



# AXMOUTH PARISH COUNCIL

CLERK:  
BECKI DAVEY  
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**A meeting of Axmouth Parish Council was held on Wednesday 18<sup>th</sup> May 2022, at 7:00pm at Axmouth Village Hall**

**Those present:**

Cllr Graham Mather                      Cllr Chris Garrett                      Cllr Paul Britton                      Cllr Jonathan Wiseman  
Cllr Paul Zisman                      Cllr Ken Steven                      Cllr Morag Steven

**In attendance:** Becki Davey (Clerk), Cllr Ian Hall (DCC), Cllr Ian Thomas (EDDC)

- 1) **Election of Chair:** The outgoing chair, Cllr K Steven, thanked Councillors and the Clerk for their help during his time as both a Councillor and the Chair. Cllr K Steven and Cllr M Steven have now resigned and left the meeting at 7:04. **ACTION: CLERK** to advise EDDC of the two vacancies.
  - a) **To invite nominations and elect a Chairperson for the year:** Cllr G Mather nominated Cllr Garrett. Cllr J Wiseman seconded. All in favour. Cllr Garrett is the new Chairperson of Axmouth Parish Council.
  - b) **To receive the Declaration of Acceptance of Office by the Chairperson:** Cllr Garrett signed the declaration of acceptance of office.

Cllr Garrett continued to chair the meeting.

- 2) **Election Of Vice Chair:** Cllr C Garrett nominated Cllr Daniels (who had agreed to stand again prior to the meeting) and Cllr G Mather seconded. All in favour. Cllr Daniel is vice-chair.

**Commencement of Ordinary Council Meeting:**

- 3) **Apologies:** Cllr Ron Badger & Cllr Nigel Daniels. Approved.

The meeting was quorate.

- 4) **Declarations of Interests:** Cllr Britton declared an interest for item 16d) once the Clerk began her report.
- 5) **The Minutes of the Parish Council Meeting on 20<sup>th</sup> April 2022:** The minutes were **approved** and signed.

**6) To agree any items to be discussed after the public, including the press have been excluded:**

None. No members of the public were present.

**7) Public Forum:** No members of the public were present.

**8) Highway Matters:** Cllr Hall advised that he would be prepared to put some of his locality budget towards the cost of the pole that is being placed outside Marandellas for a VAS. Cllr Britton advised that the directional signpost towards Boshill Cross from Colyford is falling apart. **ACTION: CLERK** to advise Highways and to also chase Highways regarding the poles along Chapel Street and the narrow road signage by the footpath by the Church.

**9) To set future dates until the next APCM:** The future dates were discussed and it was agreed to continue to hold the meetings on the third Wednesday of the month apart from March 2023 when it will be the fourth Wednesday. There will be no meeting in August and December. Additional meetings may be required during the year for planning applications.

**10) To agree outside body representation:** Councillors approved the following outside body representatives;

Footpath Warden (P3 Co-ordinator) – Cllr Daniel

Highways Group – Cllr Garrett

Jurassic Coast Champion – Cllr Britton

Community Safety Group – Cllr Badger

Seaton Beach Management Plan Group – Cllr Daniel

**11) Review of Internal Controls:** Councillors approved the following Internal Controls;

- a) Standing Orders
- b) Financial Regulations
- c) Fixed Asset Register
- d) Risk Register
- e) Statement of Internal Controls
- f) Policy on Filming & Recording Parish Council Meetings
- g) Privacy Notice
- h) Councillor Privacy Policy
- i) Information & Data Protection Policy
- j) Management of Transferable Data Policy
- k) Press & Media Policy
- l) Social Media Policy
- m) Document Retention & Disposal Policy
- n) Disciplinary Policy
- o) Grievance Policy
- p) Complaints Procedure
- q) Publication Scheme
- r) Training Policy
- s) Grant Awarding Policy

**12) Review Action Plan:** Councillors reviewed the Action Plan. No items to be added.

13) Review Fixed Assets Responsibilities: The fixed asset list and responsibility for them was updated.

#### 14) Financial Matters:

- c) To approve the financial statements to the end April 2022: Councillors **approved** the financial statement.
- d) To consider, approve and sign the Annual Governance Statement for the Annual Audit: The item was considered, approved and signed.
- e) To consider, approve and sign the Annual Accounting Statement for the Annual Audit: The item was considered, approved and signed.
- f) To discuss bank signatories: Now that Cllrs K & M Steven have resigned, new bank signatories are required and now that Cllr Garrett is chairperson, she will need to be a bank signatory and therefore no longer able to carry out the quarterly bank reconciliation. It was agreed that the clerk first check with Cllr Badger to ascertain who he banks with. Cllr Zizman offered to carry out the quarterly bank reconciliations in the future.
- g) To agree subscriptions, DD's and STO's for the next year: The Clerk had provided a list of DD's, STO's and Subscriptions for the next year. Councillors approved them all.
- h) To approve the following payments:

DALC	Annual Membership	BACS	122.11
Axmouth Village Hall	Hall Hire for 2021/22	BACS	98.00
HP	Replacement Printer	DC	149.99
Amazon	10 tables for Jubilee Celebration	DC	669.50
Argos	10 tables for Jubilee Celebration	DC	753.95
Earmarked Reserves	Transfer from General account	TRANS	2051.00

The Clerk also advised Councillors of the following payments to be considered:

Seaton Print & Design	Jubilee Celebration Leaflets	BACS	134.50
Mrs J Stansfield	Jubilee Celebration Bunting	BACS	77.10
Mrs T Jenkins	Internal Audit Fee	BACS	139.00
McAfee	2 year Antivirus Protection	BACS	80.99

Councillors approved the above payments.

#### 15) Planning Applications:

**New applications for consideration: 22/0720/FUL | Pinewood Homes Sidmouth Road Rousdon Devon DT7 3RD | Demolition of existing office and hardstanding and change of use to form extension to existing holiday park for the siting of 3 lodge style caravans for holiday use and 1 lodge style caravan for office and ancillary works.** Councillors discussed the planning application. Councillors support the application. **ACTION: CLERK** to advise EDDC.

**Scheme of Delegation:** Councillors agreed to continue to use the Planning Scheme of Delegation for the coming year.

#### 16) To accept reports and agree actions from the following:

- a. **County Councillor:** Cllr Hall attended the meeting. He had provided a report to all councillors prior to the meeting, see [Agendas and Minutes - Axmouth Parish Council](#) for a

copy of the report. Everyone is struggling at the moment and everyone needs support. Both Cllr Hall and Cllr Thomas will do as much as they can to help by signposting them to the right place.

- b. **District Councillor:** Cllr Thomas attended the meeting. See [trinitymatters.co.uk](http://trinitymatters.co.uk) for further information. Energy cost rebate. EDDC have already paid out 79% of eligible grants totalling £5m. EDDC are doing a great job. 12k claims left to process. They are currently inviting those who don't have bank accounts or are harder to reach to come forward. This is having an impact on oil based heating which has increased from 17p to £1 per litre. Cranbrook is getting a town centre. £5.5m grant to build this now that land has been found. Business Rates money from the enterprise zone will be used to help. Cranbrook should consist of 8k homes, 20k people by the end. Blue Flag awards have been awarded to Seaton Beach as well as Exmouth, Sidmouth & Beer, this is good for tourism. A sign has been provided to the Parish Council to go by the Oak Tree donated by EDDC which is now part of the Queen's Green Table. Councillors to let Cllr Thomas know if they want him to come to do an official opening during the Jubilee Celebration weekend.
- c. **Parish Councillors:** No reports.
- d. **Clerk's report:** The Clerk provided a report at the meeting. Approved.

17) To accept any relevant correspondence: All correspondence accepted.

**Parish Council Meeting (Planning) 8<sup>th</sup> June at 6:30 pm, Planning Council Meeting 15<sup>th</sup> June 2022 at 7:00pm**

Date: .....

Chairman: .....

Meeting ends 8:31