

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 via the video conference service Zoom on Monday 8<sup>th</sup> February 2021 commencing at 7.30pm to transact the business as set out in the agenda below.

In accordance with the Coronavirus Act 2020, c. 7, Part 1, Local authority meetings, Section 78 – Members are permitted to be present and attend a meeting without being present in the Council Chamber or together in the same place - extract from Act reads: *“The provision which may be made by virtue of subsection (1)(d) includes in particular provision for persons to attend, speak at, vote in, or otherwise participate in, local authority meetings without all of the persons, or without any of the persons, being together in the same place.”*

### Zoom Details:

<https://us02web.zoom.us/j/85123052992?pwd=Wks3ZU03Z0cxUDlITXpvZ1dsaktCdz09>

Meeting ID: 851 2305 2992 | Passcode: 519651

### Phone:

One tap mobile

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## **Meetings and the Public**

During the period of meetings being conducted remotely and in compliance with the Coronavirus Act 2020, members of the public will still be able to access and participate (during public speaking time) in Town Council meetings.

Town Council meetings will be hosted on the Zoom Platform. Details enabling members of the public to view the meeting and ask questions (under the public speaking time) will be given for each meeting in the introduction as above (see Zoom link on page 1 of this agenda for details)

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, 11 Emson Close, Saffron Walden, CB10 1HL | Website: [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk)

### **Recording of meetings**

Whilst meetings are being conducted under the Coronavirus Act 2020, meetings will not be recorded.

### **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**

**3<sup>rd</sup> February 2021**

1	<p><b>Apologies for absence</b></p> <p>To receive apologies and consider requests for approved absence</p>
2	<p><b>To receive any Declarations of Interest</b></p> <p>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.</p>
3	<p><b>Public Speaking Time</b></p> <p>For the public or press to ask questions of the Council on matters relating to the agenda.</p>
4	<p><b>County Councillor Update</b></p> <p>To receive a written or verbal update and report from Cllr Moran, with particular reference to the following matters (extract from draft Minutes from January 2021 Full Council meeting, only those “open” items are included):</p> <p>Extract as follows: <i>“County Councillor Update</i></p> <p><i>Cllr Moran had provided his apologies and Council received and considered his written report as provided:</i></p> <p>(a) <i>Bollards at The Old Sun Inn</i>  <i>Council noted the LHP meeting which had taken place earlier that day. Cllr Eke had attended and provided an update, advising the bollards were now included for LHP funding for 2021/22. Mr Kent undertook to formally further confirm the quantity of bollards required and to advise of further damage caused to the pargetting during the Christmas period; this acts as further evidence for the urgency of any works</i></p> <p>(b) <i>Museum Street Crossing</i>  <i>Cllr Eke confirmed a meeting had taken place on site on 31.12.20 with Cllr Moran who had undertaken to further present the Town Council’s requirements to ECC Highway Officers for their comments and consideration. Cllr Eke note that proposals for Museum Street were not included in the LHP funding for 2021/22, Council was disappointed given the length of time improved pedestrian access had been discussed for this site. It was</i></p> <p><i>Resolved:</i></p> <p><i>To formally repeat the Town Council’s request for improvements to this area to ECC, to include all options and opportunities available to improve pedestrian access and crossing.</i></p> <p>(c) <i>20mph Limits</i>  <i>Council expressed disappointment that Cllr Moran had already initiated informal consultation on any proposals for 20mph. Council believe that any consultation should</i></p>

*be informative and provide pros and cons for the implementation of 20mph, and that any consultation should include the impact of the proposals within the wider context of vehicular movement in and around Saffron Walden. It was*

*Resolved:*

*(i) To ask Cllr Moran for details of the responses he had received following his newspaper article in December 2020;*

*(ii) To query the need for 20mph repeater signs every 150 metres, Council was not aware of this requirement*

*(d) Cycling*

*Cllr Eke advised that a meeting had been arranged for 19.01.21 to progress the Town Council's applications and suggestions to improve cycling opportunities in Saffron Walden*

*(e) Mortimer's Gate*

*Council noted the need for temporary signage to be installed and thanked ECC Officers for their responses in providing a temporary solution to the problem. It was noted the site currently remains with the developer who retains ownership and responsibility for the roads and pavement at the present time*

*(f) Covid Vaccinations & Care Homes*

*Council noted with thanks the update regarding the roll out of Covid vaccinations in Saffron Walden*

*(g) ECC Grants*

*Council noted grants awarded by Cllr Moran to various bodies in SW. Cllr Moran to be reminded of the need to provide Cllr Light with further details of the proposals for St Marks College.*

*(h) Covid Transmission*

*Cllr Toy noted that at the December meeting, he had advised (under Min Ref FC 147-20(g)) that local tiers are an ineffective means of controlling the virus. Extract from December Full Council approved minutes reads:*

*"Cllr Moran noted the recent change in tiering for other parts of Essex, who were moving to Tier 3 restrictions. Uttlesford remains in Tier 2 restrictions at the current time. He noted that the numbers in Uttlesford remained relatively low and manageable and this could be attributable to good town management (thanking the Town Council Officers and the BID), the work of local schools, good communication to residents and businesses along with a supportive response and attitude from local residents. Cllr Toy noted the need for Uttlesford businesses to be especially aware and mindful of people travelling from Tier 3 to Tier 2 areas; this had been witnessed in other parts of the country and is inherently risky and likely to happen in areas with a combination of tiers."*

*Cllr Toy had made the above statement with his professional knowledge and experience of working in and with local authorities in the management of Coronavirus. Cllr Toy requests that Cllr Moran confirms what action he took as a direct result of this*

	<p><i>information provided by Cllr Toy and in his capacity as Deputy Cabinet Member for Health and Adult Social Care at Essex County Council</i></p> <p><i>In his absence, Cllr Moran was thanked for his written update to Council”</i></p>
5	<p><b>Mayor’s Communications</b></p> <p>To receive a written and/or verbal update from the Mayor</p>
6	<p><b>To verify the Minutes of the Town Council meetings as follows:</b></p> <p>Full Council 11<sup>th</sup> January 2021 – as attached</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 17<sup>th</sup> December 2020 (approved minutes)</li> <li>• Planning and Transport 14<sup>th</sup> January 2021 (approved minutes)</li> <li>• Planning and Transport 28<sup>th</sup> January 2021 (draft minutes)</li> <li>• Finance and Establishment 18<sup>th</sup> January 2021 (draft minutes)</li> <li>• Assets and Services – 25<sup>th</sup> January 2021 (draft minutes)</li> </ul>
8	<p><b>Year End Return (AGAR) for year ended 2019/20</b></p> <p>To receive the year-end return following audit from the external auditors; this return is commended for adoption by the Finance &amp; Establishment Committee (under Min Ref F &amp; E 009-21). The query regarding the qualification of the audit is reconciled in a statement from the RFO in which he confirms the dates for the exercise of public rights was met although the date on the AGAR had been incorrectly completed (by 1 day).</p>
9	<p><b>May 2021 Elections</b></p> <p>At time of issuing this agenda, it is anticipated that elections scheduled for 6<sup>th</sup> May 2021 will continue, these elections will include:</p> <ul style="list-style-type: none"> <li>(a) The postponed (from May 2020) Police, Fire and Crime Commissioner election</li> <li>(b) Essex County Council elections</li> <li>(c) By-election for the Town Council ward of Little Walden</li> <li>(d) Other parish elections and 2 x District Council elections (not affecting SW)</li> </ul> <p>Further details can be found online at :  <a href="https://www.uttlesford.gov.uk/article/6119/Timetable-for-the-elections-being-held-on-6-May-2021">https://www.uttlesford.gov.uk/article/6119/Timetable-for-the-elections-being-held-on-6-May-2021</a></p> <p>Council is requested to note the information as above; the election cost to the Town Council (for Little Walden) will be approximately £1,003.00</p>

10	<p><b>Community Governance Review</b></p> <p>UDC has issued early advice that it plans to carry out a community governance review, commencing June 2021. Early advice of this process is provided, allowing Council the opportunity to consider any variations to the current arrangements for SWTC. A review may include:</p> <ul style="list-style-type: none"> <li>• Increase in membership</li> <li>• Reduction in membership</li> <li>• Change the parish boundary</li> <li>• Ward or de-ward</li> <li>• Create a parish council where non currently exists or to create a common parish council</li> </ul> <p>Further details of this review are attached for early information and reference. This matter will come forward formally once UDC commences the formal process (June 2021) but Members may wish to consider early proposals.</p>
11	<p><b>UDC Local Plan – Call for Sites</b></p> <p>To note that as part of the work by UDC on the Local Plan, a call for sites has been issued. Anyone may submit a site for consideration, if they have the owner’s support.</p> <p>Council is requested to note this process as part of the Local Plan development and to consider the submission of any sites for potential development (none are anticipated to be put forward as those assets owned by SWTC are public facilities and no disposal of land or cessation of services is proposed or anticipated).</p>
12	<p><b>Reports from other Meetings</b></p> <p>To receive a verbal update from meetings as attended.</p>
13	<p><b>Additional Forthcoming Meetings</b></p> <p>To receive details of any forthcoming meetings</p>
14	<p><b>Urgent Information Items</b></p> <p>Any items to report for information only. This item is included for information sharing only, Council is not permitted to determine matters until this agenda item</p>
15	<p><b>Date and time of Next Meeting(s)</b></p> <p>The next meeting is scheduled for Monday 8<sup>th</sup> March 2021 at 7.30pm by Zoom</p>