

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 **15 January 2024** 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**

15 January 2024

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>Updates from 3<sup>rd</sup> parties – for information only</b> (a) To receive a written or verbal update and report from Cllr P Gadd as the Essex County Councillor (b) To receive a written or verbal update and report from UDC Councillors on any matters which may be particularly pertinent to Saffron Walden
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 04.12.23

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 14.12.2023 (draft minutes)</li> <li>• Finance and Establishment 11.12.2023 (draft minutes)</li> <li>• Assets and Services 18.12.2023 (draft minutes)</li> </ul>
8	<p><b>UDC Parking Review</b></p> <p>Uttlesford District Council’s car parking consultation will launch on Thursday 11 January, closing on Friday 2 February.</p> <p>Once launched the consultation will be found at <a href="https://www.uttlesford.gov.uk/car-parking-consultation">https://www.uttlesford.gov.uk/car-parking-consultation</a></p> <p>It is recommended Council responds in support of the proposals as discussed and agreed at the December 2023 Council meeting, an extract of minute reference FC 200-23 is below for reference:</p> <p><i>It was <b>Resolved:</b></i></p> <ul style="list-style-type: none"> <li><i>(a) To include Catons Lane car park in the imminent car parking tariff consultation being conducted by UDC;</i></li> <li><i>(b) To adopt a charging and enforcement regime for the Catons Lane car park, in accordance with that already established by UDC in management of their own car parks;</i></li> <li><i>(c) That the charging regime is based on UDC’s car park review and associated recommendations from the consultant and the consultation process (note these details are not currently in the public domain but anticipated will be comparable to the Swan Meadow charges);</i></li> <li><i>(d) To enter into a service level agreement with UDC regarding future management and maintenance of the car park.</i></li> </ul>
9	<p><b>Approved Parish changes under the Interim Community Governance Review</b></p> <p>To note for information, the Uttlesford District Council the Audit and Standards Committee agreed to formally alter the parish boundary for Saffron Walden and Swards End (as requested) and additionally Great and Little Chesterford. Maps attached for information (items 9a and 9b).</p>
10	<p><b>Consultation on draft recommendations for Essex division borders</b></p> <p>Essex County Council has launched its second phase of consultation regarding the electoral borders, closing on 19 February 2024, found at <a href="https://www.lgbce.org.uk/all-reviews/essex">https://www.lgbce.org.uk/all-reviews/essex</a></p> <p>Council is asked to consider the attached written officer report detailing the recommended response.</p>

11	<p><b>Emergency Plan</b></p> <p>Under the Environment Act 2021 and government guidance, councils are required to prepare and consider their actions in conserving biodiversity.</p> <p>The attached report details the requirements, including the adoption of an emergency plan.</p> <p>Council is asked to consider the attached report (11a) and recommended emergency plan (11b).</p>
12	<p><b>Standing Orders</b></p> <p>Council is recommended to re-adopt the standing orders, with the proposed changes under section 23 Execution and Sealing of Legal Deeds, item b.</p> <p>The model standing orders allow councils to choose whether to physically sign a deed or use the common seal, it is recommended councillors must sign a deed rather than use of a seal.</p>
13	<p><b>SWTC Leases</b></p> <p>Council is asked to note the attached written report detailing the progress regarding outstanding leases with third parties.</p>
14	<p><b>2024/25 Budget</b></p> <p>At the December 2023 Full Council meeting it was unanimously resolved to adopt the proposed draft budget.</p> <p>The Band D equivalent figure has now been received from UDC, enabling completion of the 2024/25 budget.</p> <p>Council is therefore asked to now confirm the final budget for 2024/25. Papers 14 a-c are as follows:</p> <ul style="list-style-type: none"> <li>a) 2024/25 budget</li> <li>b) Income</li> <li>c) Ear-Marked Reserves</li> </ul>
15	<p><b>2024/25 Precept</b></p> <p>Council is asked to formally agrees a 6% increase in the precept for 2024/25, papers 15a-c are as follows:</p> <ul style="list-style-type: none"> <li>a) 2024/25 precept form</li> <li>b) Precept setting form for parish</li> <li>c) Precept setting form for council tax bands</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> <p>a) Councillors attended training after election in summer 2023, it is recommended a follow up training session is provided on 4<sup>th</sup> March 2024 (being a Monday evening with no SWTC evening meetings). Council is asked to confirm preferred timing day/evening and any preferred topics to cover.</p> <p>b) Council has been invited to the Annual General Meeting of Uttlesford Citizens Advice, which will be held at 12 noon on Wednesday 17th January 2024, at the Saffron Community Link, 1b Market Street, Saffron Waldon, Essex, CB10 1HX.</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 Monday 12<sup>th</sup> February 2024 at 7.30pm in The Town Hall Saffron Walden.</p>