

## AXMINSTER TOWN COUNCIL

To: Cllrs. Farrow (JF) (Chair), Walden (JW) (Vice-Chair), Bourne (ABo.), Bridge (PB), Brooker (ABr.), Bruce (DB), Burrough (KB), Dowdeswell (MD), Hurren (WH), Langdon (TL), Leat (SL), Paice (EP), Steadman (BSt.) and Willey (DW)

The Guildhall,  
Axminster, Devon

7<sup>th</sup> February 2024

Dear Councillor,

You are hereby summoned to attend an ORDINARY Meeting of the FULL Town Council which will take place on **Monday, 12<sup>th</sup> February 2024 at 7.00pm** at the Guildhall, West Street, Axminster.

This meeting will be recorded, and recordings will be held for one year by the Town Council. If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded. If you wish to speak, please raise your hand and wait to be invited to speak by the Chair. Voting will normally take place by show of hands and the Chair will indicate the votes have been noted.

Members and the public are reminded that **remarks and representations must be addressed through the Chair of the meeting.**

Members are reminded:

- a) *Of their obligation to **declare the existence and nature of any personal interests** they may have in any items to be considered at this meeting and to **withdraw if it is a pecuniary one.***
- b) *That, in reaching decisions, they should take into consideration the Town Council's decision to reduce its carbon footprint in the light of the **climate/environment emergency.***
- c) *To ensure that their discussions include full consideration of the points set out in the Town Council's **Risk Assessment Management** policy.*

***The Chair to highlight fire exits and Guildhall fire precautions for those present.***

**i) Open Public Forum session (limited to 15 minutes or as otherwise agreed by Chair presiding).**

**FC24/024**

To note those members present:

**FC24/025**

To note and, if thought fit, to approve apologies for absence (and reasons thereof):

(LGA 1972 s.85 (1))

**FC24/026**

To note the members of Council who are neither present nor whose absence has been approved (as above); to receive any other apologies for absence:

*Continued Overleaf*

**FC24/027**

**To receive any declarations of interest from members of the committee in relation to items of business on this agenda and to note any dispensations previously afforded:**

*This does not preclude the need for members to declare any additional interests that may arise during the meeting.*

**FC24/028**

**To consider and, if thought fit, to approve the minutes of the Ordinary Meeting of the FULL Council held on Monday 8<sup>th</sup> January 2024 as previously circulated to members and published online:**

**FC24/029**

**To consider any matters arising from the minutes of that meeting:**

**FC24/030**

**To note the minutes of the following Committee meetings held (as dated below) and to consider any matters arising from those minutes:**

- a) Guildhall Sub-Committee meeting – 11th January 2024
- b) Operations Committee meeting – 15th January 2024
- c) Employment Committee meeting – 22nd January 2024

**FC24/031**

**To consider any additional matters listed on this agenda that Councillors consider should be dealt with as confidential business as per the provisions of The Public Bodies (Admission to Meetings) Act 1960. (see FC24/023(IC))**

**FC24/032**

**To consider matters pertaining to the Casual Vacancy that currently exists for the Town ward seat (Section 89; Local Government Act 1972) (The Local Elections (Parishes and Communities) (England and Wales) Rules 2006; Section 5)**

**FC24/033**

**To consider Council's financial matters:**

- a) To consider and, if thought fit, to approve and ratify payments for January 2024.
- b) To consider and, if thought fit, to approve the Bank Reconciliation for January 2024. this document to be counter-signed by a member of Council in conjunction with bank statements.
- c) To receive, and note, Responsible Financial Officer's report and financial pack for January 2024 (Q4) in the approved format (also published online) incorporating the Guildhall Operational Financial Statement.
- d) Questions to the RFO on these accounts / financial reports from members.
- e) To consider a grant request from Pippins Community Centre (for an unspecified sum) towards the costs of replacing the building heating and hot water boiler – project costs £8000.
- f) To consider a grant request from Lyme Regis Sea School for £200 towards the costs of the Organisation's annual open day on April 8<sup>th</sup> 2024.

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#### **FC24/034**

##### **Planning matters:**

##### **a) To consider any planning applications received prior to the agenda publication and currently awaiting consideration (and decision):**

*Hyperlinks to EDDC website can be found using the blue highlighted applications references.*

*None advised to Council.*

##### **b) To ratify planning decisions made by way of delegated authority afforded to Chair of Planning Committee, Cllr. Leat, and the Council's Proper Officer in consultation with the members of the Council's Committee.**

*i) 23/2772/FUL – Cloakham House, Cloakham , Axminster, EX13 5RP*

*Erection of wooden summerhouse on existing concrete base within garden area 90m from listed building.*

***Support recommended from Planning Committee as per their delegated authority powers.***

*ii) 24/0026/AGR – Quercus Fields, Cooks Lane, Axminster*

*Prior approval for erection of an agricultural barn*

***Support recommended from Planning Committee as per their delegated authority powers.***

##### **c) To consider any tree related planning applications received prior to the agenda publication and currently awaiting consideration (and decision):**

*None advised to Council.*

##### **d) To consider planning applications received after the agenda publication and currently awaiting consideration (and decision) – published on a supplementary agenda (if applicable):** *To be advised.*

##### **e) To consider any planning correspondence received:**

*To note the recent publication by DEFRA of the UK Designations of Sensitive Catchment Area Notices 2024 which includes the Axe Valley. Details of any exemptions for waste water treatment works will be published in April 2024.*

#### **FC24/035**

**To receive an update report on the work of the Axminster Neighbourhood Plan Steering Group from the Chair of the Steering Group, Cllr. Bernie Steadman.**

#### **FC24/036**

**To receive and note the Legal Topic Note no. 30 on Defamation which Council reviews each year as part of its Risk Assessment and Management Review.**

#### **FC24/037**

**To consider matters pertaining to the ongoing proposals for a Devon and Torbay devolution deal which will affect Axminster parish.**

**<https://www.gov.uk/government/publications/devon-and-torbay-devolution-deal>**

#### **FC24/038**

**To consider a proposal to re-schedule Council and committee meetings as per a report to be presented to members by the Council's Proper Officer.**

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**FC24/039**

To note the date of the Annual Parish meeting on 4<sup>th</sup> March 2024; to note that a representative of both EDDC and The Environment Agency have agreed to attend at Council's invitation to discuss flood management, mitigation and resilience in the Axe Valley.

**FC24/040**

To consider responses to Council's recent correspondence to DLUHC, DCC (Highways) and South Western Railways concerning matters of interest and concern to the Town Council; Clerk to provide update report.

**FC24/041**

To note the recent resolution of EDDC Cabinet in relation to Safeguarding Policy and to consider what measures/actions the Town Council should take in this regard (if deemed appropriate and/or relevant); Chair of the Council, Cllr. Farrow, to speak on this subject.

**FC24/042**

To receive an update report on the work of the Axminster Chamber of Commerce from the Town Council's representative to that organisation, Cllr. Mark Dowdeswell.

**FC24/043**

To consider recent correspondence from DALC seeking nominations from the Town Council for attendance at the Royal Garden Party 2024 on Tuesday 21<sup>st</sup> May.

**FC24/044**

To consider recent correspondence from EDDC regarding a proposed Street Trading Licence for "The Brunch Box" on Millwey Industrial Estate (the annual renewal of a pre-existing licence).

**FC24/045**

To consider arrangements for a meeting with the organisers of the 2024 Gate-To-Plate event (scheduled for Bank Holiday Monday 27<sup>th</sup> May 2024) in conjunction with the Chamber of Commerce representatives. Meeting has been suggested to discuss publicity, event management and local trader inclusion & participation following feedback from last year's event.

**FC24/046**

To receive an update report on the work of the Axminster Climate Action Group (ACAG) from the Chair of the Action Group, Cllr. Bernie Steadman.

**FC24/047**

To receive an update report on the progress of the Axminster Urban Renewal / Town Regeneration project; to be presented by Clerk/RFO

**FC24/048**

To consider any matters considered as urgent by the presiding Chair

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**FC24/049**

**To confirm the date of the next scheduled FULL meeting of the Town Council and other Council committee meetings (subject to resolutions under agenda item FC24/038 above).**

With no further business to be considered, the presiding Chair of the Council will close the meeting.

*Paul Hayward*

*Town Clerk  
7<sup>th</sup> February 2024*

**Under the Openness of Local Government Bodies Regulations 2014, members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings.**

**No prior notification is needed but it would be helpful if you could let the Chair, or Clerk, know that you plan to film or record so that the necessary arrangements can be made to provide reasonable facilities for you to report on meetings.**

**This permission does not extend to parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public.**

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