

AXMINSTER TOWN COUNCIL

To: Cllrs. Farrow (JF) (Chair), Sedgewick (AS) (Vice-Chair), Birnie (SBI.), Bourne (ABO.), Brooker A (ABr.), Burrough (KB), Holt (SH), Huskisson (AH), Leat (SL), Mynard (MM), Paice (EP), Spurway (MS), Steadman (BS) and Walden (JW).

The Guildhall,
Axminster, Devon

5 October 2022

Dear Councillor,

You are hereby summoned to attend an ORDINARY Meeting of the FULL Town Council which will take place on Monday, 10th October 2022 at 7.00pm. at the Guildhall, West Street, Axminster (in person).

Some of the business on this agenda was previously published on the agenda for the FULL meeting of the Council scheduled for the 12th September 2022 which was adjourned as inquorate.

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 you will 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 must be addressed through the person chairing 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..*

Chair to highlight fire exits and Guildhall fire precautions.

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

FC22/155

To note members present:

FC22/156

To note and, if thought fit, to approve apologies for absence (and reasons thereof):
(LGA 1972 s.85 (1))

Continued Overleaf.

FC22/157

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

FC22/158

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.

At the FULL Council meeting held 14/02/2022, Cllr. Farrow was afforded a dispensation* to discuss and vote upon matters pertaining to parish allotments. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of Cllr. Farrow's disclosable pecuniary interests as set out in the Register of Members Interests.

** Localism Act 2011 (s.33)*

At the Strategy & Finance Committee meeting held 27/06/2022, Cllr. Farrow and Cllr. Leat were afforded dispensations* to discuss and vote upon matters pertaining to the Guildhall, Axminster. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of their disclosable pecuniary interests as set out in the Register of Members Interests.

** Localism Act 2011 (s.33)*

FC22/159i)

To consider and, if thought fit, to approve the minutes of the Ordinary Meeting of the FULL Council held on Monday 11th July 2022 as previously circulated to members and published online:

FC22/159ii)

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

FC22/160i)

To consider and, if thought fit, to approve the minutes of the Extraordinary Meeting of the FULL Council held on Monday 25th July 2022 as previously circulated to members and published online:

FC22/160ii)

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

FC22/161i)

To consider and, if thought fit, to approve the minutes of the Ordinary Meeting of the FULL Council scheduled for Monday 12th September 2022 but subsequently adjourned; draft minutes as previously circulated to members and published online:

FC22/161ii)

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

FC22/162i)

To consider and, if thought fit, to approve the minutes of the Extraordinary Meeting of the FULL Council held on Monday 26th September 2022 as previously circulated to members and published online:

FC22/162ii)

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

FC22/163

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

- a) Planning Committee meeting - 8th August 2022
- b) Planning Committee meeting - 5th September 2022
- c) Operations Committee meeting - 27th September 2022

FC22/164

To consider the recommendations from those committees (as per the minutes published online) and, if thought fit, to approve these as Council policy (by way of resolution): *

** Only recommendations which fall outside of the relevant Committee's Terms of Reference require FULL Council approval, unless the relevant Committee has formally deferred the decision to FULL Council, as specified within the minutes of that meeting.*

FC22/165

To consider any 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 (other than those already shown below as Part Two business – see agenda items FC22/180(IC) to FC22/182(IC) incl.):

FC22/166

To consider matters pertaining to the Casual Vacancy for the Town Ward and to consider nominations for Co-Option to the Town Council;

There having been NO petition for an election to fill this Casual Vacancy by the deadline date of 22nd September 2022, the Town Clerk to present nominations to members for consideration and decision.

FC22/167

To consider Council's financial matters:

- a) To consider and, if thought fit, to approve and ratify payments for September 2022.
- b) To receive, and note, Responsible Financial Officer's Report and financial pack for September 2022 in the new standardised format (published online).
- c) Questions to the RFO on these accounts/financial reports from members.
- d) **Standing Agenda Item** - to consider any matters pertaining to the Town Council's ongoing Risk Management Assessments.
- e) To receive and note report from RFO on the External Auditors Assurance for the FY21-22 financial period and to approve payment of their Audit Fee invoice.
- f) To confirm that the Town Council has discharged its obligations under the relevant legislation to publish the External Auditor's (Section 3) Assurance in relation to the FY21-22 Annual Return (AGAR3) and has published the Notice of Conclusion of Audit Statement.

FC22/168

To consider requests for Grant Award Assistance.

- i) Axminster Job Club (at Pippins Centre) £5725 (Community Grant Application)
- ii) Axminster Hub (at Pippins Centre) £1000 (Small Grants Application)
- iii) Singing Matters (at Pippins Centre) £487.50 (Small Grants Application)
- iv) Pippins Pantry (at Pippins Centre) £500 (Small Grants Application) *

** The Town Council may wish to fund this grant application from the £5000 reserve recently set aside for Axminster Winter Resilience Support (see minutes Extraordinary Meeting 26/9/22)*

FC22/169

To consider 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.

i) [22/2055/FUL](#) - Millbrook Farmhouse, Chard Road, Axminster. EX13 5EG
Demolition of existing uPVC conservatory and construction of a new sun room.
(see also 22/2056/LBC)

ii) [22/2098/FUL](#) – High Croft, Wyke. EX13 8TN
Proposed alterations to, and subdivision of, existing dwellinghouse to form 2 new dwellinghouses.

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.

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

i) [22/2178/TRE](#) – Latchmount, Chard Road, Axminster. EX13 5ED
Reduce T2 (Cedar) in height by 7 metres and raise crown as per detail on application.
This application was supported by way of delegated powers afforded to Chair of Planning Committee.

ii) [22/2159/FUL](#) – 1 The Bungalows, Woodbury Park, Axminster. EX13 5RU
Creation of single storey side extension with alteration to fenestration.
This application was supported by way of delegated powers afforded to Chair of Planning Committee.

c) To consider any planning applications received after the agenda publication and currently awaiting consideration (and decision) – published on a supplementary agenda (if applicable):

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

To be advised.

d) To note planning correspondence received:

i) Notice of a Planning Appeal made to the Secretary of State against the decision of Refusal on planning application 22/0262/FUL (Stanzita, King Edward Road, Axminster)

Council Business to be considered:

FC22/170

To seek nominations from the FULL Council membership to fill committee membership vacancies on the,

- i) Planning Committee
- ii) Employment Committee

Continued Overleaf.

FC22/171

To consider the proposal that this Council should participate in a joint funding venture to provide E-Bike facilities at Axminster Railway station (on land known as The Green wedge) via community funding (CCIF) project in partnership with SWR; if approved, for Council to then decide upon the level of match funding to contribute towards the larger funding package.

This matter was deferred from the Extraordinary Meeting held 26/9/2022 due to the absence of Cllr. Steve Holt who will present this item to Council.

FC22/172

To consider a request from a parishioner that the Town Council apply to formally acquire legal title over unregistered land at the junction of Lyme Street and Coombe Road in order to provide improved highway amenity and safety measures for the general public.
Clerk to present report to members in conjunction with plans and report previously circulated.

FC22/173

To consider proposal to adopt the ACCEPT (Council Engagement Programme) as policy.
Cllr. Holt to present this item to Town Council to support reports already circulated to members.

FC22/174

To consider a draft Axminster Town Council Sustainability Policy.

Cllrs. Steadman & Huskisson to present the first draft of this policy for review and discussion by members.

FC22/175

To receive an update report from the Chair of the Axminster Neighbourhood Plan Steering Group, Cllr. Andrea Sedgewick.

FC22/176

To confirm the date of the Remembrance Sunday Commemoration event - 13th November 2022.

FC22/177

To confirm the date of the next scheduled FULL meeting of the Town Council - 14th November 2022

FC22/178

To consider any matters considered as urgent by the presiding Chair and to receive any announcements by the Chair of the Council.

FC22/179

Vice-Chair to propose that under the provisions of the Public Bodies (Admission to Meetings) Act 1960, (as amended by the Local Government Act 1972 the public, (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Continued Overleaf.

Council Business to be considered (Part TWO – Confidential)

FC22/180 (IC)

To receive a report from Clerk/RFO on the ongoing Guildhall Refurbishment works (A, B & C programme) and to consider a further proposal for asset acquisition in order to protect and safeguard Council's financial position moving forward.

This matter is deemed confidential due to the commercial sensitivity of the subject to be discussed and the nature of the quotes to be considered by members.

FC22/181 (IC)

To receive an update on a Town Development / Economic Promotion event proposal.

Clerk to present a report to members following recent discussions between EDDC and Axminster Chamber of Commerce.

This matter is deemed confidential due to the commercial sensitivity of the subject to be discussed.

FC22/182 (IC)

To receive an update report from the Clerk on recent Council activity and works and to provide direction to the Clerk on the programme of works to be undertaken by the Town Council over the next 3 to 6 months.

This matter is deemed confidential due to the commercial sensitivity of the subject to be discussed and because the subject matter relates to employee contracts of employment.

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

Paul Hayward

TOWN CLERK

5th October 2022

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