

AXMINSTER TOWN COUNCIL

To: Cllrs. Farrow (JF) (Chair), Price (JP) (Vice-Chair), Ashkettle (JA), 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

Dear Councillor,

10th November 2025

You are hereby summoned to attend an ORDINARY Meeting of the FULL Town Council which will take place on **Monday, 17th November 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.*
- a) 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**.*
- b) 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).

FC25/304

To note those members present:

FC25/305

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

Continued Overleaf

FC25/306

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:

FC25/307

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.

FC25/308

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:

FC25/309

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

FC25/310

To consider and, if thought fit, to approve the minutes of the Ordinary Meeting of the FULL Council held on Monday 20th October 2025 as previously circulated to members and published online:

FC25/311

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

FC25/312

To consider and, if thought fit, to approve the minutes of the Extraordinary Meeting of the FULL Council held on Monday 27th October 2025 as previously circulated to members and published online:

FC25/313

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

FC25/314

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 – 27th October 2025

FC25/315

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

FC25/316

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 FC25/336 to 338\(IC\) inclusive\]](#)

Continued Overleaf

FC25/317

To note that a casual vacancy still exists following for the role of Axminster Town Councillor (Town ward); Clerk to outline the casual vacancy protocol and co-option procedure.

FC25/318

To consider Council's financial reports and payments:

- a) To consider and, if thought fit, to approve and ratify payments for October 2025.
- b) To consider and, if thought fit, to approve the Bank Reconciliation for October 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 October 2025 in the approved format (also published online) incorporating the current Q3 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.

FC25/319

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) [25/2198/VAR](#) – Heatherdale, Cooks Lane, Axminster. EX13 5SQ.
Variation of condition 3 (17/0864/FUL – Construction of an annexe) to allow tourist accommodation.

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) [25/2218/FUL](#) – 29 Willhayes Park, Axminster. EX13 5QW.
Single storey rear extension.
Supported by Council.

- ii) [25/2281/TCA](#) – The Rectory, Church Street, Axminster, EX13 5AQ
T1 Magnolia. Remove and treat stumps. SG3 Laurel. Crown reduction.
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 Certificates of Lawfulness:

- i) 25/1995/CPE – Brianna, Lyme Road, Axminster, EX13 5BH

*Continued usage of shepherds hut as self-contained single dwellinghouse (Class C3).
Presumption of approval under planning regulations unless the Town Council wishes to object and can provide evidence that contradicts the application statement.*

Continued Overleaf

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.

i) To note that the 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) has been withdrawn.

[IN HAWKCHURCH PARISH]

ii) But, to note that the Planning Appeal by Inquiry in relation to the refused BESS application for 24/0096/MFUL (Land south of Hazelhurst, Raymonds Hill, Axminster) will continue as a single item inquiry.

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

None to consider other than to note ongoing maintenance works to building previously flagged by the Town Council as requiring intervention / enforcement.

Council business to be considered:

FC25/320

To receive a report on matters pertaining to the Axminster Chamber of Commerce; MD to provide a report for members as Council's nominated representative.

FC25/321

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.

FC25/322

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

FC25/323

To note the date of the Budget Working Party meeting; 20th November 2025.

FC25/324

To note the launch of the 2026 Robin Cross "Citizen of the Year" award and to seek nominations; *Closing date for nominations 1st December, with the 2026 winner to be decided by a vote of the Full Council on the 8th December.*

FC25/325

To note the resumption of normal service on the SWR Exeter to Waterloo line from Saturday 29th November (which affects Axminster railway station).

FC25/326

To consider whether the Town Council wishes to make a formal corporate submission to the Devon & Somerset Fire Service 2026/27 Precept Consultation (closes 3/12/2025)

Continued Overleaf

FC25/327

To note the closure of the Trafalgar Way between the 17th and 21st November for DCC works (with limited access on the Friday 14th) and further works proposed by National Highways on the 24th and 25th of November.

Operations Committee business (incorporated into FULL Council session)

FC25/328

To consider funding request from Light Up Axminster for the provision and replacement of Christmas Lighting in the town centre area.

FC25/329

To ratify the decision of the Chair of Operations Committee (by way of their delegated authority as per Standing Orders and Financial Regulations) to approve payment of £420 (net) to be taken from the Earmarked Night Landing Site Maintenance Reserve (sinking fund) to cover the expenditure of 2 x replacement lamps for the NLS apparatus hosted at Axminster Town FC ground on Chard Road.

FC25/330

To consider matters pertaining to water heating at the Guildhall building and to approve replacement equipment if deemed appropriate.

FC25/331

To consider whether the Council wishes to proceed with the redecoration (and associated maintenance and repairs) of the Guildhall frontage and side elevations in FY26/27.

FC25/332

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

FC25/333

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

FC25/334

To confirm the date of the next scheduled FULL meeting of the Town Council on Monday the 8th of December 2025 and any other relevant Council / Committee meetings.

i) Employment Committee – 24th November 2025 – 7pm

ii) Strategy & Finance Committee (Budget Setting) – 1st December 2025 – 7pm

FC25/335

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)

FC25/336 (IC)

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

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

FC25/337 (IC)

To consider matters pertaining to The Town Cemetery buildings and associated plant, equipment and materials.

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

FC25/338 (IC)

To consider matters pertaining to S106 funded play amenity at Cloakham Lawns

This matter is considered commercially sensitive and 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

10th November 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.
