

MINUTES OF THE VIRTUAL MEETING OF THE AXMINSTER TOWN COUNCIL

Held on Monday 14<sup>th</sup> September 2020 at 7.00 p.m.  
Under Regulation 78 of the Coronavirus Act 2020

Present:

Town Mayor: Cllr. A.L. Young  
Deputy Town Mayor: Cllr. Ms. J.J. Farrow  
Councillors: M.N. Adamson-Drage, C.A. Doherty, M. Featherstone,  
Mrs. S.L.N. Leat, M. Mynard and Mrs. A. G. Sedgewick

The Town Clerk (Miss H. Kirkcaldie), Deputy Town Clerk (Mrs. Z. Adamson-Drage) and  
Administrative Assistant (Mrs. S. G.).

In attendance: Dist. Cllrs. S. Jackson and A.T.Moulding.

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

2020/0270 APOLOGIES: Cllrs. A.E. Bourner, D.J. Moore and M.D.G. Spurway and J.W.  
Walden, the Deputy Clerk, the Administrative Assistant and Cty./Dist. Cllr. I.H. Hall.

2020/0271 DECLARATIONS OF INTEREST: **CLLRS. DOHERTY, FARROW, MRS.  
LEAT AND MRS. SEDGEWICK EACH DECLARED PERSONAL INTERESTS  
AS BEING MEMBERS OF THE AXMINSTER GUILDHALL MANAGEMENT  
COMMITTEE IN RESPECT OF ANY ITEMS RELATING TO THE GUILDHALL.**

**CLLR. YOUNG, IN HER CAPACITY AS GUILDHALL MANAGER FOR WHICH SHE  
DECLARES A PECUNIARY INTEREST, HAS A DISPENSATION TO SPEAK  
ON MATTERS RELATING TO THE GUILDHALL PROVIDED THE  
PECUNIARY INTEREST IS NOT OF OVER-RIDING SIGNIFICANCE.**

**CLLR. FARROW DECLARED AN INTEREST AS BEING A MEMBER OF AXMINSTER  
TWINNING ASSOCIATION AND A GOVERNOR OF AXMINSTER  
COMMUNITY PRIMARY ACADEMY AND AS A JOINT TENANT OF A TOWN  
COUNCIL ALLOTMENT AT WOODBURY PARK ALLOTMENTS**

**CLLR. ADAMSON-DRAGE DECLARED A PERSONAL INTEREST AS BEING THE  
SPOUSE OF THE DEPUTY-CLERK**

2020/0272 MINUTES OF MEETING HELD ON 10<sup>TH</sup> AUGUST 2020: Cllr. Young,  
seconded by Cllr. Farrow, proposed that the minutes be approved for accuracy.  
Agreed. Cllr. Young, seconded by Cllr. Doherty, proposed that the minutes be  
adopted as policy. Agreed.

2020/0273 FINANCIAL MATTERS – APPROVAL OF PAYMENTS FOR AUGUST:  
**CLLR. YOUNG DECLARED A PECUNIARY INTEREST AS BEING THE RECIPIENT OF A  
PAYMENT MADE ON BEHALF OF THE GUILDHALL MANAGEMENT COMMITTEE.  
AND WAS PLACED IN THE WAITING ROOM FOR THE DURATION OF THIS ITEM  
OF BUSINESS.**

Cllr. Farrow, seconded by Cllr. Mrs. Leat, proposed that the payments as listed be adopted. Agreed.

CLLR. YOUNG WAS RE-ADMITTED FROM THE WAITING ROOM.

2020/0274 FINANCIAL MATTERS — RESPONSIBLE FINANCIAL OFFICER’S REPORT: This will be emailed out to Councillors once the Deputy Clerk returns to work.

2020/0275 FINANCIAL MATTERS – RENEWAL OF INSURANCE PREMIUM: The insurers had advised that any adjustments relating to asset values could be made at a later date once these were determined. Cllr. Young, seconded by Cllr. Featherstone, proposed that this be settled as per the invoice and that adjustments made as necessary. Agreed.

2020/0276 UPDATE ON PROPOSED PURCHASE OF VEHICLE ACTIVATED

SIGNAGE: Cllr. Adamson-Drage explained that Devon County Council was keen to keep down the amount of street furniture so had expressed a preference for having speed monitoring in one direction only. Councillors felt that it was more important that in-bound speed be measured. He advised Councillors that he had been in contact with Highways England regarding the continuing problem for vehicles trying to turn right from Crewkerne Road and Lyme Road onto the A35.

2020/0277 COVID-19 RELATED MATTERS: The Town Clerk stated that Risk Assessments for staff and contractors had been completed and work was almost completed on arrangements for tracking and tracing those who visited Council premises.

Cllr. Farrow asked that this information be shown on the website.

The Town Mayor proposed that for the foreseeable future the office should remain closed to the public other than by appointment. Cllr. Mynard seconded the proposal. Agreed.

2020/0278 LOCAL ACTION GROUP AND SAFER TOWNS INITIATIVE: Cllr. Sedgewick will circulate the reports when they become available.

2020/0279 WORKS AT AXMINTER HOSPITAL SITE: A local resident had expressed concerns regarding works at this site as he had been told by those working there that it was to do with demolition of the Scott Rowe building. The Town Clerk and some of the local District Councillors had made enquiries and been told that they were related to the re-arrangement of parking provision for which planning permission had been sought and approved. The Town Clerk added that she had contacted the local healthcare trust responsible for the site and would report on any response.

2020/0280 REPLACEMENT OF TOWN CENTRE BENCHES: following discussion, it was agreed that one Glasdon Lowther bench be purchased for installation outside the former Methodist Church on Lyme Road and that the situation with other benches would be reviewed at a later date.

2020/0281 TOWN FORUM – MEMORIAL GARDEN AT MILLWEY RISE WAR

MEMORIAL: in reply to a question from Cllr. Featherstone, the Town Clerk said that she was awaiting a response from the District Council regarding this matter.

2020/0282 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 10<sup>TH</sup> AUGUST 2020 - UPDATE ON DISTRICT COUNCIL PROPOSALS FOR RE-

OPENING OF TOWN CENTRES: the Town Clerk reported that the agreed signage had been delivered and installed or put into use where needed. She was liaising with Cllr. Walden to seek permission for the sign on Chard Street to be located within the school entrance apron, against the wall of the United Reformed Church.

2020/0283 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 10<sup>TH</sup> AUGUST 2020 – DOING WHAT MATTERS AND SIGNAGE ON CHARD ROAD: these would be placed on the agenda for the Traffic Management Committee at the end of the month.

2020/0284 MATTERS OF URGENCY: None.

2020/0285 PLANNING COMMITTEE MEETING HELD ON 10<sup>th</sup> AUGUST 2020: the accuracy of the minutes having been confirmed, Cllr. Mrs. Leat, Chairman of the Committee, proposed, seconded by Cllr. Adamson-Drage, that these be approved for accuracy. Agreed. Cllr. Mrs. Leat, seconded by Cllr. Adamson-Drage, proposed that they be adopted as Town Council policy. Agreed.

2020/0286 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 10<sup>th</sup> AUGUST 2020: None.

2020/0287 MINUTES OF THE BUILDINGS AND FINANCE COMMITTEE MEETING HELD ON 24<sup>TH</sup> AUGUST 2020: as the draft minutes did not include Cllrs. Farrow's and Cllr. Sedgewick's membership of the Guildhall Management Committee, Cllr. Young proposed that approval be deferred to the October meeting. Agreed.

2020/0288 MINUTES OF PLANNING COMMITTEE MEETING HELD ON 24<sup>th</sup> AUGUST 2020: the accuracy of the minutes having been confirmed, Cllr. Mrs. Leat, Chairman of the Committee, proposed, seconded by Cllr. Farrow, that these be approved. Agreed. Cllr. Mrs. Leat, seconded by Cllr. Farrow, proposed that they be adopted as Town Council policy. Agreed.

2020/0289 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 24<sup>th</sup> AUGUST 2020: None.

2020/0290 CLEANING OF THE STONEMASONRY OF THE WAR MEMORIAL: the Listed Building Application had been submitted. No work could commence until that had run its course. The stone mason will be notified when that process is complete and is aware of the timescale.

2020/0291 JUBILEE FOUNTAIN: The Town Clerk reported that she is in the process of obtaining quotes for various aspects of the work. A report from a local electrical contractor outlined some of the problems relating to the retention of replacement of a live supply had implied that status quo was better left undisturbed. The Town Clerk said that she was awaiting a quote from a different contractor. The Town Mayor proposed that further discussion be referred into committee as it would involve discussion of quoted figures. Agreed.

2020/0292 NEIGHBOURHOOD PLAN POSITION STATEMENT: Cllr. Sedgewick had prepared a summary of the present situation in respect of the Neighbourhood Plan. She

stated that the process had started in 2014 and £35000 had been spent to date. The plan was on its tenth draft and there were still many matters to resolve before it could be put forward for consideration by the District Council. She highlighted the fact that under the constitution of Axminster Community Enterprise the failure to hold any meetings since 2018 would lead to its being dissolved.

Cllr. Sedgewick outlined the questions which would need to be considered in order to find a way forward. The matter will be put on the agenda for October.

2020/0293 CORRESPONDENCE: Councillors were in support of the proposed Local Newsletter. Cllr. Young seconded by Cllr. Featherstone, proposed that the offer of wood for a community bonfire was not appropriate. Agreed.

Cllr. Farrow 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. Walden seconded the proposal. Agreed

2020/0294 QUOTATIONS RECEIVED – CONSERVATION WORKS TO JUBILEE

FOUNTAIN: Following further discussion of the quotation received to date for upgrading the electrical supply, Cllr. Young expressed her concerns at the costs involved. Cllr. Young, seconded by Cllr. Featherstone, proposed that the possibility of a solar powered lamp be investigated. Agreed. Cllr. Young will speak to Cllr. Moore who was thought to have some knowledge of this technology.

2020/0295 QUOTATIONS RECEIVED – TRAINING IN RISK MANAGEMENT: A quote to undertake Risk Management Training at an approximate cost of £1200 had been received. The Town Mayor said that she was aware that Councillors and staff would benefit from such training and felt that the price was acceptable but asked that it be set out more with more formal detail and a specific price stated. This decision will be relayed to the Deputy Clerk.

2020/0296 QUOTATIONS RECEIVED – FIRST AID TRAINING FOR STAFF: in light of recent Government restrictions on the numbers permitted to meet at most indoor venues, it was agreed that further investigations as to how such training could be delivered.

2020/0297 QUOTATIONS RECEIVED – ASSET VALUATIONS: one quote had been received to undertake this work. The Town Clerk was endeavouring to get a further quote. Cllr. Leat pointed out the importance of ensuring that assets are correctly valued in order to avoid the risk of under-insuring. Cllr. Farrow then withdrew the objections she had raised at the Buildings and Finance Committee and proposed that the Town Clerk obtain the further quote to which she had referred and bring the matter back to Council. Cllr. Mynard seconded the proposal. Agreed.

2020/0298 STAFFING MATTERS: a new date will be arranged next week for the

Employment Committee meeting deferred as a result of the Deputy Town Clerk's unavailability.

2020/0299 TENANCY MATTERS: The Town Clerk confirmed that the lease had now been sent but not the letter requesting relocation of certain items to within the agreed area. The Town Mayor said that she had made a site visit and could confirm that these items had not been placed there by the Town Council.

2020/0300 INSURANCE MATTER: Nothing was raised.

Signature ..... Date.....