



AXMOUTH PARISH COUNCIL

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

A meeting of Axmouth Parish Council was held on Wednesday 16th May 2018, at 7:00pm at Axmouth Village Hall.

Minutes

Those present:

Cllr Ken Steven Cllr Morag Steven Cllr Ian Hunt Cllr Chris Garrett Cllr Graham Mather

In attendance: Becki Davey (Clerk)

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 Graham Mather seconded. All in favour. Councillors **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 Ian Hunt proposed Cllr Nigel Daniel, Cllr Morag Steven seconded. All in favour (Cllr Daniel had been asked if he should like to stand prior to the meeting). Councillors **resolved** that Cllr Nigel Daniel be the Vice-Chair.

Commencement of Ordinary Council Meeting:

- 3) Apologies:** Were received from and approved for Cllr Nigel Daniel, Cllr Alan Harrison, Cllr Glenn Hyde, Cllr Sarah Hill, Cllr Ian Hall (DCC) and Cllr Ian Thomas (EDDC)

Clerk confirmed that the meeting was quorate.

- 4) Declarations of Interests:** None
- 5) The Minutes of the Parish Council Meeting on 18th April 2018:** 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) Public Forum:** None

- 8) **Police Report:** No members of the force were present at the meeting. A report had been received that advised there had been 3 crimes; 1 criminal damage, 1 damage to a car, 1 minor assault. There were also 4 road traffic issues.
- 9) **To accept reports and agree actions on Highway matters:** Cllr Hall has produced a letter to be issued to people who are causing damage to the banks and road edges within the village. **ACTION: CLERK** to advise Cllr Hall of details. Cllr M Steven is going to report the pot hole at Vastins Meadow Stables. There is also a pot hole by the Bindon Manor tradesman entrance and the kerbing is still an issue outside 2&3 Coldwell Lane Terrace as well as by Squires Lane car park. All to be reported via DCC Highways 'Report It' system. **ACTION: CLERK** to ask Cllr Hall if it would be possible for scalplings to be laid along the river side of Axmouth Road as Cllr Knight used to arrange.
- 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). **ACTION: CLERK** to display the dates on the noticeboard and website.
- 11) **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 Graham Mather |
| P3 Partnership | Cllr Nigel Daniel |
| Seaton Coastal Highways Group | Cllr Morag Steven |
- 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 & Grievance Policy**
 - l) **Social Media Policy**

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

- m) **Councillor Privacy Policy**
- n) **Information and Data Protection Policy**
- o) **Press and Media Policy**
- p) **The Management of Transferable Data Policy**

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

13) Financial Matters:

- a) **To approve the financial statement to the end April 2018:** Councillors resolved to **approve** the financial statement.
- b) **To approve the 2% nationally agreed pay increase for the Clerk effective 1st April 2018:** Councillors resolved to **approve** the 2% pay rise.
- 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 approve the following payments**

| | | |
|------------------------------------|-----------------------------------|----------------------|
| Bradfords Building Supplies | Materials for step repair | BACS £ 6.95 |
| Christine Garrett | Travel Expenses | BACS £ 25.38 |
| Seaton Print & Design | Emergency Booklet Printing | BACS £ 337.00 |

Clerk requested an additional BACS payment:

| | | |
|----------------------|------------------------------|----------------------|
| Mrs T Jenkins | Annual Internal Audit | BACS £ 105.00 |
|----------------------|------------------------------|----------------------|

Councillors **approved** the above BACS payments.

14) Planning Applications: No new applications.

15) Telephone Box: Further development including repairs and possible CCTV & lighting: Following the vandalism to the phone box, the Councillors discussed the clear-up and considered CCTV and lighting. Cllr Hyde has offered to clean up the damage and replace the damaged shelf. Councillors decided that the vandalism was a one-off and have decided not to purchase CCTV and lighting at this time. **ACTION: CLERK** to ask Phil Tuckley to replace screws on boards to flush ones to allow for the information board to be put in position.

16) Village Workshop – Condition of: Masonry and roofing is starting to come off this building and falling on to the highway, thereby being a health and safety issue. **ACTION: CLERK** to report to EDDC.

17) To accept reports and agree actions from the following:

- a) **County Councillor:** Cllr Hall was unable to attend but had provided a report which had been previously circulated to all Councillors.
- b) **District Councillor:** Cllr Thomas was unable to attend. See www.trinitymatters.co.uk for informations.
- c) **Parish Councillors:** Both Cllr Garrett and Cllr Mather had attended a new councillor course which they found useful. Cllr Hunt will be strimming and cutting the grass within the playground next week. He asked the clerk for the details of his fixed asset review so he may check his responsibilities. Cllr K Steven got in touch with Cllr Ian Thomas regarding Bovis home and the CEMP. He advised David Cocker, EDDC planning enforcement officer, who followed up on the complaint.
- d) **Parish Clerk:** Clerk advised that the Internal Audit went well. She thanked those Councillors who had set up their cllr emails and reiterated the importance for all councillors to do so.

18) **To accept any relevant correspondence:** All correspondence accepted.

Next Parish Council Meeting Wednesday 20th June 2018

The meeting ended at 7:52pm

Date:

Chairman: