

Axminster Town Council

Office Hours
Monday, Wednesday, Thursday
10am – 12 noon

Mayor: Cllr Jill Farrow
Town Clerk: Paul Hayward

www.axminstertowncouncil.gov.uk



THE GUILDHALL
WEST STREET
AXMINSTER
DEVON
EX13 5NX

Tel. 01297 32088

Email: Clerk@axminstertowncouncil.gov.uk

Axminster Town Council: Minutes of the meeting of the FULL Council MINUTES APPROVED 18TH May 2026; Part ONE version

Held at The Guildhall on Monday 13th April 2026 at 7.00 p.m.

Present: Cllrs. Farrow (JF) (Chair), Price (JP) (Vice-Chair), Ashkettle (JA), Dunsbury (RD), Hayward (AH), Hurren (WH), Leat (SL), Osborn (RO), Walden (JW), and Warwick (TW).

(Meeting was deemed quorate with ten members present).

Town Clerk, Paul Hayward (PH) (also representing EDDC and DCC)

Deputy Clerk, Sarah Jackson (SJ) (also representing EDDC)

Three members of the public also present.

Chair highlighted the building fire precautions and alerted those present to the fire exits.

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

There were three public representations made.

i) Parking on Woodbury Lane.

ii) Potholes in Axminster parish.

iii) A tribute paid to Cllr. Farrow for service as Chair since 2021.

The Chair thanked all speakers for their contributions and for attending the meeting.

Cllr Warwick spoke in public forum regarding traffic flow in town centre.

The Chair subsequently closed the public forum session of the meeting at 7.10pm

FC26/106

To note members of Council present:

Councillors in attendance at meeting are shown above.

FC26/107

To note and, if thought fit, to approve apologies for absence and reasons therefore:

Apologies received from:

Cllr. Dowdeswell. Reason for absence noted and accepted.

Cllr. Norman. Reason for absence noted and accepted.

Cllr. Paice. Reason for absence noted and accepted.

Cllr. Willey. Reason for absence noted and accepted.

The Chair proposed that these absences, and the reasons provided, be approved.

Seconded by the Vice-Chair. Resolved unanimously.

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FC26/108

To note members of committee not otherwise present and to receive any other apologies for absence:

None.

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:

A declaration at this point does not preclude the need for members to declare any additional interests that they may become aware of during the course of this meeting.

Cllr. David Willey was afforded a dispensation relating to the hire of the Guildhall venue (Section 33 of The Localism Act 2011) on the 9th February 2026 [Reason: that Councillors considered it appropriate to grant a dispensation for other reasons (E)]; this dispensation will remain in force until the member resigns, or until May 2027, whichever comes first.

The Chair declared an interest ('Affects NRI') in respect of agenda item FC26/136.

The Vice-Chair declared an interest ('DPI') in respect of agenda item FC26/132.

No other declarations of interest made by members.

FC26/110(a)

To consider and, if thought fit, to approve the minutes of the Ordinary Meeting of the FULL Council held on Monday 9th March 2026.

The Clerk advised members that the Chair had proposed some minor grammatical revisions that had not changed the context or core wording of the draft minutes circulated.

The substantive draft minutes were proposed by the Chair, seconded by JW, to be approved. Resolved unanimously.

FC26/110(b)

To consider any matters arising from those minutes:

None raised.

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:

The Clerk advised members that the Chair had proposed some minor grammatical revisions that had not changed the context or core wording of the draft minutes circulated.

It was proposed by the Chair, seconded by JW, that these minutes be approved and adopted. Resolved unanimously.

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FC26/111b)

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

None raised.

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:

It was proposed by the Chair, seconded by the Vice-Chair, that these minutes be approved and adopted. Resolved unanimously.

FC26/112b)

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

None raised.

FC26/113

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

Draft minutes were reviewed and noted. SL asked for a factual error regarding her attendance in the minutes of the Operations Committee to be corrected. One vote count error (tally) also corrected for the permanent record. Noted.

FC26/114

To note the specific recommendations arising from that committee meeting and to consider whether Council wishes to approve their adoption.

None raised nor considered.

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]. None raised at this time other than those already listed on the agenda for Part Two discussion.

Continued overleaf

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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 outlined the casual vacancy protocol, co-option procedure and timeframe for process.

Update noted. The Clerk was directed to retain vacancy details online on website, via social media and on main TC noticeboard until further notice. The Clerk to review any eligible nominations as received and bring back to FULL Council meeting on 18th May with a further update.

FC26/117

To consider Council's financial matters:

a) To consider and, if thought fit, to approve and ratify payments schedule for March 2026. **Payments for March 2026 (£63,386 net) proposed for approval by the Chair, seconded by JW. Resolved unanimously.**

b) To consider and, if thought fit, to approve the Bank Reconciliation for March 2026. **Bank reconciliation for March 2026 was proposed for approval by the Chair, seconded by the Vice-Chair. Resolved unanimously. Clerk: please arrange for these documents to be signed by a non-bank signatory.**

c) To receive, and note, the Responsible Financial Officer's report and financial pack for March 2026 (Q1 to Q4) incorporating the Q1-4 budget monitor (summary) and Q4 out-turn, and associated reports including reserves summary and VAT position. **Received and noted.**

d) Questions to the RFO on these accounts / financial reports from members. A question was put to the RFO regarding a specific reserves value and its purpose. The RFO responded to members satisfaction.

e) To note the End of Year Reserves position and to consider any virements appropriate to be carried forward to the new financial period
Noted. No virements proposed by members at this time.

Continued overleaf

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FC26/117

To consider Council's financial matters (continued):

f) To note the final Asset Register for FY25-26 prior to AGAR submission (see below) £439,727 asset value.

Noted.

g) To note the end-of-year Public Works Loan Board (PWLB) statement position for FY25-26 - £20,474 outstanding (Capital).

The RFO confirmed that this was the only loan outstanding; EDDC's 20-year loan having been repaid in full in FY24-25.

h) To receive and approve the substantive Risk Management Assessment Review report for FY25-26.

Noted. Formal approval of report proposed from the Chair noting recommendation and endorsement by Strategy & Finance Committee previously. Resolved unanimously.

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.

Received from the RFO. Noted.

j) To note that the deadline date for the submission of the AGAR is Wednesday 1st July 2026.

Noted.

k) To consider any investment deposits on the Insignis Investment Platform.

The RFO presented a report on deposit rates available and confirmed that Insignis Investment Hub was ready to receive deposits. The Vice-Chair proposed that up to £400k be invested in "Instant/Easy Access" hub accounts (ie. with no term / access conditions) subject to RFO appraisal of cashflow position and assessment of cover required for future transactions. Seconded by WH. Resolved unanimously.

Continued overleaf

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FC26/118

Planning matters:

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

1) 26/0520/FUL – 127 North Street, Axminster, EX13 5QH

Retrospective consent for erection of garage to front of property (N/W elevation)

The Vice-Chair proposed that the Town Council should object to this application on the grounds that the structure was away from the existing built-boundary-line and was too large and out-of-scale with surrounding buildings. There were also concerns raised that it did not appear to be capable of storing a vehicle due to the inclination of the installation and positioning of the access door. Seconded by JW. Resolved nem con (9 for, 1 abstention [RO])

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.

Support proposed by SL. Seconded by the Vice-Chair. Resolved unanimously.

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

Support proposed by SL. Seconded by the Vice-Chair. Resolved unanimously.

4) 26/0003/EIA – Land south and east of Endfield, Lyme Road, Axminster (major dev.)

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)

SL proposed no comment at the present time, suggesting that the Town Council reserve its position until the MFUL application is reconsidered with all relevant information, and amended, updated plans available. Seconded by the Vice-Chair. Resolved unanimously.

5) 26/0618/FUL – Fair View, Trill Lane, Axminster, EX13 8TW

Erect a single storey rear extension (and other alterations).

Support proposed by SL. Seconded by TW. Resolved unanimously.

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FC26/118

Planning matters (continued):

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.

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

None to be considered.

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

None to be considered.

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](#)

SL proposed that no additional appeal comments be submitted at the present time.

Seconded by the Vice-Chair. Resolved unanimously.

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.

SL to attend with the Clerk. Noted.

Other Council business to be considered:

FC26/119

To note any recent correspondence from DALC and NALC.

The Clerk provided an update for members. Noted.

A volunteer was sought for the DCC (East Devon) Highways and Traffic Orders Committee DALC seat. No members wished to volunteer noting that the Clerk (in his elected DCC role) was already the Chair of that committee. No further actions necessary.

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FC26/120

To consider matters pertaining to Axminster Emergency Planning (EP) protocol and policy.

Clerk circulated an update report from JA and LN as part of their ongoing research into Emergency Planning procedures and resilience (as part of the working group). As members had not had the opportunity to read the report in detail, Chair suggested that this matter be deferred to the next Ordinary meeting of the Full Council. Noted and agreed.

Clerk provided an update on funding opportunities from Devon Communities Together.

SL proposed that the Town Council should apply for the £1500 maximum grant value (noting that Axminster had been specifically targeted for grant support following the flooding events earlier in the year) to support emergency planning measures. Seconded by JA.

Resolved unanimously. Clerk: Please action accordingly.

FC26/121

To receive reports/updates on matters pertaining to:

a) Axminster Chamber of Commerce; AH presented a verbal report.

b) Plastic Free Axminster (PFA); RO presented a verbal report.

c) Axminster Climate Action Group (ACAG); No report available.

d) Light Up Axminster (LUA); No report available.

e) Axminster Carnival Committee (ACC); No report available.

FC26/122

To receive an update report from Clerk on matters pertaining to Devon Devolution and Local Government Reorganisation (LGR);

Update report received from the Vice-Chair on recent progress / developments / meetings.

Members expressed some concerns over perceived financial savings versus anticipated adverse effects to Town Council service capacity and future budgets. Noted.

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)

The Chair proposed approval and re-adoption of the Standing Orders. Seconded by JW.

Resolved unanimously.

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FC26/123

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

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

The Chair proposed approval and re-adoption of the Member Code of Conduct policy. Seconded by the Vice-Chair. Resolved unanimously.

Clerk: Please note and publish on the Town Council's website as soon as possible.

FC26/124

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

Members discussed the principles of delegation (primarily, financial delegation) at length and the consensus view was that the Town Council's adopted financial regulations were sufficient to provide assurance of financial governance and accountability but that the needs of the authority did require delegated decisions to be made from time to time and that rising costs across the country (and particularly in our sector) meant that a revision to the spend limits (using delegated authority) were relevant and necessary.

As such, the following delegated spend limits were put forward:

The RFO/Clerk to be duly delegated to spend up to £2,000 where a budget cost centre exists. Any such expenditure to be reported to the Town Council as soon as possible / practicable.

The Chair of a standing committee to be duly delegated to spend up to £5,000 where a budget cost centre exists in consultation with the Clerk/RFO. Any such expenditure to be reported to the Town Council as soon as possible / practicable.

A standing committee to be duly delegated to authorise expenditure up to £10,000 subject to a valid proposal and resolution. Any such expenditure to be reported to the Town Council as soon as possible / practicable via recommendations to be considered at the next FULL Council meeting.

All expenditure over £10,000 to be ONLY approved by the Full Town Council in accordance with the extant Standing Orders and Financial Regulations.

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Furthermore, it was additionally noted that the extant financial regulations already permit the RFO/Clerk to be duly delegated to spend up to £5000 where an emergency situation arises. Any such expenditure to be reported to the Town Council as soon as possible / practicable.

The amendments to the Council's delegated spend limits were proposed by the Vice-Chair, and seconded by AH. Resolved nem con. (9 votes for, 1 abstention)

Members then considered the wording of a draft "model" Scheme of Delegation Policy and whilst members felt that the policy document was wordy and overly complex, they ultimately felt that it was necessary to have such a policy to provide clarity and confidence to the public over matters pertaining to delegated decision-making at the Town Council Clerk was directed to create a hybrid, Axminster Town Council-specific policy for further review by members at the earliest opportunity.

Proposed by the Chair, seconded by the Vice-Chair. Resolved unanimously.

FC26/125

To consider timetable for the review of Council's extant policies and procedures:

The Clerk provided a report and a provisional timetable for such reviews.

Members felt that it would be more appropriate to consider a small number of policies at each relevant committee meeting (depending on the actual policy these and purpose) where the wording can be discussed and revised, and the substantive policy document then referred to Full Council for final review and subsequent approval and adoption.

Clerk: Please note and action accordingly.

FC26/126

To consider revisions to the Town Council's Cemetery Fees for FY2026-27:

Clerk had provided suggestions for possible fee increases based on existing fees charged, and comparisons with other nearby burial authorities (both lower and higher tier). After debate, it was proposed by the Chair, seconded by RD, that an increase of 10% (maximum) be applied to existing rates with immediate effect to mirror the approved precept increase already applied for this financial year. Resolved nem con. (9 votes for, 1 against). Clerk: Please liaise with administrative team to apply these increases, update the published fee/tariff schedules, publish to the Town Council's website, and notify all local funeral directors and memorial masons of the revised rates now applicable.

Continued overleaf

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FC26/127

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

The Clerk provided an update report on response rates to the previous landlord correspondence exercise undertaken which was, sadly, underwhelming. After significant debate, and suggestions from members on different approaches to the challenge of derelict and un-loved, un-maintained buildings in the town, the Clerk was directed to liaise with East Devon District Council's planning teams, and Devon County Council's economic teams, to ascertain what could be done within the constraints of funding availability and existing planning regulations / legislation. The Clerk was also directed to write once more to the relevant property owners / landlords seeking their co-operation (or action) in dealing with this serious issue. That correspondence to express the Council's "dismay" at the lack of response / action to date. Noted

FC26/128

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

The Clerk had circulated a report from DCC to all members on this subject, in addition to an associated report from East Devon District Council (EDDC). Noted for reference.

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 place-making plan & process.*

After debate, the Vice-Chair asked the Clerk to seek an urgent update on the Council's written request to the constituency MP for a meeting to discuss placemaking opportunities and funding (and associated traffic/congestion issues) and report back to members as soon as possible with the outcome. Members discussed the work done by 3rd parties across the town (who had been kind enough to share their plans/proposals with the Town Council) but felt that the Town Council did not have the current means, financial resources, or practical experience, to undertake any significant place-making schemes at the present time. Noted.

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:

After debate, it was felt that the Town Council should not apply for this grant funding as the date of the event was very close and there was not adequate time, or officer resource, to properly plan, administrate and arrange such an event. Noted.

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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):

Members noted the date and expressed interest in attending for the purposes of external public engagement. The Clerk was duly directed to seek some additional information regarding the proposed format / duration of the event, and to bring that information back to the Council for further discussion and/or resolution on involvement / action. Noted.

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:

The Vice-Chair left the room at this point, having made an earlier declaration (at agenda item FC26/109). The Clerk outlined the recent issues at the location and the preventative measures taken as a result. Members confirmed that they wish to maintain their active involvement in, and maintenance of, the Green Wedge (station concourse habitat).

It was subsequently proposed by JW, seconded by RD, that the Clerk be directed to seek agreement from EDDC (StreetScene teams) to switch the contract arrangement for the Guildhall bin (which can be emptied by ATC employees and disposed of via the standing waste agreement thereat) for a re-sited waste bin unit near to the existing memorial benches thus maintaining distance from the station but ensuring that a waste amenity exists for bench users. Resolved nem con (9 votes for with 1 abstention).

Clerk: Please note and action accordingly.

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):

Clerk provided a report for members on the current process used to determine the winner of the annual award. After debate and discussion, it was agreed that future award decisions would be binding once a majority (50%+) of all members voting was reached. Members understood that this may mean multiple rounds of voting until a majority decision was reached.

At this point of the meeting, the Chair proposed that Standing Orders be suspended to allow the meeting to pass beyond the 120-minute limit. Seconded by Vice-Chair. Resolved.

Continued overleaf

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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).

JW outlined the background to the current siting of the garden, and explained why a re-siting of the garden/amenity would be necessary post-sale of the Old Courthouse complex. Members discussed various alternative location options including use of a small portion of Parochial Church (PCC) land at the south-eastern point of Minster Green, or a parcel of land belonging to EDDC on West Street.

It was subsequently proposed by JW that the Town Council should approach the PCC for consent in the first instance, and then – if declined – EDDC for similar consent.

There was no seconder for that proposal and it fell.

The Chair then proposed that the Town Council contact EDDC in the first instance.

Seconded by the Vice-Chair. Resolved nem con. (9 votes for, with 1 against [JW]).

Clerk: Please note and action accordingly and bring the matter back to Council when updates received.

FC26/135

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

Clerk provided a verbal report to members on progress. Noted.

FC26/136

Motion:

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.

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This motion was tabled for inclusion on the agenda by Cllr. Ashkettle as per the Council's extant and adopted Standing Orders.

JA spoke to, and in support of, the motion.

Members discussed the subject at length, covering the financial implications to the Town Council of the annual funding award (as per the agreement) and the additional sum paid in recent years for a specific maintenance project on the clock mechanism. It was noted that the Town Council (whilst not the owner of the clock – it having been paid for via public subscription) did accept notional liability for the clock (and mechanism) which is sited within the Minster Church steeple and thus on PCC property in the interests of good faith and as a public amenity. The existence of the 1967 funding agreement was also not contested, and there was acceptance by members that it had been amended in the past to increase the notional value of the annual grant award (although this had not kept pace with inflation nor had been subject to any indexation increment).

Members expressed uncertainty as to what maintenance had been undertaken in the past and what the financial burden of that maintenance was to the PCC (who were responsible for the costs of maintenance, above and beyond any Town Council funding provided to offset costs). It was felt that greater clarity on the financial aspects of the maintenance programme, and sight of the maintenance records, would be helpful in making further decisions in this regard.

At this point of the meeting, Cllr. Farrow relinquished the Chair to the Vice-Chair so that she could speak in public on this subject. The Vice-Chair proposed that Standing Orders be suspended to allow Cllr. Farrow to speak from the public table. Seconded by JW. Resolved.

Cllr. Farrow explained that the actual maintenance costs and procedures were complicated and were encapsulated in the PCC's general finances and governance. The grant award from the Town Council was gratefully received and went into a "maintenance reserve" but that the actual annual costs of the clock maintenance were considerably in excess of the grant sum awarded. Cllr. Farrow felt that there would be considerable negative publicity if the Town Council were to end the funding agreement (the sums involved being relatively minor in relation to the overall annual expenditure budget approved). The Vice-Chair thanked Cllr. Farrow for her contribution and for the information presented.

Continued overleaf

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Tel. 01297 32088

Email: Clerk@axminstertowncouncil.gov.uk

FC26/136

Motion on Church Clock Funding Agreement (continued):

Vice-Chair proposed that Standing Orders be resumed to allow the meeting to continue. Seconded by JW. Resolved unanimously. Cllr. Farrow took the Chair.

Summary of subsequent debate;

- It was a complex matter and could create unnecessary negative publicity for the Town Council, causing reputational harm for a relatively minor amount of expenditure.
- Suggestions that the funding agreement should be terminated as no longer relevant or appropriate.
- Suggestions that funding was always recognised as a contribution towards costs and that the PCC assumed the overall responsibility. The monetary value of £125 in 1967 was considerably more than the £500 per annum currently awarded.
- Suggestions the 1967 agreement be re-written to bring it up to modern legal standards and to re-assess the values proposed for award annually.
- Disagreement on whether the annual award was a “grant” or a legally binding sum payable.
- Agreement that the church clock was a valued public amenity in Axminster and that any “down-time” was immediately noticed, and commented upon locally, with the Town Council invariably being contacted by residents as the public perception was that it was “our clock”.

Subsequently, it was proposed by JA, seconded by RO, that a vote be taken based on the wording of the original motion.

Those in favour – 4 votes.

Those against – 2 votes.

Those abstaining – 4 votes.

The motion was therefore carried.

Clerk: Please note and action accordingly as per agenda wording.

A subsequent proposal was tabled that the matter should be re-considered at the July meeting of the Full Town Council. Proposed by the Vice-Chair, seconded by JW. Resolved nem con (9 votes for, with 1 abstention). Clerk: please note.

Axminster Town Council

Office Hours
Monday, Wednesday, Thursday
10am – 12 noon

Mayor: Cllr Jill Farrow
Town Clerk: Paul Hayward

www.axminstertowncouncil.gov.uk



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FC26/137

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

The Clerk advised that correspondence had been received from the Axminster Heritage Centre and that a response was required. The Chair noted that members had not had an opportunity to properly read the letter and digest the contents, and suggested that this matter be deferred to the next meeting of the Full Town Council on the 18th May (Annual Meeting). Agreed. Clerk: Please note and add to agenda accordingly when published.

FC26/138

To confirm the date of the next scheduled FULL meeting of the Town Council on Monday the 18th of May 2026, and other Council committee meeting dates.

- 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. Proposed by the Vice-Chair. Seconded by SL. Resolved unanimously.

The meeting moved into Part Two session. All members of the public left the room.

The agenda items below are considered confidential due to the commercially sensitive subjects/topics to be discussed and the involvement of 3rd parties which would necessitate disclosure of confidential information during the discussions.

PART TWO COUNCIL BUSINESS TO BE CONDUCTED:

Continued overleaf

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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 due to the subject to be discussed.

Clerk provided commercial update on progress with sale. Noted.

Clerk also advised members that a Freedom of Information Request (FOI) had been received from a 3rd party. This had been responded to. The author had subsequently sent a critical email outlining their disagreement with the content of the FOI response which had been acknowledged, and a copy of the Council's formal Complaint Policy provided for their review and use if appropriate. Noted.

With no further business to deal with, the Chair closed the meeting at 9.40pm.

Signed Date: 18th May 2026

Axminster Town Council: Minutes of the meeting of the FULL Council

MINUTES APPROVED 18th May 2026; Part ONE version

Held at The Guildhall on Monday 13th April 2026 at 7.00 p.m.

Page 17 of 17

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