

## 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

6 May 2022

Dear Councillor,

You are hereby summoned to attend an ORDINARY Meeting of the FULL Town Council which will take place on Monday, 16<sup>th</sup> 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).**

FC22/098

**To note members present:**

FC22/099

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

FC22/100

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

*Continued Overleaf.*

FC22/101

**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)*

FC22/102i)

**To consider and, if thought fit, to approve the minutes of the Ordinary meeting of the FULL Council held on Monday 11<sup>th</sup> April 2022 as previously circulated to members and published online:**

FC22/102ii)

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

FC22/102iii)

**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 - None held since last FULL Council
- b) Strategy and Finance Committee meeting held 25/04/2022
- c) Employment Committee meeting - None held since last FULL Council
- d) Operations Committee meeting – 12/04/2022
- e) Operations Committee meeting – 03/05/2022

FC22/103

**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.*

FC22/104

**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 FC22/120 (IC) to FC22/121 (IC) incl.):**

FC22/105

**To receive updates and reports pertaining to the Town's celebration of Her Majesty The Queen's Platinum Jubilee in June 2022:**

*Continued Overleaf.*

FC22/106

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

- a) To consider and, if thought fit, to approve payments for April 2022.
- b) To receive, and note, Responsible Financial Officer's Report and financial pack for April 2022 in the new standardised format. Members to approve publication of a suitably redacted copy of these reports online in accordance with Transparency Code guidelines.
- c) Questions to the RFO on these accounts/financial reports.
- d) To note the dates for the publication of the Notice period for the exercise of Public Rights for the financial period 2021-22; recommendation from RFO is that Council approve the date range 1/7/2022 to 11/8/2022 (ie. 30 working days)..
- e) To consider proposal to meet (pro-rata) the Clerk's membership costs for the SLCC (Society of Local Council Clerks) for 2023.
- f) To consider a grant application from PLASTIC FREE AXMINSTER - £550

FC22/107

**To consider planning matters:**

a) To consider any planning applications awaiting consideration (and decision) – 4 applications:  
*Hyperlinks to EDDC website can be found using the blue highlighted applications references.*

- i) [22/0663/FUL](#) – Millbrook Farmhouse, Chard Road. Axminster. EX13 5EG  
Construction of single storey detached annexe.  
***Council to be mindful of current Natural England direction to the LPA (EDDC).***
- ii) [22/0851/FUL](#) – Axe Valley Academy, Chard Street. Axminster. EX13 5EA  
Installation of telecoms cabin and erection of surrounding fence compound.  
***Council to be mindful of current Natural England direction to the LPA (EDDC).***
- iii) [22/0875/FUL](#) – Symonds Down House, Woodbury Lane, Axminster. EX13 5TL  
Erection of a two-storey garage to include 1<sup>st</sup> floor music studio.  
***Council to be mindful of current Natural England direction to the LPA (EDDC).***
- iv) [22/0932/FUL](#) – Symonds Down House, Woodbury Lane, Axminster. EX13 5TL  
Erection of single-storey oak-framed garden room to rear
- v) [22/0867/FUL](#) – 1 Church Street, Axminster. EX13 5AQ  
Erection of a lean-to shed to the side of the house.

b) To ratify planning decisions made previously under Council's delegated authority (as agreed in consultation between Planning Committee members, Chair of Planning Committee and Clerk):

- i) 22/0016/ADV – Axminster Guildhall, West Street, Axminster. EX13 5NX  
Installation of 6 no. A1 poster frames to external front elevation.  
*The Town Council declined to submit a comment on this application in light of conflicts of interest.*
- ii) 22/0357/FUL – Lyme Tree House, Crewkerne Road, Axminster. EX13 5SX  
Retaining of wall and extension of the driveway.  
*The Town Council supported this application.*
- iii) 22/0593/TRE – Westering, Crewkerne Road, Axminster. EX13 5TE  
T1 Beech Tree to raise epicormic growth up to 4m to allow light into garden. Cuts > 15cm.  
*The Town Council supported this application.*

e) To consider correspondence from resident regarding a purportedly dangerous structure in the parish and to agree upon action(s) (if any) to be taken by the Town Council.

f) To consider any decisions/determinations:

*See supplementary schedule published with all determinations listed 4<sup>th</sup> April to 4<sup>th</sup> May 2022.*

**Council Business to be considered:**

FC22/108

**To consider a request from a parishioner that the Town Council host (and fund) a “Charity Fayre” at the Guildhall in December to promote and publicise the community works undertaken in the town by local groups and organisations:**

FC22/109

**To consider a request from the Chamber of Commerce that the Town Council consider a jointly organised “Proud of Axminster [Anti-litter]” Campaign in the run up to the Queen’s Jubilee celebrations in June.**

FC22/110

**To receive an update on the ongoing work of the Neighbourhood Plan Steering Group; Cllr. Sedgewick to present her report.**

FC22/111

**At the Chair’s direction; to consider the question; “Should the Town Council maintain the ownership and operation of the Guildhall in the future for the purposes of providing civic and entertainment facilities for the town of Axminster and the surrounding parishes?”**

FC22/112

**In light of the recommendation made at the Strategy and Finance Committee meeting held on 25<sup>th</sup> April 2022, members of the Town Council to consider the recommendation that the Town Council should progress as quickly as possible with the review, revision and modernisation of the existing 1967 Axminster Guildhall (charitable) Scheme Deed and associated governance and administration.**

FC22/113

**To consider progress with the formulation and preparation of the Council’s Strategic Plan (medium to long-term); Cllr. Sedgewick to present a report on this subject.**

FC22/114

**To consider any matters considered as urgent by presiding Chair that relate to Council’s ongoing Risk Assessment Management strategy/policy.**

FC22/115

**To consider any training requirements for the forthcoming year that Councillors or employees might wish to be considered for.**

FC22/116

**To note the resignation of Neil Parish (MP for Tiverton and Honiton constituency) and to consider impact on the Council and the town and to consider arrangements for the forthcoming by-election.**

FC22/117

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

*Continued Overleaf.*

FC22/118

**To note the date of the Council's next Ordinary FULL meeting; 13<sup>th</sup> June 2022.**

FC22/119

*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.*

**Council Business to be considered (Part TWO – Confidential)**

FC22/120 (IC)

**To consider any recommendations from Committees which are deemed to be confidential by way of the financial information to be discussed/considered:**

**SF22/058 (IC) Strategy and Finance Committee recommendation from Part Two 25/04/2022  
Tenancy Matter**

**OC22/120 (IC) Operations Committee recommendation from Part Two 03/05/2022  
Tenancy Matter**

FC22/121 (IC)

**To consider proposal that the Town Council purchase “off-the-shelf” Asset Management and Play Inspection Software; to consider quotes for the software.  
RFO to present to Council on justification for such software acquisition.**

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

*Paul Hayward*

TOWN CLERK

5<sup>TH</sup> 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***