

## AXMINSTER TOWN COUNCIL

To: Cllrs. Farrow (JF) (Chair), Birnie (SB) (Vice-Chair), Bourne (ABo.), Bridge (PB), Brooker (ABr.), Bruce (DB), Burrough (KB), Dowdeswell (MD), Langdon (TL), Leat (SL), Lippett (RL), Paice (EP), Steadman (BS), Walden (JW) and Willey (DW)

The Guildhall,  
Axminster, Devon

03 July 2023

Dear Councillor,

You are hereby summoned to attend an ORDINARY Meeting of the FULL Town Council which will take place on Monday, 10<sup>th</sup> July 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).**

FC23/129

**To note members present:**

FC23/130

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

FC23/131

**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*

FC23/132

**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.*

FC23/133i)

**To consider and, if thought fit, to approve the minutes of the Annual Meeting of the FULL Council held on Monday 19<sup>th</sup> June 2023 as previously circulated to members and published online:**

FC23/133ii)

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

FC23/134

**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 – 26<sup>th</sup> June 2023

FC23/135

**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.*

FC23/136

**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:**

**Standing Council Business to be considered:**

FC23/137

**To consider matters pertaining to the ongoing development of the Axminster Neighbourhood Plan and to receive reports from the Steering Group (ANPSG)**

i) **To receive an update report from the Chair of the ANPSG.**

*Continued Overleaf*

FC23/138

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

FC23/139

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

FC23/140

**To receive an update from the Town Council's representative to the Axminster Chamber of Commerce**

FC23/141

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

- a) To consider and, if thought fit, to approve and ratify payments for June 2023.
- b) To receive, and note, Responsible Financial Officer's report and financial pack for June 2023 in the approved format (also published online)
- c) Questions to the RFO on these accounts / financial reports from members.
- d) To consider applications for grant assistance from the following bodies/organisations:
  - i) *Trident Swimming Club – Request for grant from the Town Council under the Smaller Grant Scheme.*
- e) To receive RFO update on the FY22-23 Annual Return (AGAR3) submission and to note the commencement of the Period for the Exercise of Public Rights.
- f) To consider and, if thought fit, to approve the Board Resolution required by Lloyds bank to allow the Council to make changes to its banking mandate with that financial institution.
- g) To consider a proposal to add Cllr. Sara Leat to the bank signatory mandate for Unity Trust Bank.
- h) To consider a proposal to apply for credit account for a charge card facility with FuelGenie (Card) to enable the purchase of specialist fuel for the Council's plant and grounds equipment.

FC23/142

**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.*

- i) [23/1251/FUL](#) – 10 North Street, Axminster, EX13 5QD  
Single storey rear extension, with raised deck. Removal of rear studio and excavation to create parking area.
- ii) [23/1179/FUL](#) – Archway Bookshop (former), Church Street, Axminster, EX13 5AQ  
Change of use from Class E to Residential (C3)  
(see also 23/1180/LBC)

- 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.*

None received for consideration as at date of agenda publication.

- 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.***

FC23/142

**To consider planning matters (continued):**

d) To note planning correspondence received.

*1) To note receipt of correspondence relating to an appeal against a decision of EDDC Planning dept. in respect of 22/0261/FUL Heatherdale, Cooks Lane, Axminster, EX13 5SQ.*

Council to decide whether it wishes to make further representations to the Appeal Inspectorate.

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 to be noted at time of agenda publication.

f) To ratify the appointment of Cllr. Mark Dowdeswell onto the Axminster Town Council Planning Committee.

**New Council Business to be considered:**

FC23/143

**To receive update in respect of recent enquiry to community bus companies regarding time-tables and de-touring/diversions on Axminster Carnival evening.**

FC23/144

**i) To consider and, if thought fit, to approve the appointment to the Town Council of a specialist HR provider (under fixed term contract) at a cost of £1925 per annum.**

**ii) To approve the suspension of Council's Financial Regulations for this service procurement in light of the urgency of the service requirement which has prevented the usual compliance with those financial regulations (ie. RFO to endeavour to obtain three comparable quotes for the service provision).**

FC23/145

**To consider the adoption of the Operations Committee Terms of Reference (as per that Committee's resolved recommendation).**

FC23/146

**To consider suggestion that the Town Council seek to create (in conjunction with local schools) an Axminster Youth Council.**

FC23/147

**To consider the appointment of the Town Council's representative to the EDDC Arts and Culture Forum.**

*Continued Overleaf*

FC23/148

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

FC23/149

**To confirm the date of the next scheduled FULL meeting of the Town Council - 11<sup>th</sup> September 2023.**

*(Council does not ordinarily meet in August each year).*

FC23/150

*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)**

FC23/151 (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.**

FC23/152 (IC)

**To consider matters pertaining to a proposed tenancy of a Town Council property.**

*This matter is deemed confidential as it relates to the terms of a tenancy agreement between the Town Council and a potential tenant of a Town Council property/building.*

FC23/153 (IC)

**To consider a request from a resident seeking approval for erection of a fence along the boundary of a parcel of land owned by the Town Council.**

*This matter is deemed confidential as it relates to a private matter involving a 3<sup>rd</sup> party.*

FC23/154 (IC)

**To consider matters pertaining to the Axminster Guildhall; to receive a report from the Clerk on several legal, governance, financial and constitutional matters that are considered confidential due to subject matter likely to be discussed.**

FC23/155 (IC)

**To consider matters pertaining to works vehicles and to decide upon the financial arrangements for the future provision of such vehicles; to receive a report from the Clerk on financial matters that are considered confidential due to subject matter likely to be discussed and the inclusion of commercially sensitive quotations.**

*Continued Overleaf*

FC23/156 (IC)

**i) To consider matters pertaining to the disposal of Town Council plant assets and, concurrently, the acquisition of additional items of plant and equipment to provide operational efficiencies within the Town Council Grounds Maintenance service.**

*Clerk to provide a report to members which is deemed confidential in light of the commercially sensitive nature of the quotations to be considered.*

**ii) To approve the suspension of Council's Financial Regulations for this asset disposal & procurement exercise in light of the urgency of the service requirement which prevents the standard compliance with those financial regulations (ie. RFO to endeavour to obtain three comparable quotes for the disposal & procurement exercise).**

FC23/157 (IC)

**To receive an updated report from the Clerk/RFO pertaining to the matter of potential land acquisition in the parish; as this subject matter relates to a commercially sensitive matter connected entirely with a private 3<sup>rd</sup> party land-owner, the following business will be considered in closed Council session (Part Two)**

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

*Paul Hayward*

Town Clerk.

3<sup>rd</sup> July 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***

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