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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 13th July 2020 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/86397450441?pwd=dURBTORrYm4rSkNuakRYVkd3T1F1Zz09>

One tap mobile

+442039017895,,86397450441#,,,,0#,,693018# United Kingdom

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Phone:

Dial by your location

+44 203 901 7895 United Kingdom | +44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom | +44 203 481 5237 United Kingdom

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Meeting ID: 863 9745 0441

Password: 693018

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. For background papers in relation to this meeting please contact 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. 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

General Enquiries – Saffron Walden Town Council Offices, 11 Emson Close, Saffron Walden, CB10 1HL | Website: 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

8th July 2020

1	<p>Apologies for absence</p> <p>To receive apologies and consider requests for approved absence</p>
2	<p>To receive any Declarations of Interest</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>Public Speaking Time</p> <p>For the public or press to ask questions of the Council on matters relating to the agenda.</p>
4	<p>County Councillor Update</p> <p>To receive a written or verbal update and report from Cllr Moran, with particular reference to the following matters (extract from June Full Council draft minutes):</p> <p>(a) <i>Peasland Road & Ashdon Road Zebra Crossings</i> Cllr Moran advised that work on the zebra crossings planned for both locations would be implemented imminently.</p> <p>(b) <i>George Street Paving Repairs</i> Cllr Moran advised that some minor works were carried out but not all that had been requested had been completed; he noted disappointment at the works carried out (in terms of the scope of works) and undertook to review further with ECC Highways</p> <p>(c) <i>Paving / surface by St Clare’s Hospice shop</i> Cllr Moran has formally submitted a request for a feasibility study of the site and this is awaited.</p> <p>(d) <i>ECC Cycling Officer</i> Cllr Moran agreed to follow up a meeting with the Cycling Officer and SWTC Members to progress cycling opportunities in and around Saffron Walden – it was noted that this matter is long overdue and has been progressed numerous times with no response from ECC to date. Cllr Gadd expressed intense frustration, noting a request for a meeting was first made over 8 months ago and is still awaited.</p> <p>(e) <i>High Street Paving</i> Cllr Moran noted that queries remain on how best to resolve the issue of uneven paving. This matter was not resolved. SWTC Officers noted that this had been discussed previously (2018-2019) and ECC Officers had undertaken to consider the use of resin-based gravel; no response had been received from these requests. Cllr Moran undertook to pursue this further with ECC Highways Officers.</p>

	<p>(f) <i>Audley End Road</i> Cllr Moran noted the Town Council's request for 30mph was being progressed in accordance with requirements (albeit the Town Council had requested 20mph in some stretches but this not agreed by ECC).</p> <p>(g) <i>SW Cycling Schemes</i> Councillors noted the inordinate amount of time taken in delivering any cycling schemes or initiatives in SW, this despite SWTC submitting numerous requests over numerous years. Cllr Moran had noted that a scheme for Great Chesterford was progressing but Cllr Gadd noted this is not a SWTC priority scheme and that SWTC schemes are not being actively progressed by ECC. Cllr Moran noted the ever-pressing need to progress further with this and endeavoured to follow this matter up and to keep SWTC informed. Cllr Moran agreed he would present his findings and any further information in a written format (note: at time of issuing agenda, this report has not been received by SWTC)</p> <p>(h) <i>East Street Build Out (by old Police Station)</i> SWTC noted that the developer is in a position to install this build out (a requirement from the S106 agreement) but we are advised anecdotally that the scheme is held in abeyance, awaiting further details and response from ECC Highways. Cllr Gadd noted that the build out was subject to the S106 agreement which specifically noted no houses should be sold until the build out scheme is designed and approved and yet, ECC Highways are failing to progress the design. SWTC Councillors expressed grave concerns at this lack of progress.</p> <p>Cllr Moran undertook to progress this matter.</p> <p>(i) <i>Museum Street Crossing</i> SWTC noted the unsatisfactory responses received from ECC to date regarding the Town Council's requirements; the responses perhaps evidencing a lack of understanding of the requirements. Cllr Moran undertook to progress this matter, noting that utility companies had recently been on site, taking measurements. Cllr Eke pressed for a meeting with ECC Highways Officers so that this scheme could be fully and evidentially considered further.</p> <p>(j) <i>Cllr Moran noted the joint working between ECC, UDC, SWTC and The BID in the introduction of the pedestrian friendly schemes as part of the Covid-19 Safer Streets Funding.</i></p> <p>(k) <i>Bollard at The Old Sun Inn</i> Cllr Porch noted the Town Council's further submission and request for bollards at the Old Sun Inn, noting an application had been made under the Local Highways Panel process. Cllr Moran agreed to follow up this request and to keep SWTC informed.</p>
5	<p>Mayor's Communications</p> <p>To receive a written and/or verbal update from the Mayor</p>
6	<p>To verify the Minutes of the Town Council meetings as follows:</p> <p>Full Council 8th June 2020 – as attached</p>

7	<p>To receive Minutes from Committee meetings as follows:</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"> • Planning and Road Traffic 11th June 2020 (approved minutes) • Planning and Road Traffic 25th June 2020 (draft minutes) • Finance and Establishment 15th June 2020 (draft minutes) • Assets and Services 22nd June 2020 (draft minutes)
8	<p>Annual Governance and Accountability Return (AGAR) for Financial Year ended 31st March 2020 - approval</p> <p>To receive a copy of the year end return for approval.</p> <p>The internal auditor has signed off the Annual Internal Audit Report and has approved the accounts and practices and brings no matters forward for consideration or recommendation to Council.</p> <p>The following documents are attached for reconciliation and verification of the annual return for year ended 31st March 2020</p> <ol style="list-style-type: none"> 1. Copy of the Internal Auditor’s report 2. Confirmation of dates for the period of exercise of public rights 3. Annual Governance Statement 2019/20 with detailed explanations. Council is requested to specifically give consideration to Section1 being the Annual Governance Statement 4. Supporting Documents including: Variances explanation, Working details for annual return, Balance sheet, Reserves Reconciliation, Detailed Income and Expenditure Accounts, Reconciliation document between boxes 7 and 8, Bank reconciliation pro-forma 5. PWLB Statement 6. Bank statements 7. Asset Register <p>To receive and approve the attached Annual Governance and Accountability Return and supporting documents which is recommended for approval by the Finance and Establishment Committee, as agreed at is Committee meeting on 15th June 2020.</p>
9	<p>The Gate Inn</p> <p>SWTC nominated The Gate Inn as an Asset of Community value (ACV) to the planning authority, Uttlesford District Council (UDC). Following consideration of the application, UDC resolved to list the building as an ACV.</p> <p>The owners of the building, Hawthorn Leisure, registered an appeal under section 92 of the Localism Act 2011 to UDC, questioning the validity of the application; thus, obliging</p>

	<p>UDC to review the process and decision. This decision was reviewed by the Assistant Director, Governance and Legal, who found that the asset should not be listed, a copy of the findings as attached.</p> <p>Any line of appeal is by way of a judicial review, which would be costly.</p> <p>Council is requested to note the details as above and consider any further progression of this matter.</p>
10	<p>Evaluation of SWTC Carbon Footprint</p> <p>In furtherance of the Town Council's commitment to take decisive action against climate change, it is proposed that the Town Council measures its own carbon footprint in order to establish the base line against which it can fully evaluate and consider ways in which it could tangibly reduce its own impact on the environment and move towards its goal of being carbon neutral by 2030. A report is attached detailing the manner in which the Council could progress this matter. Council is requested to consider the recommendations therein.</p>
11	<p>Structural and Systemic Motion</p> <p>To consider the motion as proposed by Cllr Roberts – details as attached (agenda 11a)</p> <p>Council is reminded of the press release as issued June 2020 – details as attached for information (agenda 11b)</p>
12	<p>New Model of Conduct</p> <p>The Local Government Association is consulting on a proposed new Model Member Code of Conduct, details as attached.</p> <p>Members are requested to note this consultation (closing 17.08.20) and to consider responding on an individual basis, online at: https://research.local.gov.uk/jfe/form/SV_blupYNXmiJ0xECV</p>
13	<p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p>
14	<p>Additional Forthcoming Meetings</p> <p>None to advise</p>
15	<p>Urgent Information Items</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>
16	<p>Date and time of Next Meeting(s)</p>

	The next meeting is scheduled for Monday 14 th September 2020 (No scheduled August meeting)
17	<p>Confidential Item</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>
18	<p>Planning Matters</p> <p>Council is requested to receive details as attached and consider any further actions or response in this matter.</p>