

AXMINSTER TOWN COUNCIL

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

The Guildhall,
Axminster, Devon

4th March 2025

Dear Councillor,

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

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

FC25/056

To note those members present:

FC25/057

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

FC25/058

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

FC25/059

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.

FC25/060

To consider and, if thought fit, to approve the minutes of the Ordinary Meeting of the FULL Council held on Monday 10th February 2025 as previously circulated to members and published online:

FC25/061

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

FC25/062

To consider and, if thought fit, to approve the minutes of the Extraordinary meeting of the FULL Council held on Monday 24th February 2025 as previously circulated to members and published online:

FC25/063

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

FC25/064

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) Strategy & Finance 24th February 2025

FC25/065

To note the specific recommendations arising from that committee meeting and to consider whether Council wishes to approve their adoption (relating to financial governance and risk management)

FC25/066

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 FC25/085 to 088(IC) inclusive]

FC25/067

To consider Council's financial reports and payments:

- a) To consider and, if thought fit, to approve and ratify payments for February 2025.
- b) To consider and, if thought fit, to approve the Bank Reconciliation for February 2025, *this document to be counter-signed by a member of Council in conjunction with the associated bank statements.*
- c) To receive, and note, Responsible Financial Officer's report and financial pack for February 2025 in the approved format (also published online) incorporating the summary budget monitor (to date), payment/receipt summary and VAT position.
- d) Questions to the RFO on these accounts / financial reports from members.

Continued Overleaf

FC25/068

Financial matters to be considered by Council:

- a) To receive a report on Defamation from the RFO (Legal Topic Note 30 refers) and for members to note receipt and to confirm compliance for the forthcoming year.
- b) To consider a request from South Western Railways for disbursement of the retained CCIF grant funds totalling £50,000 to be paid over as follows to allow associated projects to be taken forward:

£12,000 to SWR for interactive station hardware at Axminster station.

£38,000 to Devon & Cornwall Community Rail Partnership for active travel enhancements in the East Devon area (including the creation of a Sunday bus service from Axminster to Seaton and Beer).

- c) To consider whether the Town Council wishes to make the Guildhall available on a free-of-charge basis (instead of the usual community rate of £120) for the purposes of providing a venue between April and June 2025 (date to be determined) to enable the NHS Exeter Vaccination Team to administer community vaccines to eligible patients in the local area.

- d) To consider whether the Town Council wishes to accept the offer of a gazebo "slot" at the Axe Vale show on the 21st and 22nd June 2025 at a cost of £125 and, if approved, to review the rota arrangements for member cover during the two day event.

- e) To note the publication of the Town Council's Budget and Precept statement for the financial year 2025-2026.

FC25/069

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.

[25/0441/AGR](#) – Land lying to the west of Linhay Camp Site Musbury (Trill)

Prior approval to construct an access track around fields and create a hardstanding storage space for wrapped bales.

- 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.**

[24/2469/FUL](#) – Symonds Down House, Woodbury Lane, Axminster, EX13 5TL

Partial demolition of existing extensions & construction of new single storey extension.

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):**

None received

Continued Overleaf

FC25/069

Planning matters (continued):

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 receive an update on the progression of the EDDC Local Plan;

To note that the Regulation 19 consultation exercise is now “live” and runs until Monday 31st March 2025.

<https://eastdevon.gov.uk/planning/planning-policy/emerging-local-plan-2020-2042/regulation-19-local-plan-consultation/>

To consider whether the Town Council wishes to convene an extraordinary meeting of the Planning Committee in the Guildhall prior to the consultation end date as a public awareness event to publicise and promote participation in the statutory consultation process; *dates to be agreed.*

Council business to be considered:

FC25/070

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

FC25/071

To receive a report on matters pertaining to the Axminster Climate Action group (ACAG); JW to provide a report for members.

FC25/072

To receive a report on matters pertaining to the Axminster Neighbourhood Plan Steering Group (ANPSG); WH to provide a report for members.

FC25/073

To consider matters pertaining to the forthcoming anniversary celebrations for both VE Day (May) and VJ Day (August).

FC25/074

To receive an update report on matters pertaining to Devon Devolution and Local Government Reorganisation.

FC25/075

To receive a report from the Chair on the recent “Annual Parish Meeting” event held on Monday 3rd March 2025 at The Guildhall.

FC25/076

To consider memberships of Town Council committees and groups.

Continued Overleaf

FC25/077

To consider appointing a delegate member to the EDDC Arts and Culture Forum
(Next meeting online [Zoom] on 16th April 2025 at 10am)

FC25/078

To consider whether the Town Council wishes to participate in the Chamber of Commerce “Scarecrow Trail” event between 1st and 20th June 2025 and, if so, to determine level of Town Council expenditure in that respect.

FC25/079

To consider arrangements for the staffing of the Town Council’s publicity stall at Gate to Plate Festival on May 26th (bank Holiday Monday).

FC25/080

To consider the Town Council’s response to the current EDDC PSPO (Public Space Protection Orders) Consultation for proposed changes to the 2026 orders.
(This Consultation runs from 3rd March 2025 to 28th April 2025)

FC25/081

To receive a report from Clerk on matters pertaining to the forthcoming “Pre-Election Period” (also known as purdah) in relation to the Devon County Council elections to be held on 1st May 2025 and how this affects Town Council business and publicity during that period.

FC25/082

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

FC25/083

To confirm the date of the next scheduled FULL meeting of the Town Council on Monday the 14th of April 2025, and other relevant Council / Committee meetings.

- i) Operations Committee - 31st March 2025 - 7pm.
- ii) Employment Committee - 7th April 2025 - 7pm.
- iii) Strategy & Finance Committee - 28th April 2025 - 7pm
- iv) FULL Town Council (election of Mayor) - 12th May 2025 - 7pm

[depending on the decision of Council in respect of agenda item FC25/069e) above, there may well be an extraordinary Planning Committee meeting in March as well].

FC25/084

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.

Continued Overleaf

Other Council Business to be considered (Part TWO – Confidential)

FC25/085 (IC)

To consider allotment correspondence received.

This matter is considered confidential due to the subject to be discussed.

FC25/086 (IC)

To consider matters pertaining to Jubilee Field drainage.

This matter is considered confidential due to the subject to be discussed and the involvement of 3rd parties.

FC25/087 (IC)

To consider matters pertaining to proposed licensing of Town Council intellectual property rights.

This matter is considered commercially sensitive due to the subject to be discussed.

FC25/088 (IC)

To consider matters pertaining to employment & HR issues.

This matter is considered confidential due to 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 March 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.
