

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), Warwick (TW) and Willey (DW).

The Guildhall,
Axminster, Devon

7th April 2025

Dear Councillor,

You are hereby summoned to attend an ORDINARY Meeting of the FULL Town Council which will take place on **Monday, 14th April 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).

FC25/100

To note those members present:

FC25/101

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

FC25/102

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:

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FC25/103

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.

FC25/104

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

FC25/105

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

FC25/106

To consider and, if thought fit, to approve the minutes of the Extraordinary meeting of the FULL Council held on Tuesday 25th March 2025 as previously circulated to members and published online:

FC25/107

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

FC25/108

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) Operations Committee – 31st March 2025

FC25/109

To note the specific recommendations arising from that committee meeting and to consider whether Council wishes to approve their adoption.

FC25/110

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 FC25/026 to 128(IC) inclusive]

FC25/111

To note that a Casual Vacancy exists following the resignation of former Councillor Martin Thew (Town Ward); Clerk to outline casual vacancy protocol and timeframe for election/co-option of new Councillor.

FC25/112

To consider Council's financial reports and payments:

a) To consider and, if thought fit, to approve and ratify payments for March 2025.

b) To consider and, if thought fit, to approve the Bank Reconciliation for March 2025, *this document to be counter-signed by a member of Council in conjunction with the associated bank statements.*

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- c) To receive, and note, Responsible Financial Officer's report and financial pack for March 2025 in the approved format (also published online) incorporating the final Q4 summary budget monitor, annual payment/receipt summary, VAT position etc.
- d) Questions to the RFO on these accounts / financial reports from members.
- e) To note update & timeline for completion and submission of FY24-25 Annual Governance and Accountability Return (AGAR) for Axminster Town Council.
- f) To consider the Town Council's unearmarked/general reserve position as at 31st March 2025 and to approve any virements and/or reserve transfers that Council consider appropriate or necessary.

FC25/113

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.

- i) [25/0513/FUL](#) – Rose Cottage, Wyke, EX13 8TN
Erection of lambing & goat shed, following removal of outbuildings.
- ii) [24/2681/MFUL](#) – Old Manor Lodge, Lodge Lane, Axminster, EX13 5RT
Change of use for siting of 9 no. shepherd huts for holiday accommodation, erection yoga studio, associated works incl. parking area, landscaping, planting and re-purposed kennels to provide a secure cycle store.
- iii) [25/0550/FUL](#) & [25/0549/FUL](#) – Hunthay Business Park, Axminster, EX13 5RJ
Change of use of section of caravan storage to allow siting of 76 storage containers, and change of use of agricultural land to enable partial relocation of existing caravan storage and hardstanding.

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.

- i) [25/0191/FUL](#) & 25/0192/LBC – Kingfisher House, Weycroft, Axminster, EX13 7LN
Like-for-like replacement of a front door.

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

None advised.

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.*

Continued Overleaf

e) To consider any General permitted Development (PDQ) planning applications received and currently awaiting consideration (and decision):

i) [25/0592/PDQ](#) – Westwater Bungalow, Axminster, EX13 7JD
Prior approval (class Q) for change of use of a building from agricultural use to 4 no. dwellinghouses.

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

To note that – further to the resolution of the Council at the Extraordinary meeting of the FULL Council held on Tuesday 25th March 2025 – a formal consultation submission was sent to EDDC by the consultation deadline expressing the Town Council's objection to, and concerns with, the emerging Local Plan for Axminster, and the wider East Devon District area.

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Council business to be considered:

FC25/114

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

FC25/115

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

FC25/116

To receive a report on matters pertaining to the Axminster Neighbourhood Plan Steering Group (ANPSG);

FC25/117

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

FC25/118

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

FC25/119

To note correspondence from a parishioner regarding parking issues outside of the former Curzon Club (Axe Social Club) building on Chard Street.

FC25/120

To consider the appointment of a Town Council representative to liaise with EDDC S106 officers for the purpose of creating a proposal for the expenditure of the public arts funds at Cloakham estate (this role was previously held by former Councillor Jenny Bull).

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FC25/121

To consider if Council wishes to respond to the EDDC Street Trading Licence application from The Hungry Moose Catering Trailer (based at Bradfords Yard, Woodmead Road) for extended opening/trading hours; Monday to Friday 7am until 5pm, Saturday 8am until 12 noon.

FC25/122

To consider whether the Town Council wishes to continue funding the design and production costs for the Axminster Town Map revisions and the associated DL leaflet to be used for town tourism and information purposes; estimated costs £1000 net of a £300 contribution from The Chamber of Commerce.

FC25/123

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

FC25/124

To confirm the date of the next scheduled FULL meeting of the Town Council on Monday the 12th of May 2025 [The Annual Meeting of the Council], and other relevant Council / Committee meetings.

i) Strategy & Finance Committee - 28th April 2025 - 7pm

FC25/125

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)

FC25/126 (IC)

To consider correspondence pertaining to commercial tenants.

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

FC25/127 (IC)

To consider matters pertaining to potential land acquisition.

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

FC25/128 (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
7th April 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.
