

## **NORTHSTOWE TOWN COUNCIL**

You are hereby summoned to attend the Northstowe Annual Town Council Meeting to be held on Thursday 20<sup>th</sup> May 2021, at 7.30pm, in The Main Hall, Northstowe Secondary School.

*Rosie Hughes*

Mrs Rosie Hughes FSLCC  
Interim Town Clerk

14<sup>th</sup> May 2021

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### Agenda

Welcome and opening of the meeting by Cllr Sarah Cheung Johnson, Chairman of the Interim Town Council (Agenda item 1/21-22)

#### **1/21-22 ELECTION OF CHAIRMAN**

- a) To receive nominations for Chairman.
- b) Elected Chairman to sign Declaration of Acceptance of Office.

#### **2/21-22 APOLOGIES FOR ABSENCE**

- a) To note any apologies.

#### **3/21-22 APPOINTMENT OF VICE-CHAIRMAN**

- a) To receive nominations for Vice-Chairman.

#### **4/21-22 DECLARATIONS OF INTEREST**

- a) To receive any declarations of interest relating to any items on the agenda.

#### **5/21-22 ADOPT THE STYLE OF THE CHAIRMAN or MAYOR**

- a) Council to consider and approve to adopt the style of Chairman or Mayor for the Town Council.

#### **6/21-22 PUBLIC PARTICIPATION**

- a) To adjourn the meeting to allow members of the public to speak.
- b) To reconvene the meeting.

#### **7/21-22 TRANSFER OF FUNDS & ASSETS FROM LONGSTANTON PARISH COUNCIL.**

- a) To receive report from the Interim Clerk regarding transfer of funds and assets.

#### **8/21-22 MINUTES OF THE MEETING OF 28<sup>TH</sup> APRIL 2021**

- a) To approve the minutes of the meeting of the 28<sup>th</sup> April 2021 as a true record of that meeting.

**9/21-22 PROVISION OF INTERIM CLERK UNTIL THE APPOINTMENT OF PERMENANT CLERK/RFO.**

- a) To approve a service contract with CAPALC from 1<sup>st</sup> June 2021.

**10/21-22 TO EXERCISE THE GENERAL POWER OF COMPETENCE**

- a) To receive report from the Interim Clerk.
- b) To resolve to adopt the General Power of Competence.

**11/21-22 CONSIDER AND ADOPT POLICY DOCUMENTS (AS APPROVED BY INTERIM COUNCIL)**

- a) Standing Orders.
- b) Financial Regulations
- c) Code of Conduct
- d) Officer/Member Protocol
- e) Public Participation at Council Meetings Policy

**12/21-22 CONSIDER AND ADOPT NEW POLICIES AND PROCEDURE DOCUMENTS**

- a) Complaints Procedure – Code of Conduct
- b) Complaints Procedure – Administration
- c) FOI Model Publication Scheme.
- d) Equality and Diversity Policy
- e) Policy for dealing with the Press/Media
- f) Social Media Policy
- g) Health and Safety Policy
- h) Risk Assessment and Management Plan
- i) Staff Recruitment Policy
- j) Data Audit (internal) and Privacy Policy
- k) Scheme of Delegation
- l) Terms of Reference for Committees

**13/21-22 APPOINTMENT OF NEW COMMITTEES**

- a) Finance and Governance
- b) Personnel Committee
- c) Grievance Committee
- d) Staffing appeals committee
- e) Events and Markets
- f) Assets & Asset Transfer
- g) Planning

**14/21-22 APPOINTMENT OF MEMBERS TO NEW COMMITTEES**

- a) Finance and Governance
- b) Personnel (HR)
- c) Grievance Committee

- d) Appeals Committee
- e) Events and Markets
- f) Assets & Asset Transfer
- g) Planning

#### **15/21-22 APPOINTMENT OF MEMBERS TO WORKING PARTIES**

- a) Sustainability working party. (Joint working party with Longstanton PC)

#### **16/21-22 REPRESENTATION ON WITH EXTERNAL BODIES**

- a) Northstowe Faith Strategy Group
- b) Northstowe Phase 1 Open Space maintenance & management
- c) Northstowe Support Partnership
- d) Northstowe Arts Pavilion Project
- e) South Cambs DC Parish/Cabinet Liaison meeting.
- f) Heritage Building steering group.

#### **17/21-22 RECRUITMENT OF TOWN CLERK AND TIME TABLE**

- a) To appoint members of the Personnel Committee to the recruitment panel.
- b) To approve the appointment of the Interim Clerk and the CEO of CAPALC to the recruitment panel.
- c) To confirm the shortlist and interview dates.

#### **18/21-22 FINANCIAL ARRANGEMENTS, AUDIT AND EXPENDITURE**

- a) To approve 4 signatories for the Unity Trust bank mandate.  
Cllr Pokala, Cllr Owen, Cllr Littlemore, Cllr Benedicic
- b) To consider and approve appointment of an Internal Auditor
  - I. To receive details and report from the Interim Clerk.
  - II. To formally appoint the Internal Auditor for 2021/2022.
- c) To approve expenditure

Arthur Galagher	Insurance Premium (Hiscox)	£330.00
ICO	DD Data protection	£35.00
Unity Trust bank	DD Service charges	£18.00

#### **19/21-22 PROVISION OF TOWN COUNCIL NOTICEBOARDS**

- a) To receive report from Interim Clerk for provision of Town Council Notice boards.
- b) To approve expenditure for purchase and installation of noticeboards, when sites are found.

#### **20/21-22 RE-LOCATION OF SCDC TABLE TENNIS TABLES.**

- a) To consider South Cambs DC Consultation for ideas for re-location.

## **21/21-22 Planning Matters**

1. **For Information only:** S/0065/20/COND17A. Phase 1 Land Parcel H13 Pathfinder Way, Northstowe.  
Submission of details required by condition 17 (Biodiversity Enhancement) of planning permissions S/0065/20/RM.

Public Access link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/0065/20/COND17A>

2. **For Information only:** S/2011/14NMA3. Northstowe Phase 2 Station Road, Longstanton.

Non material amendment of outline planning permission S/2011/14/OL (Development of Phase 2 of Northstowe with details of appearance landscaping layout scale and access reserved (save for the matters submitted in respect of the Southern Access Road (West)) comprising: .1) development of the main Phase 2 development area for up to 3500 dwellings two primary schools secondary school town centre including employment uses formal and informal recreational space and landscaped areas eastern sports hub remainder of the western sports hub (to complete the provision delivered at Phase 1) busway a primary road to link to the southern access construction haul route engineering and infrastructure works and.2) construction of a highway link (Southern Access Road (West)) between the proposed new town of Northstowe and the B1050 improvements to the B1050 and associated landscaping and drainage) to make minor modifications to the parameter plans

Public Access link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/2011/14/NMA3>

3. 21/01702/REM Northstowe Phase 1, Station Road.

Approval of matters reserved for access, appearance and layout for the retention of the access track, turning head and two bollards approved under reserved matters permission 20/02468/REM and the proposed addition of a grasscrete overrun on the bend leading to the turning head. An environmental statement was submitted as part of outline planning permission S/0388/12/OL.

Public Access Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/21/01702/REM>

## **22/21-22 Gypsy, Roma & Traveller Training – SCDC Sustainable Communities team.**

- a) To consider if members wish to undertake training.

## **23/21-22 THE TIME AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF THE COUNCIL.**

- a) To approve meeting schedule for Full Council meetings.

## **24/21-22 ITEMS FOR THE NEXT AGENDA.**

1. Northstowe Running Festival of Events.
2. Potential Youth work projects

## **25/21-22 DATE OF NEXT MEETING.**

Wednesday 23<sup>rd</sup> June 2021. 7.30pm in The Wing. Pathfinder School.

### **Further Information**

If you have any questions regarding the agenda, please contact Rosie Hughes, Interim Clerk to Northstowe Town Council. [townclerk@northstowetowncouncil.gov.uk](mailto:townclerk@northstowetowncouncil.gov.uk)

### **Requests to address the meeting.**

If you wish to speak at this meeting, you may only do so in relation to an item on the agenda, and you must register your request by 5pm on the day before the meeting. You will be given 3 minutes to speak.

To register to speak please contact the Interim Town Clerk,  
[townclerk@northstowetowncouncil.gov.uk](mailto:townclerk@northstowetowncouncil.gov.uk)

Due to the current Coronavirus restrictions, and the capacity of the venue, it may mean that public attendance at the meeting is limited. Any restrictions (at the time of the meeting) will be in place.

If you have any symptoms of Covid-19, please do not attend the meeting. Facemasks must be worn by all members of the public.