

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 in the Town Hall, Saffron Walden on Monday **9<sup>th</sup> January 2023** commencing at **7.30pm** to transact the business as set out in the agenda below

### **Meetings and the Public**

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](http://www.saffronwalden.gov.uk). For background papers in relation to this meeting please contact [enquiries@saffronwalden.gov.uk](mailto: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](mailto: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](mailto:enquiries@saffronwalden.gov.uk)

General Enquiries – Saffron Walden Town Council Offices, The Town Hall, Market Place, Saffron Walden, CB10 1HZ | Website: [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk)

**Recording of meetings**

Meetings will be recorded where possible and practicable to do so.

**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**

4<sup>th</sup> January 2023

1	<b>Apologies for absence</b> To receive apologies and consider requests for approved absence
2	<b>To receive any Declarations of Interest</b> 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.
3	<b>Public Speaking Time</b> For the public or press to ask questions of the Council on matters relating to the agenda.
4	<b>Essex County Councillor Update</b> To receive a written or verbal update and report from Cllr P Gadd.
5	<b>Mayor's Communications</b> To receive a verbal update from the Town Mayor
6	<b>To verify the Minutes of the Town Council meetings as follows:</b> Full Council 05.12.2022

7	<p><b>To receive Minutes from Committee meetings as follows:</b></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"> <li>• Planning and Transport 15.12.2022 (draft minutes)</li> <li>• Finance and Establishment 19.12.2022 (draft minutes)</li> <li>• Assets and Services 19.12.2022 (draft minutes)</li> </ul>
8	<p><b>Uttlesford Rangers</b></p> <p>For information, Uttlesford District Council previously advised Essex County Council has withdrawn its funding from for the Highway Ranger Service. Parish and Town Councils were then asked whether they could provide a financial contribution to the service. At its Full Council meeting in December 2022, SWTC considered this request and the response is minuted in Min Ref FC 184-22:</p> <p><i>“Council considered the request from UDC regarding possible funding towards the Highway Rangers roles (currently funded by Essex County Council (ECC)), and the request for town and parish councils to contribute towards future employment and overheads charges in order for this service to continue. Due to budget constraints, ECC had chosen to cease this service from April 2023 and town and parish councils were being asked to collectively fund the posts for the service to continue.</i></p> <p><i>Council duly considered this request, agreeing it was not the remit of SWTC to pick up a responsibility which ECC did not wish to continue funding. The response to UDC was to note the posts and responsibilities should not fall to town or parish councils simply as one other council (in this instance ECC) did not wish to continue with funding. Queries were raised regarding ECC’s statutory responsibility to clear and maintain the highways and grass verges and that ECC should precept accordingly to ensure it meets its obligatory and statutory duties. It was therefore unanimously agreed not to offer funding towards the continuance of the Highway Rangers posts and that ECC should continue funding this service and meet its statutory duty of clearing and maintaining its own assets and property”</i></p> <p>Uttlesford District Council has confirmed that insufficient numbers of town and parish councils wished to contribute to the continuance of this service. The Uttlesford Ranger service therefore will come to an end on or around the 1<sup>st</sup> April 2023. Work which was previously reported to the rangers for rectifying should now be reported directly to ECC.</p>

9	<p><b>Budget 2023/24</b></p> <p>Following the December Full Council meeting, minute extract below (reference FC 184-22):</p> <p><i>“Council considered the proposed budget and it was unanimously agreed to:</i></p> <ul style="list-style-type: none"> <li>- <i>Rename the budget heading “Special Constable Support” to “Crime Prevention Initiatives”</i></li> <li>- <i>Approve the budget as proposed (pending the final Band D figures). Council noted the budget would therefore be further presented to the January 2023 Full Council meeting, once the Band D figures were confirmed by UDC.”</i></li> </ul> <p>The final Band D figures have been received and this is detailed in the attached reports (9a - 9d). Council is therefore asked to approve the final budget as presented, the only amendment being confirmation of the final Band D figure.</p>
10	<p><b>Model Code of Conduct</b></p> <p>Uttlesford District Council has adopted a revised model code of conduct, details as attached. The new code is very similar to the previous but is considered easier to read and understand being written in the first person.</p> <p>Council is asked therefore whether to adopt the new model code of conduct, along with discrete SWTC amendments as required (i.e., as carried forward from the Town Council’s current code of conduct). Attached for reference is SWTC’s current code of conduct which is due for review in April 2023.</p>
11	<p><b>UDC - S45 Local Government (Miscellaneous Provisions) Act 1976</b></p> <p>Uttlesford District Council has shared it has recently re-adopted Part II of the Local Government (Miscellaneous) Provisions Act 1976. This is detailed in the attached notice for information only.</p>
12	<p><b>Mayor Making 2023 – Resolution</b></p> <p>The agreed date for the next Mayor Making is 17<sup>th</sup> June 2023.</p> <p>SWTC’s Standing Order 5f states the <i>“ceremonial “Mayor Making” event will be held within 21 days of the Annual Meeting.”</i></p> <p>The agreed annual meeting date is 15<sup>th</sup> May 2023 (which must take place within 14 days of the elections, per Local Government Act 1972 schedule 12, paragraph 7(2).</p> <p>The Ceremonial Mayor Making Date exceeds the 21 days set in SWTC’s standing orders and it is therefore recommended for Council to confirm by resolution that standing order 5f is purposefully suspended for Mayor Making 2023, allowing the Mayor Making date of 17<sup>th</sup> June 2023 to be retained</p>

13	<p><b>Reports from other Meetings</b></p> <p>To receive a verbal update from meetings as attended.</p>
14	<p><b>Additional Forthcoming Meetings</b></p> <p>To receive details of any forthcoming meetings</p>
15	<p><b>Urgent Information Items</b></p> <p>Any items to report for information only. This item is included for information sharing only and Council is not permitted to determine matters under this agenda item</p>
16	<p><b>Date and time of Next Meeting</b></p> <p>The next meeting is scheduled for 13<sup>th</sup> February 2023 in the Town Hall, Saffron Walden at 7.30pm.</p>