



AXMOUTH PARISH COUNCIL

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

The Annual Meeting of Axmouth Parish Council was held on Wednesday 17th May 2023 at Axmouth Village Hall.

Those present:

Cllr Nigel Daniel (Vice -chair) Cllr Jonathan Wiseman Cllr Jane Drown Cllr Paul Zisman

In attendance: Andy Comerford (Clerk), Ella Staff.

Cllr Nigel Daniel chaired the 1st part of the meeting.

1) Election of Chairman.

- a) To invite nominations and elect Chairman for the year. No nominations received.
- b) To receive the Declaration of Acceptance of Office by the Chairman. N/A,

2) Election of Vice-Chairman.

Cllr Nigel Daniel agreed to remain as Vice-Chair. All in favour.

Commencement of Ordinary Council Meeting:

Cllr Nigel Daniel chaired this part of the meeting.

- 3) Apologies:** Apologies were received and approved from Cllr Ron Badger (Holiday), Cllr Graham Mather (Holiday) Cllr Ian Hall (DCC) (Covid).
- 4) Declaration of Interests:** None received.
- 5) Minutes of the Parish Council Meeting on 19th April 2023:** The minutes were **approved** and signed by the Chair.
- 6) No items for discussion.**
- 7) Public Forum.** No items for discussion.
- 8) Highway Matters:**
 - a) VAS. Discussions between Cllr Graham Mather and Highways are on siting of VAS are ongoing.
 - b) 20 mph speed limit. Cllr Jane Drown asked if Cllr Ian Hall (DCC) was still in a position to support the Council on this matter. Cllr Drown will contact Cllr Hall to discuss the best way forward and presentation of the local petition. Cllr Drown agreed to lead on this issue. It was agreed that Sue Westerman, the New Trinity Ward member for EDDC, should be written to concerning the speed limit so she understood its importance to the Council and seek her support in taking it forward. **Action:** Clerk to write to Cllr Westerman.
- 9) Annual meeting dates.** Approved as distributed by Clerk.



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10) To agree outside body representation:

The following were approved:

| | |
|------------------------------------|---------------|
| Footpath Warden (P3 Co-ordinator) | Cllr Daniels |
| Highways Group | Cllr Mather, |
| Jurassic Coast Champion | Cllr Wiseman, |
| Community Safety Group | Cllr Badger, |
| Seaton Beach Management Plan Group | Cllr Daniel. |

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

All were reviewed and accepted, without changes for the coming term.

12) Review Action Plan.

Updated action plan had been sent to all Councillors by Clerk prior to meeting. Approved as circulated.

13) Review Fixed assets Responsibilities:

All reviewed with some changes. **Action: Clerk.** It was agreed that the Clerk would adjust the form accordingly and then circulate to all Councillors.



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

- a) To approve the financial statements to the end April 2023. Circulated and approved.
- b) To discuss bank signatories and non-signatory Councillor review of ¼ financial statements: Currently only signatory is The Clerk. It was agreed to add Cllr Nigel Daniel and New Chair when appointed.
- c) To agree the subscriptions, DD's and SO's for the next year: Circulated and approved.
- d) To approve the following payments:
 - i) EDDC Green Bin @ Village Hall. £48.00 Subscription.
 - ii) Cllr Mather. Clean up day refreshments, £12.35.
 - iii) SLCC membership for Clerk £120.00.All approved.
Additional payments may arise for payment at the meeting.

15) Planning Applications:-

- a) **23/0774/FUL** - Land To The East Of Leggetts Lane Rousdon Devon DT7 3XP.
Circulated to Councillors for review prior to meeting. No action.
- b) **Scheme of Delegation:** To confirm the scheme of delegation for planning decisions.
Circulated. Approved

16) Footpath Update:

Cll's Daniel, Zisman and Drown reported that they had met recently to plan further approaches to Landowners. Cllr Daniel reported that he had one reasonably favourable response from a recent approach to one of the landowners. Cllr Zisman also reported conversations with one of the Landowners agents but without response . He had also contacted Richard Gaye owner of the largest section of land but had had no response. There were a further 2 landowners to approach but this should be done once agreement had achieved with the 3 owners of the largest sections. Cllr Daniel clarified the meaning of a "Permissive" footpath and the rights retained by the landowners.

17) Playground:

The Clerk reported that he was waiting for the Land Registry to complete the registration of the new lease. Once this had been confirmed the formal acceptance and hand over of responsibility from the Association to the Council would be an item of the Agenda for the next meeting.

18) Viewing Platform:

Cllr Daniel had circulated quotations prior to the meeting. The work had been placed with Andrew Morgan who was expecting to start on 22nd May and expected the work to take a couple of days.



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19) Saving Devon's Treescapes

The Clerk reported that he had spoken with Mr Carl Harrison (EDDC Tree Warden) who had confirmed a blanket "Woodland" order across the Axmouth PC area. This was put in place in 1960's and they would be happy to review it. Cllr Daniel reiterated that the Council had no jurisdiction over any land, responsibility was with the landowners. Ella Staff (a member of the Public) updated the Council on her progress and there was some discussion over the role of the Council could take in supporting this. It was agreed to invite the Tree Warden to the meeting in July. Action: Clerk to arrange meeting with the Tree Warden

20) Reports:

- a) County Councillor report: None received.
- b) District Councillor report: None received.
- c) Parish Councillor report :
Cllr Daniel has informed Highways of the kerb stone issue in Chapel Street and a blockage near Haven cottage. Highways reported attending the blockage but that it had cleared.
Cllr Drown suggested thanking Gus Loveridge for the BBQ he had built for the Coronation celebrations.
Action: Clerk to write a letter of thanks on behalf of the Parish Council.
- d) Clerk's report: None received.

21) Correspondence: None received.

Date of the next Meeting of the Council. Wednesday 21st June 2023

Date..... Chairperson.....

Meeting ended 8.11pm