AXMINSTER TOWN COUNCIL – AGENDA SUMMONS

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

The Guildhall,
Axminster, Devon

4th September 2026

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of the FULL Town Council which will take place on **Monday, 14th September 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).

i) A representative of the Light Up Axminster organisation wishes to speak to Councillors in public forum session.

FC26/310
To note members of the Town Council present at this meeting

FC26/311
To note and, if thought fit, to approve apologies for absence (and reasons thereof) (LGA 1972 s.85 (1))

Continued Overleaf

FC26/312
To note members of Council who are neither present nor whose absence has been approved (as above); *to receive any other apologies for absence from non-town councillors (representing higher-tier authorities, and/or other representatives of community organisations or groups)*

FC26/313
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)]*

FC26/314
To consider and, if thought fit, to approve the minutes of the Ordinary Meeting of the FULL Council held on Monday 13th July 2026 as previously circulated to members and published online.

FC26/315
To consider any matters arising from the minutes of that meeting

FC26/316
To consider and, if thought fit, to approve the minutes of the Extraordinary Meeting of the FULL Council held on Monday 10th August 2026 as previously circulated to members and published online.

FC26/317
To consider any matters arising from the minutes of that meeting

FC26/318
To consider and, if thought fit, to approve the minutes of the Extraordinary Meeting of the FULL Council held on Thursday 27th August 2026 as previously circulated to members and published online.

FC26/319
To consider any matters arising from the minutes of that meeting

FC26/320
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 considered.

FC26/321
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 considered.

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FC26/322
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 FC26/338-341 (IC) incl. as shown below.

FC26/323
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.*

FC26/324
To note that TWO casual vacancies exist, following the resignations of former councillors, Joanna Ashkettle and Laurence Norman, for the roles of Axminster Town Councillors (both in the Town ward); to note that the Town Council has commenced the statutory Casual Vacancy process in conjunction with the District Council Electoral Services Team and that the period during which 10 electors can petition the District Council for an election to fill those vacancies will end on Thursday 17th September.
To note that, if an election is not petitioned, the Town Council may fill such vacancies by the process of co-option if it chooses to do so.

FC26/325
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 / Chair to provide any updates received from higher-tier authorities.*

FC26/326
To note any recent correspondence from DALC and NALC.

FC26/327
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) 26/1590/FUL *Land east of Pudleylake Road, 300m south of A358 junction*
Change of use of agricultural barn and associated land to private café and event venue.

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.

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i) 26/1360/LBC Old Manor Lodge, Lodge Lane, Axminster, EX13 5RT
Fenestration replacements in listed building (as per application details)

ii) 26/1741/TCA Stepsway, Market Square/Symes lane, Axminster, EX13 5NJ
Felling a Magnolia Tree (in the conservation area)

iii) 26/1730/CPE Unit D, Musbury Road, Axminster, EX13 5JR
Certificate of lawfulness for existing use of development (Class B8 – storage and distribution).

Under the delegated authority afforded to Cllr. Leat as Chair of the Planning Committee, it is proposed that support for all three applications above is ratified by the Town Council.

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 an appeal by Mr. David Henderson against the refusal of planning consent (26/0520/FUL) for the retrospective erection of a garage to the front elevation of 127 North Street, Axminster.

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)*
None at time of agenda publication.

FC26/328
To consider Council's financial and strategic matters:

a) To consider and, if thought fit, to approve and ratify payments for July & August 2026.

b) To receive, and note, the Responsible Financial Officer's report and financial pack for July & August 2026 and to approve the Bank Reconciliations for the 31st July and 31st August 2026 respectively.

c) Questions to the RFO on these accounts / financial reports from members.

d) To note that the statutory period for the publication of the Notice of Completion of Audit ended on 23rd August 2026 at 5pm (30 days after first publication).

Continued Overleaf

FC26/328
To consider Council's financial and strategic matters (continued):

e) To note Council's Reserve Balances and investment deposits, and to consider any virements between reserve funds considered necessary or appropriate by members.

Other Council Business to be considered:

FC26/329
To note that Axminster Carnival will take place on Saturday 19th September.

FC26/330
To note that Axminster Remembrance Parade / Remembrance event will take place on Sunday 8th November, and that a rolling road closure has been arranged from 10.30am until 11am to allow for a walking procession along the following route; From South Street car park, then southwards along South Street, turning right onto Silver Street, continuing along Church Street, turning left onto West Street, proceeding eastwards until parade reaches Trinity Square.

FC26/331
To consider expenditure in relation to Christmas / festive lighting and associated items such as trees, lighting, safety materials, consumables etc.

FC26/332
To consider options for the re-naming / re-designation of LSOA's (Lower Super Output Areas) in the Axminster ward area (an EDDC exercise currently ongoing).

FC26/333
To receive an update from Clerk/RFO as to the ongoing matters relating to the sale/disposal of the Old Courthouse building asset.

FC26/334
To receive an update from Clerk/RFO as to the ongoing matters relating to the Guildhall improvement works and the status of the Project Management Plan, including provisional costs and timeframes; to additionally update members as to the funding options available, including borrowing via the Public Works Loan Board.

FC26/335
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.

FC26/336
i) To confirm the date of the next scheduled Ordinary FULL meeting of the Town Council - 5th October 2026.

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FC26/337
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 FC26/322.

FC26/338 (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 Ordinary and Extraordinary FULL Council meetings.
This matter is considered commercially sensitive and confidential due to the subject to be discussed and the involvement of 3rd party tenants.

FC26/339 (IC)
To consider updates on 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.

FC26/340 (IC)
To consider matters pertaining to Axminster Town Council current and future recruitment.
This matter is considered commercially sensitive and confidential due to the subject to be discussed.

FC26/341 (IC)
To consider matters pertaining to potential Town Centre / Place-making enhancement projects, and to consider whether the Town Council would wish to seek grant-funding for such projects if agreement can be reached with all stakeholders and landowners in the vicinity.
This matter is considered commercially sensitive and confidential due to the subject to be discussed and the involvement of a 3rd party landowner.

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

Paul Hayward

TOWN CLERK **4th September 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 is 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

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