

**SAFFRON WALDEN TOWN COUNCIL**

**Minutes of Full Council Meeting**

**Date of meeting:** Monday 10 February 2025 at 7.30pm

**Present Councillors:** Cllrs Asker, Curtis, de Vries, Eke (Mayor), Freeman, Hawke-Smith, McLellan and Porch.

**Officers:** Deputy Town Clerk and Operations Manager

**Public:** None present

FC 017-25	<b>Apologies for absence</b> Apologies were received and accepted from Cllrs Abercrombie, Ahmed, Coote, Gadd, Jones, McBirnie, Meloy, Parker, Reeve and Shotropa.
FC 018-25	<b>Declarations of Interest</b> Cllrs Asker and Freeman declared generic non-pecuniary interest as members of Uttlesford District Council (UDC).
FC 019-25	<b>Public Speaking Time</b> There were no questions arising.
FC 020-25	<b>Updates from 3<sup>rd</sup> parties – for information only</b> No update (written or verbal) was received from the County Councillor or District Councillors.
FC 021-25	<b>Mayor's Communications</b> The Mayor noted he recently attended the following: a. St Mary's Church Holocaust Service b. Camera Club exhibition
FC 022-25	<b>To verify the Minutes of the Town Council meetings</b> The 13.01.2025 Full Council minutes were accepted as a true and accurate record of the meetings and signed by the Mayor.
FC 023-25	<b>To receive the Minutes of the Previous Meetings</b> Council received and noted the minutes from the following Committee meetings: <ul style="list-style-type: none"><li>● Planning and Transport 09.01.2025 (Approved minutes)</li><li>● Planning and Transport 23.01.2025 (draft minutes)</li><li>● Finance and Establishment 20.01.2025 (draft minutes)</li><li>● Assets and Services 27.01.2025 (draft minutes)</li></ul>

FC 024-25	<p><b>Lapwing Service</b></p> <p>Council noted the HMS Lapwing 80<sup>th</sup> anniversary remembrance service takes place at Close Garden from 2.30pm on Saturday, 22 March. Councillors were reminded to confirm attendance with the Mayoral Secretary.</p>
FC 025-25	<p><b>Land at Harris Yard</b></p> <p>Council received the written report detailing the option to adopt land at Harris Yard and noted the following:</p> <ul style="list-style-type: none"> <li>a. The written report was considered by the Assets and Services Committee at its January meeting where it was resolved to recommend Full Council does not adopt the land.</li> <li>b. The Assets and Services Committee Chair thanked officers for the report which details the several complexities of the site.</li> </ul> <p><b>Council unanimously resolved:</b> Not to adopt the land at Harris Yard.</p>
FC 026-25	<p><b>Government Consultation Code of Conduct</b></p> <p>Council noted the Government has launched a consultation, seeking views on introducing a mandatory minimum code of conduct for local authorities in England and a draft response has been prepared by the Mayor, Town Clerk and Deputy Town Clerk, as agreed at the January Full Council meeting.</p> <p><b>Council unanimously resolved:</b> To submit the proposed response in response to the consultation.</p>
027-25	<p><b>Officer Update Report</b></p> <p>Council received and noted the written officer report detailing the progress of Council business and activities since October 2024.</p> <p>It was further noted:</p> <ul style="list-style-type: none"> <li>a. This report has been compiled to offer an overview summary of major and key activities and priorities to all Councillors. This included: Working Groups, Planning Applications, S106 obligations, grants applied for, grants awarded, upcoming events and activities, youth services, the Tourist Information Centre and operational projects.</li> <li>b. There is a temporary staffing deficit and until full staffing complement is re-established some projects will be paused.</li> <li>c. Market Square Pedestrianisation <ul style="list-style-type: none"> <li>i. The application for this scheme is with Essex Highways for progression but their progress is very slow. Councillors raised concern the scheme would not be completed prior to any devolution changes.</li> <li>ii. Council requested the Mayor and officers write to Essex Highways requesting an update on the scheme.</li> </ul> </li> <li>d. The Mayor Making and Leader Policy review will be presented at the March Full Council meeting.</li> <li>e. The Annual Town Meeting will take place on Tuesday 6 May 2025 (not 7 April).</li> <li>f. A contractor has been appointed for the Little Walden Play Area Refurbishment.</li> <li>g. The Mayor is hosting a fundraising Quiz Night in aid of his chosen charities on 8 March at Saffron Walden Football Club.</li> </ul>

FC 028-25	<p><b>Reports from other Meetings</b></p> <p>No meetings reported.</p>
FC 029-25	<p><b>Additional Forthcoming Meetings</b></p> <p>No meetings reported.</p>
FC 030-25	<p><b>Urgent Items</b></p> <p>It was noted the Mayoral Selection procedure requires nominations of Mayor and Deputy are submitted one week prior to the March Full Council meeting, this being 3 March 2025.</p> <p>It was agreed this will be deferred to April, this being 7 April 2025.</p>
FC 031-25	<p><b>Date and time of Next meeting(s)</b></p> <p>The Mayor reminded all that the next meeting is scheduled for Monday 10th March 2025 at 7.30pm in the Town Hall Saffron Walden.</p>

The Mayor closed the meeting at 8.20pm.