

AXMINSTER TOWN COUNCIL

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

The Guildhall,
Axminster, Devon

6th March 2024

Dear Councillor,

You are hereby summoned to attend an ORDINARY Meeting of the FULL Town Council which will take place on **Monday, 11th March 2024 at 7.00pm** at the Guildhall, West Street, Axminster.

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 Chair of 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.*

The Chair to highlight fire exits and Guildhall fire precautions for those present.

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

FC24/050

To note those members present:

FC24/051

To note and, if thought fit, to approve apologies for absence (and reasons thereof):

(LGA 1972 s.85 (1))

FC24/052

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:

Continued Overleaf

FC24/053

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.

FC24/054

To consider and, if thought fit, to approve the minutes of the Ordinary Meeting of the FULL Council held on Monday 12th February 2024 as previously circulated to members and published online:

FC24/055

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

FC24/056

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 – 15th January 2024
- b) Strategy & Finance Committee meeting – 19th February 2024
- c) Planning Committee meeting – 19th February 2024
- d) Employment Committee meeting – 26th February 2024

FC24/057

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. (see FC24/072 to 075 incl. below)

FC24/058

To consider matters pertaining to the Casual Vacancy that currently exists for the Town ward seat (*Section 89; Local Government Act 1972*) (*The Local Elections (Parishes and Communities) (England and Wales) Rules 2006; Section 5*)

And, to consider candidate's nominations for co-option to the Town Council (Town ward) and to resolve upon the co-option accordingly by way of a public vote.

FC24/059

To consider Council's financial matters:

- a) To consider and, if thought fit, to approve and ratify payments for February 2024.
- b) To consider and, if thought fit, to approve the Bank Reconciliation for February 2024. this document to be counter-signed by a member of Council in conjunction with bank statements.
- c) To receive, and note, Responsible Financial Officer's report and financial pack for January & February 2024 (Q4) in the approved format (also published online) incorporating the Guildhall Operational Financial Statement and budget monitor.
- d) Questions to the RFO on these accounts / financial reports from members.
- e) To consider a grant request from Pippins Community Centre for £300 towards the costs of repairing the building's heating and hot water boiler – anticipated project costs £3384.
*** This is a reconsideration of the request considered at the FULL meeting in February.**
- f) To consider a grant request from Plastic Free Axminster (PFA) for £200 towards the costs of the organisation's website, advertising and publicity costs.

Continued Overleaf

FC24/060

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) [24/0319/FUL](#) – 1 Cridlake Cottages, Lyme Road, Axminster. EX13 5BE

Change of Use from business premises to domestic dwelling.

ii) [23/2315/FUL](#) – St Mary's Church, Minster Green, Axminster. EX13 5NU

Installation of CCTV (amended plans); submitted after recommendation of refusal of previous application by EDDC Conservation officer and Historic England.

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.

None to be ratified.

c) To consider any tree related planning applications received prior to the agenda publication and currently awaiting consideration (and decision):

None advised to Council.

d) To consider planning applications received after the agenda publication and currently awaiting consideration (and decision) – published on a supplementary agenda (if applicable): *To be advised if applicable.*

e) To consider any planning correspondence received:

To note the recent correspondence from SP Broadway regarding potential development on land south of Axminster.

FC24/061

To receive an update report on the work of the Axminster Neighbourhood Plan Steering Group from the Chair of the Steering Group, Cllr. Bernie Steadman.

FC24/062

To consider what part the Town Council wishes to play in the 80th Anniversary celebrations for the D-Day Landings and to consider any costs associated with that participation or event management.

FC24/063

To consider membership of Council committees (and sub-committees and working groups) in light of recent changes to overall Council membership.

FC24/064

To receive an update report from the Clerk on the implications of the forthcoming implementation of "Martyn's Law" legislation which affects all publicly accessible buildings with a Standard Tier rating (ie venue capacity between 100 and 799 persons).

Continued Overleaf

FC24/065

To consider how the Town Council develops, creates and resources an Emergency Plan for the parish of Axminster; this item of business follows representations to the Council at the Annual Parish Meeting held on 4th March 2024.

FC24/066

To receive a report from the RFO on recommendations relating to amended proposals for the use of the previously received South Western Railways CCIF grant award; to seek Council's agreement on the use of Council resource to open negotiations with 3rd party service providers to facilitate the creation of a time-limited shuttle-bus service centred at Axminster railway station.

FC24/067

To receive an update report on the work of the Axminster Chamber of Commerce from the Town Council's representative to that organisation, Cllr. Mark Dowdeswell.

FC24/068

To receive an update report on the work of the Axminster Climate Action Group (ACAG) from the Chair of the Action Group, Cllr. Bernie Steadman.

FC24/069

To consider any matters considered as urgent by the presiding Chair

FC24/070

To confirm the date of the next scheduled FULL meeting of the Town Council and other Council committee meetings: 13th May 2024 (this will be the Town Council's Annual Meeting) – 7pm at The Guildhall.

Committees:

Strategy & Finance Committee (Risk Review session) – 25th March 2024 – 7pm

Operations Committee – 8th April 2024 – 7pm

Employment Committee – 22nd April 2024 – 7pm

Strategy & Finance Committee (AGAR session) – 29th April 2024

Guildhall Sub-Committee – date not yet agreed.

FC24/071

Vice-Chair to propose 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)

FC24/072 (IC)

To consider Employment matters.

This matter is considered in Part Two due to the confidential nature of the employment matters to be discussed.

Continued Overleaf

FC24/073 (IC)

To consider matters pertaining to Guildhall alarms and building security/fire safety and to review quotes received for such services.

This matter is considered in Part Two due to the commercially sensitive nature of the supplier quotations and correspondence to be discussed.

FC24/074 (IC)

To consider matters pertaining to Town Council's use of local authority accounting software and to review quotes received for such services.

This matter is considered in Part Two due to the commercially sensitive nature of the supplier quotations and correspondence to be discussed.

FC24/075 (IC)

To consider matters pertaining to the Guildhall and the Guildhall Sub-Committee.

This matter is considered in Part Two due to the confidential nature of business to be discussed.

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

Paul Hayward

*Town Clerk
6th March 2024*

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.
