

AXMINSTER TOWN COUNCIL

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

The Guildhall,
Axminster, Devon

8 March 2023

Dear Councillor,

You are hereby summoned to attend an ORDINARY Meeting of the FULL Town Council which will take place on Monday, 13th March 2023 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 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 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.

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

FC23/026

To note members present:

FC23/027

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

FC23/028

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

FC23/029

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 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)*

At the FULL Council meeting held 12/12/2022, Cllr. Birnie was afforded a dispensation* to discuss and vote upon matters pertaining to the Axminster Guildhall. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of Cllr. Birnie's disclosable pecuniary and personal interests as set out in the Register of Members Interests.

** Localism Act 2011 (s.33)*

FC23/030i)

To consider and, if thought fit, to approve the minutes of the Ordinary Meeting of the FULL Council held on Monday 13th February 2023 as previously circulated to members and published online:

FC23/030ii)

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

FC23/031i)

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

a) Strategy & Finance Committee meeting - 27th February 2023

b) Operations Committee meeting – 6th March 2023

FC23/031ii)

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.*

See Part Two section of Agenda for details of any recommendations from committees which require consideration as Part Two business due to matters of confidential sensitivity, or those of a legal, employment or commercial nature.

FC23/032

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 (other than those already shown below as Part Two business – see agenda item FC23/049 (IC):

Continued Overleaf

FC23/033

To consider Council's financial matters:

- a) To consider and, if thought fit, to approve and ratify payments for February 2023
- b) To receive, and note, Responsible Financial Officer's Report and financial pack for February 2023 in the approved format (also published online).
- c) Questions to the RFO on these accounts / financial reports from members.
- d) To receive a report from the RFO on the forthcoming end of year Annual Return (AGAR) process and to note provisional timetable for completion and submission.
- e) To receive a report from RFO on the final schedule of grants awarded FY22-23.
- f) To receive the Annual CIL (Community Infrastructure Levy) report from RFO.

FC23/034

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.

- 1) [22/2322/OUT](#) – Land on former site of Lawsons (Websters Garage), Lyme Street, Axminster. Outline application for mixed-use building comprising retail store and 9 residential dwellings.

This application has come back before Council for further consideration as additional documents have been provided by agent.

- 2) [21/3025/MFUL](#) – Land west of Prestaller Farm, Beavor Lane, Axminster.

Erection of 29 dwellings (including highways, drainage, landscaping and ancillary incidental works)

This application has come back before Council for further consideration as additional documents relating to tree planting and drainage have been provided by agent.

- 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.

- 1) [23/0395/FUL](#) – 19 Lea Combe, Axminster. EX13 5LJ.

Proposed conversion of existing side garage to create family room and ground floor utility toilet. New insulated roof and parapet separation wall.

Previously supported by way of delegated authority of Chair and members of the 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 (if any).

None received as at time of agenda publication.

- e) To note any matters relating to planning that have arisen as a result of EDDC Planning Committee or Strategic Planning Committee meetings since the last FULL meeting of Council.

To note report from Clerk on recommendations made by EDDC Strategic Planning Committee that relate to the EDDC Emerging Local Plan (that have a bearing on both the Axminster Neighbourhood Plan and future development in the Axe Valley).

Continued overleaf.

Standing Council Business to be considered:

FC23/035

To receive an update on the ongoing development of the Axminster Neighbourhood Plan.

FC23/036

To receive an update on the work of the Axminster Climate Action group.

FC23/037

To receive a progress report/update on the work of the Axminster Regeneration Forum in conjunction with the EDDC/DCC Urban Renewal project.

New Council Business to be considered:

FC23/038

To consider the recommendation from the Strategy & Finance Committee that FULL Council should note, and approve, the outcome of the recent Town Council Risk Management Assessment (see Strategy & Finance Committee minutes from 27/02/2023) and that this approved document should be passed to the Internal Auditor for their End Of Year Annual Return Audit and Governance activity.

FC23/039

To consider the recommendation from the Strategy & Finance Committee that FULL Council should note, and approve, the revised and amended Financial Regulations as reviewed by that committee during their recent meetings.

FC23/040

To receive report from Clerk on the need for the Town Council to abide by the principles and regulations relating to the “pre-election period” (also known as ‘purdah’) prior to the local council elections to be held on 4th May 2023.

FC23/041

To note receipt of the nomination packs for Town Councillor candidates from EDDC and to receive update from Clerk on the election timetable and process.

FC23/042

To consider what action the Town Council wishes to take in respect of the worn paint markings and dulling of the illuminated beacons on the pedestrian crossing outside of the Post Office on West Street; *this matter was reported to DCC in 2022 but recent correspondence from resident has suggested that problem has worsened since.*

FC23/043

To consider whether the Town Council wishes to reserve a space within the Cherry Fayre event area for the Axminster Big Dinner event on the 30th June 2023 for the purposes of community engagement (Council may wish to use its community gazebo and flags).

Continued overleaf.

FC23/044

To consider proposal to accept an offer of up to 200 trees * from EDDC to be planted on the Lower Cemetery Field (in conjunction with the Climate Action Group) as a temporary measure prior to their re-siting on other land under the Council’s jurisdiction.

* A variety of native broadleaf species including goat willow, hornbeam, spindle, elder, birch, hawthorn, English oak and sessile oak.

** The offer also includes all necessary planting materials.

FC23/045

To consider any items of business which have been deferred or which members may wish to add on future agendas for FULL Council consideration.

FC23/046

To confirm the date of the next scheduled FULL meeting of the Town Council - 17th April 2023 (delayed by one week due to the Bank Holiday on 10th April)

FC23/047

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

FC23/048

It is proposed 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.

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

FC23/049 (IC)

To consider and, if thought fit, to approve any recommendations of the Council’s committees that require discussion or consideration in Part Two due to the confidential nature of the business outlined in those recommendations.

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

Paul Hayward

TOWN CLERK

8th March 2023

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
