

AXMOUTH PARISH COUNCIL

Clerk: Annie Dallaway, Fairview, Southleigh, Colyton, Devon, EX24 6JA

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The Annual Meeting of Axmouth Parish Council was held on Wednesday 15 May 2013, at 7pm at Axmouth Village Hall.

Minutes

Those present:

Cllr Carol Rapley (Chair)

Cllr Irene Harrison

Cllr Emily Mclvor

Cllr Crescy Cannan

Cllr Glenn Hyde

Cllr Ken Steven

Cllr Alan Harrison

Cllr Keith Lawes

Cllr Morag Steven

In attendance: Annie Dallaway, Clerk; Cllr Jim Knight (DCC); Cllr Ian Thomas (EDDC)

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

1. **To appoint a Chairman.** Cllr M Steven proposed Cllr Rapley and Cllr Lawes seconded. **The Council resolved to appoint Cllr Rapley as the Chair for the forthcoming year.**
2. **To receive the Chairman's Declaration of Acceptance of Office.** This was received and signed.
3. **To appoint a Vice-Chairman.** Cllr K Steven proposed Cllr Cannan and Cllr Hyde seconded.
4. **Apologies** None received.
5. **Declarations of Interests:** There were no declarations of interest. The Clerk reminded councillors of the need to update the Register of Members' Interest Forms as appropriate and within 28 days of acquiring a new declarable interest.
6. **The Minutes of the Parish Council Meeting on 17 April 2013** were approved and signed as a true record.
The Minutes of the Parish Council Meeting (Planning) on 1 May 2013 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. **Police Report:** There were no representatives of Devon & Cornwall Constabulary in attendance at the meeting. The Clerk reported that there had been two crimes in April 2013 in Axmouth – one offence under the Communications Act and one incident of harassment.
9. **Public Forum:** There were no members of the public present at the meeting.
10. **To accept reports and agree actions on Highway matters**
 - a) **Maintenance items**
 - Cllr Knight reported that the drainage problem at Stedcombe had yet to be resolved and the resurfacing of the B3172 had been delayed.
 - A Highways order has been issued but work is still outstanding to restore the priority at Dowlands T Junction to its original status. Warning signs will also be required to advise motorists of the change in priority.

- The vegetation and over hanging tree have now been cut back on Pound Hill although further cutting back would be desirable if possible.
- The road to Musbury is currently closed due to the collapse of the culvert beneath the road.

b) Traffic Mitigation Study

DCC designers have now produced a provisional traffic scheme for consideration. However, a full appraisal cannot take place until the topographical survey has been completed. The final design will need to be approved at the HATOC meeting in the autumn.

11. Planning.

a) To consider new planning applications.

There were none received.

b) Planning Correspondence etc.

Discussion took place regarding the production of a Neighbourhood Plan as it is now possible for Towns and Parishes to access funding to support the process. The Clerk will contact the Community Council of Devon to clarify potential training courses and sources of financial support. Cllr Lawes will also research the matter further and an update will be provided at the June meeting. Cllr Thomas will inform EDDC that the Parish Council is researching the possibility of producing a Neighbourhood Plan. **ACTION: CLERK/CLLR LAWES**

12. Financial Matters

The Clerk presented the annual accounts and the Audit Commission Annual Return for the 1 April 2012 – 31 March 2013

- The Council resolved to approve the Audit Commission Accounting Statements for 1 April 2012 – 31 March 2013.**
- The Council resolved to approve the Audit Commission Annual Governance Statement for 1 April 2012 – 31 March 2013**
- The Council resolved to approve the financial statement to 30 April 2013**
- Cheques required as listed on the agenda:**

708	Axminster DALC	£10	Annual Membership
709	John Walker	£132	Oak plaque
710	DALC	£30	New Councillor training

The Council resolved to approve the cheques as listed above. The Clerk requested an additional cheque for £8 to reimburse Cllr Cannan for her expenses relating to the recent survey of the brook.

e) Parishes Together Fund – project update

The Clerk will contact the Clerk at Exmouth Town Council for an update regarding the Jurassic Coast project. The brook maintenance project priorities will be confirmed once the report is available from the recent brook survey.

- Approve payment of £25 to Devon Wildlife Trust to enable Axmouth residents to attend the brook survey** – the Council resolved to approve this payment and the Clerk requested the cheque be raised at this meeting to avoid delay.

g) S106 funding

The Clerk has written to local landowners to explore whether they are willing to sell or lease some land for a small kick-about space and shelter for older children. A reply has been received from two landowners but no suitable land identified as yet.

13. Review of Internal Controls procedures

a) Review of Asset Register

A full review of the Asset Register took place at the meeting with direct reference to the property schedule within the insurance policy. Councillors agreed that all playground equipment (including play equipment and gardening tools) should be covered by the Council's

insurance. However, the playground equipment should not appear on the Council's asset register as the equipment is owned by the Playground Committee.

The Council resolved to approve the updated Asset Register - see Appendix 1 to the minutes.

b) Review of Risk Assessment procedures

The Clerk had previously circulated revised Risk Assessment procedures for approval. The Clerk will look into the purchase of an external hard drive to enhance data protection. Councillors agreed to carry out a formal review of fixed assets on an annual basis – the review of fixed assets for this financial year will take place on **13 July 2013 and a report provided at the Parish Council meeting on 17 July 2013**. Individual councillors have been allocated responsibility for the monitoring of particular assets. The Clerk will revise the Fixed Asset Review Form for ease of use.

The Council resolved to approve the following documents:

Revised Risk Assessment procedures – Appendix 2

Fixed Asset Log (allocated councillor) - Appendix 3

Fixed Asset Review Form – Appendix 4

c) Review of Terms of Reference of Internal Audit

The Clerk had previously circulated the existing Terms of Reference of Internal Audit for approval.

The Council resolved to approve the existing Terms of Reference of Internal Audit – Appendix 5.

14. Community Flood Plan – to receive an update from the working group.

The working group has not yet met. The initial meeting will be scheduled for early June. Cllr Cannan expressed an interest in joining the working group. **ACTION: CLLR M STEVEN**

15. To review and agree actions on the following village projects:

a) Jubilee Walk project

Cllr Lawes reported that it was not possible to progress this project until the DCC budget was confirmed for 2013/14. Cllr Lawes will continue to liaise with Steve Gardner DCC PROW Officer, and update the Council as information becomes available.

b) Active Villages

The Short Mat Bowls scoreboard and sets of bowls have now been received by the Village Hall Committee and the table tennis tables are due to be delivered this week. The jive dance taster sessions will also be scheduled in due course.

c) Community Day – Saturday 13 July

Cllr M Steven will organise posters and compile a list of jobs. **ACTION: CLLR M STEVEN**

16. To review and agree actions on the following village amenities:

a) Burial ground

Cllr Rapley reported that she had met with a local landowner and representatives of the Friends of the Church in order to progress this matter. Initial proposals to construct a path to the potential new burial ground site were proving problematic with concerns raised regarding access. Representatives of the Friends of the Church also met with the Archdeacon to discuss this matter and a meeting has been suggested with the Diocesan Advisory Committee. Councillors agreed that it would be appropriate to explore other possible plots of land within the village. Cllr Rapley will continue to liaise with representatives of the Friends of the Church and a further report will be provided at the June meeting. **ACTION: CLLR RAPLEY**

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

a) County Councillor Cllr Knight reported on the following:

- The South West Coast Path footpath diversion from Old Beer Road to Seaton Hole is nearing completion.

- Cllr I Harrison expressed concern regarding a section of the bank in Higher Lane which is collapsing over the grate. Cllr Knight will look into this. **ACTION: CLLR KNIGHT**

b) East Devon District Councillor Cllr Thomas reported that he was now Portfolio Holder for Economy and also Chair of the Seaton Regeneration Board.

c) Parish Councillors

- Cllr A Harrison had previously circulated a report on the Axminster DALC meeting on 30 April. The next meeting will be a training session on planning and will be held at Musbury Village Hall on 30 July.
- Cllr K Steven reported that the Village Hall Committee had recently met with the PCC to explore the option of creating a walkway and improved access between the church and the Village Hall to enable church users to take advantage of the kitchen and toilet facilities within the Village Hall. Cllr Rapley suggested that the Village Hall Committee write a letter to the Parish Council outlining these proposals which can then be discussed at the Parish Council meeting in June.
- Cllr Rapley suggested it would be useful to agree special areas of responsibility for Parish Councillors:

Special area of responsibility	Councillor
Affordable Housing	Cllr Rapley/Cllr Mclvor
DALC (Axminster)	Cllr A Harrison
Flood Plan	Cllr M Steven
Footpaths	Cllr K Lawes
Jurassic Coast	Cllr Rapley/Cllr Cannan
Natural Axmouth	Cllr Cannan
Oil syndicate	Cllr Hyde
Planning policy	Cllr Mclvor
Playground	Cllr Mclvor
SI06	Cllr Cannan
Seaton Regeneration	Cllr Rapley
Traffic	Cllr Rapley/Cllr M Steven
Village Hall	Cllr K Steven
Website	Cllr K Lawes

d) Parish Clerk

- **Locality budget update** – the anti-slip coating and preservative will be applied to the footbridge in the near future. Councillors agreed that the slight under spend in funding should be allocated to the purchase of additional bird silhouettes for the Viewing Platform.
- **Visit to social housing development in Uplyme** – the confirmed date for councillors to visit the new development is 16 May.
- **Best Kept Village** – the Clerk has circulated the checklist and guidelines for entry to all councillors. The first round of voting will take place during May.

18. To accept any relevant correspondence - see Appendix A to the Agenda

Cllr Rapley highlighted the consultation response from the Axe Yacht Club regarding the Axe Estuary Marine Conservation Zone. Councillors agreed to monitor any further developments regarding this.

15. Date of the next meeting of the Parish Council Wednesday 19 June 2013.

The meeting ended at 9.30pm

Date:

Chairman: