

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

7th April 2026

Dear Councillor,

You are hereby summoned to attend an ORDINARY Meeting of the FULL Town Council which will take place on **Monday, 13th April 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.***
- 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.

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

FC26/106

To note those members present:

FC26/107

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

(LGA 1972 s.85 (1))

FC26/108

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:

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FC26/109

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)]

FC26/110a)

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

FC26/110b)

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

FC26/111a)

To consider and, if thought fit, to approve the minutes of the Extraordinary Meeting of the FULL Council held on Thursday 26th March 2026 as previously circulated to members and published online:

FC26/111b)

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

FC26/112a)

To consider and, if thought fit, to approve the minutes of the Extraordinary Meeting of the FULL Council held on Monday 30th March 2026 as previously circulated to members and published online:

FC26/112b)

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

FC26/113

To consider and review the draft minutes of the previous meetings of the committees of the Town Council as listed below (as previously circulated to members and published online):

- i) Operations Committee – 23rd March 2026
- ii) Employment Committee – 26th March 2026

FC26/114

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

FC26/115

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 FC26/140)

Continued Overleaf

FC26/116

To note that a casual vacancy still 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 provide an update on the casual vacancy protocol, co-option procedure and timeframe for process.

FC26/117

To consider the Town Council's financial matters:

- a) To consider and, if thought fit, to approve and ratify payments for March 2026.
- b) To consider and, if thought fit, to approve the Bank Reconciliation for March 2026;
this document to be counter-signed by a member of Council in conjunction with bank statements.
- c) To receive, and note, the Responsible Financial Officer's report and financial pack for March 2026 incorporating the final Q4 budget monitor report.
- d) Questions to the RFO on these accounts / financial reports from members.
- e) To note the End of Year Reserves position and to consider any virements appropriate to be carried forward to the new financial period.
- f) To note the final Asset Register for FY25-26 prior to AGAR submission (see below)
- g) To note the end of year PWLB statement position for FY25-26.
- h) To receive and approve the substantive Risk Management Assessment Review report for FY25-26.
- i) To receive a report from the RFO on the timetable and workplan for the completion and submission of the Annual Governance and Accountability Return (AGAR) for FY25-26 to the external auditors, PKF Littlejohn LLP.
- j) To note that the deadline date for the submission of the AGAR is Wednesday 1st July 2026.
- k) To consider any investment deposits on the Insignis Investment Platform.

FC26/118

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) [26/0520/FUL](#) – 127 North Street, Axminster, EX13 5QH
Retrospective consent for erection of garage to front of property (N/W elevation)
- 2) [26/0444/R77](#) – 2 Banffshire House, South Street, Axminster, EX13 5AD
Change of use from commercial, business and service (use class E) to residential (use class C3) -
Application under Regulation 77 of the Conservation of Habitats and Species Regulations 2017.
- 3) [26/0550/FUL](#) – 2 Banffshire House, South Street, Axminster, EX13 5AD
Retrospective application to block up a small window and replace 2 x windows and 1 x door with UPVC to the west (rear) elevation
- 4) [26/0003/EIA](#) – Land south and east of Endfield, Lyme Road, Axminster (major development)
EIA Screening Opinion: Construction of 84 dwellings, associated highways, drainage, engineering and landscaping at Land South and East of Endfield, Lyme Road, Axminster (*see 19/0150/MFUL*)
- 5) [26/0618/FUL](#) – Fair View, Trill Lane, Axminster, EX13 8TW
Erect a single storey rear extension (and other alterations).

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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.

None to be considered at time of agenda publication.

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

None to be considered at time of agenda publication.

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 receipt of amended plans and technical information pertaining to BESS application 24/2650/MFUL (Newlands Farm, Crewkerne Road, Axminster).

To further note that appeal hearing inquiry will commence on 12th May 2026.

To consider whether the Town Council wishes to submit further planning consultee comments in light of the amended planning information received and circulated. [24/2650/MFUL](#)

To note the receipt of an invitation from EDDC to an evening event at Blackdown House on 11th June 2026 (6pm until 8pm) relating to planning matters such as Planning Practice, Development Management, CIL/Section 106, and Local Government Reorganisation.

FC26/119

To note any recent correspondence from DALC and NALC.

FC26/120

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

i) To consider any grant-funding opportunities available.

FC26/121

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.

FC26/122

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); Clerk to provide any updates received from higher-tier authorities.

FC26/123

To consider any revisions/changes to the extant policies / documents as listed below:

i) Town Council Standing Orders (last approved and adopted May 2025)

ii) Town Councillors Code of Member Conduct [Policy] (last approved and adopted May 2025)

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FC26/124

To consider whether the Town Council wishes to approve and adopt a policy relating to the Scheme of Delegation, and to consider expenditure authorisation and delegated authority limits for Council and Committee Chairs.

FC26/125

To consider timetable for the review of Council's extant policies and procedures:
Clerk to provide report and provisional timetable for such reviews.

FC26/126

To consider revisions to the Town Council's Cemetery Fees for FY26-27:
RFO to provide report for members consideration and decision.

FC26/127

To receive an update report from Town Clerk on previous Section 215 / Building Condition / Landlord Activity investigations and correspondence:

FC26/128

To receive a report from Devon County Council (DCC) on Axminster's Economic Position and high street resilience and occupancy:

FC26/129

To consider a report of Placemaking Proposals within Axminster as published by Axminster Property Services recently: *Members to decide how they wish to engage with this nascent placemaking plan & process.*

FC26/130

To consider whether the Town Council wishes to consider an application for matched grant funding (of up to £10,000) towards costs of events celebrating Armed Forces Day 2026 – 27th June:

FC26/131

To consider whether the Town Council wishes to participate in the Devon and Cornwall Police Engagement Event, provisionally scheduled for Tuesday 25th August (Minster Green):

FC26/132

To consider matters pertaining to litter bin provision at Axminster Railway Station in relation to recent correspondence received from business operators at the station and from railway staff: *Town Clerk to provide a report to members for their consideration.*

FC26/133

To consider the procedure for Member's voting for the annual Robin Cross Citizen of the Year Award (usually undertaken in December, following receipt of nominations):

FC26/134

To consider whether the Town Council wishes to approach a 3rd party landowner to open discussions relating to the possible re-positioning of the Douglas Hull Memorial Garden (currently sited within the Old Courthouse complex).

Continued Overleaf

FC26/135

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

FC26/136

Motion: (P1) Motion:

To be proposed by Cllr. J Ashkettle.

Recognising that the clock within the steeple of the Minster Church was originally funded by public subscription to commemorate the Diamond Jubilee of Queen Victoria on 22 June 1897, and noting that the clock is a Town Council–owned asset, it is proposed that Axminster Town Council undertake a full review of the 1967 Church Clock Funding Agreement (entered into between Axminster Parish Council and the Axminster Parochial Church Council).

As part of this review, the Council will consider whether updated or additional conditions should be applied to future payments made under the agreement. Should such reasonable conditions not be accepted or met, the Council may need to consider whether continuation of the funding remains appropriate. This approach ensures openness, oversight, and value for money for the people of Axminster.

FC26/137

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

FC26/138

To confirm the date of the next scheduled FULL meeting of the Town Council on Monday the 18th of May 2026 (“the Annual Meeting”), and other Council committee meetings.

- i) Employment Committee – 20th April 2026 - 7pm
- ii) Strategy & Finance Committee – 27th April 2026 - 7pm

FC26/139

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)

FC26/140 (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.

Continued Overleaf

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

Paul Hayward

*Town Clerk
7th April 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.
