

## NORTHSTOWE TOWN COUNCIL - ANNUAL MEETING OF THE TOWN COUNCIL 2022

You are hereby *summoned* to attend the Northstowe Town Council's **Annual Meeting of the Town Council** to be held on **Wednesday 11<sup>th</sup> May 2022, 7-9 PM**, at **The Wing**, Pathfinder School, Northstowe.

Signed: *Mark Nokkert* 6<sup>th</sup> May 2022

Mark Nokkert, Clerk & Responsible Financial Officer (RFO) to Northstowe Town Council  
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The public and press are welcome to attend the meeting. If you wish to speak, it is recommended that you email the Town Clerk to register your request before 5 pm on the day of the meeting. You may speak, for up to 3 minutes, under the standing item 'Public Participation' in relation to items on the agenda. Due to ongoing Covid-19 concerns, the Town Council may limit public attendance; any restrictions will be made clear on arrival. If you have symptoms indicative of Covid-19, please do not attend.

**MEMBERS: 11**                      **QUORUM: 5**

### AGENDA

#### 18/21-22 ELECTION OF CHAIRMAN OF THE COUNCIL (MAYOR)

- 1) To receive nominations for Chairman of the Council.
- 2) To elect the Chairman of the Council.
- 3) Elected Chairman to sign Chairman's Declaration of Acceptance of Office [as per Local Government Act 1972, s83(4)(a)].

#### 19/21-22 ELECTION OF VICE-CHAIRMAN OF THE COUNCIL (DEPUTY-MAYOR)

- 1) To receive nominations for Vice-Chairman of the Council.
- 2) To elect the Vice-Chairman of the Council.

#### 20/22-23 DECLARATION OF ACCEPTANCE OF OFFICE - COUNCILLORS

- 1) Elected Councillors to sign Declaration of Acceptance of Office [as per Local Government Act 1972, s83(4)(b)].
- 2) To permit members not able to join this meeting to sign their Declaration of Acceptance of Office before or at a later Council meeting [as per Local Government Act 1972, s83(4)(c)].

#### 21/22-23 APOLOGIES FOR ABSENCE

- 1) To receive any apologies for absence received prior to the meeting.

#### 22/22-23 DECLARATIONS OF INTEREST

- a) Councillors to declare any pecuniary or personal interest in any items on the agenda.
- b) Councillors to declare any prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation.

#### 23/22-23 PUBLIC PARTICIPATION

- 1) To adjourn the meeting for up to 15 minutes to allow members of the public, and Councillors declaring a prejudicial interest, to address the Chair in relation to business to be transacted at the meeting.
- 2) To reconvene the meeting.

#### 24/22-23 REGISTERS OF INTERESTS

- 1) For information: Potential need for Councillors to fill in a Register of Interests (ROI) form.  
*Note: The "Non LGA Model Register of Parish Members Financial and other Interests form" should be completed by any newly elected Councillors; any re-elected Councillors do not need to submit a new ROI form unless they consider that they need to update any new interests, particularly*

*disclosable pecuniary interests which have not already been entered into the authority's register..*  
*NB: Disclosable Pecuniary Interests are interests which must be notified to the monitoring officer within 28 days of becoming a councillor (or when councillors are re-elected or co-opted members re-appointed).*

#### **25/22-23 MINUTES OF THE FULL COUNCIL MEETING OF 27<sup>th</sup> APRIL 2022**

- 1) To approve the minutes of the meeting of 27<sup>th</sup> April 2022 (attached) as a true record of that meeting.

#### **26/22-23 COMMITTEES**

- 1) To consider continuation of the under-mentioned Committees, to appoint members onto these Committees, and to review the Committees' Terms of Reference (Attached). *In accordance with Standing Orders the numerical composition of Committees shall also be decided at the Annual Meeting of the Town Council.*

(a) Finance and Governance Committee. *Current membership: 8, quorum: 4; proposed: monthly.*

(b) Planning Committee. *Current membership: 9, quorum: 4; proposed; monthly.*

(c) Events and Markets Committee. *Current membership: 8, quorum: 4; proposed: every second month.*

(d) Personnel Committee. *Current membership: 8, with quorum: 4; proposed: quarterly.*

*NB: The activities of the Assets and Asset Transfer Committee will continue to be paused, with items brought to Full Council until such time as the Council decides to resume this Committee (as per resolution under item 174/21-22 (1)).*

#### **27/22-23 WORKING GROUPS**

- 1) To consider continuation of the under-mentioned Working Groups, and to appoint members onto these Working Groups:

(a) Joint Sustainability Working Group (jointly with Longstanton Parish Council).

(b) Hydrology Working Group.

(c) Kingfisher Pond Ecology Working Group.

#### **28/22-23 REVIEW OF POLICIES**

- 1) To review and adopt updated Standing Orders for Northstowe Town Council (attached).
- 2) To review and adopt updated Financial Regulations for Northstowe Town Council (attached).
- 3) To review and adopt updated Scheme of Delegation for Northstowe Town Council (attached).

#### **29/22-23 EXTERNAL BODIES**

- 1) Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses, and to appoint member representatives on the under-mentioned bodies:
  - (a) Northstowe Phase 1 Open Space Maintenance & Management Steering Group. *Led by SCDC. Monthly.*
  - (b) Northstowe & Longstanton Heritage Stakeholder Group. *Led by CCC. Monthly; may reduce frequency in future.*
  - (c) Northstowe Support Partnership. *Led by CCC. Quarterly.*
  - (d) Northstowe Community Networkers. *Led by SCDC & CCC. Quarterly.*
  - (e) Homes England Parish and Town Council Liaison meetings. *Led by Homes England. Quarterly.*
  - (f) Stagecoach - Northstowe and Longstanton Cllr meeting. *Led by Stagecoach. Quarterly.*
  - (g) Northstowe Faith Strategy Group. *Led by SCDC. Meets as and when relevant.*
  - (h) South Cambs DC Parish/Cabinet Liaison meeting. *Led by SCDC. Meets as and when relevant.*
  - (i) Northstowe Youth Partnership and Youth Hive. *Led by CCC. Meets as and when relevant. Note: NTC representation onto this partnership has not yet been formalised(see item 120/21-22).*

#### **30/22-23 GENERAL POWER OF COMPETENCE**

- 1) To review and make arrangements to reaffirm eligibility, or non-eligibility, for exercising the General Power of Competence.

### **31/22-23 MEETING SCHEDULE**

- 1) To approve the meeting schedule of ordinary meetings of the Council and Committees up to and including the next annual meeting of the Council, setting the dates, times and venue where possible (proposed meeting schedule attached).

### **32/22-23 YEAR END ACCOUNTS FOR YEAR ENDING MARCH 2022**

- 1) To receive, approve and sign the Statement of Accounts – 31st March 2022 (Attached).  
*Note: this was previously presented, for information only, to the Finance and Governance Committee meeting held on 19<sup>th</sup> April 2022 (item 06/22-23).*

### **33/22-23 INTERNAL AUDITOR**

- 1) To receive and approve the Internal Audit Report (Attached, for Cllrs' information).
- 2) To formally appoint the Internal Auditor for 2022/2023 (Information Internal Auditor attached, for Cllrs' information).

### **34/22-23 INTERNAL CONTROL**

- 1) To review the effectiveness of the Council's Internal Control measures. *To be considered: Division of duties; Payroll/payment/banking controls; budgetary control & monitoring; reconciliation between records; locks and passwords. Proper Practices are specified in the 'Practitioners' Guide', March 2022 edition (attached for Cllrs' information).*
- 2) To appoint members for internal control, for:
  - a) Finance & Online banking – (4 signatories, for the Unity Trust bank mandate/ online bank authorisations).

### **35/22-23 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021/22**

- 1) To receive and note the Annual Internal Audit Report 2021/22, as completed by the internal auditor (attached for Cllrs' information).
- 2) To approve and sign (Chairman and Clerk) the Annual Governance Statement 2021/22 (Section 1) (attached for Cllrs' information).
- 3) To approve and sign (Chairman) the Accounting Statements 2021/22 as presented by the RFO (Section 2) (attached for Cllrs' information).  
*Note: Following completion of the paperwork and signing by the Chairman, the RFO is to submit paperwork to External Auditor, publicise the signed documents, and to make provision and set the commencement date for the exercise of electors' rights.*

### **36/22-23 HYDROLOGY WORKING GROUP**

- 1) To receive a report (attached) regarding a site visit on 21st April 2022 to follow up on actions agreed in February.

### **37/22-23 FINANCE**

#### **1) TO APPROVE BANK STATEMENTS AND BANK BALANCES**

- i) 30<sup>th</sup> April 2022 (attached).

#### **2) INCOME RECEIVED**

##### **For Information:**

- i) Precept, first half for 2022-'23; South Cambridgeshire District Council £ 44,125.43

#### **3) TO APPROVE EXPENDITURE**

##### **DIRECT DEBIT - RETROSPECTIVE APPROVAL:**

- i) TPT Pensions Trust - pension contributions, period April 2022 £426.14

##### **PAYMENTS – RETROSPECTIVE APPROVAL;**

ii)	Scribe Accounts - Annual Software Licence, 1st Apr 22 – 31st Mar 23	£561.60
iii)	Hiscox Insurance Company Limited – Insurance premium 2022-'23	£532.58
iv)	Friends of the Wing – Loan gazebo for Northstowe Day (cheque)	£20.00

**APPROVAL OF NEW PAYMENTS:**

v)	HMRC – period 6 Apr – 5 May 2022	£1,239.65
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**4) TO RECEIVE SUMMARY OF RECEIPTS AND PAYMENTS REPORT**

Attached.

**38/22-23 PLANNING APPLICATIONS**

**1) NEW APPLICATIONS**

- (i) For Information: S/3405/18/NMA6. Vistry East Midlands. Parcel H5 & H6 Land South Of Longstanton Park Northstowe Cambs. Non material amendment of reserved matters application S/3405/18/RM (Approval of reserved matters for appearance landscaping layout and scale following Outline planning permission S/0388/12/OL for the erection of 240 dwellings along with garages roads sewers and all ancillary the outline application was subject to an Environmental Impact Assessment (EIA)) Amendment to plot 298 house type to remove projection on the front gable and minor amendment to the bay window on the side elevation. Public Access link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/3405/18/NMA6>. Consultation Deadline 18th May 2022.

**39/22-23 CO-OPTION**

- 1) To receive a report (attached) from the Clerk on the legal framework for co-option following an election.
- 2) To decide to start advertising to enable co-option.

**40/22-23 JUBILEE WEEKEND**

- 1) For information: To receive an update from the Jubilee Working Group on the plans for the Jubilee Weekend event on 5th June, led by the Town Council.

**41/22-23 MEETINGS FROM OUTSIDE BODIES WITH TOWN COUNCIL REPRESENTATION**

To receive minutes, notes or updates from meetings of the following outside bodies with official Northstowe TC representation;

- a) 29th March 2022 - Northstowe/Longstanton Heritage Group (attended by the Clerk) - minutes attached.

**42/22-23 DATES MEETINGS OUTSIDE BODIES WITH TOWN COUNCIL REPRESENTATION**

To note;

- a) 12th May 2022 at 10 am - Phase 1 Open Spaces Management and Maintenance Steering Group.
- b) 17th May 2022 at 13:30 - Northstowe Support Partnership.
- c) 31st May at 09:15 am - Northstowe/Longstanton Heritage Group.

**43/22-23 DATES OTHER MEETINGS EXTERNAL BODIES WITH NORTHSTOWE TC INVITED**

To note;

- a) 20th May at 13:30 pm – Homes England Quarterly meeting.
- b) 9th June 2022 at 17:30 - Stagecoach quarterly meeting.
- c) 13th June at 18:00 – Police and Crime Commissioner. Virtual roundtable meeting.

**44/22-23 DATES OF NEXT MEETINGS**

To note;

- Full Council: Wed 25<sup>th</sup> May 2022 at 7PM – The Wing.
- Full Council: Wed 22<sup>nd</sup> June 2022 at 7PM – Pathfinder Primary School (TBC).

For all Council meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk).