



# AXMOUTH PARISH COUNCIL

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CLERK:  
BECKI DAVEY  
2 WESSITERS  
SEATON  
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**A meeting of Axmouth Parish Council was held on Wednesday 20 May 2015, at 7:00pm at Axmouth Village Hall.**

## Minutes

### Those present:

Cllr Glenn Hyde      Cllr Ken Steven      Cllr Alan Harrison

**In attendance:** Becki Davey (Clerk), Keith Lawes (outgoing chair), Morag Steven, Nigel Daniel, Sarah Hill (Prospective co-opted Councillors)

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

1. a) **Election of Chairman.** Cllr Harrison proposed Cllr Steven. Cllr Hyde Seconded. **The Council resolved to appoint Cllr Steven as chairman.**  
b) **To receive the Chairman's Declaration of Acceptance of Office.** This was received and signed.
- 2) **Election of Vice Chairman.** Cllr Steven proposed Cllr Harrison. Cllr Hyde seconded.
- 3) **Apologies:** Were received and approved from Cllr Jim Knight (DCC) and Cllr Ian Thomas (EDDC)
- 4) **Declarations of Interests:** None
- 5) **The Minutes of the Parish Council Meeting on 15 April and 29 April (planning) 2015:** 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) **Police Report:** There were no members of the force present. The clerk advised that there had been one crime in April, an attempted theft from a motor vehicle.
- 8) **Public Forum:** No matters were raised.
- 9) **To consider co-option of new Parish Councillors:** There were three interested parties. Having received and read resumes from all three, Cllr Harrison proposed they all be co-opted, Cllr Hyde seconded. **Nigel Daniel, Sarah Hill and Morag Steven were all co-opted to become members of Axmouth Parish Council.** Declarations of Office were signed and received.
- 10) **To accept reports and agree actions on Highway matters:**

**Maintenance items:** Cllr Harrison mentioned the hedges and bushes along Pound Hill getting so overgrown that the street lights are now being covered and you also have to go quite a way out on the road to avoid. Now become a Health and Safety matter. Despite numerous attempts at contacting the owner, nothing has been done. **ACTION: CLERK** to report to DCC to see if there is anything that can be

done. Cllr M Steven reported the kerbing outside Tulip Tree Cottage is still damaged by the brook.  
**ACTION: CLERK** to report to DCC.

11) **Planning:**

**To consider new planning applications: 15/1009/FUL – Formation of garage by constructing roof between retaining wall and house and construction of rear single storey extension – Houndsworth, Axmouth** Councillors had no objection but request clarification on the proposed height of the garage and also further details on the retaining wall as this appears to be part of the proposed extension itself.

12) **Financial Matters**

a) **The financial statement to 30 April 2015 was received.** The Council resolved to approve the financial statement to 30 April 2015.

b) **Cheques:**

728	Mrs I Harrison	£49.98	Reimburse expenses
729	Axmouth Village Hall	£42.00	Hall hire Jan – Apr 2015
730	Mrs R Davey	£52.14	Reimburse expenses and postage

**The Council resolved to approve the cheques as listed above.**

The Clerk asked for an additional two cheques.

731	Mrs R Davey	£898.20	Reimburse purchase of new laptop and accessories
732	South & West Internal Audit	£ 90.00	Annual Internal Audit fee

**The Council resolved to approve the additional cheques as listed above.**

13) **To approve the meeting dates until May 2016.** The Council resolved to approve the meeting dates.

14) **Review of Internal Control procedures**

- i) Review of Asset Register
- ii) Review of Risk Assessment procedures
- iii) Review of Terms of Reference of Internal Audit
- iv) Review Financial Regulations
- v) Review Standing Orders

**The Council resolved to approve the above internal control procedures.**

15) **To consider training for Councillors.** The Clerk explained the various training available and dates they are being offered. **ACTION: CLERK** to email the list and dates to Councillors so they may check their schedules and **ALL CLLRS** to advise the clerk of courses they will attend so they may be booked.

16) **Fixed Asset review responsibilities:** The responsibility of reviewing the Council's fixed assets has been updated. **ACTION: CLERK** to advise Councillors of their area of responsibility.

17) **Outside bodies representation:** To be deferred to next meeting. **ACTION: CLERK** to prepare a list of outside bodies within the area.

18) **Riverside Project:** Defer for two months. **Coronation Corner** The underpinning of the wall is becoming a real concern. **ACTION: CLERK** to ask Cllr Thomas to contact EDDC for an update. Clerk to also: contact Bindon to see if they would object to remedial works being undertaken as they own the riverbed; Contact Land Registry to get exact boundaries; Contact EA to receive advice and EDDC to see what specification of works would be required.

19) **Parishes Together Funding – an update: 2013/14** Uplyme is still waiting for a date for chapter 8 training for their contractor and some of the people in the village who will help out with road warden etc. **ACTION: CLERK** to confirm with Julian Langworthy that he is chapter 8 and provide him with the tender spec.

**2014/15** The application for funding for new gateway signs with Seaton Town Council has been approved. The Clerk is in contact with DCC Highways over this and the new signs will be installed in the near future.  
**2015/16** Clerk advised Councillors the funds are now available and explained to the new Councillors what Parishes Together funding is. To be deferred to next meeting to allow Councillors time to consider possible projects.

**20) To accept reports and agree actions from the following:**

- a) **County Councillor.** None received.
- b) **East Devon District Councillor.** None received.
- c) **Parish Councillors.** **Cllr Hyde** wondered whether to place a poster in the village to remind residents of their responsibility to keep boundaries clear. Cllrs decided to not do this, but to deal with any issues should they arise. Cllr Hyde wondered who was helping with keeping the playground grass cut. (Ian Hunt to be reminded of his offer). Local parents have been asked if they are able to help, but no replies as yet. Cllr Hyde raised the issue of the ploughing and planting in the field which footpath 3 goes through (Between Stepps Lane and Barn Close Lane) as the route of the footpath is no longer clear. **ACTION: CLERK** to contact Bindon estate. **Cllr K Steven** has cleared the path to the viewing platform at Coronation Corner.
- d) **Parish Clerk** Report received and accepted. The Clerk advised that since the issue of the report, the audit has been completed and is all satisfactory with no issues. **ACTION: CLERK** to check to see if the BKV that is not running is EDDC or CPRE, or both.

**21) To accept any relevant correspondence - see Appendix A to the Agenda. All accepted.**

**Date of the next meeting Wednesday 17<sup>th</sup> June 2015**

The meeting ended at 8:23

Date: .....

Chairman: .....