

AXMINSTER TOWN COUNCIL

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

The Guildhall,
Axminster, Devon

8th October 2025

Dear Councillor,

You are hereby summoned to attend an ORDINARY Meeting of the FULL Town Council which will take place on **Monday, 20th October 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.

Chair/Vice-Chair Opening Announcements, followed by:

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

A representation to be made to the Town Council by members of the public in respect of Woodbury Community Hall.

FC25/260

To note those members present:

FC25/261

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

Continued Overleaf

FC25/262

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:

FC25/263

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.

At the FULL Council meeting held 10/06/2024, Cllr. Osborn was afforded a dispensation * to discuss and vote upon matters pertaining to allotments. This dispensation applies until May 2027 (unless rescinded prior to that date) and is afforded in respect of Cllr. Osborn's disclosable pecuniary and personal interests as set out in the Register of Members Interests.

** Localism Act 2011 (s.33).*

FC25/264

To consider and, if thought fit, to approve the minutes of the Ordinary Meeting of the FULL Council held on Monday 8th September 2025 as previously circulated to members and published online:

FC25/265

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

FC25/266

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 – 15th September 2025
- ii) Strategy & Finance Committee – 29th September 2025

FC25/267

To note any specific recommendations arising from those committee meetings and to consider whether the Council wishes to approve their adoption.

FC25/268

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 FC25/293(IC)]

FC25/269

To consider nominations for co-option to fill the Casual Vacancies that exist following the resignation of former Councillor Kara Burrough (Town Ward) and the disqualification of former Councillor James Keen (Town ward) ; Clerk to outline the casual vacancy protocol and to report on nominations received for co-option. Members to subsequently vote upon those co-option proposals.

Continued Overleaf

FC25/270

To consider Council's financial reports and payments:

- a) To consider and, if thought fit, to approve and ratify payments for September 2025.
- b) To consider and, if thought fit, to approve the Bank Reconciliation for September 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 September 2025 in the approved format (also published online) incorporating the finalised Q2 summary budget monitor, annual payment/receipt summary, VAT position etc.
- d) Questions to the RFO on these accounts / financial reports from members of the Town Council.

FC25/271

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.

No planning applications listed for members consideration:

- 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) [25/1916/FUL](#) – Shiles Farm, Axminster. EX13 5SE.
Detached garage buildings with first floor accommodation (replaces approved application 23/2136/FUL)
Supported by Council.

ii) [25/1947/FUL](#) – Gracelin, Crewkerne Road, Axminster, EX13 5SY
Proposed new porch, front and rear dormers, installation of rooflights, new roof to replace flat roof, raised terrace to rear of property, addition of cladding to property, alterations to fenestration.
Supported by Council.

iii) [25/2034/FUL](#) – 17 Lea Combe, Axminster, EX13 5LJ
Proposed side extension and addition of bay window.
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 submitted under GPAA and GPD legislation received prior to the agenda publication and currently awaiting LPA determination:

i) [25/1958/GPAA](#) and [25/1936/GPD](#) – Oak View, Pidgeons Lane, Axminster, EX13 5SH

Two applications for the same property submitted under planning legislation relating to general permitted development. The presumption is that the approval for these development plans will be granted unless the Town Council wishes to submit material objections to the contrary.

e) 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.*

f) To consider any Planning Correspondence received.

To note the refusal of the BESS application (24/2650/MFUL) at Newlands Farm by EDDC and the reasons for refusal thereof.

To note that there will be a Planning Appeal by Inquiry in relation to the refused BESS application for 24/2067/MFUL (Land west of Wareham Rd, Blackpool Corner, Axminster, EX13 5UE)
[IN HAWKCHURCH PARISH BUT BEING CONSIDERED AT INQUIRY JOINTLY WITH 24/0096/MFUL]

To note that there will be a Planning Appeal by Inquiry in relation to the refused BESS application for 24/0096/MFUL (Land south of Hazelhurst, Raymonds Hill, Axminster)

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

To note ongoing enforcement works/action to buildings in the town centre deemed to be hazardous to the public.

Council business to be considered:

FC25/272

To receive a report on matters pertaining to the Axminster Chamber of Commerce;

i) MD to provide a report for members as Council's nominated representative.

ii) To receive a proposal from Cllr. Price for the creation of a business/commercial award scheme for town businesses; funding and administrative resource to be discussed.

FC25/273

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

FC25/274

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

FC25/275

To receive an update report from Clerk on matters pertaining to the Axminster / Axe Valley Regeneration Board / Project Group in light of impending local government reorganisation.

FC25/276

To receive a report from Cllr. Price who attended the recent DALC Annual General meeting and Conference as the delegate for the Town Council.

FC25/277

To consider whether the Town Council should create a Budget Working Party/Group to consider the implications of Local Government reorganisation upon Council's financial position and in relation to the forthcoming creation and calculation of the fiscal budget for FY26-27, and also to consider matters pertaining to Risk Management as a result of pending Local Government Reorganisation.

Continued Overleaf

FC25/278

To receive an update report from Clerk as to recent reports to EDDC Building Control in relation to the condition of town buildings and structures, and ongoing proposals at EDDC for a strengthening of the Section 215 powers available to that authority.

FC25/279

To consider whether the Town Council wishes to make a formal corporate submission to the Blackdown Hills Parish Network – National Landscape design guide.

FC25/280

To consider whether the Town Council wishes to consider a request for a Community Governance review to remove the wards within the Town (ie. that all members of the Town Council would equally and separately serve all residents within the Axminster parish boundary).

FC25/281

To consider whether the Town Council wishes to make a formal corporate submission to the Dorset (unitary) Council Local Plan (*submission deadline 28/10/2025*)

FC25/282

To consider whether the Town Council wishes to oppose the DCC Public Rights of Way Modification Order for footpaths 76 and 77.

FC25/283

To consider whether the Town Council wishes to submit a formal corporate response to the EDDC Licensing Act 2003 Consultation; Draft Statement of Licensing Policy 2026-2031 (*submission deadline 05/11/2025*)

FC25/284

To note the closure of West Street between the 28th October and the 29th October (inclusive) as per TTRO 2565917 and the potential impact on Town Centre traffic and vehicle movements.

FC25/285

To note the closure of Silver Street on the 29th November as per TTRO 2565468 to enable the Light Up Axminster Switch On event

FC25/286

To consider whether the Town Council wishes to make a submission to DCC Highways Team (via the elected County Councillor) for additional Waiting Restrictions in the Axminster Parish Area. *Closing date for requests will be Sunday 2nd November 2025.*

FC25/287

To note the cessation of the mandatory publication period for the Notice of Conclusion of Audit which was observed from 1st September 2025 to the 30th September 2025 inclusive.

FC25/288

To consider matters pertaining to ongoing sale of The Old Courthouse buildings in Church Street and to receive an update report from the RFO.

Continued Overleaf

FC25/289

To note correspondence relating to cemetery upkeep and staffing.

FC25/290

To consider any matters considered as urgent by the Presiding Chair or Proper Officer for notation only.

FC25/291

To confirm the date of the next scheduled FULL meeting of the Town Council on Monday the 3rd of November 2025 and any other relevant Council / Committee meetings.

- i) Strategy & Finance Committee - 27th October 2025 - 7pm
- ii) Operations Committee – 17th November 2025 – 7pm
- iii) Employment Committee – 24th November 2025 – 7pm

FC25/292

Recommendation: that the press and public be excluded from the meeting for the following items of business under Section 100(A)(4) of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Schedule 12A of the Act namely, the financial affairs or business affairs or employment affairs of the Town Council by virtue of the fact that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

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

FC25/293 (IC)

To consider matters pertaining to The Old Courthouse and correspondence received.

This matter is considered commercially sensitive 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

8th October 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.
