

SAFFRON WALDEN TOWN COUNCIL

MINUTES of the FULL COUNCIL MEETING held remotely via the online platform “Zoom” and in accordance with the Coronavirus Act, C 7, Part 1 Local Authority Meetings, Section 78. This Act allows members to be present and attend a meeting without being present in the Council Chamber or together in the same place.

Date of meeting: **Monday 14th September 2020** at 7.30pm

Present (remotely via Zoom)

Councillors: Asker (Town Mayor), A Coote, Eke, Freeman, Light, McLellan, Millward, Porch, Roberts, Toy

Officers: Lisa Courtney (Town Clerk), Chloe Fiddy (Planning & Projects Officer), Terry Frostick (Operations Manager)

Public: Cllr John Moran (ECC Cllr)

FC 094-20	Apologies for absence Apologies were received and accepted from Cllrs De Vries, Fairhurst, Frost, Gadd, Hawke-Smith
FC 095-20	Declarations of Interest Cllrs Asker, A Coote, Eke, Freeman and Light declared generic non-pecuniary interests as District Councillors for Uttlesford District Council (UDC).
FC 096-20	Public Speaking Time There were no questions arising
FC 097-20	County Councillor Update Cllr Moran was present and provided the following updates: (a) Ashdon Road / Harvey Way Crossing Cllr Moran advised that work on the zebra crossings would commence end of October 2020. (b) George Street Paving Repairs Cllr Moran advised the works as completed are all that are intended and not further works will be commissioned. (c) Paving / surface by St Clare’s Hospice shop Cllr Moran confirmed his submission of the Local Highway Panel (LHP) for a feasibility study of the site and this is awaited. The matter will then (subject to

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the feasibility study) progress via the LHP works programme, Cllr Moran undertook to progress this as an urgent item.

(d) ECC Cycling Officer

Members noted with deep concern that a meeting was still awaited. SWTC has resubmitted all of the previously submitted schemes, in recognition that they now likely meet the ECC criteria for implementation. Cllr Moran undertook to progress this item further.

(e) Potholes Generally

Cllr Moran thanked Cllr Roberts for details of the priority potholes she had sent him and further noted the Town Council's social media promotion for the public to advise areas of concern.

(f) Museum Street Crossing

It was noted that this matter remains unresolved and unreconciled and there is a Town Council belief that the plans submitted by SWTC are appropriate and could be implemented; this is potentially disputed by ECC. Cllr Moran undertook to progress further and agreed to arrange a meeting with ECC Highways Officers and Engineers to bring this matter to a conclusion

(g) Covid-19 Road Closures

Cllr Moran noted the need to continuously review the road closures as implemented under the Covid-19 Safer Streets review. SWTC Officers noted that these decisions are reviewed on a regular basis via the Safety Advisory Group (SAG), a meeting with a number of representative agencies. SWTC has identified the need to carry out formal consultation on the permanent retention (or not) of the road closures and advised this would be a formal consultation programme with other partners in 2021.

(h) Audley End Road

Cllr Moran noted the Town Council's request for 30mph was being progressed

(i) Bollard at The Old Sun Inn

Noted this LHP application remains outstanding. Cllr Moran advised he had progressed this matter earlier that day and would keep SWTC informed of any progress

(j) Church Street Paving Works

Cllr Moran advised paving repair works are due to commence w/c 14.09.20

(k) High Street Paving

All those present noted the need to reconcile the uneven paving in the High Street and that a permanent solution needs to be found regarding the impact of the tree roots on the paving. It was noted that this matter was for further discussion at the Town Council's Planning and Road Traffic Committee and this Committee would advise further on the Town Council's preferred solution.

FC 098-20	<p>Mayor's Communications</p> <p>The Town Mayor, Cllr Heather Asker, provided a resume of her activities over the past month</p>
FC 099-20	<p>To verify the Minutes of the Previous Meetings</p> <p>The minutes of the Full Council meeting held on 8th July 2020 were accepted as a true and accurate record of the meeting and were signed by the Mayor.</p>
FC 100-20	<p>Committee Minutes</p> <p>Council received and noted the minutes from the following Committee meetings:</p> <ul style="list-style-type: none"> • Planning and Road Traffic 9th July 2020 (approved minutes) • Planning and Road Traffic 23rd July 2020 (approved minutes) • Planning and Road Traffic 13th August 2020 (approved minutes) • Planning and Road Traffic 27th August (draft minutes) • Finance and Establishment 20th July 2020 (draft minutes) • Assets and Services 27th July 2020 (draft minutes)
FC 101-20	<p>Proposed Change to name of Planning and Road Traffic Committee</p> <p>It was Resolved:</p> <p>Unanimously to amend the name of the current Planning and Road Traffic Committee to Planning and Transport Committee with immediate effect to better reflect all the modes of transport under the Committee's remit</p>
FC 102-20	<p>Community Land Trust (CLT) for Saffron Walden</p> <p>Council considered the report as presented and the Planning and Projects Officer spoke further to the details, providing responses to questions raised.</p> <p>It was Resolved:</p> <p>That SWTC supports the concept of a CLT, which is further supported and endorsed in the emerging Neighbourhood Plan. That in furtherance of the concept, Officers advise the District Council of this intent and initiate the establishment of a CLT, establishing public consultation sessions.</p>
FC 103-20	<p>Letter of Thanks from Uttlesford Food Bank</p> <p>Council noted the letter of thanks from the Food Bank in recognition of the Town Council's support of this charity</p>
FC 104-20	<p>Town Councillor Vacancy</p> <p>Members noted the vacancy as arisen following the resignation of Cllr Stacey</p>

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	Coote and the process that needed to be followed in advertising the vacancy. Members further noted that should an election be requested by the electorate, this would not be held until 5 th May 2021, due to current Coronavirus Rules.
FC 105-20	<p>Evaluation of SWTC Carbon Footprint</p> <p>Council noted data had been presented to Planet Mark who would now analyse the Town Council's carbon usage and footprint; this analysis will be presented in a report format to the Town Council in due course along with recommendations for any local improvements or initiatives</p>
FC 106-20	<p>Health & Safety Policy - Statement of Intent</p> <p>It was Resolved:</p> <p>To adopt the policy with immediate effect and that it be signed by the Town Mayor in due course</p>
FC 107-20	<p>Environmental Policy Statement</p> <p>It was Resolved:</p> <p>To adopt the policy with immediate effect and that it be signed by the Town Mayor in due course</p>
FC 108-20	<p>Reports from other Meetings</p> <p>There were no reports</p>
FC 109-20	<p>Additional Forthcoming Meetings</p> <p>None advised</p>
FC 110-20	<p>Urgent Information Items</p> <p>The Town Clerk reported briefly on plans for Remembrance Day (which need to be fluid to comply with Covid-19 rules and regulations)</p> <p>Cllr Roberts reminded all of the Highway Consultation and offered to further share details of this to any interested parties</p>
FC 111-20	<p>Date and time of Next Meeting(s)</p> <p>Full Council meeting to be held on Monday 12th October 2020 at 7.30pm by Zoom</p>
FC 112-20	<p>Confidential Item</p> <p>It was resolved that under the Public Bodies (Admission to Meetings) Act 1960</p>

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	(as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972
FC 113-20	<p>Planning Matters</p> <p>Council received and noted the report as presented by Officers who spoke further to the report, responding to any queries raised by Members. It was</p> <p>Resolved:</p> <p>To respond further to UDC regarding their reply to previous correspondence and that this response be sent to Dawn French (CEO) and Cllr John Lodge (Leader at UDC)</p>
FC 114-20	<p>Town Council Offices</p> <p>Council received and noted the report as presented by Officers who spoke further to the report. Following clarification on some matters, it was</p> <p>Resolved:</p> <ul style="list-style-type: none"> (a) To note that whilst the current premises at Emson Close have served the Council well, they are no longer appropriate facilities to house staff and that it is difficult to socially distance in the narrow corridors and shared spaces of this office accommodation (b) To serve notice to the landlord of Emson Close (c) That staff move into the Committee Room and Council Chamber of the Town Hall at the earliest opportunity, noting that these facilities are not currently being used due to Covid-19 (d) That the existing furniture in the Council Chamber be moved to the Town Council's storage depot (e) That the Clerk be authorised to incur costs of £5,000 towards the relocation costs (this will include costs for carpeting the Committee Room, cessation of utility services at Emson Close and commencement of same at the Town Hall). Any additional spend to be authorised as detailed within the report

The Mayor closed the meeting at 9.40pm

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