

# Axminster Town Council

Office Hours  
Monday, Wednesday, Thursday  
10am – 12 noon

Mayor: Cllr Jill Farrow  
Town Clerk: Paul Hayward

[www.axminstertowncouncil.gov.uk](http://www.axminstertowncouncil.gov.uk)



THE GUILDHALL  
WEST STREET  
AXMINSTER  
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Tel. 01297 32088

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## Axminster Town Council: Minutes of the meeting of the FULL Council

**MINUTES APPROVED at FULL Council held 17<sup>th</sup> April 2023; Part ONE version.**

Held in person on Monday 13<sup>th</sup> March 2023 at 7.00 p.m.

**Present:** Cllrs. Farrow (JF) (Chair), Sedgewick (AS) (Vice-Chair), Birnie (SB), Bourne (ABO.), Brooker (ABr.), Burrough (KB), Huskisson (AH), Leat (SL), Lippett (RL), Paice (EP), Spurway (MS), Steadman (BS) and Walden (JW).  
*(Meeting was deemed quorate).*

Also; Town Clerk, Paul Hayward (TC).  
Cllr. Sarah Jackson (SJ) (EDDC).  
Cllr. Andrew Moulding (AM) (EDDC).

One member of the public.

*Chair highlighted the building fire precautions and alerted those present to the fire exits.*

### Public Forum session.

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

No representations to Council from those present.  
Chair closed the Public Forum session at 7.05pm

### FC23/026

#### To note members of committee present:

Councillors in attendance at meeting are shown above.

### FC23/027

#### To note and, if thought fit, to approve apologies for absence and reasons therefore:

Cllr. Holt. Absence noted and reason and apology approved (unwell).

Cllr. Mynard. Absence noted and reason and apology approved (unwell).

**Acceptance of reason for absence proposed by Chair, seconded by JW.**

**Resolved unanimously.**

*Continued overleaf.*

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## FC23/028

**To note members of committee not otherwise present and to receive any other apologies for absence:**

Cllr. Ian Hall (EDDC/DCC). Noted.

## FC23/029

**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:**

*A declaration at this point does not preclude the need for members to declare any additional interests that may arise during this meeting.*

The dispensations afforded to Cllr. Burrough & Cllr. Farrow (27/06/2022) were noted.

The dispensation afforded to Cllr. Birnie (12/12/2022) was noted.

ABo. declared an interest in FC23/034 (declared an 'Affects NRI').

SB, RL and BS declared an 'Affects NRI' in respect of FC23/044 as members of ACAG.

No other declarations of interest declared by members present.

## FC23/030

**i) To consider and, if thought fit, to approve the minutes of the Ordinary meeting of the FULL Council held on 13<sup>th</sup> February 2023 and to consider any matters arising from those minutes:**

*Approval of the minutes proposed by Chair, seconded by BS. Resolved unanimously.*

Minutes signed by Chair as a true and faithful record of the business of that meeting.

**ii) Matters arising from those minutes:**

None.

## FC23/031

**i) To note the minutes of the committee meeting listed below and to consider any matters arising:**

a) Strategy & Finance Committee meeting held 27<sup>th</sup> February 2023 – presented by JF.

b) Operations Committee meeting held 6<sup>th</sup> March 2023 – presented by JW.

*Minutes of meeting reviewed and noted by members. Minor grammatical amendments noted and corrected.*

*Continued overleaf.*

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## FC23/031

ii) To consider the recommendations from that committee (as per schedule circulated to members & 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 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.*

None requiring Council's approval.

## FC23/032

To consider any 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: None raised by committee members. The item already scheduled for Part Two consideration (FC23/049 (IC) below) was noted.

## FC23/033

To consider Council's financial matters:

a) To consider and, if thought fit, to approve payments for February 2023 (£41,213.09) Financial reports had been circulated to members before meeting and published online.

Chair proposed payment of accounts due for February 2023. Seconded by JW.  
Resolved unanimously.

b) To receive, and note, Responsible Financial Officer's Report and financial pack for February 2023. Plus, update on recent CIL receipts. Noted.

c) Questions to the RFO on these accounts/financial reports.

None raised.

d) To receive a report from the RFO on the forthcoming end of year Annual Return (AGAR) process and to note provisional timetable for completion and submission.

Clerk outlined the current anticipated timetable for FY22-23 AGAR3 submission. It was hoped that the RFO could complete internal audit by 15<sup>th</sup> May (Annual meeting) but Council recognised that the process was wholly dependent on the 3<sup>rd</sup> party internal audit provider and that, as such, it might be June (FULL) that considers the section One and Section two elements of the AGAR3 submission, with scope for an additional extraordinary meeting (if so required) between 12<sup>th</sup> June and 30<sup>th</sup> June (the penultimate day for external audit submission).

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## FC23/033

### To consider Council's financial matters:

- e) To receive a report from RFO on the final schedule of grants awarded FY22-23. Clerk provided a schedule of grants allocated/awarded during the financial year. Noted.
- f) To receive the Annual CIL (Community Infrastructure Levy) report from RFO. Clerk presented a draft version of the mandatory EDDC CIL report for the financial year 2022-23 (to 31-03-2023). Noted.

It was proposed by Chair, seconded by BS, that £111.62 of the retained CIL funds available (earmarked for spend by 31/03/2023) be allocated to spending on community infrastructure (planting) projects. Resolved unanimously.

## FC23/034

### To consider planning matters:

- a) To consider any planning applications awaiting consideration (and decision) *Hyperlinks to EDDC website can be found using the blue highlighted applications references. Applications presented by the Chair of the Planning Committee, SL.*
- 1) [22/2322/OUT](#) – Land on former site of Lawsons (Websters Garage), Lyme Street, Axminster. Outline application for mixed-use building comprising retail store and 9 residential dwellings. This application has come back before Council for further consideration as additional documents have been provided by agent. *SL proposed that the Town Council maintain its opposition to the planning application. Seconded by BS. Resolved nem con (10 for / 1 against / 2 abstentions).*
- 2) [21/3025/MFUL](#) – Land west of Prestaller Farm, Beavor Lane, Axminster. Erection of 29 dwellings (including highways, drainage, landscaping and ancillary incidental works). This application has come back before Council for further consideration as additional documents relating to tree planting and drainage have been provided by agent. *SL proposed that the Town Council maintain its opposition to the planning application with an added comment that the Council noted the minimal flood risk on the actual development site but felt that the report failed to appreciate that flooding elsewhere in the town was likely as a consequence of any building on the site. Seconded by BS. Resolved nem con (12 for / 1 abstention).*

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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. Applications presented by the Chair of the Planning Committee, SL.*

1) [23/0395/FUL](#) – 19 Lea Combe, Axminster. EX13 5LJ.

*Proposed conversion of existing side garage to create family room and ground floor utility toilet. New insulated roof and parapet separation wall.*

*Previously supported by way of delegated authority of Chair and members of the committee. Supported by way of delegated authority of Chair and members of the committee.*

**SL proposed ratification approval. Seconded by Chair. Resolved unanimously.**

c) To consider any planning applications received after the agenda publication and currently awaiting consideration (and decision) – published on a supplementary agenda:

*Hyperlinks to EDDC website can be found using the blue highlighted applications references. None received for consideration.*

d) To note planning correspondence received:

*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.

*To note report from Clerk on recommendations made by EDDC Strategic Planning Committee that relate to the EDDC Emerging Local Plan (that have a bearing on both the Axminster Neighbourhood Plan and future development in the Axe Valley). Noted.*

## Standing Council Business to be considered:

### FC23/035

#### To receive an update on the ongoing development of the Axminster Neighbourhood Plan (ANHP).

After receiving a report from AS on the ongoing work of the ANHP Steering group, **it was proposed by AS that the publication of the 2<sup>nd</sup> draft of the Axminster NHP document be delayed until a clearer picture of the Government's proposals for the national Planning Policy Framework (NPPF) and, subsequently, the EDDC Emerging Local Plan Policy, could be determined. A further meeting of the ANHP Steering group was planned for April and they would consider the forward progress of the plan at that point. Seconded by Chair. Resolved.**

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## FC23/036

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

Presentation from BS, RL and SB. Statement made that ACAG had formalised its constitution and that the following officers had been appointed:

Treasurer – SB

Secretary – RL

Chair - BS

Lots of local activity and liaison with other organisations and community groups. Plans in place for re-wilding of Jubilee Field (bank/verge section) and tree planting on the lower cemetery field (c/o EDDC). A suggestion was made to invite children from the local primary school to attend the APM to speak on environmental matters. It was agreed that this would be a great idea. BS to arrange.

## FC23/037

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

Short report from Clerk on this subject (noting his dual role as EDDC P/Holder for economy).

## Council Business to be considered:

### FC23/038

**To consider the recommendation from the Strategy & Finance Committee that FULL Council should note, and approve, the outcome of the recent Town Council Risk Management Assessment (see Strategy & Finance Committee minutes from 27/02/2023) and that this approved document should be passed to the Internal Auditor for their End Of Year Annual Return Audit and Governance activity.**

It was proposed by JW, seconded by BS, that the S&FComm. recommendation be noted and that, as such, Council should adopt (and approve) the Town Council's Annual Risk Management Assessment report and review. Resolved unanimously.

The Chair asked that the minutes records Council's thanks to all the staff involved with the creation, preparation and compilation of this report. Noted.

*Continued overleaf.*

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## FC23/039

To consider the recommendation from the Strategy & Finance Committee that FULL Council should note, and approve, the revised and amended Financial Regulations as reviewed by that committee during their recent meetings.

It was proposed by the Chair, seconded by MS, that the amended and revised Financial Regulations be formally adopted as Council policy. Resolved unanimously.

Chair expressed her thanks to the Strategy & Finance Committee members for their diligence and time in reviewing the extant document and to the RFO for the preparation and editing of the document. Noted.

## FC23/040

To receive report from Clerk on the need for the Town Council to abide by the principles and regulations relating to the “pre-election period” (also known as ‘purdah’) prior to the local council elections to be held on 4<sup>th</sup> May 2023.

Report received from Clerk and noted. No further action necessary.

## FC23/041

To note receipt of the nomination packs for Town Councillor candidates from EDDC and to receive update from Clerk on the election timetable and process.

Update received from Clerk and noted. No further action necessary. Clerk was asked to make the nomination / candidate packs available in the office (hard copy) and via digital download via the website and Council’s social media channels. Noted.

## FC23/042

To consider what action the Town Council wishes to take in respect of the worn paint markings and dulling of the illuminated beacons on the pedestrian crossing outside of the Post Office on West Street; *this matter was reported to DCC in 2022 but recent correspondence from resident has suggested that problem has worsened since.*

It was proposed by the Chair that Council write once again to DCC Highways officers (and c.c. the County Councillor) under the Mayor’s signature (mindful of purdah restrictions) asking that this matter be addressed and resolved as a matter of urgency (given that Councils’ original request in 2022 has not been actioned by DCC). Seconded by JW with the amendment that the letter also raise the subject of worn parking bay/loading bay/parking restriction paint lines across the entire town. Resolved unanimously.

Clerk: Please note and action accordingly advising the Mayor when letter drafted for her signature. Noted.

*Continued overleaf.*

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## FC23/043

**To consider whether the Town Council wishes to reserve a space within the Cherry Fayre event area for the Axminster Big Dinner event on the 30<sup>th</sup> June 2023 for the purposes of community engagement (Council may wish to use its community gazebo and flags).**

Clerk/RFO confirmed that the event organisers had kindly waived the event fee for the Town Council as we were designated as a NFP (Not For Profit) organisation.

**Chair proposed that Council take up the kind offer and reserve a space at the event.**

**Seconded by JW. Resolved unanimously.**

Clerk: please liaise with event organisers accordingly.

Chair invited all members of the Council to attend and suggested that copies of the Town Council newsletter be available at the event, together with an introductory leaflet explaining what the Town Council is (and isn't) responsible for in terms of local services and amenity delivery. Agreed.

## FC23/044

**To consider proposal to accept an offer of up to 200 trees \* from EDDC to be planted on the Lower Cemetery Field (in conjunction with the Climate Action Group) as a temporary measure prior to their re-siting on other land under the Council's jurisdiction.**

*\* A variety of native broadleaf species including goat willow, hornbeam, spindle, elder, birch, hawthorn, English oak and sessile oak. The offer also includes all necessary planting materials.*

**Proposed by the Chair, seconded by BS. Resolved unanimously.**

Clerk: Please liaise with ACAG to organise volunteers for the "heeling-in" activity.

## FC23/045

**To consider any items of business which have been deferred or which members may wish to add on future agendas for FULL Council consideration.**

The Chair explained that several items of business had been held back from this agenda due to the volume of other, more pressing, business and to allow more detailed discussion and consideration by members of the Council (which could be a different composition / membership after 4<sup>th</sup> May). Noted.

*Continued overleaf.*



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## FC23/046

To confirm the date of the next scheduled FULL meeting of the Town Council -  
17<sup>th</sup> April 2023 (delayed by one week due to the Bank Holiday on 10<sup>th</sup> April)  
Noted.

## FC23/047

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

Chair noted the date of the Annual Parish meeting; 27<sup>th</sup> March 2023 at 7pm at the Guildhall.

## FC23/048

*With no Part Two business to consider, this agenda item was not considered.*

## FC23/049 (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.

*With no Part Two business to consider, this agenda item was not considered.*

With no further business to deal with, the Chair closed the meeting at 8.05pm.

Signed ..... Date: 17<sup>th</sup> April 2023

**Axminster Town Council: Minutes of the meeting of the FULL Council**

Held in person on Monday 13<sup>th</sup> March 2023 at 7.00 p.m.

**MINUTES APPROVED at FULL Council held 17<sup>th</sup> April 2023; Part ONE version.**