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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 14th December 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/83325563521?pwd=N1RvemE0UzR4cTNzVjd0U0RkMEVoUT09>

Meeting ID: 833 2556 3521

Passcode: 380634

Phone:

One tap mobile:

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Dial by your location

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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. 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

9th December 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 draft Minutes from November 2020 Full Council meeting, only those “open” items are included):</p> <p>(a) Bollard at The Old Sun Inn <i>Cllr Moran advised he has resubmitted the request to the Local Highways Panel (LHP) and held “robust” conversations with ECC Highway Engineers and Officers regarding the appropriateness and need for works to be carried out.</i></p> <p><i>Cllr Porch further requested copies of the previous engineers’ reports and validations; Cllr Moran advised these were not available for review. Cllr Moran was confident that the request will progress to the LHP validation stage imminently whilst noting concerns regarding the potential impact of any proposed works on nearby cellars. Cllr Moran has requested ECC Engineers to be creative in any proposed remedy and advised he would speak further with the ECC Cabinet Member for heritage to request their support for the proposed bollard works.</i></p> <p>(b) ECC Cycling Officer <i>Members expressed grave concern and frustration at the lack of response from ECC regarding cycling initiatives and opportunities previously submitted by the Town Council to ECC. It was noted that a meeting with the ECC Cycling Officer had been requested over 13 months ago and the delay in progression was totally unacceptable. Town Councillors were keen to submit a formal complaint regarding the lack of response or focus on the Town Council’s requests and requested details from Cllr Moran on how this matter could be remedied.</i></p> <p><i>Cllr Moran advised he would progress with the ECC Cabinet member for highways and that he (Cllr Moran) would also raise this matter at an ECC highway surgery. He agreed that the lack of response to the Town Council’s submissions was unacceptable and endeavoured to progress at the earliest opportunity. Cllr Moran further noted the LHP will be reviewing its 2021/22 budget in January 2021 and that he would speak further</i></p>

	<p><i>to, and promote, the Town Council’s cycling requests, especially those which could remain permanent following any temporary introduction during Covid-19.</i></p> <p><i>Whilst Town Councillors were grateful for Cllr Moran’s undertaking to progress this further, there remained grave concerns and worries that Saffron Walden Town Council appeared to be ignored and this was an unacceptable position; this especially frustrating given that a number of cycling initiatives had been recently progressed in Great Dunmow. Members were concerned that too little attention or focus was given to the Uttlesford area with efforts of ECC being concentrated in Colchester or Chelmsford. The matter remained unreconciled with Town Councillors feeling aggrieved and frustrated at the lack of response from ECC Cycling Officer/Department. It was agreed that Cllr Moran would establish a Zoom meeting with the relevant Cycling Officer at ECC and Town Councillors.</i></p> <p>(c) Potholes <i>Cllr Freeman noted a number of considerably large potholes in Museum Street. Cllr Moran acknowledged these and advised he would progress the matter as a priority at ECC.</i></p> <p><i>Cllr Light noted a number of potholes in Cromwell Road, Cllr Moran advised these were in the current schedule of works and would be repaired imminently.</i></p> <p>(d) Audley End Road – Reduction in speed limit <i>Cllr Moran advised the process was now following a statutory legal procedure at ECC which would take approximately 6 months, this assuming no representations or objections are made.</i></p> <p>(e) Museum Street Crossing <i>Cllr Eke progressed the onsite meeting previously requested, noting that it was possible to meet provided all complied with the Covid-19 requirements. He expressed concern that ECC Officers and Engineers had completed a desktop review and research in considering the problem and proposed remedy but in order to fully evaluate the situation, an on-site meeting was essential. Cllr Eke reminded all that there is no need to move utilities and expressed further concern that not all options or opportunities have been considered. Cllr Moran undertook to speak further with ECC Officers and where possible, to arrange an on-site meeting.</i></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 9th November 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 12th November 2020 (approved minutes) • Planning and Road Traffic 26th November 2020 (draft minutes) • Finance and Establishment 16th November 2020 (draft minutes) • Assets and Services 23rd November 2020 (draft minutes)
8	<p>Saffron Walden Neighbourhood Plan</p> <p>As reported at the October Full Council meeting, the proposed neighbourhood plan has been subject to an independent “Health Check” which recommended a few changes to the proposals, none of which were substantial or material recommended amendments.</p> <p>The draft plan is now ready for submission to UDC as the Local Planning Authority and Council is requested to endorse the draft plan for submission to UDC. Paper to follow</p>
9	<p>Proposed Budget for 2021/22</p> <p>To consider the draft budget as attached and as recommended for adoption from the Finance & Establishment Committee meeting, following its meeting on 16th November 2020.</p> <p>Items for noting:</p> <p>(a) The Town Council’s Band D equivalent tax base has decreased from 6728 in 2020/21 to a projected 6726.24 in 2021/22. The reduction is primarily due to an increase in the number of taxpayers claiming local council tax reductions.</p> <p>In draft budgets, an assumption was made the tax base would be reduced by 100 whereas the actual reduction is 1.76. The net effect of this difference is £17,300 positive contribution to the draft budget.</p> <p>(b) The proposed budget represents a 1.5% increase on 2020/21 budget and thus a 1.5% increase on the Band D figure, from £173.56 pa to £176.17pa. The proposed total precept budget is recommended at £1,184,935 with a total budget of £1,893,338.27 (includes EMR brought forward).</p> <p>Papers as attached being agenda items 9 (a) to (g).</p> <p>Council is requested to adopt the recommended budget as presented</p>

10	<p>Wedding Venues</p> <p>To receive and consider the report as attached being a request for UDC to abdicate their “Community Venue” status for weddings (given the offices are closed), allowing SWTC to apply for this status. Further details as attached.</p>
11	<p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p>
12	<p>Additional Forthcoming Meetings</p> <p>To receive details of any forthcoming meetings</p>
13	<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>
14	<p>Date and time of Next Meeting(s)</p> <p>The next meeting is scheduled for Monday 11th January 2021 at 7.30pm by Zoom</p>