

## AXMINSTER TOWN COUNCIL

To: Cllrs. Farrow (JF) (Chair), Walden (JW) (Vice-Chair), Bridge (PB), Burrough (KB), Dowdeswell (MD), Hurren (WH), Leat (SL), Osborn (RO), Paice (EP), Price (JP), Warwick (TW) and Willey (DW).

The Guildhall,  
Axminster, Devon

6<sup>th</sup> January 2025

Dear Councillor,

You are hereby summoned to attend an ORDINARY Meeting of the FULL Town Council which will take place on **Monday, 13<sup>th</sup> January 2025 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) Announcement of the winner of the 2025 Robin Cross Award (Axminster Citizen of the Year) and Presentation of the Award.**

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

**FC25/001**

**To note those members present:**

**FC25/002**

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

*Continued Overleaf*

**FC25/003**

**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:**

**FC25/004**

**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.*

**FC25/005**

**To consider and, if thought fit, to approve the minutes of the Ordinary Meeting of the FULL Council held on Monday 9<sup>th</sup> December 2024 as previously circulated to members and published online:**

**FC25/006**

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

**FC25/007**

**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 [FC25/024](#) and [025\(IC\)](#))**

**FC25/008**

**To consider matters pertaining to the casual vacancies that exist for the ward seats (Section 89; Local Government Act 1972) (The Local Elections (Parishes and Communities) (England and Wales) Rules 2006; Section 5); Clerk to provide report to Council.**

**FC25/009**

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

- a) To consider and, if thought fit, to approve and ratify payments for December 2024.
- b) To consider and, if thought fit, to approve the Bank Reconciliation for December 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 December 2024 in the approved format (also published online) incorporating the Q3 budget out-turn report, and the Q4 forecast (to March 2025).
- d) To consider the current VAT return position (Q3) for the Town Council (incl. Guildhall).
- e) Questions to the RFO on these accounts / financial reports from members.
- f) To consider, and if thought fit, to approve the creation of a new Direct debit mandate for BOC Gas (for Guildhall Bar carbonisation equipment).
- g) To review and approve the Direct Debit / Standing Order schedule for forthcoming bank transactions (2025).

*Continued Overleaf*

## **FC25/010**

### **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.*

[24/1265/FUL](#) – The Old Stores, Lyme Street, Axminster, EX13 5AU

Conversion of old stores building, to single unit dwelling, with additional garden studio.

#### **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.**

[24/2307/FUL](#) – 8 Abbey Close, Axminster, EX13 5QU

Annexe single storey extension on western elevation.

*Supported by delegated authority of planning committee chair.*

[24/2293/LBC](#) – Castle Mount, Victoria Place, Axminster, EX13 5NH

LBC demolition works to chimney stack on grounds of health and safety. Reconstruction of same.

*Supported by delegated authority of planning committee chair.*

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

[24/2691/TCA](#) – Westcombe House, Coombe Lane, Axminster, EX13 5AX

Beech Tree. Reduction of crown, thinning, crown lift, remove branches (6 to 8) to improve light.

#### **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.*

#### **e) To consider any planning correspondence received:**

*None advised to Council at time of agenda publication*

## **FC25/011**

**To consider recent correspondence from parishioner regarding highway and traffic concerns at Harcombe Road (off A35) Raymonds Hill.**

## **FC25/012**

**To note recent correspondence from DALC and NALC.**

## **FC25/013**

**To consider matters pertaining to:**

**a) Axminster Neighbourhood Planning Steering Group:** *Cllr. Hurren to present report.*

**b) Axminster Chamber of Commerce;** *Cllr Dowdeswell to present report.*

**c) Axminster / Axe Valley Regeneration Board;** *Clerk to present report.*

**d) Axminster Emergency Plan Working Group;** *Cllr. Hurren to present report.*

**e) Axminster Climate Action Group:**

*i) To elect a Chair of the Axminster Climate Action Group*

*ii) To nominate and approve membership of the Axminster Climate Action Group*

**FC25/014**

To note report from ROSPA Play Safety (Annual Playground Inspection for Jubilee Field) and to consider authorising the works recommended within the report to equipment thereon; to further approve payment of invoice for inspection services provided.

**FC25/015**

To consider whether the Town Council wishes to lead on the planning, administration and organisation of the VE / VJ Day 80<sup>th</sup> Anniversary Commemorations (8<sup>th</sup> May and 15<sup>th</sup> August respectively) in conjunction with other Axminster groups and bodies.

**FC25/016**

To consider whether the Town Council wishes to make a formal “corporate” response to the following consultations:

- a) MCHLG Strengthening the Local Authority Standards Framework (ends 26/2/2025)
- b) EDDC Tree, Hedge and Woodland Strategy (ends 31/01/2025)

**FC25/017**

To note report from Clerk on the forthcoming changes to Telecare services in East Devon and to consider what part the Town Council wishes to play in the promotion and publicity of these changes for the benefit and security of the most vulnerable in our community.

**FC25/018**

To consider matters pertaining to Local Government reorganisation and devolution; in particular, the issues relating to Devon County (and the relationship between the County Council, the Unitary Councils, the District Councils and the smaller local authorities – town and parish councils); to further consider how such changes will affect the delivery and affordability of Town Council services and amenities.

**FC25/019**

To consider a report outlining the recommendations arising from the recent Grant Policy Working Party meeting (in December 2024) and to seek Council’s decision on future grant awards; *RFO/Cllr. Farrow to present report to Council.*

**FC25/020**

To consider recommendations from the Strategy & Finance Committee as to the 2025-26 Financial Year Budget Preparation and Precept Calculation process; The Full Council to resolve budget figures and precept demand for this forthcoming financial period, prior to submission to EDDC [The Billing Authority] (*Financial Regulations Section 3.1 to 3.3 inclusive*); *RFO to present final revised figures to Council prior to decision.*

**FC25/021**

To consider any matters considered as urgent by the presiding Chair for notation only.

**FC25/022**

To confirm the date of the next scheduled FULL meeting of the Town Council on Monday the 10th of February 2025, and other Council committee meetings.

- i) Employment Committee – 27<sup>th</sup> January 2025 – 7pm
- ii) Operations Committee – 3<sup>rd</sup> February 2025 - 7pm
- iii) Strategy & Finance Committee – 24<sup>th</sup> February 2025- 7pm

**FC25/023**

**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)**

**FC25/024 (IC)**

**To consider matters pertaining to the publication of Council’s employment policies**  
*This matter is considered confidential in light of the employment business to be discussed.*

**FC25/025 (IC)**

**To consider matters pertaining to an urgent employee request.**  
*This matter is considered confidential in light of the employment 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*  
*6<sup>th</sup> January 2025*

**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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