

AXMINSTER TOWN COUNCIL

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

The Guildhall,
Axminster, Devon

3rd June 2025

Dear Councillor,

You are hereby summoned to attend an ORDINARY Meeting of the FULL Town Council which will take place on **Monday, 9th June 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).

FC25/164

To note those members present:

FC25/165

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

FC25/166

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

FC25/167

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.

FC25/168

To consider and, if thought fit, to approve the minutes of the Annual Meeting of the FULL Council held on Monday 12th May 2025 as previously circulated to members and published online:

FC25/169

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

FC25/170

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 Committee – 2nd June 2025

FC25/171

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

FC25/172

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 FC25/191 to 193(IC) inclusive]

FC25/173

To consider nominations for co-option to fill the Casual Vacancy that exists following the resignation of former Councillor Martin Thew (Town Ward); Clerk to outline casual vacancy protocol - members to vote for their preferred candidate from the eligible nominations received by the closing deadline.

FC25/174

To consider Council's financial reports and payments:

- a) To consider and, if thought fit, to approve and ratify payments for May 2025.
- b) To consider and, if thought fit, to approve the Bank Reconciliation for May 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 May 2025 in the approved format (also published online) incorporating the current Q1 summary budget monitor, annual payment/receipt summary, VAT position etc.
- d) Questions to the RFO on these accounts / financial reports from members.

Continued Overleaf

FC25/175

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 received as at time of agenda publication.

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) [25/1043/FUL](#) – Swann House, Boxfield Road, Axminster, EX13 5LD

Loft conversion with dormer.

Supported by Council.

ii) [25/0895/FUL](#) – Selwood, Sector Lane, Axminster, EX13 5BP

Erection of a rear conservatory.

Supported by Council.

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.*

e) To consider any Planning Correspondence received.

None received.

f) To receive updates on any planning enforcement matters advised to the Town Council.

Clerk to provide update on the current planning applications relating to El Chapo takeaway restaurant on West Street, opposite junction of Church Street.

Council business to be considered:

FC25/176

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

FC25/177

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

FC25/178

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

Continued Overleaf

FC25/179

To consider correspondence relating to coach amenity in the town.

FC25/180

To receive an update from Clerk relating to parking/traffic issues across the town centre.

FC25/181

To decide upon a Town Council representative to attend the SWR East Devon Line Stakeholders Forum meeting on Monday 16th June at 12.30pm in Honiton (or via Teams).

FC25/182

To decide upon a Town Council representative to attend a meeting on Tuesday 17th June at 9.30am at Chard Town Council to discuss co-operation between neighbouring small local authorities relation to the provision of youth services in the wider Axe Valley.

FC25/183

To decide upon a Councillor to attend on Thursday 3rd July at 7pm in Yarcombe to act as the Council's representative at the AGM of the Blackdown Hills Parish Network.

FC25/184

To note the closure of West Street between the 14th July and the 18th July (inclusive) as per TTRO 2563579 and the potential impact on Town Centre traffic and vehicle movements.

FC25/185

To note the R200 celebration events at Axminster Railway Station on the 19th and 27th July 2025.

FC25/186

To receive an update from Clerk relating to the Cloud Migration project and to consider a request from the Clerk for an administrative shutdown of 2 weeks to enable the back-office work to be completed by the Council's administration team prior to the data migration and IT disruption.

FC25/187

To consider matters pertaining to Council IT hardware/software and the data protection issues arising from their use by members of this authority.

FC25/188

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

FC25/189

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

- i) Operations Committee – 23rd June 2025 – 7pm (*possibly subject to change due to staff training event*)
- ii) Employment Committee – 30th June 2025 – 7pm (*possibly subject to change due to staff leave*)
- iii) Strategy & Finance Committee - 28th July 2025 - 7pm

Continued Overleaf

FC25/190

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)

FC25/191 (IC)

To consider matters pertaining to The Old Courthouse and commercial tenancies thereat.

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

FC25/192 (IC)

To consider allotment matters

This agenda item is considered confidential due to the 3rd party subject matter to be discussed.

FC25/193 (IC)

To consider matters pertaining to vexatious correspondence and to consider revisions to the Council's extant Vexatious Correspondence Policy.

This agenda item is considered confidential due to the 3rd party subject matter to be discussed.

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

Paul Hayward

*Town Clerk
3rd June 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.
