

MINUTES OF THE MEETING OF THE AXMINSTER TOWN COUNCIL
Held on Monday 13th September 2021 at 7.00 p.m. at Axminster Guildhall.

Present:

Town Mayor Cllr. Ms. J.J. Farrow

Deputy Town Mayor: Cllr. Mrs. A. G. Sedgewick,

Councillors: C.A. Doherty, S.P. Holt, Mrs. S.L.N. Leat, M.D.G. Spurway
and O.S. Tucker.

The Town Clerk (Miss H. Kirkcaldie). and the Deputy Clerk/Responsible Financial Officer,
(Mrs. Z. Adamson-Drage).

In attendance: District Councillor Jackson.

9 Members of the public. 0 representative of the Press.

2021/0361 APOLOGIES FOR ABSENCE: Cllrs. M. Mynard, and J.W. Walden and
Cty./Dist. Cllr. I. L. Hall and Dist. Cllr. Moulding and the Administrative Assistant,
(Mrs. S. Gay).

2021/0362 DECLARATIONS OF INTEREST: CLLRS. DOHERTY, FARROW, MRS.
LEAT, MRS. SEDGEWICK AND SPURWAY EACH DECLARED PERSONAL
INTERESTS AS BEING MEMBERS OF THE AXMINSTER GUILDHALL
MANAGEMENT COMMITTEE IN RESPECT OF ANY ITEMS RELATING TO
THE GUILDHALL.

CLLRS. FARROW, HOLT, AND SEDGEWICK EACH DECLARED PERSONAL
INTERESTS AS BEING MEMBERS OF AXMINSTER NEIGHBOURHOOD
PLAN STEERING GROUP.

CLLR. DOHERTY DECLARED AN INTEREST AS BEING A MEMBER OF THE
LABOUR PARTY

CLLR. FARROW DECLARED AN INTEREST AS BEING A MEMBER OF AXMINSTER
TWINNING ASSOCIATION AND A GOVERNOR OF AXMINSTER
COMMUNITY PRIMARY ACADEMY, A MEMBER OF THE LABOUR PARTY,
THE NATIONAL TRUST AND THE CO-OP, A FRIEND OF FERNE ANIMAL
SANCTUARY, A VOLUNTEER COLLECTOR FOR DEVON AIR AMBULANCE
TRUST AND AS A JOINT TENANT OF A TOWN COUNCIL ALLOTMENT AT
WOODBURY PARK ALLOTMENTS

CLLR. HOLT DECLARED AN INTEREST AS BEING LIAISON COUNCILLOR FOR
AXMINSTER CHAMBER OF TRADE, TREASURER OF AXMINSTER
HOSPITAL LEAGUE OF FRIENDS, A TRUSTEE OF AXMINSTER HERITAGE
CENTRE, A MEMBER OF THE CONSERVATIVE PARTY AND THE
NATIONAL TRUST.

CLLR. LEAT DECLARED AN INTEREST AS BEING SECRETARY OF AXMINSTER
DRAMA CLUB.

Approved 11th October 2021, Min 2021/

CLLR. SEDGEWICK DECLARED AN INTEREST AS BEING LIAISON COUNCILLOR ON AXE VALLEY LOCAL ACTION GROUP.

CLLR. SPURWAY DECLARED AN INTEREST, A MEMBER OF CO-OP FOOD GROUP, AND OF THE LIBERAL DEMOCRATS.

CLLR. TUCKER DECLARED AN INTEREST AS BEING A MEMBER OF AXMINSTER NEIGHBOURHOOD PLAN STEERING GROUP, LYME REGIS SEA SCHOOL, LYME REGIS SAILING CLUB, THE CO-OP, A TRUSTEE OF AXMINSTER SKATEPARK STEERING CHARITY, THE LABOUR PARTY, THE CO-OPERATIVE PARTY, THE GENERAL, MUNICIPAL AND BOILER MEN'S UNION, UNITE THE UNION, THE LEAGUE AGAINST CRUEL SPORTS AND UNIVERSITY COLLEGE LONDON STUDENT'S UNION

2021/0363 MINUTES OF TOWN COUNCIL MEETING DATED 9th AUGUST 2021:

Cllr. Farrow, seconded by Cllr. Tucker, proposed that these minutes be approved for accuracy subject to the removal of an extraneous reference to corrections in paragraph 2021/0330 Agreed.

Cllr. Farrow, seconded by Cllr. Tucker, proposed that the above minutes be adopted as policy. Agreed.

2021/0364 CASUAL VACANCY AT RAYMONDS HILL: A letter of resignation had been received from Cllr. Sleigh. The Town Clerk will report this to the District Council.

2021/0365 APPLICATION TO FILL CASUAL VACANCY AT WEYCROFT: An application to re-join the Council had been received from Mr. C.W.C. Hall. Cllr. Farrow, seconded by Cllr. Spurway, proposed that Mr. Hall be invited to fill the Casual Vacancy. Agreed.

Mr. Hall signed his Declaration of Acceptance of Office and took his place on the Council.

2021/ 0366 MATTERS ARISING AND ACTIONS FROM THE AUGUST MEETING:

The Town Clerk had not yet located the webinar recording on flood resilience.

The Certificate for former Cllr. Spiller had been obtained. Cllrs. Tucker and Walden had been experiencing difficulties in finding a training provider for the defibrillators.

Letters had been sent regarding the proposed extension to Chard Quarry. The Town Clerk said that the application had been refused.

Cllr. Farrow said that it had not been, and would not now be, possible to undertake the promised blitz on weeds in the town.

2021/03667 TOWN FORUM – ACTION IN AXMINSTER: A former Town Councillor, who is a current District Councillor, suggested that unless the Town Council took a lead there was a risk that funding to the tune of £150,000, which would help further the aspirations of Action in Axminster, available via the District Council could be lost. A

proportion of that funding was time limited to the end of March 2022. He pointed out that the Town Council had reserves which would enable it to match find this sum. He said that Action in Axminster had many initiatives it wished to fulfil and could not do so without the support of the Town Council.

The Town Mayor pointed out that Action in Axminster did have the support of the Town Council, which was always ready to consider requests for action or funding but by the nature of the way it had to operate could not be as fleet of foot as individual groups could be.

The former Councillor referred members to the District Council's web site for details of the prospectus relating to the funding to which he had referred. He said that in common with many other places, there were several vacant premises on the "high street".

Cllr. Sedgewick suggested that a proposal regarding projects for which funding was sought via the mechanism mentioned by the speaker, be submitted for consideration at the next meeting of the Strategy and Finance Committee. Cllr. Holt suggested that the October meeting of the Town Council would be a more realistic time scale.

2021/0368 TOWN FORUM – REQUEST FOR DEFIBRILLATOR AT AXMINSTER

OUTDOOR BOWLS CLUB: A member of the club spoke of the reassurance that provision of such equipment would give to members. In response to a question from the Town Clerk, Cllr. Hall said that Cloakham Lawn Sports Centre did not have such an item of equipment either. The topic was referred to Matters of Urgency for further discussion.

2021/0369 TOWN FORUM – ACTION IN AXMINSTER: A different member of Action in Axminster endorsed the comments made earlier in the meeting. He spoke of the improved atmosphere around the town centre since the installation of the picnic benches on the Minster Green and referred to other organisations within the town which were promoting activities to improve the well-being of residents. He said there needed to be one cohesive unit.

2021/0370 FINANCIAL MATTERS – PAYMENTS FOR AUGUST: Cllr. Farrow, seconded by Cllr. Tucker, proposed that these be authorised. Agreed.

2021/0371 FINANCIAL MATTERS – RESPONSIBLE FINANCIAL OFFICER'S REPORT:

The Responsible Financial Officer said that no response had been received from the external auditor so far. She was working on the annual rent letter to allotment holders and had completed a comprehensive report for the Old Courthouse Working Party.

2021/0372 FINANCIAL MATTERS – ACTION IN AXMINSTER FUNDING REQUEST:

No specific request had been received and this matter had been covered under Public Forum.

2021/0373 PROPOSED CHANGES IN THE RAILWAY TIMETABLE: Following discussion, the Town Clerk was asked to submit the following comments:-

- a) That the aspiration to have two trains per hour between Axminster and Exeter was welcomed.
- b) That any loss of peak time capacity between London and Exeter and vice versa

was not supported.

Cllr. Tucker said he was willing to attend the Community Rail Conference in Woking. He was asked to raise the following matters on behalf of the Town Council:- time-table changes, responsibility/action plan for FP 84, landscaping of station approach.

The Town Clerk asked members to disseminate to local groups details of the opportunities being offered by South Western Railways under its "Try the Train" initiative.

2021/03734 TRAFFIC ISSUE: Cty. Cllr. Hall had made the Town Council aware of an incident in which the front wing of a car, which had backed up as far as possible in the traffic to allow a long lorry to navigate from Trinity Square to Chard Street, had been wrecked by the lorry. Councillors expressed their sympathy for the driver concerned, who had been unhurt. Cllr. Sedgewick said that the issues concerned were being addressed through the Neighbourhood Plan.

2021/0375 REVISED HEADS OF TERMS FOR JUBILEE FIELD: Advice was awaited from the Town Council's legal advisers.

2021/0376 AXMINSTER CHILDREN'S COMMUNITY ART COMPETITION: Following discussion, Cllr. Farrow said that she would make a donation towards this from her Mayoral Allowance.

2021/0377 RESPONSE TO DISTRICT COUNCIL'S DRAFT GAMBLING POLICY: Cllr. Holt, seconded by Cllr. Sedgewick, proposed that this be noted.

2021/0378 MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 16th AUGUST 2021: Cllr. Leat, seconded by Cllr. Spurway, proposed that these be approved for accuracy. Agreed. Cllr. Leat, seconded by Cllr. Spurway, proposed that they be adopted as policy. Agreed.

2021/0379 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 16th AUGUST 2021: None.

2021/0380 MINUTES OF THE MEETING OF HEALTH AND SAFETY SUB-COMMITTEE HELD ON 17th AUGUST 2021: Were not available.

2021/0381 MINUTES OF THE MEETING OF EMPLOYMENT COMMITTEE HELD ON 17th AUGUST 2021: Cllr. Sedgewick, seconded by Cllr. Spurway, proposed that the minutes of the above meeting be approved for accuracy. Agreed. Cllr. Sedgewick, seconded by Cllr. Farrow, proposed that they be approved as policy. Agreed

2021/0382 MATTERS ARISING FROM THE MINUTES OF THE EMPLOYMENT COMMITTEE HELD ON 17th AUGUST 2021: None.

2021/0383 MINUTES OF THE MEETING OF THE STRATEGY AND FINANCE COMMITTEE HELD ON 23RD AUGUST 2021: Cllr. Farrow, seconded by Cllr. Holt, proposed that the minutes of the above meeting be approved for accuracy. Agreed.

Approved 11th October 2021, Min 2021/

Cllr. Farrow, seconded by Cllr. Holt, proposed that they be approved as policy.
Agreed

2021/0384 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE STRATEGY AND FINANCE COMMITTEE HELD ON 23rd AUGUST 2021: None.

2021/0385 MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 6th SEPTEMBER 2021: Cllr. Leat, seconded by Cllr. Spurway, proposed that these be approved for accuracy. Agreed. Cllr. Leat, seconded by Cllr. Spurway proposed that they be adopted as policy. Agreed.

2021/0386 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 6th SEPTEMBER 2021: None.

2021/0387 MINUTES OF THE MEETING OF THE OPERATIONS COMMITTEE HELD ON 7th SEPTEMBER 2021: Cllr. Farrow pointed out that the sentence in item 1 referring to the temporary absence of Cllr. Walden should be deleted. She proposed that subject to that correction, the minutes of the above meeting be approved for accuracy. Cllr. Sedgewick seconded the proposal. Agreed. Cllr. Farrow, seconded by Cllr. Sedgewick, proposed that they be approved as policy. Agreed

2021/0388 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE OPERATIONS COMMITTEE HELD ON 7th SEPTEMBER 2021: None.

2021/0389 REVISED INDUCTION CHECKLIST: Cllr. Sedgewick, seconded by Cllr. Spurway, proposed that this document be adopted. Agreed.

2021/0390 PLATINUM JUBILEE ARRANGEMENTS; Cllr. Sedgewick reported that the Guildhall had been booked from 2nd to 5th June 2021 to ensure its availability for any groups that may wish to book it over that period as part of the celebrations. It had been agreed that Axminster Town Council would co-ordinate the events. Community groups involved included Light Up Axminster and Axminster Rotary Club. The Town Council's events would centre on the Jubilee Fountain and Jubilee Field. Suggested events included a "bring your own food" community picnic and tribute bands. Small grants of £150 would be made available for localised celebrations. Further details and a time framework will be discussed at the next Strategy and Finance meeting.

2021/0391 NEIGHBOURHOOD PLAN UPDATE: Cllr. Sedgewick reported that the Steering Group was due to consider a partial draft later in the week when the focus would be on the structure of the plan.

2021/0392 MATTERS OF URGENCY – REQUEST FOR DEFIBRILLATORS AT THE OUTDOOR BOWLS CENTRE AND CLOAKHAM LAWN SPORTS CENTRE:
Cllr. Farrow proposed that these be ordered and fitted at the Town Council's cost.

CLLR. FARROW PROPOSED THAT STANDING ORDERS BE SUSPENDED TO ALLOW DIST. CLLR. HAYWARD TO SPEAK. CLLR. TUCKER SECONDED THE PROPOSAL AGREED. DIST. CLLR HAYWARD POINTED OUT THAT NO DECISION COULD BE MADE AS THE MATTER HAD NOT BEEN PLACED

ON THE AGENDA FOR THE MEETING. CLLR. FARROW PROPOSED THAT THE ITEM BE PLACED ON THE NEXT AGENDA FOR THE STRATEGY AND FINANCE COMMITTEE. AGREED.

2021/0393 MATTERS OF URGENCY – TREE GRANT FROM DISTRICT COUNCIL:

Notification of this grant had just been received from an officer at the District Council with the suggestion that it be used for the Jubilee Field. Dist. Cllr. Jackson said there were probably good reasons behind the recommendation made in the letter.

Following further Discussion, Cllr. Holt said that he knew someone who was knowledgeable about trees and would arrange a site meeting with Cllr. Farrow at the Jubilee Field.

2021/0394 CORRESPONDENCE: there had been much correspondence relating to COVID 19 and also notices about road closures. The latter are on the website.

Cllr. Sedgewick 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. Cllr. Farrow seconded the proposal. Carried.

2021/0395 CLOSED CIRCUIT TELEVISION QUOTE: The Town Clerk said that she had become aware that a Public Impact Assessment and C.C.T.V. Policy should be put in place before the system was commissioned. Following discussion, Cllr. Sedgewick said that as the installer had since come up with standard templates then she felt that the office staff should be able to complete these. The Town Clerk agreed that this was the case. However, she said that one element of the quote was to cover the cost of preparing a specification for the Guildhall, where it had been agreed that improved perimeter cover was needed. The Deputy Clerk added that it might be prudent, given the privacy implications, for a specialist to ensure that all relevant matters had been addressed. The Town Clerk said that the recording equipment was in a locked cabinet and the recordings would be transmitted to the Town Council Offices once the telephony links were in place. Only authorised staff would have access to the screens and recorder and protocols would be put in place for the release of any recorded footage.

2021/0396 QUOTES FOR TREETWORK AT CEMETERY AND ALLOTMENTS: Cllr.

Farrow, seconded by Cllr. Holt, proposed that the quote for the tree safety inspections at the various Town Council sites, for the sum of £1080, be accepted. Agreed.

Comparable quotes will be sought for the tree surgery work.

Signature Date.....

ACTIONS LIST

	ACTION	BY WHOM	BY WHEN
Sep-21	Report Casual Vacancy	Town Clerk	14th Sept
	Report new Cllr. for Weycroft Ward	Town Clerk	A.S.A.P
	Put defibrillator request on Strat and Fin Sept Agenda		
	Respond to Train Timetable consultation and Community Rail Consultation invitation	Town Clerk	by 24th Sept
	Jubilee Field site meeting with Cllr. Farrow	Cllr. Holt.	
	Notify contractor re acceptance of tree inspection quote and get competitive quotes for actual tree works.		

DRAFT FOR ATC 11th October 2021