

## 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

4<sup>th</sup> September 2023

Dear Councillor,

You are hereby summoned to attend an ORDINARY Meeting of the FULL Town Council which will take place on Monday, 11<sup>th</sup> September 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.***

**Guest speaker; Marcus Hartnell, presenting an update on the forthcoming opening of the Axminster Banking Hub.**

**Guest speaker; Mark Garland (Wildanet Fibre), presenting an update on the ongoing rollout of fibre telecommunications in the Axminster area.**

Followed by.

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

***Continued Overleaf***

**FC23/156**

**To note those members present:**

**FC23/157**

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

**FC23/158**

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

**FC23/159**

**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.*

**FC23/160**

**To consider and, if thought fit, to approve the minutes of the Annual Meeting of the FULL Council held on Monday 10<sup>th</sup> July 2023 as previously circulated to members and published online:**

**FC23/161**

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

**FC23/162**

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

a) Operations Committee meeting – 4<sup>th</sup> September 2023

**FC23/163**

**To consider the recommendations from that committee (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.*

**FC23/164**

**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***

**FC23/165**

**To consider allocation of committee membership seats for the following Council Committees:**

Employment Committee  
Guildhall Sub-Committee  
Operations Committee  
Planning Committee  
Strategy & Finance Committee

**FC23/166**

**To consider a proposal that former Councillor, Martin Spurway, be afforded the Freedom of the Parish of Axminster in recognition of his esteemed and eminent service to both the Council and the Axminster Community.**

**Standing Council Business to be considered:**

**FC23/167**

**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 on the plan's progression.
- ii) To receive an update on the planned Policy Consultation survey.

**FC23/168**

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

- i) To ratify the recommendations from the Operations Committee meeting held 4<sup>th</sup> September 2023 relating to the lower cemetery field, adjacent to Chard Road.

**FC23/169**

**To receive an update from the Town Council's representative, Cllr. Mark Dowdeswell, on the work and activity of the Axminster Chamber of Commerce.**

- i) To ratify the appointment of Cllr. Dowdeswell as the Town Council's representative to the Chamber of Commerce.

**FC23/170**

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

- i) To receive an update on the Green Wedge / E-Bikes project at Axminster Railway station.

**FC23/171**

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

- a) To consider and, if thought fit, to approve and ratify payments for July and August 2023.
- b) To consider and, if thought fit, to approve the Bank Reconciliation for August 2023; this document to be counter-signed by a member of Council in conjunction with bank statements.

***Continued Overleaf***

## **FC23/171**

### **To consider Council's financial matters (continued):**

- c) To receive, and note, Responsible Financial Officer's report and financial pack for July & August 2023 in the approved format (also published online) incorporating the Guildhall Operational Financial Statement.
- d) Questions to the RFO on these accounts / financial reports from members.
- e) To receive update from Clerk on previous resolutions regarding Council's banking arrangements.
- f) To receive an update from RFO on grant awards and receipts, and on grant applications pending decision.

## **FC23/172**

### **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) [23/1361/ADV](#) – New illuminated signage on former Lloyds bank building, Trinity Square.  
Fascia sign, projecting sign, illuminated poster signage, non-illuminated poster signage, entrance signage, CCTV signage.

- 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 in consultation with the members of the Council's Committee.

- i) 23/1430/LBC - Castle Mount, Castle Hill, Victoria Place, Axminster, EX13 5NH  
Replacement of fixed roof window in north lean-to roof lighting the internal stair landing.  
**Recommendation: SUPPORTED**

- ii) 23/1470/TRE – Prospect Filling Station, Lyme Road, Axminster, EX13 5BH  
Oak tree – crown reduction by up to 6m. Removal of dead wood.  
**Recommendation: SUPPORTED (after consultation with Council's Hon. Tree warden)**

- iii) 23/1474/TRE - Martlets, 2 Coppice Close, Crewkerne Road, Axminster, EX13 5SY  
T1 Beech Tree - crown lift to approx.. 4m from ground level. Targeted pruning of higher limbs to prevent encroachment.  
T2 Beech tree – crown reduction by approx.. 30%, with max. diameter cuts 120mm. Also, crown lift to 3m.  
**Recommendation: SUPPORTED (after consultation with Council's Hon. Tree warden)**

- iv) 23/1564/ADV - Unit 9-9A Weycroft Ave. (Axminster Power Tools) Millwey Ind. Est. Axminster EX13 5PH  
Erection of new illuminated sign on SW elevation.  
**Recommendation: SUPPORTED**

- v) 23/1758/FUL – 12 Prestor, Axminster, EX13 5BR  
Proposed single storey extension..  
**Recommendation: SUPPORTED**

- 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 any planning correspondence received.

**Continued Overleaf**

**FC23/172****To consider planning matters (continued):**

- 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 receive update from Clerk (also EDDC ward member for Axminster and member of EDDC Strategic Planning Committee) on recent meeting of the committee, particularly with regard to the following matters:

Nitrate Neutrality in the Axe Valley Catchment  
S106 / CIL funding, compliance and administration  
Formation of the new Devon Housing Commission and its membership

**New Council Business to be considered:****FC23/173**

**To consider a Street Trading Consent application in respect of Axminster carnival event on 16<sup>th</sup> September 2023 (between 12.00hrs and 23.00hrs) in relation to the siting of up to 10 x catering traders (concessions).**

**FC23/174**

**To consider the extent and scope of the Town Council's proposed engagement with the VCSE (voluntary, community and social engagement) sector/organisation via EDDC/Devon Communities Together.**

**FC23/175**

**To consider how the Town Council wishes to engage with the tourism sector locally and within the wider district/county area.**

- i) To note the forthcoming "Gate to Plate" event in Axminster Town Centre on Saturday the 7<sup>th</sup> October and to agree whether the Council should once again seek to host a stall within the Town Council Community Engagement gazebo.
- ii) To consider whether the Town Council wishes to become a partner with a commercial town guide provider at no cost to the parish taxpayer to promote Axminster.

**FC23/176**

**To consider a request that the Town Council might assist towards the proposed expenditure for the 2024 "25<sup>th</sup> anniversary" event at the Guildhall.**

**FC23/177**

**To consider whether the Town Council wishes to actively engage with the nearby town and parish councils in the wider interest of local engagement and civic co-operation with these local authorities.**

*Continued Overleaf*

**FC23/178**

**To receive update from Clerk on progress relating to the forthcoming publication of the Autumn 2023 Town Council newsletter.**

**FC23/179**

**To consider matters pertaining to the Old Courthouse Complex.**

- i) To consider whether the Town Council wishes to commence public consultation on the potential future use of the Old Courthouse building asset.
- ii) To consider a proposal to allow the continued use of the former museum space on the first floor of the Old Courthouse by Axminster Chamber for the use as a construction venue for the proposed Axminster Model Railway project (noting that the space is, and will be, used by the Axminster Banners Group under a previously approved tenancy agreement).
- iii) To consider the request from a tenant of the Old Courthouse complex for the replacement of the former gazebo and decking in the public garden area of the complex.

**FC23/180**

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

**FC23/181**

**To confirm the date of the next scheduled FULL meeting of the Town Council – 16th October 2023 (delayed by one week due to staff absence) and other Council committee meetings.**

- i) Employment Committee – 18<sup>th</sup> September 2023 / 7pm in the Guildhall
- ii) Strategy & Finance Committee – 25<sup>th</sup> September 2023 meeting postponed.  
New date for committee to be arranged by Chair.
- iii) Guildhall Sub-Committee – no date for inaugural meeting yet arranged.
- iv) Operations Committee – 6<sup>th</sup> November 2023 / 7pm in the Guildhall.

**FC23/182**

*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)**

***Continued Overleaf***

**FC23/183 (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.**

**FC23/184 (IC)**

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

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

*Paul Hayward*

*Town Clerk  
6<sup>th</sup> September 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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