

AXMINSTER TOWN COUNCIL

To: Cllrs. Farrow (JF) (Chair), Birnie (SBi.), Bourne (ABo.), Brooker (ABr.), Burrough (KB), Langdon (TL), Leat (SL), Lippett (RL), Paice (EP), Steadman (BS), Walden (JW) and Willey (DW).

The Guildhall,
Axminster, Devon

10 May 2023

Dear Councillors,

You are hereby summoned to attend the ANNUAL Meeting of the FULL Town Council which will take place on Monday, 15th May 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).

FC 23/071 AM

To elect the Chair (Mayor) of the Town Council

FC 23/072 AM

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

FC 23/073 AM

Opening remarks to Annual meeting from the Chair.

FC 23/074 AM

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

Continued Overleaf

FC23/075i) AM

To note the members of the Town Council recently elected (uncontested):

FC23/075ii) AM

To seek agreement from all members that they consent to the delivery of agenda summons and associated documents by the Clerk via email.

FC23/076 AM

To note members of the Town Council present at this meeting:

FC23/077 AM

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

FC23/078 AM

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

FC23/079 AM

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.

FC23/080i) AM

To consider and, if thought fit, to approve the minutes of the Ordinary Meeting of the FULL Council held on Monday 17th April 2023 as previously circulated to members and published online:

FC23/080ii) AM

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

FC23/081 AM

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

FC23/082 AM

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) [23/0685/MOUT](#) – Land adjacent to Cloakham Lawns / West of Chard Road, Axminster.
Hybrid outline application for up to 140 dwellings, employment land, open space including drainage, and ancillary works.

2) [21/3025/MFUL](#) – Land West of Prestaller Farm, Beavor Lane, Axminster.
Erection of 29 dwellings (amended plans relating to drainage).

Continued Overleaf

To consider planning matters (continued):

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) [23/0633/FUL](#) – 1 Loup Cottages, Lyme Road, Axminster.

Demolition of rear extension. Replacement with 2 storey side extn. and 1 storey rear extn.

Support proposed by delegated authority of the Planning Committee.

2) [23/0812/FUL](#) – 11 Tigers Way, Axminster.

Installation of front porch.

Support proposed by delegated authority of the Planning Committee.

3) [23/0837/FUL](#) – 27 Lea Combe, Axminster.

Single Storey side and rear extension.

Support proposed by delegated authority of the Planning Committee

4) [23/0855/FUL](#) – Otters Cottage, Cooks Lane, Axminster.

Removal of rear flat roofed extension and conservatory and front porch and replacement with new extensions to NE gable elevation and rear NW elevation.

Support proposed by delegated authority of the Planning Committee

5) [23/0907/FUL](#) – 97 North Street, Axminster.

Replacement roof providing habitable space to dwelling.

Support proposed by delegated authority of the Planning Committee

6) [23/0913/FUL](#) – Bagley Hill Farm, Lodge Lane, Axminster.

Erection of roof over existing manure store

Support proposed by delegated authority of the Planning Committee

7) [23/0914/FUL](#) – Bagley Hill Farm, Lodge Lane, Axminster.

Erection of roof over existing manure store

Support proposed by delegated authority of the Planning Committee

8) [23/0915/FUL](#) – Bagley Hill Farm, Lodge Lane, Axminster.

Erection of roof over existing manure store

Support proposed by delegated authority of the Planning Committee

9) [23/0916/FUL](#) – Bagley Hill Farm, Lodge Lane, Axminster.

Erection of roof over existing manure store

Support proposed by delegated authority of the 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 (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.

f) To consider any other planning matters not already included above, including representations from members on such matters (eg. Planning, enforcement, planning legislation, TPO's etc)

Continued Overleaf

FC23/083 AM

To consider Council's financial matters:

- a) To note the Council's Responsible Financial Officer (RFO) for 2023-24 (employed role).
- b) To consider payment of Chair's (Mayor's) Allowance for 2023-24 in the context of previous budgetary decisions of this Council.
- c) To consider payment of Councillor Allowances for FY 2023-24; 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; RFO to seek confirmation from members willing to act in this capacity.
- f) To consider and, if thought fit, to approve the Council's membership of NALC/DALC for 2024
- g) To consider and, if thought fit, to approve and ratify payments for April 2023.
- h) To receive, and note, Responsible Financial Officer's report and financial pack for April 2023 in the approved format (also published online) including Q1 Budget Monitor report.
- i) Questions to the RFO on these accounts / financial reports from members.
- j) To receive report from RFO on progress with completion and submission of the Town Council's Annual Return (AGAR3) and the Internal Audit cycle/governance.
- k) To note the provisional dates for the publication of the Notice Period for the Exercise of Public Rights for the previous financial period FY22-23:
Dates proposed: Monday 3rd July 2023 to Friday 11th August 2023 inclusive.
- l) To review schedule of Council's automated payments (standing orders and direct debits) and to approve their continued use and mandate authority.
- m) To review and, if thought fit, to approve the re-adoption of the Town Council's Strategic Policy for Investments and Borrowings (last adopted March 2022).
- n) To consider Town Council's Grant Award budget allocation for FY23-24 and to agree any provisional methodology for the assessment or promotion of grant award applications.
- o) To consider virements between previously allocated reserve funds.

FC23/084 AM

To consider membership of Council committees, working parties and partner organisations:

- a) *Strategy & Finance Committee*
- b) *Operations Committee*
- c) *Planning Committee*
- d) *Employment Committee*
- e) *Axminster Renewal Forum*
- f) *Axminster Neighbourhood Planning Group*
- g) *Axminster Climate Action Group*
- h) *Town Council representative to Chamber of Commerce*

FC23/085 AM

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

FC23/086 AM

To consider nominations for Axminster Town Council's Hon. Tree Warden.

FC23/087 AM

To consider the review and, if thought fit, the re-adoption of the Town Council's Code of (Member) Conduct policy which accords with the adopted EDDC Code of Conduct Policy.

Continued Overleaf

New Council Business to be considered:

FC23/088i) AM

To note the election of three EDDC ward members for Axminster.

FC23/088ii) AM

To consider how the Town Council wishes to liaise, and communicate, with the District Council (and Councillors) and the County Council (and Councillor).

FC23/089 AM

To note the date of the Axminster Big Dinner event – Friday June 30th 2023 – 4 til 9pm
The Town Council will be hosting an “engagement” stand on the night.

FC23/090 AM

To consider and, if thought fit, to resolve that Axminster Town Council will abide by the requirements of the Transparency Code Regulations 2015 and will publish all relevant information at the financial year end in accordance with the requirements of that legislation.

FC23/091 AM

To receive report from Clerk on the statutory and legislative protocol for the co-option of Councillors to fill the three vacant seats (one each for Town, Weycroft and Raymonds Hill wards). *The current vacancies are not subject to the usual rules for co-option as a result of the recent uncontested election in the town; Clerk will outline the NALC/DALC advice and the resultant timetables for co-option of new members.*

FC23/092 AM

To consider request from parishioner for enhanced AED (Defib) location publicity in conjunction with town traders / retail establishments and to also consider additional training/awareness events to promote and encourage/promote AED use and to raise user confidence.

FC23/093 AM

To consider the terms of the CCIF funding agreement with South Western Railways (in conjunction with the Department of Transport) and Co-Bikes Limited to allow the Green Wedge E-Bikes project to progress and, if thought fit, to approve and authorise signing.

FC23/094 AM

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

FC23/095 AM

To confirm the date of the next scheduled FULL meeting of the Town Council - 12th June 2023.

FC23/096 AM

To confirm the date of the next scheduled ANNUAL meeting of the Town Council - 13th May 2024.

Continued Overleaf

FC23/097 AM

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)

FC23/098(IC) AM

To consider proposals and costings for upgrade and improvement to existing CCTV system (internal and external) at The Guildhall, West Street, Axminster to ensure that the building meets with all licencing requirements for public use.

This business is being conducted in Part Two (closed session) due to the confidential nature of the business to be discussed.

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

Paul Hayward

TOWN CLERK

10th May 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
