:** Annual governance statement 2024/25 – Approval and Signature

**53/25 Audit - Section 2:** Accounting statements 2024/25 – Approval and Signature

**54/25 Code of Conduct, Standing Orders, GDPR, Financial Regulations & Aims and Objectives:**  
Previously circulated – annual review

**55/25 Persistent and Vexatious Complainant Policy** – review & adoption

**56/25 Parish Gardens:** (i) Update on Grant eligibility (ii) Inspection Report

**57/25 Parish Maintenance:** (i) First Aid Training

**58/25 Flood Group Plan:**

**59/25 Chairman's Notices:**

**60/25 Correspondence:** (i) Somerset Prepared Minehead Resilience Roadshow 19<sup>th</sup> June (ii) Wessex Water Drop In Minehead 24<sup>th</sup> July

**61/25 Report from representatives of other groups:**

Withypool Village Hall

Hawkridge Village Hall

Henry Leigh Trust – nomination of Trustee

Exmoor LCN

Exmoor National Park Forum

**62/25 Parish Community** – including the social media page update, events by other groups not listed in 61/25:

**63/25 Items for July 2025 agenda**

**64/25 Date and time of next meeting:**

8<sup>th</sup> July 2025 at 7.30pm at Hawkridge Village Hall to be confirmed.

Future Meeting dates - tbc

Tuesday 9<sup>th</sup> September – Withypool Village Hall

Tuesday 11<sup>th</sup> November – Hawkridge Village Hall

Tuesday 13<sup>th</sup> January – Withypool Village Hall

Tuesday 10<sup>th</sup> March – Hawkridge Village Hall