

TheTown Hall
Market Street
Saffron Walden
CB10 1HZ

Tel: 01799 516501



To: The Mayor and Members of Saffron Walden Town Council

Summons & Agenda

You are summoned to attend the FULL COUNCIL of the TOWN COUNCIL of SAFFRON WALDEN to be held via the video conference service Zoom on Monday 12th April 2021 commencing at 7.30pm to transact the business as set out in the agenda below.

In accordance with the Coronavirus Act 2020, c. 7, Part 1, Local authority meetings, Section 78 – Members are permitted to be present and attend a meeting without being present in the Council Chamber or together in the same place - extract from Act reads: *“The provision which may be made by virtue of subsection (1)(d) includes in particular provision for persons to attend, speak at, vote in, or otherwise participate in, local authority meetings without all of the persons, or without any of the persons, being together in the same place.”*

Zoom Details:

<https://us02web.zoom.us/j/83540993053?pwd=VUpRb25NaVpOUkFvd0lVQlJNZWpCdz09>

Meeting ID: 835 4099 3053 | Passcode: 506146

One tap mobile

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Meetings and the Public

During the period of meetings being conducted remotely and in compliance with the Coronavirus Act 2020, members of the public will still be able to access and participate (during public speaking time) in Town Council meetings.

Town Council meetings will be hosted on the Zoom Platform. Details enabling members of the public to view the meeting and ask questions (under the public speaking time) will be given for each meeting in the introduction as above (see Zoom link on page 1 of this agenda for details)

Members of the public and press are welcome to attend any of the Council's Full Council or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website www.saffronwalden.gov.uk. For background papers in relation to this meeting please contact enquiries@saffronwalden.gov.uk or phone 01799 516501

The agenda may be split into two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

Members of the public are permitted to ask questions at any of these meetings, with each meeting including an agenda item for questions from the public. Members of the public are not required to register in advance of the meeting but it may be useful if you notify your intention to speak either in advance of or at the meeting by emailing: townclerk@saffronwalden.gov.uk. If you wish to register at the meeting, please indicate your desire to speak at the allocated Public Speaking Time.

~~Facilities for people with disabilities~~

~~The Council Offices has facilities for wheelchair users, including lifts and toilets.~~

~~Fire/emergency evacuation procedure~~

~~If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest designated fire exit. You will be directed to the nearest exit by a designated officer. It is vital you follow their instructions.~~

For information about this meeting please contact the Town Council:

Telephone: 01799 516501 / Email: enquiries@saffronwalden.gov.uk

General Enquiries – Saffron Walden Town Council Offices, 11 Emson Close, Saffron Walden, CB10 1HL | Website: www.saffronwalden.gov.uk

Recording of meetings

Whilst meetings are being conducted under the Coronavirus Act 2020, meetings will not be recorded.

General Data Protection Regulations (GDPR) 2018:

For details of the Town Council's Privacy Notice, please visit our website: <http://saffronwalden.gov.uk/policies/>



Lisa Courtney, Town Clerk

7th April 2021

1	<p>Apologies for absence</p> <p>To receive apologies and consider requests for approved absence</p>
2	<p>To receive any Declarations of Interest</p> <p>Members and officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.</p>
3	<p>Public Speaking Time</p> <p>For the public or press to ask questions of the Council on matters relating to the agenda.</p>
4	<p>County Councillor Update</p> <p>To receive a written or verbal update and report from Cllr Moran, with particular reference to the following matters (extract from draft Minutes from March 2021 Full Council meeting, only those “open” items are included): Extract from minutes as follows in italics:</p> <p>(a) <i>Dropped kerb by Aldis</i> <i>Cllr Roberts confirmed the precise location of the query and Cllr Moran agreed to progress this query (the omission of a dropped kerb) further</i></p> <p>(b) <i>Pelican Crossing by Turpins through to Skatepark – funded from S106 monies</i> <i>Cllr Moran provided a verbal update on this project, noting that the current desire line from the skate park onto Thaxted Road will be formalised with a foot path. A new foot/cycle path will also be installed from this new footpath to Peasland Road. It is anticipated works will commence by June 2021</i></p> <p>(c) <i>Local Highway Panel Request (LHP)</i> <i>Cllr Moran noted the increased budget for 2021/22 thanks to additional funding contributions from both Essex County Council and Uttlesford District Council. Cllr Moran noted the importance of prioritising schemes for potential funding under the LHP programme and requested SWTC to resubmit any previous LHP applications, including details of any priorities.</i></p> <p><i>Cllr Moran noted the need for the paving in the High Street to feature high in the LHP priority. It was agreed SWTC would resubmit details to Cllr Moran of preferences for any surfacing around the trees in the High Street. Cllr Moran advised the repairs to the High Street will be carried out on both sides with priority being given to the stretch from the war memorial down to the traffic lights. This information was received with thanks.</i></p> <p>(d) <i>Essex Highways Meeting – 20mph proposals</i> <i>Cllr Moran advised the current 20mph restrictions across the town centre and as part of covid-safe measures, would be made permanent by ECC. This will also include East Street, Audley Road and side roads within.</i></p>

	<p>(e) <i>Bollards on Church Street</i> Cllr Moran noted these were included for consideration at the LHP meeting scheduled for 22.03.21 and he anticipated the scheme would be validated at this meeting with funding set aside, allowing works to be scheduled and commissioned. Cllr Moran noted the bollards could be installed in conjunction with works in (g) below</p> <p>(f) <i>Resurfacing of Church Street</i> Cllr Moran advised Church Street would be resurfaced imminently</p> <p>(g) <i>Museum Street – proposals from SWTC to address pedestrian movement and access.</i> Cllr Moran advised he is awaiting a viable proposal or solution from ECC Highway Officers and would keep SWTC informed of any updates</p> <p>(h) <i>Farmadine Grove</i> Cllr Moran noted the continued queries and issues around ownership and commissioning of works in this area. He advised he would continue to press ECC Officers for any response or advice on this matter</p> <p>(i) <i>Consultation Generally</i> Cllr Gadd raised grave concerns at the lack of consultation afforded to Saffron Walden (or Uttlesford) in the creation by ECC of cycling strategies and initiatives. Cllr Gadd noted the submission by ECC of new cycling schemes which actively discounted Saffron Walden in any potential schemes. This matter was not reconciled.</p>
5	<p>Mayor’s Communications</p> <p>To receive a written and/or verbal update from the Mayor</p>
6	<p>To verify the Minutes of the Town Council meetings as follows:</p> <p>Full Council March 2021 – as attached</p>
7	<p>To receive Minutes from Committee meetings as follows:</p> <p>To receive the minutes from the following Committee meetings. To note that these minutes are received for information purposes only as the relevant Committees are those which approve the minutes for accuracy.</p> <ul style="list-style-type: none"> ● Planning and Transport 11th March 2021 (approved minutes) ● Planning and Transport 25th March 2021 (draft minutes) ● Finance and Establishment 15th March 2021 (draft minutes) ● Assets and Services 22nd March 2021 (draft minutes)
8	<p>Policies to be reviewed and proposed for re-adopted</p> <p>Council to note that the following policies are due for review and readoption if appropriate. Council is requested to review the existing policies by following the links below. Officers are not aware of any shifts in legislation or other circumstances which</p>

	<p>would warrant amending the policies as they stand. Therefore, the recommendation is largely to readopt with no change (save for any changes as noted under)</p> <p>a) Code of conduct – no changes recommended https://saffronwalden.gov.uk/data/documents/1077.pdf?5c5d5f08</p> <p>b) Co-option policy – no changes recommended https://saffronwalden.gov.uk/data/documents/1154.pdf?5ca48da8</p> <p>c) Financial Regulations – to amend paragraph 8.5 (p14) noting that the Town Council has an investment policy https://saffronwalden.gov.uk/data/documents/1423.pdf?5df0caa4</p> <p>d) Investment policy – to delete the final sentence and replace with “<i>The Council may place £400,000 to £500,000 on a fixed term of six months</i>” https://saffronwalden.gov.uk/data/documents/1055.pdf?5c37705a</p> <p>e) Member officer protocol – no changes recommended https://saffronwalden.gov.uk/data/documents/1419.pdf?5dbab8f3</p> <p>f) Publicity and media policy – no changes recommended https://saffronwalden.gov.uk/data/documents/2256.pdf?606d82a3</p> <p>g) Safeguarding policy – amend contact details for SWTC https://saffronwalden.gov.uk/data/documents/1004.pdf?5c0a3901</p> <p>h) Standing orders – to amend section 18 with figures relating to the revised estimates as per the Public Contracts Regulations 2015 (statutory amendment):-</p> <p>Para (f): £181,302 amend to £189,330 £4,551,413 amend to £4,733,252</p> <p>Para (g) £363,424 amend to £378,660 £4,551,413 amend to £4,733,252</p> <p>https://saffronwalden.gov.uk/data/documents/1141.pdf?5c8bb93b</p> <p>i) The Roles of Town Mayor and Leader – no changes recommended https://saffronwalden.gov.uk/data/documents/1708.pdf?5ee0a00e</p>
9	<p>Nominations to the positions of Town Mayor, Deputy Town Mayor and Leader to serve from May 2021 (this item omitted from the March Full Council meeting in error):</p> <p>Mayor and Deputy Mayor from May 2021 to serve for 1 year To consider nominations for the positions of both Mayor and Deputy Mayor for 2021/22 in accordance with the Council’s published policy “Mayoral Selection” policy (available online at: https://saffronwalden.gov.uk/data/documents/1531.pdf?5e259f3d)</p>

<p>9.1</p> <p>9.2</p> <p>9.3</p>	<p>In accordance with the above policy, valid nominations have been received for both positions, being:</p> <p>Nomination to Mayor: Cllr Richard Porch Nominated by Cllr Paul Gadd / Seconded by Cllr Patrick Hawke-Smith</p> <p>Nomination to Deputy Mayor: Cllr James De Vries Nominated by Cllr Paul Gadd / Seconded by Cllr Patrick Hawke-Smith</p> <p>Leader of the Council from May 2021 to serve for 2 years (this agenda item is subject to resolution of agenda item 8 (i) above. In accordance with the policy, a valid nomination has been received.</p> <p>Nomination to Leader: Cllr Gadd Nominated by Cllr Patrick Hawke-Smith / Seconded by Cllr Dave McLellan</p> <p>All of the above nominations seek to be nominations only and the election of all positions will be formalised at the Town Council's Annual Meeting scheduled for Tuesday 4th May at 7pm</p>
<p>10</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p>	<p>Future Meetings</p> <p>To note: Subsequent to the March Full Council meeting, advice from the Ministry of Housing and Local Government has confirmed that the legislation allowing local authorities to host virtual meetings will not be extended. The resulting effect is that all local authorities are obliged to meet on a face-to-face basis from 7th May 2021 onwards. This will apply to all formal Committee and Council meetings although Working Groups and informal groups/meetings may continue remotely. Prevailing Covid restrictions will apply at the meetings as will the need to retain social distancing.</p> <p>Full Council: To note: At the March Full Council meeting, the date for both the Full Council meeting and Annual Meeting was amended and brought forward to Tuesday 4th May 2021, allowing both meetings to be held remotely. The Full Council meeting scheduled for 14th June 2021 must be held face-to-face</p> <p>Committee meetings Council to note that from 7th May 2021, these must take place face-to-face</p> <p>Annual Parish Meeting (meeting of the electors) At the March Full Council meeting, the date of this meeting was postponed awaiting further legislation and information. Revised advice and legislation (received 25th March) is that should this meeting progress, it must take place face-to-face from 7th May 2021. This meeting may now be held virtually if on or before 6th May 2021; the mechanics of hosting such meeting may prove cumbersome. The obligation to host this meeting has also been disapplied. Council is requested to consider:</p> <p>(a) Whether to host the Annual Parish Meeting (b) If yes, to agree a date and time and how the meeting will take place:</p>

	<ul style="list-style-type: none"> • If held on or before 6th May, it may take place virtually but logistically this may prove cumbersome and ineffective • If held on or after 7th May, it must take place face-to-face. It is noted that to host the Annual Parish Meeting on a face-to-face basis after 7th May is at odds with social gathering rules (only groups of up to 6 may gather indoors) <p>(c) If no, to agree to its postponement until 2022</p>
11	<p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p>
12	<p>Additional Forthcoming Meetings</p> <p>To receive details of any forthcoming meetings</p>
13	<p>Urgent Information Items</p> <p>Any items to report for information only. This item is included for information sharing only, Council is not permitted to determine matters until this agenda item</p>
14	<p>Date and time of Next Meeting(s)</p> <p>The next meeting is scheduled for Tuesday 4th May 2021 commencing with the Annual Meeting at 7pm, followed by the Full Council meeting on conclusion of the Annual Meeting. Both meetings will take place remotely, using Zoom</p>