



AXMOUTH PARISH COUNCIL

CLERK:
BECKI DAVEY
2 WESSITERS
SEATON
EX12 2PJ
TEL: 01297 24009

A meeting of Axmouth Parish Council was held on Wednesday 17th May 2017, at 8:00pm at Axmouth Village Hall.

Minutes

Those present:

Cllr Ken Steven Cllr Morag Steven Cllr Sam Miller Cllr Glenn Hyde

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

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

- 1) Election of Chairman:** Cllr Morag Steven proposed Cllr Ken Steven, Cllr Sam Miller seconded. All in favour. Councillors therefore resolved that Cllr Ken Steven be the Chairman of Axmouth Parish Council for the next year. The declaration of acceptance of office was duly signed.
- 2. Election of Vice-Chairman:** Cllr Ken Steven proposed Cllr Nigel Daniel, Cllr Glenn Hyde seconded. All in favour (Cllr Daniel had been asked if he should like to stand prior to the meeting). Councillors therefore resolved that Cllr Nigel Daniel be the Vice-Chair.

Commencement of Ordinary Council Meeting:

- 3) Apologies:** Apologies were received and accepted from: Cllr Ian Hunt (family), Cllr Alan Harrison (holiday), Cllr Nigel Daniel and Cllr Ian Thomas (EDDC) (work). No apologies were received from Cllr Sarah Hill
- 4) Declarations of Interests:** None.
- 5) The Minutes of the Parish Council Meeting on 19th April 2017:** were **approved** and signed as a true record.
- 6) Items to be dealt with after the public, including the press have been excluded:** Councillors agreed that there were none.
- 7) To accept reports and agree actions on Highway matters:** Cllr Ken Steven to arrange a drive around the area with new County Councillor Ian Hall to familiarise himself with the area and the roads within.

8) **To accept 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). **ACTION: CLERK** to display the dates on the noticeboard and website.

9) **To agree outside body representation:** Councillors resolved to **approve** the following representation:

Jurassic Coast Champion	Cllr Ian Hunt
Devon Association of Local Councils (DALC)	Cllr Alan Harrison
National Association of Local Councils (NALC)	Cllr Alan Harrison
Axmouth Playground	Cllr Ian Hunt
Axmouth Village Hall	Cllr Ken Steven
P3 Partnership	Cllr Nigel Steven

10) **Planning:** 17/1091/TRE - Fell 2 x Cherry trees T1 and T2 the trees are of a low amenity value and in poor condition - Frogmore Stepps Lane Axmouth Seaton EX12 4AR. Councillors had no objection. **ACTION: CLERK** to advise EDDC planning.

11) **Review of Internal Control 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

Councillors resolved to **approve** the above Internal Control Procedures

12) **Financial Matters:**

a) To approve the financial statement to the end April 2017: Councillors resolved to **approve** the financial statement

b) To approve the income & expenditure accounts 1 April 2016 – 31 March 2017: Councillors resolved to **approve** the income and expenditure accounts

c) To consider, approve and sign the Annual Governance Statement for the Annual Audit: Councillors resolved to **approve** and sign the Annual Governance Statement

d) To consider, approve and sign the Annual Accounting Statement for the Annual Audit: Councillors resolved to **approve** and sign the Annual Accounting Statement

e) To consider the opening of a Bradfords Credit Account: Councillors resolved to **approve** the application. **ACTION: CLERK** to complete application

f) To approve the following debit card and cheque payments

Mrs R Davey	Reimburse expenses	£ 15.00	BACS
Rhino Play Limited	Basket Swing purchase	£5092.80	BACS
M Calvert	Footpath Maintenance	£ 60.00	Cheque 790

Councillors **approved** the cheque payment

Councillors **approved** the BACS payment

The Clerk requested the following additional payment:

Mrs T Jenkins	Internal Audit Fee	£ 105.00	BACS
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Councillors **approved** the additional BACS payment

- 13) Consider painting and repair of bollards and lighting columns on the Old Bridge, Axmouth Harbour:**
Councillors resolved to **approve** the painting and repairs. A quote has been received from DCC to carry out the works. The Council is still awaiting a quote from another party. Cllrs agreed that once this quote was received, the Chair and Clerk would decide who should carry out the works. **ACTION: CLERK** to contact the successful contractor to carry out the works once decision has been made.
- 14) Axmouth Bridge Signage:** Cllr Daniel had requested this be placed on the agenda but was unable to attend due to work commitments. Deferred to next meeting.
- 15) To accept reports and agree actions from the following:**
- a) County Councillor: Cllr Hall had already spoken at the annual parish meeting. See those minutes for details.
 - b) District Councillor: Cllr Thomas was unable to attend the meeting. See www.trinitymatters.co.uk for information.
 - c) Parish Councillors: Cllr Hyde has been obtaining quotes and costings towards the conversion of the phone box to an information and swap shop. **ACTION: CLLR HYDE** to forward details to Clerk to begin the parishes together grant application process.
 - d) Parish Clerk: There was no report from the Clerk this month.
- 2) To accept any relevant correspondence:** All correspondence accepted.

Date of the next Council Meeting - Wednesday 21st June 2017

The meeting ended at 8:46pm

Date:

Chairman: