

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 in the Town Hall, Market Street, Saffron Walden on **Monday 12th July 2021** commencing at **7.30pm** to transact the business as set out in the agenda below

Meetings and the Public

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.

Please note that due to necessary Covid19 mitigation measures, admission to the meeting may be restricted as room capacity is currently limited. Members of the public will be admitted on a first come first served basis and the meeting room will be open to the public from approximately 7.20 pm. The capacity for each meeting will include the staff and Councillors present and members of the public will be permitted to the maximum capacity of the room. Members of the public are requested to wear a face mask at all times and sit in the seats designated for the public. If you would like more information about how the Town Council has made the meeting arrangements as Covid secure as possible please contact the Town Clerk.

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, The Town Hall, Market Place, Saffron Walden, CB10 1HZ | Website: www.saffronwalden.gov.uk

Recording of meetings

Meetings will be recorded where possible and practicable to do so.

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

7th July 2021

1	Apologies for absence To receive apologies and consider requests for approved absence
2	To receive any Declarations of Interest 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.
3	Public Speaking Time For the public or press to ask questions of the Council on matters relating to the agenda.
4	Essex County Councillor Update To receive a written or verbal update and report from Cllr P Gadd.
5	Mayor's Communications To receive a written and/or verbal update from the Town Mayor
6	To verify the Minutes of the Town Council meetings as follows: Full Council June 2021 – as attached

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 Transport 10th June 2021 (approved minutes) • Planning and Transport 24th June 2021 (draft minutes) • Finance and Establishment 21st June 2021 (draft minutes) • Assets and Services 28th June 2021 (draft minutes)
8	<p>Community Governance Review (CGR)</p> <p>To consider a response to the CGR being undertaken by UDC. The public consultation runs from 1st June to 31st July 2021. Extract from information received from UDC reads:</p> <p><i>“Following the consultation period all submissions will be made public. These will all be considered and will lead to the publication of a report to the committee on behalf of the council to consider the draft proposals.</i></p> <p><i>The decision of the committee will lead to the creation of a Re-organisation Order and a request will be made to the Local Government Boundary Commission for England for a consequential Order to district ward and county electoral division boundaries, as appropriate.</i></p> <p><i>Any approved changes will take effect from the next scheduled parish council elections in 2023”</i></p> <p>Agenda papers 9 (a) – (c) refer and Council is requested to consider any response to the review process. It is noted that requested changes may include (extract from UDC correspondence): -</p> <ul style="list-style-type: none"> • <i>“To reduce the number of members as a parish has trouble filling vacancies – we already have one such request from a Parish Council</i> • <i>To ward or de-ward the Parish Council for administrative convenience or to reflect local identities – for example Takeley Parish Council is pretty large not to be warded; conversely Elmdon and Wenden Lofts Parish Council is relatively small electorate wise to be warded.</i> • <i>To re-align the parish boundary to accommodate housing development – need mutual agreement – this does have an impact on other boundaries as the District Ward and the County Division boundary would need to be formally revised too. The District Council then seeks a Consequential Amendment Order from the Local Government Boundary Commission for England to change any District ward or County division boundaries. We already have one such request for this.</i>

	<ul style="list-style-type: none"> • <i>Create a parish council were non currently exists – for example, Lindsell and Wicken Bonhunt parishes have no council but both are bigger than Little Barfield Parish Council in terms of electorate. Is there local demand and interest for having a parish council? Is there any community assets within the parish? Implications are that they can raise a precept so local parishioners’ Council Tax rises”</i> <p>Given any changes will not be implemented until 2023, Council should consider the current climate and demographics along with any projected figures.</p> <p>A report is as attached bringing together the views as given at the June Full Council meeting, which itself includes appendices 8 (a) – (d).</p>
9	<p>Annual Governance Review</p> <p>Annual Governance and Accountability Return 2020-2021 (Annual Return)</p> <p>(a) 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 – copy attached as 9 (a). Council is requested to receive and note these details.</p> <p>(b) Annual Governance Statement 2020/21 with detailed explanations</p> <p>(c) The following documents are attached for reconciliation and verification of the annual return for year ended 31st March 2021, including:</p> <ul style="list-style-type: none"> • Variances explanation (9c.1) • Reconciliation document (9c.2) • Working details for annual return (9c.3) • Detailed Income and Expenditure Accounts (9c.4) • Balance sheet (9c.5) • Bank reconciliation pro-forma (9c.6) <p>(d) Asset Register</p> <p>(e) Dates for the period of exercise of public rights, with the following proposed dates: Commencing on Friday 25th June and ending on Thursday 5th August 2021</p> <p>(f) Council is requested to specifically give consideration to Section1 being the Annual Governance Statement and to make recommendation to Council regarding the authorisation (or otherwise) of these statements. Supporting documents 9(f).1 and 9(f).2 refer</p> <p>Council is requested to approve and authorise the above documents.</p> <p>The AGAR is recommended for adoption by the Finance & Establishment Committee following its meeting on 21st June 2021, as recorded under Min Ref F & E 066-21</p>

10	<p>Saffron Walden Neighbourhood Plan</p> <p>Advice has been received that the external examiner for the Neighbourhood Plan is unfortunately unwell and likely to remain so for some time.</p> <p>Council is requested to consider whether to appoint an alternative examiner or to wait until the appointee is in better health (it is unknown when this will be).</p> <p>Recommendation: to defer any decision for 2 weeks, pending further advice from the external examiner regarding her health. Should the need arise and at the end of the current 2-week period, Council is requested to authorise the Town Clerk (working with members of the Neighbourhood Plan Team) to appoint an alternative examiner.</p>
11	<p>Health & Safety – Statement of Intent</p> <p>Council is requested to adopt the statement of intent as attached (no changes are proposed or recommended from previous H & S statements)</p>
12	<p>Affinity Water Drought Plan</p> <p>Council is requested to note Affinity Water’s consultation on their draft drought plan which will cover the period 2022 to 2027. The consultation closes 30th July 2021 and further details are attached, including a summary of the proposals. Council is requested to consider a response (if any) to the draft plan.</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>To receive details of any forthcoming meetings</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> <p>The next meeting is scheduled for Monday 13th September 2021 at 7.30pm (Note there is no August meeting)</p>