



Town Hall | 61 Newland Street | Witham | CM8 2FE
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AGENDA
Zoom Meeting ID 833 0715 6587
Password 769113

Meeting of: **Town Council**

Date: **Monday, 28th September 2020** Time: **7.00 p.m.**

To be present: Councillors

Mrs	S.C.	Lager	(Town Mayor)
Mrs	S.	Ager	
	K.L.	Atwill	
	P.R.	Barlow	
	J.C.	Bayford	
	J.C.	Goodman	
	S.E.	Hicks	
Miss	C.	Jay	
Mrs	A.	Kilmartin	
	M.C.M.	Lager	
	C.S.	Livermore	
	T.A.	Pleasance	
	P.M.	Ryland	
Miss	M.L.	Weeks	
	R.	Williams	

1. APOLOGIES

To receive apologies for absence.

2. MINUTES

To receive the Minutes of the Meeting of the Town Council held 1st September 2020 (previously circulated).

3. INTERESTS

To receive any declarations of interests that Members may wish to give notice of on matters pertaining to any item on this Agenda.

4. QUESTIONS AND STATEMENTS FROM THE PUBLIC

An opportunity to enable members of the press and public present to comment upon any item on the Agenda.

5. ESSEX COUNTY AND BRAINTREE DISTRICT COUNCIL UPDATE

To receive reports from Essex County and Braintree District Councillors on matters relating to Witham.

6. APPOINTMENTS

Following the resignation of Ron Ramage as a Town Councillor –

(a) **Deputy Town Mayor**

To receive a nomination for Councillor Mrs A. Kilmartin to serve as Deputy Town Mayor for the remainder of the Civic Year.

(b) **Chairman of the Community Committee**

To receive a nomination for Councillor Mrs S. Ager to be Chairman of the Community Committee.

7. TOWN CLERK'S REPORT

To receive the Town Clerk's Report on matters arising ([attached](#) at page 4).

8. COVID-19: EMERGENCY PROVISIONS FOR GOVERNANCE

To receive and formally agree the Covid-19: Emergency Provisions for Governance ([attached](#) at page 5).

9. DELEGATED DECISIONS

To receive the delegated decisions for the period 18th August to 2020 ([attached](#) at page 7).

10. HIGHWAYS REPORT AND LOCAL HIGHWAYS PANEL

To receive a recommendation from the Environment Committee that the Highways Report and Local Highways Panel Minutes become the remit of the Planning Applications and Transport Committee.

11. CHRISTMAS EVENTS

To consider the planned Christmas Events and to vote whether these should proceed.

EXCLUSION OF THE PRESS AND PUBLIC

TO RESOLVE That under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the consideration of

the remaining items of business on the grounds they involve the likely disclosure of exempt information falling within Schedule 12A (Section 4) of the Local Government Act 1972.

12. LEGAL MATTERS

To receive a report (attached at page).

13. CUT THROAT LANE ALLOTMENTS

To receive a report (attached at page).

14. DOG WALKING AREAS

To receive a report from Councillor Miss C. Jay (attached at page).

15. PUBLIC DOMAIN

To consider whether the items discussed in Private Session should be moved into the Public Domain.



James Sheehy
Town Clerk

JS/GK/22.9.2020



ITEM NO: 7

Officer Report: Town Clerk's Report

Issue:

To note the following matters –

Minute 139 – LGBTQ+ Ambassador

To note that no response has yet been received from Priti Patel MP regarding the reformation of the Gender Recognition Act.

Minute 169 – Planning for the Future

To note that a meeting has been arranged for Monday, 28th September 2020 at 10 a.m. and the consultation on the Local Plan will be considered at the same time.

Minute 170 – Making Counties Count

To note that a private meeting has been arranged for Monday, 5th October 2020 at 7 p.m.

Advice:

To receive and note.

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Agenda Item 8



Witham
town council

Covid-19: Emergency Provisions for Governance

Summary of emergency changes to Standing Orders & Financial Regulations including delegation of powers to officers, consultation requirement with Members and restrictions to general working practices.

These provisions will be in place from approval by the Council on Wednesday 25th March 2020 until week commencing Monday 28th September 2020.

Drafted: 23rd March 2020

For: 28th September 2020 (Full Council)

To be reviewed at two monthly interviews by Town Council

Summary Provisions



STANDING ORDERS:

MEETINGS (GENERALLY)

- Meetings will no longer be conducted in person at the Town Hall with all but Town Council meetings postponed.
- Town Council meetings will be held monthly via Zoom.
- The Proper Officer is delegated authority to make all and any decisions necessary to discharge the Council's business, save for where such authority cannot be delegated under statute.
- Any action taken under delegated powers will be recorded in a register of Officer's Decisions to be considered by the Council.
- The Proper Officer is required to create 'agendas' of business for Community, Environment and Policy and Resources Committees to discuss proposed actions for delegated decisions at an informal Zoom meeting.
- In the case of Planning Applications and Transport Committee an 'agenda' of business is created for the Chairman prior to making decisions, save for where that decision is an emergency.

ACCOUNTS AND ACCOUNTING STATEMENTS

- Under Item 17c, Statements are now seen by the Policy & Resources Committee and will be signed at the first normal meeting after the expiration of these emergency provisions.

FINANCIAL REGULATIONS:

PAYMENT OF ACCOUNTS

- Payments made by BACS as per schedules will no longer be signed in person by those present at a meeting. BACS schedules should be emailed to all signatories for express approval by the required number of signatories as advised in each individual payment batch. BACS schedules will be supported with all available corresponding bills and invoices where possible.
- Full details of all payments made under the Emergency Provisions will be reported at the informal meetings of Policy & Resources.

GENERAL PROVISIONS:

- The Town Clerk is delegated authority to implement all and any necessary steps as advised or imposed by HM Government in relation to the Covid-19 (Coronavirus)
- The Town Hall will be shut to all public enquiries, visits and appointments for the duration of these emergency provisions with the exception of the Information Centre.
- The Town Hall is open to Members subject to prior appointment.
- All correspondence will be sent via email, with hard copy Agendas posted to Members as and when necessary.
- Staffing levels are now back to normal but there is now an accepted practice of some working-from-home but this may vary if required by the necessity of Covid-19 restrictions for the duration of these emergency provisions.

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Agenda Item 9

PLANNING COMMITTEE	28.8.2020	20/01294/HH - 34 Ebenezer Close, Witham - No objection
PLANNING COMMITTEE	28.8.2020	20/01336/HH - 22 Stevens Road, Witham - No objection
PLANNING COMMITTEE	28.8.2020	20/01093/FUL - Josephs Barn, Hatfield Road, Witham - Recommend approval subject to the provision of a suitable bin store area with relevant access commensurate with the number of office units proposed
PLANNING COMMITTEE	28.8.2020	20/00277/TPOCON - 45 Collingwood Road, Witham - no objection subject to the advice of the District Council's Landscape Officer
PLANNING COMMITTEE	28.8.2020	20/01292/FUL - 8 The Grove Centre, Witham - No objection
PLANNING COMMITTEE	28.8.2020	19/01287/FUL - The Swan Public House - recommend refusal on the grounds of unsuitable access via a private road with the caveat that any proposed development making use of this access should be subject to a covenant to contribute to maintenance costs
PLANNING COMMITTEE	28.8.2020	20/00265/TPOCON - 28 Collingwood Road, Witham - Recommend refusal on the grounds of lack of information regarding the reason to fell the tree and subject to the advice of the District Council's Tree Officer
PLANNING COMMITTEE	28.8.2020	20/00198/TPO - 13 Chipping Hill, Witham - recommend refusal on the grounds that the tree should be properly managed and subject to the advice of the District Council's Landscape Officer.
ENVIRONMENT COMMITTEE	14.9.2020	Highways Report - It was agreed that a recommendation should be made to Town Council for the Highways Report to be under the remit of the Planning Applications and Transport Committee.
ENVIRONMENT COMMITTEE	14.9.2020	Town Park Railings - It was agreed to pursue this matter.
ENVIRONMENT COMMITTEE	14.9.2020	Refuse Recycling at Public Sites - It was agreed to make enquiries regarding the duties of the County Council in relation to tips and whether it had the power to refuse access.
ENVIRONMENT COMMITTEE	14.9.2020	Dog Memorial Bench Scheme - It was agreed to proceed with memorial bench scheme.
ENVIRONMENT COMMITTEE	14.9.2020	Whetmead Improvements - It was agreed to seek adverse possession of the unregistered land and to tidy up the entrance to Whetmead.
ENVIRONMENT COMMITTEE	14.9.2020	James Cooke Wood - It was agreed that the neighbouring nursery should be approached to ascertain whether they would be in agreement for visitors to the woodland to use their facilities and for the improvements to James Cooke Wood to be included in next year's Business Plan along with an appropriate budget.
ENVIRONMENT COMMITTEE	14.9.2020	Open Spaces Promotional Video - After further discussion it was agreed that both options should be pursued and tentative first steps taken for videos to be commissioned for social media and to be shown in the Information Centre.

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