

AXMINSTER TOWN COUNCIL

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

The Guildhall,
Axminster, Devon

3rd March 2026

Dear Councillor,

You are hereby summoned to attend an ORDINARY Meeting of the FULL Town Council which will take place on **Monday, 9th March 2026 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.

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

FC26/055

To note those members present:

FC26/056

To note and, if thought fit, to approve apologies for absence (and reasons thereof):

(LGA 1972 s.85 (1))

FC26/057

To note the members of Council who are neither present nor whose absence has been approved (as above); and, to note any other apologies for absence received:

Continued Overleaf

FC26/058

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.

To note that a dispensation for Cllr. David Willey [relating to the hire of the Guildhall venue] (Section 33 of The Localism Act 2011) was afforded to that Councillor at the Full meeting of the Town Council on the 9th February 2026. [Reason: that Councillors consider it appropriate to grant a dispensation for other reasons (Reason E)]

FC26/059

To consider and, if thought fit, to approve the minutes of the Ordinary Meeting of the FULL Council held on Monday 9th February 2026 as previously circulated to members and published online:

FC26/060

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

FC26/061

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 – 23rd February 2026
- ii) Strategy & Finance Committee – 23rd February 2026

FC26/062

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

- i) To adopt the approved wording of the Town Council's annual budget and precept statement for the forthcoming financial year (FY26-27). (SF26/026)
- ii) To adopt the Town Council's approved Internal Financial Control Review for FY26-27. (SF26/031)
- iii) To adopt the Council's revised Investment and Borrowing Strategy Policy for FY26-27. (SF26/032)
- iv) To adopt the substantive Town Council Asset Register, correct as at date of agenda publication (subject to relevant and appropriate revisions and amendments at year end). (SF26/033)

FC26/063

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 FC26/079 to 082(IC) inclusive)

FC26/064

To note that a casual vacancy exists following the resignation of former Councillor Paul Bridge for the role of Axminster Town Councillor (Town ward) which the Town Council is permitted to fill by the process known as co-option.

Clerk to outline the casual vacancy protocol, co-option procedure and timeframe for process.

Continued Overleaf

FC26/064

To consider the Town Council's financial matters:

- a) To consider and, if thought fit, to approve and ratify payments for February 2026.
- b) To consider and, if thought fit, to approve the Bank Reconciliation for February 2026;
this document to be counter-signed by a member of Council in conjunction with bank statements.
- c) To receive, and note, Responsible Financial Officer's report and financial pack for February 2026 in the approved format (also published online) incorporating the Q4 forecast (to March 2026).
- d) Questions to the RFO on these accounts / financial reports from members.
- e) To consider whether the Town Council wishes to re-adopt the extant Financial Regulations and approve a wording revision relating to Insignis Investment Platform (as per SF26/032)
- f) To note the successful completion of the Insignis Investment Account application and to consider any specific investments/deposits that the Town Council may wish to execute, or to delegate such investment/deposit decisions to the Strategy & Finance Committee Chair in conjunction with the Town Council's Responsible Financial Officer (RFO).

FC26/065

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.

- 1) [26/0416/DOC](#) – 1 West Street, Axminster (El Chapo)
Discharge of condition for 25/0983/FUL: Condition 4 – litter and waste plan

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.

- 1) [26/0342/FUL](#) – Coomb Bank Farm, Cooks Lane, Axminster, EX13 5SJ
Proposed new porch to front door.
Support proposed by Planning Committee Chair (Cllr. Leat) under their delegated authority.

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

- 1) [26/0390/TRE](#) – 1 West Close, Axminster. EX13 5PE
T1: Oak. Crown lift, removal of branches, crown reduction.
- 2) [26/0392/TRE](#) – 2 Linseed Drive, Axminster, EX13 5FR
T1: Oak. Crown lift, removal of branches, pruning, deadwood removal.

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:

To note ongoing status of applications 25/0300/FUL & 26/0301/LBC (Symonds and Sampson) – Installation of CCTV (single camera) on frontage of Grade 2 listed building, Trinity Square.

Continued Overleaf

FC26/066

To note any recent correspondence from DALC and NALC.

FC26/067

To receive update on matters pertaining to Axminster Emergency Planning protocol and policy (and Working Party deliberations).

FC26/068

To consider matters pertaining to:

- a) Axminster Chamber of Commerce; Cllr Dowdeswell / Cllr. Hayward to present report.
- b) Plastic Free Axminster; Cllr Osborn to present report.
- c) Axminster Climate Action Group: Cllr Walden to present report.
- d) Light Up Axminster: Cllr Dowdeswell to present report.
- e) Axminster Carnival Committee: Cllr Dowdeswell to present report.

FC26/069

To consider any updates pertaining to Local Government reorganisation and devolution; in particular, the issues relating to Devon County (and the relationship between the County Council, the Unitary Councils, the District Councils and the smaller local authorities – town and parish councils); to further consider how such changes will affect the delivery and affordability of Town Council services and amenities:

FC26/070

To consider any revisions/changes to the existing format of Annual Parish Meetings (in terms of dates, timings, locations, agenda order, speakers, presentations etc)

- i) To review the outcomes of the Annual Parish Meeting held on 2nd March 2026

FC26/071

To consider whether the Town Council wishes to take advantage of an offer by Light Up Axminster to occupy a Community Engagement Stall (space) at the Axminster Vehicle Extravaganza in June 2026 (Sunday 28th).

FC26/072

To consider a proposal by Cllr. Willey that the Town Council should resume meetings of the (currently suspended) Guildhall Sub-Committee, rather than that business being considered under Operations Committee meeting agendas.

FC26/073

To consider whether the Town Council wishes to comment on the re-advertising of the EDDC Licensing Application for The Community Waffle House – deadline for comments and representations (for or against) is the 16th March 2026.

FC26/074

Motion: To resolve that Axminster Town Council will enter into a grant agreement with East Devon District Council for Section 106 funding to provide an inclusive and accessible play facility on leased land at First Avenue Millwey Rise Axminster and that this agreement will be signed by the Chair and Vice-Chair of the Town Council, witnessed by the Council's Proper officer, as set out in the Town Council's adopted and approved Standing Orders (our constitutional document) [clauses 16.1 and 16.2 refer].

Continued Overleaf

FC26/075

To note any updates/information from the Clerk/RFO pertaining to ongoing sale of The Old Courthouse buildings in Church Street.

FC26/076

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

FC26/077

To confirm the date of the next scheduled FULL meeting of the Town Council on Monday the 13th of April 2026, and other Council committee meetings.

- i) Operations Committee – 23rd March 2026 - 7pm
- ii) Employment Committee / Extraordinary Town Council - 26th March 2026 – 7pm
- iii) Employment Committee – 20th April 2026 - 7pm
- iv) Strategy & Finance Committee – 27th April 2026 - 7pm

Annual Meeting of the FULL Town Council – 18th May 2026 – 7pm start.

FC26/078

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)

FC26/079 (IC)

To consider matters pertaining to The Old Courthouse and to note any correspondence received, and to receive update from Clerk on any confidential or commercially sensitive issues arising since last FULL Council meeting.

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

FC26/080 (IC)

To receive a verbal report from Clerk pertaining to recent discussions on matters relating to tourism, economy and visitor attractions (where the Town Council has a specific power to act ie. Local Government Act 1972, s.144

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

FC26/081 (IC)

To receive a first draft of the FY26-27 Annual Town Council Risk Management and Assessment; for review and revision if deemed appropriate: RFO to provide report.

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

Continued Overleaf

FC26/082 (IC)

**To consider requests for Section 106 Open Space and Sports/Recreation funding:
RFO to provide report.**

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
3rd March 2026*

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.
