

AXMINSTER TOWN COUNCIL

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

The Guildhall,
Axminster, Devon

4 May 2022

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of the FULL Town Council which will take place on Monday, 9th May 2022 at 7.00pm. at the Guildhall, West Street, Axminster (in person).

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 extant fire precautions and to remind those present of any ongoing CV19 measures or health/hygiene precautions.

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

ii) To receive a presentation from Victoria Robinson (EDDC -Switch) on the role that this organisation plays within the Axminster community.

AM22/001

To elect the Chair (Mayor) of the Town Council

AM22/002

Signing of declaration of Acceptance of Office by Chair (Town Mayor)

AM22/003

Opening remarks to Annual meeting from the Chair.

Continued Overleaf.

AM22/004

To elect the Vice-Chair of the Town Council (Deputy Mayor).

AM22/005

To note members present:

AM22/006

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

(LGA 1972 s.85 (1))

AM22/007

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

AM22/008

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)*

AM22/009

To note and review the minutes of the previous Annual Meeting of the FULL Council held on Monday 24th May 2021 as previously circulated to members and published online, these minutes having been previously approved on 21st June 2021:

AM22/010

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

AM22/011

To consider financial matters requiring urgent attention:

- a) To appoint the Council's Responsible Financial Officer (RFO) for 2022-23.
- b) To consider payment of Chair's (Mayor's) Allowance for 2022-23.
- c) To consider payment of Councillor Allowances for FY 2022-23; RFO to outline legislation.
- d) To consider Council's Insurance matters for the forthcoming year; RFO to speak on this issue.
- e) To confirm Council's bank signatories and to revise/amend as deemed necessary and/or appropriate.
- f) To consider and, if thought fit, to approve the Council's membership of NALC/DALC for 2023.

Continued Overleaf

AM22/012

To consider planning matters requiring urgent attention:

a) To consider any planning applications awaiting consideration (and decision):

i) 22/0611/FUL - Pinneywood Farm Lodge, Axminster. EX13 5RT.

Demolition of existing agricultural building and erection of a single detached dwelling (and assoc. works). **Council to be mindful of current Natural England direction to the LPA (EDDC).**

ii) 22/0838/FUL – 57 Woodbury Way, Axminster. EX13 5QY

Erection of two-storey 3-bed detached dwelling with assoc. works and amenity space/vehicle access. **Council to be mindful of current Natural England direction to the LPA (EDDC).**

b) To consider whether the Town Council wishes to respond to the request for a licensing application for the Axminster Showground for Yarty Party (in an adjacent parish).

c) To consider whether the Town Council wishes to respond to the DCC Planning Application for Axminster Library (HB/DCC/4296/2022) for the replacement of the existing felt roof with identical with additional/upgraded insulation material; replacement of asbestos roof with a composite roof; replacement of asbestos wall cladding with composite wall cladding to match roof.

Council Business to be considered that Chair has determined as matters of urgency:

AM22/013

To receive annual reports from the Chair's of Council's Committees as below * :

i) Employment Committee

ii) Operations Committee

iii) Planning Committee

iv) Strategy & Finance Committee

* Presentation of these reports was held over from the Annual Parish Meeting held on 4th April 2022 at the direction of the Chair of the Town Council, Cllr. J farrow.

AM22/014

To consider membership of Council committees and working parties.

AM22/015

To consider nominations for Axminster Town Council's Hon. Footpath (P3) warden.

AM22/016

To consider whether the Town Council wishes to appoint an Hon. Tree warden for the parish to monitor & assess Council's tree stock and to offer advice and guidance for future tree planting and to offer advice to the Council on any tree works that are deemed necessary for amenity, public safety or to mitigate risk.

AM22/017

To consider the review and, if thought fit, the re-adoption of the Town Council's Code of Member Conduct policy.

AM22/018

To consider any matters of urgency for noting / Chair's announcements.

Continued Overleaf

AM22/019

To note the date of the Council's next ANNUAL meeting; Monday 15th May 2023 *.

** This is later than usually scheduled and takes into account the Local Elections in May 2023 which would ordinarily be held on May 4th (Thursday) 2023 which means that the date of 8th May 2023 might be impractical due to delays in the publication of Town and Parish Council elections.*

A meeting convened on the 15th May 2023 would accord with the Local Government Act 1972 Sch. 12, paragraph 10(1) and 26(1).

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

Paul Hayward

TOWN CLERK

4th May 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