



AXMOUTH PARISH COUNCIL

CLERK:
ANDY COMERFORD
CAMELLIA COTTAGE
QUEENS STREET
EX24 6JX
Tel no: 07895 910543

10th May 2023

Dear Parish Councillors and Members of the Public,

Councillors are summoned and members of the public are invited to attend the Annual Council Meeting of Axmouth Parish Council on **Wednesday 17th May 2023 at 7:00pm at Axmouth Village Hall** for the purpose of transacting the following business:

AComerford

Andy Comerford
Clerk to the Council

Agenda

1. Election of Chairman
 - a) To invite nominations and elect a Chairman for the year
 - b) To receive the Declaration of Acceptance of Office by the Chairman
2. Election of Vice-Chairman

Commencement of Ordinary Council Meeting:

3. To receive and acknowledge apologies. Cllr Badger, on holiday.
4. **Declaration of Interests:** In accordance with the Code of Conduct, members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at East Devon District Council within 28 days of the change.
5. Minutes of the Parish Council meeting held on 19th April 2023 to be approved.
6. To agree any items to be discussed after the public, including the press, have been excluded:
7. Public Forum:
8. Highway Matters:
 - a) VAS
 - b) 20 mph Speed Limit. (Cllr Drown e-mail circulated to Councillors)

[Email:clerk@axmouth.eastdevon.gov.uk](mailto:clerk@axmouth.eastdevon.gov.uk)



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9. To set future meeting dates until the next Annual Council Meeting:

10. To agree outside body representation: Footpath Warden (P3 Co-ordinator), Highways Group, Jurassic Coast Champion, Community Safety Group, Seaton Beach Management Plan Group

11. Review of Internal Control and GDPR procedures:

- 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:

13. Review Fixed Assets Responsibilities:

14. **Financial Matters:** *(Unless stated otherwise, any items requiring signatures will be signed at the next face to face meeting)*

- a) To approve the financial statements to the end April 2022
- b) To discuss bank signatories and non-signatory Councillor review of ¼ financial statements
- c) To agree the subscriptions, DD's and SO's for the next year
- d) To approve the following payments:
 - a) EDDC Green Bin @ Village Hall. £48.00 subscription.
 - b) Cllr Mather. Clean up day refreshments, £12.35.

Additional payments may arise for payment at the meeting



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15. Planning Applications:

- a) **New applications for consideration:**
 - i. 23/0774/FUL - Land To The East Of Leggetts Lane Rousdon Devon DT7 3XP
- b) **Scheme of Delegation:** To confirm the scheme of delegation for planning decisions

16. Footpath. Update

17. Playground. Update

18. Viewing Platform. Update. Cllr Daniel circulated quotations to all councillors.

19. Saving Devons Treescapes. Discuss Parish Council support.

20. Reports:

- a) County Councillor report:
- b) District Councillor report:
- c) Parish Councillor reports:
- d) Clerk's report:

21. [To accept any relevant correspondence](#) – see Appendix A for list of correspondence received

Date of the next Parish Council Meeting: 21.06.2023