



AXMOUTH PARISH COUNCIL

CLERK:
BECKI DAVEY
2 WESSITERS
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A meeting of Axmouth Parish Council was held on Wednesday 15th May 2019, at 7:00pm at Axmouth Village Hall

Minutes

Those present:

Cllr Ken Steven Cllr Morag Steven Cllr Nigel Daniel Cllr Ian Hunt
Cllr Graham Mather Cllr Ron Badger

In attendance: Becki Davey (Clerk) and Cllr Ian Hall (DCC).

The Councillors were summoned to attend a meeting of the Axmouth Parish Council to discuss the following matters;

- 1) **To welcome Councillors and receive their Declaration of Acceptance of Office:** Councillors welcomed Ron Badger as a new Councillor. All Councillors present signed a Declaration of Acceptance of Office.
- 2) **Election of Chairman**
 - a) **To invite nominations and elect a Chairman for the year:** Cllr Daniel proposed Cllr K Steven as Chair, Cllr Hunt seconded – all in favour. Cllr K Steven accepted but advised Councillors that this will be the last year that he is chair. Councillors **resolved** that Cllr Ken Steven be the Chairman of Axmouth Parish Council for the next year.
 - b) **To receive the Declaration of Acceptance of Office by the Chairman:** The declaration of acceptance of office was duly signed.
- 3) **Election of Vice-Chairman:** Cllr Mather proposed Cllr Daniel as Vice-Chairman, Cllr M Steven seconded – all in favour. Cllr Daniel accepted. Councillors **resolved** that Cllr Nigel Daniel be the Vice-Chair.

Commencement of Ordinary Council Meeting:

- 4) **Apologies:** Apologies were received from Cllr Chris Garrett, Cllr Paul Britton and Cllr Ian Thomas (EDCC). Approved. No apologies were received from Cllr Glenn Hyde.

Clerk confirmed that the meeting was quorate.

- 5) **Declarations of Interests:** None

- 6) **The Minutes of the Parish Council Meeting on 17th April 2019:** were **approved** and signed as a true record.
- 7) **Items to be dealt with after the public, including the press have been excluded:** Councillors agreed that there were none.
- 8) **Public Forum:** None
- 9) **To accept reports and agree actions on Highway matters:** Councillors advised that the national speed limit sign at the village gateway has now fallen off completely. **ACTION: CLERK** to report to DCC Highways again. Councillors mentioned the streetlight at Hawkesdown Close again. It worked for a while and has stopped again. Councillors still do not know who is responsible for the light. **ACTION: CLERK** to ask Cllr Ian Thomas again to find out if EDDC are responsible. Councillors asked about the Old Workshop. The Clerk will chase Building Control (EDDC) as there has been no report from them since it was reported again in April. **ACTION: CLERK** to chase Building Control. Councillors advised that signage both near the harbour (Speed) and Boshill Cross (directional) were being obstructed by vegetation. **ACTION: CLERK** to report via DCC 'report it' website.
- 10) **To set future meeting dates until the next Annual Council Meeting:** Future meetings dates were accepted and continue to be the third Wednesday of the month (excluding August and December where there is no meeting). **ACTION: CLERK** to display the dates on the noticeboard and website.
- 11) **To agree outside body representation:** Councillors resolved to **approve** the following representation:
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|---|--------------------|
| Jurassic Coast Champion | Cllr Ian Hunt |
| Devon Association of Local Councils (DALC) | Cllr Ron Badger |
| National Association of Local Councils (NALC) | Cllr Ron Badger |
| Axmouth Playground | Cllr Ian Hunt |
| Axmouth Village Hall | Cllr Graham Mather |
| P3 Partnership | Cllr Nigel Daniel |
| Highways Group | Cllr Chris Garrett |
| Road Warden | Cllr Ian Hunt |
- 12) **Review of Internal Control and GDPR procedures:**
- a) **Code of Conduct**
 - b) **Asset Register**
 - c) **Terms of Reference of Internal Audit**
 - d) **Financial Regulations**
 - e) **Standing Orders**
 - f) **Risk Assessment Procedures**
 - g) **Grant Awarding Policy**
 - h) **Complaints Procedure**
 - i) **Publication Scheme**
 - j) **Privacy Policy**
 - k) **Discipline Policy**
 - l) **Grievance Policy**
 - m) **Social Media Policy**

The Clerk had also previously issued the following for consideration during the meeting:

- n) **Information & Data Protection Policy – changed will be to was and updated phone number**
- o) **Press & Media Policy**
- p) **Management of Transferable Data Policy**
- q) **Councillor Privacy Notice – updated phone number**

Councillors resolved to **approve** the above Internal Control and GDPR Procedures.

13) Financial Matters:

- a) **To approve the financial statement to the end April 2019:** Councillors resolved to **approve** the financial statement.
- b) **To consider, approve and sign the Annual Governance Statement for the Annual Audit:** Councillors resolved to **approve** and sign the Annual Governance Statement.
- c) **To consider, approve and sign the Annual Accounting Statement for the Annual Audit:** Councillors resolved to **approve** and sign the Annual Accounting Statement.
- d) **To approve Standing Order to Peninsula Pensions:** Councillors **approved** the standing order. **ACTION: CLERK** to set up standing order.
- e) **To consider grant applications from Axmouth PCC for £400 towards the upkeep of the graveyard and £200 towards the production of the parish magazine:** Councillors considered the above applications. Councillors **approved** the applications. **ACTION: CLERK** to advise Axmouth PCC and make the payments via BACS
- f) **To approve the following payments:**

Printerinks	Ink Cartridges	Debit Card	£99.88
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The Clerk also asked for the following payments at the meeting:

Mrs T Jenkins	Internal Audit	BACS	£135.00
Axmouth PCC	Grant payment for Graveyard Upkeep	BACS	£400.00
Axmouth PCC	Grant payment for Parish Magazine	BACS	£200.00

Councillors **approved** the above payments.

14) Planning Applications and Correspondence: No new applications

15) Condition of Waterside Bench opposite Squires Lane and Roadside Bench north of village gateway:

Cllr K Steven has been approached by a local resident about the undercutting of the ground under the concrete plinth on which a bench is situated opposite the Squires Lane parking area. It is not owned by the Council, it is not know who owns the bench. Cllr Hall asked that the clerk send photos of this to him. **ACTION: CLERK** to send photos of the condition to Cllr Hall. The bench outside the village gateway towards Boshill Cross was also mentioned, the seat is broken. Again, this is not owned by the Council. Councillors, however, did ask the Clerk to contact Phil Tuckley to see if he would be able to repair it. **ACTION: CLERK** to contact Phil Tuckley.

16) To review Action Plan: Councillors reviewed the Action Plan, adding additional items for 2019.

17) Coronation Corner – Update on furnishings: Cllr K Steven advised Councillors that the bench is still out of stock - he will advise the Council when it is back in stock. Cllr Daniel confirmed the Information Board is in hand.

- 18) **Telephone Box: Update on lighting and to consider repainting:** The lighting is in place and works. The box needs painting. **ACTION: CLERK** to find out prices for the paint and **CLLRS** to ask local contractors if they would undertake the work.
- 19) **Footpaths: Update:** Cllr Daniel advised the project is underway but is still trying to establish owner details for the relevant land. Footpath 4 is to be repaired soon. **ACTION: CLLR DANIEL** to order required materials from Bradfords and speak to Mike Calvert to ask that he strims the area. **CLLRS** then to arrange a date to carry out the work.
- 20) **To accept reports and agree actions from the following:**
- a) **County Councillor: Cllr Hall** thanked Cllr K Steven for his hospitality at the visit with David Ashford (DCC Highways). Cllr Hall advised Councillors that he would be happy to pass on any local concerns or issues to the East & Mid Devon Safety Community Partnership – LAG. Cllr Hall also provided a report to all Councillors about the Axe Valley Health & Wellbeing Forum. Are looking at joining with Lyme Regis. Will be a large demographic (and more resources). All have similar issues; mental health, social isolation, dementia care etc. Cllr Hall is confident that will be able to have place based care within the area. A press release about the forum will be issued in two weeks. CCG Devon and Dorset believe it is a good idea.
 - b) **District Councillor: Cllr Thomas** was unable to attend the meeting but will forward a report to all Councillors. See www.trinitymatters.co.uk for more information.
 - c) **Parish Councillors:** Cllr Hunt advised that Alan Harrison has managed to secure £500 grant for the playground and is applying for some more. The playground really needs £30k to complete all the necessary replacement of equipment and repairs. Cllr K Steven advised that he has met with Cllr Hall and David Ashford from DCC Highways to discuss local issues, although they are still to do a drive-around this was a useful exercise.
 - d) **Parish Clerk:** The Clerk had nothing to report.
- 21) **To accept any relevant correspondence:** All correspondence accepted.

Next Parish Council Meeting Wednesday 19th June 2019

The meeting ended at 8:08pm

Date:

Chairman: