

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 **13th June 2022** 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. 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.

Please note that due to necessary Covid19 mitigation measures, admission to the meeting may be restricted as room capacity is currently limited. Members of the public will be admitted on a first come first served basis and the meeting room will be open to the public from approximately 7.20 pm. The capacity for each meeting will include the staff and Councillors present and members of the public will be permitted to the maximum capacity of the room. Members of the public are requested to wear a face mask at all times and sit in the seats designated for the public. If you would like more information about how the Town Council has made the meeting arrangements as Covid secure as possible please contact the Town Clerk.

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, The Town Hall, Market Place, Saffron Walden, CB10 1HZ | Website: 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

8th June 2022

1	Apologies for absence To receive apologies and consider requests for approved absence
2	To receive any Declarations of Interest 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	Public Speaking Time For the public or press to ask questions of the Council on matters relating to the agenda.
4	Essex County Councillor Update To receive a written or verbal update and report from Cllr P Gadd.
5	Mayor's Communications To receive a verbal update from the Town Mayor

6	<p>To verify the Minutes of the Town Council meetings as follows:</p> <ul style="list-style-type: none"> • Full Council 09.05.2022 • Annual General Meeting 09.05.2022
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 12.05.2022 (Approved minutes) • Planning and Transport 26.05.2022 (draft minutes) • Finance and Establishment 16.05.2022 (draft minutes) • Assets and Services 27.06.2022 (draft minutes)
8	<p>Planning & Transport Committee membership</p> <p>Council is requested to note the withdrawal of Cllr Fairhurst from the Planning and Transport Committee. Council is requested to elect an alternative Councillor to this Committee to ensure it operates at full capacity.</p>
9	<p>Annual Governance and Accountability Return 2021-2022 (Annual Return)</p> <p>(a) The internal auditor has signed off the Annual Internal Audit Report and has approved the accounts and practices and brings no matters forward for consideration or recommendation to Council – copy attached as 12 (a). Committee is requested to receive and note these details.</p> <p>(b) Annual Governance Statement 2021/22 with detailed explanations</p> <p>(c) The following documents are attached for reconciliation and verification of the annual return for year ended 31st March 2022, including:</p> <ul style="list-style-type: none"> • Variances explanation (9c.1) • Reconciliation document (9c.2) • Working details for annual return (9c.3) • Detailed Income and Expenditure Accounts (9c.4) • Balance sheet (9c.5) • Bank reconciliation pro-forma (9c.6) <p>(d) Asset Register</p> <p>(e) Dates for the period of exercise of public rights, with the following proposed dates: Commencing on Monday 20th June 2022 and ending on Friday 29th July 2022</p> <p>(f) Council is requested to specifically give consideration to Section 1 being the Annual Governance Statement and to make recommendation to Council regarding the authorisation (or otherwise) of these statements. Supporting documents as attached Council is requested to approve and authorise the above documents.</p>

	The AGAR is recommended for adoption by the Finance & Establishment Committee following its meeting on 16 th May 2022, as recorded under Min Ref F & E 071-22.
10	<p>UDC Parish Forum Meeting</p> <p>The next Parish Forum meeting is scheduled for 20th June at 7pm at Wendens Ambo Parish Council, village hall, CB11 4JX. This is one of the new style Parish Forum meetings, purposefully broken down into a small geographical size to include the following councils:</p> <p>Saffron Walden, Arkesden, Langley, Chrishall, Elmdon & Wenden Lofts, Great Chesterford, Littlebury, Strethall, Little Chesterford, Wendens Ambo</p> <p>Council is requested to consider:</p> <p>(a) Any items for inclusion on the agenda (agenda is issued by UDC). Possible agenda items include:</p> <ul style="list-style-type: none"> • The Government’s Shared Prosperity Fund and its distribution and spend throughout Uttlesford, further information can be found here (Uttlesford has been allocated £1m over a 3-year period) • Planning Update with regards to the planning designation notice <p>(b) Councillor Attendance (2 x attendees are requested, to include the Town Clerk)</p>
11	<p>Saffron Walden Town Council Market Licensing Policy</p> <p>To consider the adoption of a market licensing policy, which can prescribe any terms and conditions under which SWTC may permit another market to operate within the Market Charter area.</p>
12	<p>UTT/22/1523/CLP The formation, laying out and construction of a means of access to Cornells Lane, in connection with the use of land (up to 14 days per calendar year) for the purposes of the holding of a market. Land To The North Of Cornells Lane Widdington Essex</p> <p>Council is asked to consider the attached report regarding the above planning application submitted to Uttlesford District Council.</p>
13	<p>Clean Air Day 2022</p> <p>Clean Air Day is on Thursday 16th June 2022. Saffron Walden Town Council Officers will be supporting the initiative by running a Market Stall on Tuesday 14th June to raise awareness by talking to residents about what positive changes can be made and sharing details of the Council’s environmental initiatives.</p> <p>Cllrs are asked to come and support the event – if you can attend, please let the events & activities officer know by email.</p>

14	<p>Response from the Home Office</p> <p>Further to the letter sent by SWTC (as agreed April 2022) regarding the UK Government's handling of the Ukrainian situation, a response from the Home Office has been received. Documents attached include the Town Council's original correspondence and the response from the Home Office</p>
15	<p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p>
16	<p>Additional Forthcoming Meetings</p> <p>To receive details of any forthcoming meetings</p>
17	<p>Urgent Information Items</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>
18	<p>Date and time of Next Meeting</p> <p>The next meeting is scheduled for Monday 11th July 2022 at 7.30pm in The Town Hall Saffron Walden.</p>