

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

12 April 2023

Dear Councillor,

You are hereby summoned to attend an ORDINARY Meeting of the FULL Town Council which will take place on Monday, 17th April 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).

FC23/050

To note members present:

FC23/051

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

FC23/052

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

FC23/053

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)*

FC23/054i)

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

FC23/054ii)

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

FC23/055

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

a) Employment Committee meeting - 3rd April 2023

FC23/056

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.

FC23/057

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

Continued Overleaf

FC23/058

To consider Council's financial matters:

- a) To consider and, if thought fit, to approve and ratify payments for March 2023 (End of Year)
- b) To receive, and note, Responsible Financial Officer's report and financial pack for March 2023 in the approved format (also published online) including Q4 Budget Out-Turn statement.
- c) Questions to the RFO on these accounts / financial reports from members.
- d) To consider and, if thought fit, to approve the Council's Internal Financial Control Review for FY22-23.

FC23/059

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) [23/0583/FUL](#) – Keppleway, King Edward Road, Axminster.
Conversion of existing garage into an annexe, with single storey extension to rear of house.

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) [23/0603/FUL](#) – 44 Brunenburg Way, Axminster.
Proposed single storey extension to property.
Previously supported by way of delegated authority of Chair and members of the committee.

2) [23/0695/FUL](#) – 112 Dukes Way, Axminster.
Proposed single storey rear extension to property and installation of side ground floor window.
Previously supported by way of delegated authority of Chair and members of the committee.

3) [23/0403/LBC](#) – Weycroft Bridge, Axminster. *(Submitted by the Environment Agency)*
Installation of new river level monitoring equipment.
Previously supported by way of delegated authority of Chair and members of the committee.

4) [23/0591/FUL](#) – Sector Hall, Sector Lane, Axminster.
Replacement of 2 no. septic tanks with 2 no. treatment plants.
Previously supported by way of delegated authority of Chair and members of the committee.

5) [23/0701/FUL](#) – 23 Dukes Way, Axminster.
Single storey extension on east elevation.
Previously supported by way of delegated authority of Chair and members of the committee.

6) [23/0373/LBC](#) – Lorings Barn, Tolcis, Axminster.
Retention of external boiler on SW elevation wall.
Previously supported by way of delegated authority of Chair and members of the committee.

Continued overleaf.

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.
None received as at time of agenda publication.

Standing Council Business to be considered:

FC23/060

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

FC23/061

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

FC23/062

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:

FC23/063

To receive updated report from Clerk on Local Council elections and to note that all three wards in the Axminster Town Council elections were uncontested (and thus, no elections for Town Council seats will be necessary on 4th May 2023).

FC23/064

To receive report from Clerk on the preparation for the Council's Annual Meeting which will be held on 15th May 2023 at 7.00pm in the Guildhall.

FC23/065

To consider arrangements for the induction and training of new Councillors and to consider the Councillor Training Day (event) to be held in June 2023.

FC23/066

To consider matters pertaining to the Town Council's Social Media / Community Engagement protocol and to agree a collective "Council" position with regards to responding to social media activity in the evenings and at weekends/bank holidays etc.

FC23/067

To consider matters pertaining to Town Bus Services (Cllr. Walden to speak on this subject).

Continued overleaf.

FC23/068

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

FC23/069

To confirm the date of the next scheduled FULL meeting of the Town Council - 15th May 2023 (delayed by one week due to the Coronation Bank Holiday on 8th May)

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

Paul Hayward

TOWN CLERK

12th April 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
