

## SAFFRON WALDEN TOWN COUNCIL

MINUTES of the FULL COUNCIL MEETING held remotely via the online platform “Zoom” and in accordance with the Coronavirus Act, C 7, Part 1 Local Authority Meetings, Section 78. This Act allows members to be present and attend a meeting without being present in the Council Chamber or together in the same place.

Date of meeting: **Monday 8<sup>th</sup> March 2021** at 7.30pm

### **Present (remotely via Zoom)**

**Councillors:** Asker, De Vries, Fairhurst, Freeman, Frost, Gadd, Hawke-Smith, Light, McLellan, Millward, Porch, Roberts, Toy

**Officers:** Lisa Courtney (Town Clerk), Terry Frostick (Operations Manager)

**Public:** Cllr Moran, Essex County Council

In the absence of the Mayor (who had provided apologies for late arrival), Cllr Porch, Deputy Chair chaired the initial part of the meeting	
FC 185-21	<b>Apologies for absence</b>  Apologies were received and accepted from Cllrs Coote, Eke and Frost Cllr Asker provided apologies for late arrival and participated in the meeting from Min Ref FC192-21
FC 186-21	<b>Declarations of Interest</b>  Cllrs Asker, De Vries, Fairhurst, Freeman and Light declared generic non-pecuniary interests as District Councillors for Uttlesford District Council (UDC)
FC 187-21	<b>Public Speaking Time</b>  There were no questions arising
FC 188-21	<b>County Councillor Update</b>  Cllr Moran was present and spoke to the following items:  (a) Dropped kerb by Aldis Cllr Roberts confirmed the precise location of the query and Cllr Moran agreed to progress this query (the omission of a dropped kerb) further  (b) Pelican Crossing by Turpins through to Skatepark – funded from S106 monies Cllr Moran provided a verbal update on this project, noting that the current desire line from the skate park onto Thaxted Road will be formalised with a foot path. A new foot/cycle path will also be installed from this new footpath to Peasland Road. It is anticipated works will commence by June 2021.

Signed as a true and accurate record .....

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- (c) Footpath from Tudor Park to Homebase, along Ashdon Road  
Cllr Moran noted the imminent completion of these works which seek to connect the Tudor Park development to existing footpaths on Ashdon Road.
- (d) Local Highway Panel Request (LHP)  
Cllr Moran noted the increased budget for 2021/22 thanks to additional funding contributions from both Essex County Council and Uttlesford District Council. Cllr Moran noted the importance of prioritising schemes for potential funding under the LHP programme and requested SWTC to resubmit any previous LHP applications, including details of any priorities.
- Cllr Moran noted the need for the paving in the High Street to feature high in the LHP priority. It was agreed SWTC would resubmit details to Cllr Moran of preferences for any surfacing around the trees in the High Street. Cllr Moran advised the repairs to the High Street will be carried out on both sides with priority being given to the stretch from the war memorial down to the traffic lights. This information was received with thanks.
- (e) Essex Highways Meeting – 20mph proposals  
Cllr Moran advised the current 20mph restrictions across the town centre and as part of covid-safe measures, would be made permanent by ECC. This will also include East Street, Audley Road and side roads within.
- (f) Bollards on Church Street  
Cllr Moran noted these were included for consideration at the LHP meeting scheduled for 22.03.21 and he anticipated the scheme would be validated at this meeting with funding set aside, allowing works to be scheduled and commissioned. Cllr Moran noted the bollards could be installed in conjunction with works in (g) below
- (g) Resurfacing of Church Street  
Cllr Moran advised Church Street would be resurfaced imminently
- (h) Museum Street – proposals from SWTC to address pedestrian movement and access  
Cllr Moran advised he is awaiting a viable proposal or solution from ECC Highway Officers and would keep SWTC informed of any updates
- (i) Farmadine Grove  
Cllr Moran noted the continued queries and issues around ownership and commissioning of works in this area. He advised he would continue to press ECC Officers for any response or advice on this matter
- (j) Consultation Generally  
Cllr Gadd raised grave concerns at the lack of consultation afforded to Saffron Walden (or Uttlesford) in the creation by ECC of cycling strategies and initiatives. Cllr Gadd noted the submission by ECC of new cycling schemes which actively discounted Saffron Walden in any potential schemes. This matter was not reconciled

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FC 189-21	<p><b>Mayor's Communications</b></p> <p>In the absence of the Town Mayor, the Clerk advised of the small wreath laying ceremony due to take place on 21<sup>st</sup> March at 11am in Close Gardens. The wreath laying is in memory of those who died on HMS Lapwing.</p>
FC 190-21	<p><b>To verify the Minutes of the Previous Meetings</b></p> <p>The minutes of the Full Council meeting held on 8<sup>th</sup> February 2021 were accepted as a true and accurate record of the meeting and were signed by the Mayor.</p>
FC 191-21	<p><b>Committee Minutes</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<sup>th</sup> February 2021 (approved minutes)</li> <li>• Planning and Transport 25<sup>th</sup> February 2021 (draft minutes)</li> <li>• Finance and Establishment 15<sup>th</sup> February 2021 (draft minutes)</li> <li>• Assets and Services 22<sup>nd</sup> February 2021 (draft minutes)</li> </ul> <p>In respect of the F &amp; E meeting, the Committee Chair, Cllr Toy, advised of correspondence he had received from the United Charities Commission querying the Town Council's "Crisis Fund". The "Crisis Fund" was established on a recommendation from the F &amp; E Committee, to support those who are unemployed as a result of covid. The funds are provided for Saffron Walden residents for retraining, reskilling and costs associated with gaining new employment; the fund is supported by both Citizens' Advice Uttlesford and SW Salvation Army who administer funds with and on behalf of the Town Council to those who meet the eligibility criteria for support. All Members present were in unanimous agreement that the Town Council's "Crisis Fund" should continue given its targeted support to those most in need during difficult times. Cllr Toy noted a draft response has been penned to the United Charities Commission and would be sent to them soonest.</p>
	<p>Cllr Asker arrived at the meeting and commenced Chairing of the meeting. Cllr Porch was thanked for chairing the meeting until the arrival of the Mayor.</p>
FC 192-21	<p><b>Future Meetings</b></p> <p>The Clerk provided a summary of the current situation regarding part of the current Coronavirus Act which allows remote meetings. This portion of the Act is due to expire at midnight on 6<sup>th</sup> May 2021 and plans were being made for the return of face to face meetings. With regards to specific future meetings, the following was agreed:</p> <p>(a) Full Council meetings and Committee Meetings</p>

	<p>Noted that from 7<sup>th</sup> May 2021, these meetings will need to take place face to face. Arrangements are in hand to ensure these meetings are held in a covid-secure manner with appropriate risk assessments and mitigation measures.</p> <p>(b) Annual Parish Meeting (meeting of the electors)</p> <p>Agreed to postpone this meeting until further notice and until such time as legislation was confirmed regarding the hosting of this meeting. Currently this meeting cannot take place remotely (legislation does not allow) but it cannot take place face to face if it involves the gathering of a number of people</p> <p>(c) Annual Meeting (commonly known as AGM)</p> <p>Agreed to bring this meeting forward from 10<sup>th</sup> May 2021 to Tuesday 4<sup>th</sup> May 2021 at 7pm. This will allow the meeting to be held virtually under the prevailing Coronavirus Act (expiring 7<sup>th</sup> May 2021)</p>
FC 193-21	<p><b>Tudor Park / Persimmon Homes</b></p> <p>Council noted the queries regarding ownership of the 2 local areas of play (LAPs) at Tudor Park. It was <b>Resolved:</b></p> <p>To reinstate the 2 LAPs at Tudor Park as part of the land for freehold transfer to SWTC from Persimmon Homes</p>
FC 194-21	<p><b>Saffron Walden Neighbourhood Plan (SWNP)</b></p> <p>Council noted the SWNP is now at Regulation 16 of the process</p>
FC 195-21	<p><b>Reports from other Meetings</b> - No meetings reported</p>
FC 196-21	<p><b>Additional Forthcoming Meetings</b> - There were none advised</p>
FC 197-21	<p><b>Urgent Information Items</b> - No matters were reported</p>
FC 198-21	<p><b>Date and time of Next Meeting(s)</b></p> <p>Full Council meeting to be held on Monday 12<sup>th</sup> April 2021 at 7.30pm by Zoom.</p>
	<p><b>Confidential Item – Exclusion of Press and Public (Part II meeting)</b></p> <p>It was 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 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>
FC199-21	<p><b>Town Council Asset Management</b></p> <p>The Clerk and Operations Manager spoke further to the report, responding to questions and queries raised by Members. It was <b>Resolved:</b></p>

Signed as a true and accurate record .....

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	To accept all recommendations as given in the report
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The Mayor closed the meeting at 8.35pm