

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

4th February 2025

Dear Councillor,

You are hereby summoned to attend an ORDINARY Meeting of the FULL Town Council which will take place on **Monday, 10th February 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.

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

FC25/026

To note those members present:

FC25/027

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

FC25/028

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

FC25/029

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:

This does not preclude the need for members to declare any additional interests that may arise during the meeting.

FC25/030

To consider and, if thought fit, to approve the minutes of the Ordinary Meeting of the FULL Council held on Monday 13th January 2025 as previously circulated to members and published online:

FC25/031

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

FC25/032

To consider and review the draft minutes of the following meetings of committees of the Town Council as listed below (as previously circulated to members and published online):

- i) Planning Committee 3rd February 2025
- ii) Operations Committee 3rd February 2025

FC25/033

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 [FC25/048\(IC\)](#)]

FC25/034

To consider matters pertaining to the casual vacancies that presently exist for the three vacant Town Ward seats and, if thought fit, to approve the co-option of new members to those 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

FC25/035

To consider Council's financial matters:

- a) To consider and, if thought fit, to approve and ratify payments for January 2025.
- b) To consider and, if thought fit, to approve the Bank Reconciliation for January 2025, 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 2025 in the approved format (also published online) incorporating the summary budget monitor (to date), payment/receipt summary
- d) Questions to the RFO on these accounts / financial reports from members.
- e) To consider a proposal for expenditure on Town Centre Christmas Lighting; *Cllr. Burrough to speak on this subject.*
- f) To consider approval of expenditure of up to £200 towards publicity costs for the Annual Parish Meeting (to be held on Monday 3rd March at the Guildhall) (see *FC25/038 below*).

Continued Overleaf

FC25/036

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.

None to be considered

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.

[24/2639/ADV](#) – Former Lawsons/Oliver Joseph Gym Building, Lyme Street, Axminster.

Consent for 3 illuminated fascia signs and 5 non-illuminated signs.

Supported by delegated authority of planning committee chair.

[24/2144/LBC](#) – Former Archway Bookshop, Church Street, Axminster.

Retention of retrospective LBC works; door widening, installation sun canopy, new flat roof.

Supported by delegated authority of planning committee chair.

[25/0132/FUL](#) – 37 Foxhill, Axminster, EX13 5LS

Single storey extension on west elevation.

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):

[25/0022/TRE](#) – Castle Mount, Victoria Place, Axminster, EX13 5NH

Removal of epicormic growth on Horse Chestnut tree up to a height of 3m above ground level.

[25/0113/TRE](#) – St Marys RC Church, Lyme Road, Axminster, EX13 5BE

Works on four trees as per application listing (G1 Lime, T2 Yew, T4 Mulberry, T5 Beech)

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 application for a Certificate of Lawfulness (CPE):

[25/0110/CPE](#) – Shepherds Knapp, Cooks Lane, Axminster, EX13 5SQ

To approve existing use of detached timber lodge “The Annexe” as a holiday letting property.

f) To consider any planning correspondence received:

To note the ongoing consultation exercise for the Blackdown Hills National Landscape Management Plan (2025-2030); consultation period ends on 4th March.

To consider whether the Town Council wishes to make a corporate submission to the consultation.

g) To receive an update on the progression of the EDDC Local Plan;

Clerk to present report to members on current progress and forthcoming consultation timetable.

Continued Overleaf

Council business to be considered:

FC25/037

To receive a report on matters pertaining to the Axminster Chamber of Commerce;
Cllr. Dowdeswell to provide a report for members.

FC25/038

To consider, and agree upon, format of the Annual Parish Meeting (scheduled for 3rd March) and to invite speakers as members feel appropriate / relevant / necessary.

FC25/039

To receive an update report on arrangements for the 80th celebration of VE day and VJ Day in May and August 2025 respectively.

FC25/040

To consider an invitation from the Blackdown Hills Parish Network to join their organisation (subscription fees having been abolished for 2025); *invite extended to parishes not directly within the National Landscape boundary/Governance area.*

To further consider (if invitation accepted) who the Town Council wishes to put forward as their representative to attend meetings of that organisation in the future.

FC25/041

To consider whether the Town Council wishes to submit a nomination for the DALC Royal Garden Party event on Tuesday 20th May 2025.

FC25/042

To receive an update report from Clerk on developments relating to Devon Devolution and Local Government Reorganisation (LGR).

FC25/043

To note that EDDC and the EA are hosting a “Flood Awareness Drop-in event” at the Axminster Guildhall on Tuesday 25th February 2025 between 6 and 8pm.

FC25/044

To note that ACAG are organising an “Orchard Launch event” at the Community Orchard on Chard Road on Sunday 4th May (the day prior to ‘Gate to Plate’) [time to be determined] to which all Councillors and members of the public are cordially invited to attend.

FC25/045

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

Continued Overleaf

FC25/046

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

- i) Strategy & Finance Committee – 24th February 2025 - 7pm
- ii) Annual Parish Meeting (Axminster Parish) - 3rd March 2025 - 7pm *
- iii) Operations Committee – 31st March 2025 - 7pm.

** Time not yet agreed upon at time of agenda publication (see FC25/038 above)*

FC25/047

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)

FC25/048 (IC)

To consider matters pertaining to employment matters.

This matter is considered confidential in light of the subject to be discussed.

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

Paul Hayward

*Town Clerk
4th February 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.
