

AXMINSTER TOWN COUNCIL

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

The Guildhall,
Axminster, Devon

1st June 2026

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the FULL Town Council which will take place on **Monday, 8th June 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 Presiding Chair to highlight fire exits and Guildhall fire precautions for those present.

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

FC26/205

To note members of the Town Council present at this meeting

FC26/206

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

FC26/207

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

Continued Overleaf

FC26/208

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)*]

FC26/209

To consider and, if thought fit, to approve the minutes of the Annual Meeting of the FULL Council held on Monday 18th May 2026 as previously circulated to members and published online,

FC26/210

To consider any matters arising from the minutes of that meeting

FC26/211

To review and note the minutes of the Committee Meetings of the Town Council held as listed below, as previously circulated to members and published online

None to be noted or considered.

FC26/212

To note the decisions and recommendations of the Committee Meeting as listed above, as previously circulated to members and published online, and to consider approval or adoption by this Annual Meeting of the FULL Council, namely:

None to be noted or considered.

FC26/213

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 other than **FC26/238-241 (IC) incl. as shown below.**

FC26/214

To confirm date for the forthcoming “Good Councillor” Training session with Devon Association of Local Councils: 23rd July 2026 – start time 18.30.

FC26/215

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.*

FC26/216

To consider any matters pertaining to Axminster’s Emergency Planning protocol and policy (and Working Party deliberations and activity).

Continued Overleaf

FC26/217

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.*

FC26/218

To consider any updates/proposals pertaining to potential future asset and/or service provision transfers that could affect the Town Council's financial or operational functions as a result of the ongoing LGR process, and to discuss Council's aims, objectives and aspirations in that regard; *Clerk to provide outline report to members.*

FC26/219

To consider 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) [26/0952/VAR](#) *Land adjacent to Cloakham Lawns / Chard Road (Weycroft)
Variation of condition 21 (23/0685/MOUT); Economic assessment / impacts.*

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.

Hyperlinks to EDDC website can be found using the blue highlighted applications references.

None to be considered at time of agenda publication.

c) To consider any planning applications received after the agenda publication and currently awaiting consideration (and decision) – published on a supplementary agenda (if applicable):

Hyperlinks to EDDC website can be found using the blue highlighted applications references.

None at time of agenda publication.

d) To note planning correspondence received (if any).

To note MHCLG Consultation Outcome statement on matters pertaining to planning committees and the National Scheme of Delegation (draft guidance for local planning authorities in England) effective 31st October 2026.

e) To note any matters relating to planning that have arisen as a result of EDDC Planning Committee or Strategic Planning Committee meetings since the last FULL meeting of Council or at future meetings of these two EDDC planning committees.

None at time of agenda publication.

f) To consider any other planning matters not already included above, including representations from members on such matters (eg. planning decisions, enforcement, planning legislation, Tree Protection Orders etc)

To note the EDDC Cabinet meeting held on 3rd June 2026 which had a confidential item of business relating to dangerous structure in Axminster; for notation purposes only.

Continued Overleaf

FC26/220

To consider Council's financial matters:

- a) To consider and, if thought fit, to approve and ratify payments for May 2026.
- b) To receive, and note, the Responsible Financial Officer's report and financial pack for May 2026 and to approve the Bank Reconciliation for the 31st May 2026.
- c) Questions to the RFO on these accounts / financial reports from members.
- d) To note submission of Section ONE (Governance Statement) and Section TWO (Accounting Statements) of the Annual Governance and Accountability Return (AGAR-3) to the External Auditor, and publication of the statutory Notice for the Period of Public Rights.
- e) To note that Axminster Town Council has been chosen for an additional intermediate audit review by PKF Littlejohn; RFO to provide report.
- f) To note Council's Reserve Balances and to consider any virements between reserve funds considered necessary or appropriate by members.

Other Council Business to be considered:

FC26/221

To further consider the wording of the draft/revised Policy documents listed below and, if thought fit, to approve and adopt those policies:

- a) Delegation Policy (draft)
- b) Biodiversity Policy (draft)
- c) Enquiries & Complaints Policy (revised)
- d) Risk Management Policy (revised)
- e) Website Policy (revised)
- f) Social Media Policy (revised)

FC26/222

To note an EDDC (alcohol) Licensing Application for The Pommerie, Old Manor Lodge, Lodge Lane, Axminster, EX13 5RT; to consider whether to submit any formal comments in respect of that application.

FC26/223

To note receipt of correspondence from Devon County Council regarding proposed ANPR Traffic Data Capture project, and to consider whether the Town Council wishes to provide match-funding to the project to allow for two tranches of data capture rather than just one.

FC26/224

To receive an out-turn report from the recent Eats Festival / Gate To Plate event held on Bank Holiday Monday 25th May 2026, and to consider whether the Town Council wishes to financially support the event for a further period.

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FC26/225

To consider matters pertaining to the Jubilee Fountain (Trinity Square) in relation to future place-making projects and traffic congestion mitigation measures.

FC26/226

To receive a report on the potential for the creation of an Axminster Business / Economy Award sponsored by the Town Council to promote community engagement and provide support for the retail / service economy in Axminster.

FC26/227

To discuss whether the Town Council wishes to consider participating in a wider local bus service (currently operating between Lyme Regis and Bridport [LB1] for the purposes of promoting the Axminster economy, the Guildhall, and encouraging Active Travel options).

FC26/228

To note the receipt of the recent Environment Agency Report on River Axe improvements and river restoration work (feasibility study assessment) and to consider any actions necessary/appropriate at this time.

FC26/229

To note any recent correspondence from DALC and NALC.

FC26/230

To consider a request from the local community that:

“ Axminster Town Council confirm their support for the installation of a LINK cash machine at the premises of the Banking Hub in Trinity Square for the benefit of Axminster’s retailers, the town’s tourism economy and hospitality sector, and for the wider public amenity”

FC26/231

To note the recent increase in anti-social behaviour and vandalism in the town centre and to consider the best approach to reduce and mitigate the impact of this issue upon the town and the community.

FC26/232

To note the launch of the National Allotment Society UK audit of allotment sites/plots (the first in 30 years) and to consider whether Axminster Town Council should participate and submit a formal response.

FC26/233

To consider whether all Town Councillors wish to support (and sign) the Civility and Respect Statement of Assurance (as per the Council-wide pledge signed in September 2022) to highlight the Town Council’s drive to encourage better and improved standards in public life.

FC26/234

To consider a matter pertaining to the recording of Council meetings (as a policy decision) and the archiving of said recordings in respect of GDPR / Data Protection compliance.

Continued Overleaf

FC26/235

To consider any matters considered as urgent by the presiding Chair and to receive any announcements from the Chair of the Council / Clerk to the Council.

FC26/236

To confirm the date of the next scheduled Ordinary FULL meeting of the Town Council - 13th July 2026.

FC26/237

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 and Section 1 (ss.2 and 3a) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Schedule 12A of the Local Government Act 1972 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) – See FC26/213

FC26/238 (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.

FC26/239 (IC)

To consider matters pertaining to the Jubilee Field recreation area and adjoining curtilage.

This matter is considered commercially sensitive and confidential due to the subject to be discussed and the involvement of a 3rd party landowner.

FC26/240 (IC)

To consider matters pertaining to the Town Council’s website and online media.

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

FC26/241 (IC)

To consider matters pertaining to the Town Council’s community engagement with other local organisations and how stakeholder relationships and financial support can be managed.

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

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

Paul Hayward

TOWN CLERK

1st June 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
