

**SAFFRON WALDEN TOWN COUNCIL**  
**Minutes of Full Council Meeting**

**Date of meeting:** Monday 13 October 2025 at 7.30pm in the Town Hall, Saffron Walden

**Present Councillors:** Cllrs Abercrombie, Ahmed, Asker, Coote, Curtis, Freeman, Hawke-Smith, Jones, Parker, Porch and Reeve

**Officers:** Town Clerk

**Public:** x2 representatives from the Liberal Democrats Party

FC 147-25	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Cllrs de Vries, Eke, McBirnie and McLellan Absent Cllrs Gadd and Shotropa.</p>
FC 148-25	<p><b>Declarations of Interest</b></p> <p>Cllrs Ahmed, Asker, Coote, Freeman, and Reeve declared generic non-pecuniary interests as District Councillors for Uttlesford District Council (UDC).</p>
FC 149-25	<p><b>Public Speaking Time</b></p> <p>There were no questions arising.</p>
FC 150-25	<p><b>Updates from 3<sup>rd</sup> parties – for information only</b></p> <p>(a) Council received the written update report from Cllr P Gadd as the Essex County Councillor, as presented to the 9 October P&amp;T Committee meeting.</p> <p>Council requested the Clerk to contact Cllr Gadd seeking:</p> <ul style="list-style-type: none"><li>i. The purpose of the road markings at Church Street.</li><li>ii. Requesting periodic attendance at Full Council meetings.</li><li>iii. Affirmation of his support (or otherwise) for the Market Square pedestrianisation scheme.</li></ul> <p>(b) An update was not provided from UDC Councillors.</p>
FC 151-25	<p><b>Mayor's Communications</b></p> <p>The Mayor noted his attendance at a series of activities including Onam Celebration with the Malayalee community from India; International Day of Democracy; SWCHS Employers Breakfast; Horticultural Society Show; Jubilee Hub Kitchen Opening. The Mayor thanked the Deputy Mayor for her support and recent attendance at the High Sheriff's Justice Service in Chelmsford.</p>

FC 152-25	<p><b>To verify the Minutes of the Town Council meetings</b></p> <p>The 08.09.2025 Full Council minutes were accepted as a true and accurate record of the meetings and signed by the Mayor.</p>
FC 153-25	<p><b>To receive the Minutes of the Previous Meetings</b></p> <p>Council received and noted the minutes from the following Committee meetings:</p> <ul style="list-style-type: none"> <li>• Planning and Transport 11.09.2025 (draft minutes) (only one September meeting)</li> <li>• Finance and Establishment 15.09.2025 (draft minutes)</li> <li>• Assets and Services 22.09.2025 (draft minutes)</li> </ul>
FC 154-25	<p><b>Accounts and Accounting Statements</b></p> <p>Council received the following, in accordance with Standing Orders:</p> <ul style="list-style-type: none"> <li>(a) Receipts and payments for 1<sup>st</sup> quarter (April-June)</li> <li>(b) Aggregate receipts and payments year to date</li> <li>(c) Balances held at the end of the current quarter</li> </ul>
FC 155-25	<p><b>Policies</b></p> <p><b>It was unanimously resolved:</b> To re-adopt the following policies, with no changes.</p> <ul style="list-style-type: none"> <li>(a) Motion on Climate Change</li> <li>(b) Vexatious</li> </ul>
FC 156-25	<p><b>Risk assessments for financial year ending 31.03.26</b></p> <p><b>It was unanimously resolved:</b> To adopt the risk assessment as proposed and recommended by the F&amp;E Committee.</p>
FC 157-25	<p><b>Uttlesford Consultations</b></p> <p>Council noted that Uttlesford District Council is consulting on:</p> <ol style="list-style-type: none"> <li>1. <b>The Local Plan modifications</b>, recommended by the examiner       <ol style="list-style-type: none"> <li>a. <b>It was unanimously resolved:</b> Not to respond to the consultation, as recommended by the P&amp;T committee.</li> </ol> </li> <li>2. <b>Uttlesford Draft Developer Contributions</b>, Supplementary Planning Document, seeing the introduction of the Community Infrastructure Levy       <ol style="list-style-type: none"> <li>b. <b>It was unanimously resolved:</b> To submit the proposed response to the consultations, as recommended by the P&amp;T committee.</li> </ol> </li> </ol>

FC 158-25	<p><b>Market Square – Outstanding LHP Requests</b></p> <p>Council received and noted details as per the agenda and accompanying reports.</p> <p><b>It was unanimously resolved to:</b></p> <ul style="list-style-type: none"> <li>(a) Hold any response/determination on proposals in abeyance and request the ECC Principal Transport and Infrastructure Planner to attend a Full Council meeting in November or December 2025;</li> <li>(b) Request SWTC Officers to progress further with ECC, summarising concerns raised (lack of information, perceived lack of engagement) and noting the need to engage with the wider community/businesses</li> </ul>
FC 159-25	<p><b>Town Clerk’s Report</b></p> <p>Council received the quarterly update from the Town Clerk, noting:</p> <ul style="list-style-type: none"> <li>(a) Continued long-term sickness of an employee, recognising a reduction in administrative support of 18 hours pw, thus affecting overall output.</li> <li>(b) Council recorded its thanks to Cllrs Freeman, Hawke-Smith, Curtis and Ahmed (Mayor) for their continued and productive support to Officers, recognising a significant improvement in staff/Cllr relationships, trust and respect.</li> <li>(c) Council recorded its thanks to Officers for arrangement and delivery of the ‘tours’ of SWTC assets</li> </ul>
FC 160-25	<p><b>Reports from other Meetings</b></p> <p>No meetings reported.</p>
FC 161-25	<p><b>Additional Forthcoming Meetings</b></p> <p>No meetings reported.</p>
FC 162-25	<p><b>Urgent Items</b></p> <p>No matters raised.</p>
FC 163-25	<p><b>Date and time of Next meeting(s)</b></p> <p>The Mayor reminded all that the next meeting is scheduled for Tuesday 11 November at 7.30pm in Jubilee Hub.</p>
FC 164-25	<p><b>Confidential Item – Exclusion of Press and Public (Part II meeting)</b></p> <p>Resolved 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</p>

	<p>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> <p>This item is confidential because it involves employee personal information, publishing this information would breach data protection</p>
FC 165-25	<p><b>1<sup>st</sup> Draft Budget 2026/27</b></p> <p>Council received and noted papers as presented and commended by both the Finance and Establishment Committee and Budget Sub-Committee:</p> <p>On receipt of the papers a series of resolutions were reached:</p> <ul style="list-style-type: none"> <li>(a) <b>It was agreed to:</b> reduce the grants to Saffron Hall from £8k to £2k and Saffron Screen from £2k to £1k, thereby reconciling the current £6,172 deficit in the stand-still budget</li> <li>(b) <b>It was unanimously agreed to:</b> Accept the draft budget as presented, inclusive of the amendment as per (a) above, whilst acknowledging the 2026/27 budget cannot be affirmed until Band D numbers and the carry forwards from 2025/26 are both known. Further that the budget is subject to change in consideration of potential additional contributions to EMR and in this respect, the following was agreed:</li> <li>(c) That the Budget sub-committee will be reconvened to review Ear-Marked Reserve contributions, with a recommendation from Council that additional contributions are required to increase EMR monies, thus protecting and supporting long-term asset management.</li> </ul>

The Mayor closed the meeting at 10.00pm