

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 **12<sup>th</sup> September 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](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.

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](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**

7<sup>th</sup> September 2022

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	<p><b>To verify the Minutes of the Town Council meetings as follows:</b></p> <p>Full Council 11.07.2022</p>
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 14.07.2022 (Approved minutes)</li> <li>● Planning and Transport 28.07.2022 (Approved minutes)</li> <li>● Planning and Transport 11.08.2022 (Approved minutes)</li> <li>● Planning and Transport 25.08.2022 (draft minutes)</li> <li>● Finance and Establishment 18.07.2022 (draft minutes)</li> <li>● Assets and Services 25.07.2022 (draft minutes)</li> </ul>
8	<p><b>Policies</b></p> <p>Council is recommended to re-adopt the following policies:</p> <ol style="list-style-type: none"> <li>1. Health &amp; Safety Policy, no amendments are proposed.</li> <li>2. Adoption of the revised Anti-Harassment, Bullying <i>and Dignity</i> Policy, the only proposed change is renaming the policy to include <i>Dignity</i>, this proposal is supported by our HR advisor Stallard Kane</li> </ol>
9	<p><b>Civility and Respect Pledge</b></p> <p>National Association of Local Councils and Society of Local Council Clerks are introducing the Civility and Respect Pledge. NALC is encouraging Councils to sign the pledge to confirm that Council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:</p> <ul style="list-style-type: none"> <li>● Has put in place a training programme for councillors and staff</li> <li>● Has signed up to the Code of Conduct for councillors</li> <li>● Has good governance arrangements in place including staff contracts and a dignity at work policy</li> <li>● Will seek professional help at the early stages should civility and respect issues arise</li> <li>● Will commit to calling out bullying and harassment if and when it happens</li> <li>● Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme</li> <li>● Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate</li> </ul> <p>Council is asked to consider signing the pledge, as recommended by Officers.</p>

10	<p><b>Remembrance Day</b></p> <p>To note, the Remembrance Sunday parade in Saffron Walden will take place on 13<sup>th</sup> November. Preparations will be circulated in due course.</p>
11	<p><b>Uttlesford District Council - Community Achievement Awards</b></p> <p>UDC has opened their bi-annual Community Achievement Awards</p> <p>Town and Parish Councils can nominate individuals who have made a huge impact on the lives of others through their voluntary work.</p> <p>Councils can nominate someone for their service to:</p> <ul style="list-style-type: none"> <li>• children and young people (up to 18 years old)</li> <li>• the elderly</li> <li>• people with assisted living needs</li> <li>• the local community</li> <li>• youth initiatives – nominations for young people (aged 15-18) who have contributed significantly to their local community</li> </ul> <p>Council is asked to consider submitting any nominations.</p> <p>Applications must be submitted by midday Friday 16 September.</p>
12	<p><b>Mayoral Chain – Bad Wildungen</b></p> <p>The Saffron Walden Town Council visit to its twin town Bad Wildungen takes place from 26<sup>th</sup> September and the Mayor will be in attendance.</p> <p>In accordance with the Mayoral Chain policy (attached) agreement should be obtained by Council if the Chain is to be taken out of the United Kingdom.</p> <p>Council is therefore asked to consider whether the Mayoral chain should be taken to Bad Wildungen for this event.</p>
13	<p><b>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</b></p> <p>For information Uttlesford District Council have approved the above application. Further to the June Full Council meeting and the officers report, officers have written to the applicant detailing SWTC's objections.</p>

14	<p><b>Local Council Award Scheme</b></p> <p>Council is requested to consider participation in the Local Council Award Scheme and to apply for the Foundation, Quality and Gold Levels Award.</p> <p>The LCAS (monitored by National Association of Local Councils) has been designed to celebrate the successes of the very best local councils and to provide a framework to support all local councils to improve and develop to meet their full potential. Further details can be found here <a href="https://www.nalc.gov.uk/localcouncilawardscheme">https://www.nalc.gov.uk/localcouncilawardscheme</a></p> <p>SWTC previously applied for and currently has the Foundation Level Award.</p>
15	<p><b>Budget Timetable &amp; Working Group</b></p> <p>In preparation for setting the 2023/24 budget, a draft timetable is provided with proposed dates and process for setting of the budget.</p> <p>Council is requested to:</p> <ul style="list-style-type: none"> <li>(a) Adopt the timetable as proposed and</li> <li>(b) To establish membership to the Budget Working Group. The first meeting is proposed for October, date tbc</li> </ul>
16	<p><b>Reports from other Meetings</b></p> <p>To receive a verbal update from meetings as attended.</p>
17	<p><b>Additional Forthcoming Meetings</b></p> <p>To receive details of any forthcoming meetings</p>
18	<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>
19	<p><b>Date and time of Next Meeting</b></p> <p>The next meeting is scheduled for 10<sup>th</sup> October 2022 at 7.30pm in the Town Hall, Saffron Walden</p>
20	<p><b>Confidential Item – Exclusion of Press and Public (Part II meeting)</b></p> <p>To resolve that under the Public Bodies (Admission to Meetings) Act 1960 (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.</p>

21	<b>Town Council Assets</b>  To receive a verbal update on the current situation regarding assets
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