

NORTHSTOWE TOWN COUNCIL

You are hereby summoned to attend the Northstowe Town Council **Full Council Meeting** to be held on **Wednesday 30th March 2022, 7-9 PM**, at **The Wing**, Pathfinder School, Northstowe (Large Hall).

Signed: *Mark Nokkert* 25th March 2022

Mark Nokkert, Town Clerk & Responsible Financial Officer to Northstowe Town Council
townclerk@northstowetowncouncil.gov.uk 07724588949

The public and press are always welcome to attend the meeting. If you wish to speak, please email the Town Clerk to register your request before 5pm on the day of the meeting. You may speak, for a maximum of 3 minutes, under the standing item 'Public Participation' in relation to items on the agenda.

Due to ongoing Coronavirus concerns, the Town Council may limit public attendance at the meeting.; any restrictions will be made clear on arrival. If you have any Covid-19 symptoms, please do not attend.

AGENDA

207/21-22 APOLOGIES FOR ABSENCE

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

208/21-22 WELCOME TO NEW COUNCILLOR

- 1) To welcome Cllr Snow Nikoro, following the co-option procedures carried out at the last Full Council meeting.

209/21-22 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.

210/21-22 PUBLIC PARTICIPATION

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

211/21-22 MINUTES OF THE MEETING OF 23rd FEBRUARY 2022

- 1) To approve the minutes of the meeting of 23rd February 2022 as a true record of that meeting.

212/21-22 ITEMS/RESOLUTIONS FROM PREVIOUS MEETINGS - UPDATES

For information - To receive updates from the clerk on the following items;

- a) 190/21-22 PATHFINDER SCHOOL – update on plans for signs and costings.
- b) 198/21-22 MARKET BUSINESS PLAN TO SECURE SCDC FUNDING – update on securing funds and NTC usage of funds.
- c) 199/21-22 MARKET COMMUNITY SURVEY PRINTING AND DISTRIBUTION – update on survey results and next steps.
- d) 203/21-22 (b) NORTHSTOWE SUPPORT PARTNERSHIP – Update on Kick-Start Fund Panel invitation.

213/21-22 REPORT FROM COUNTY COUNCILLOR

- 1) To receive a report from Cllr Firouz Thompson – Cambridgeshire County Council.

NB: No report from the District Council Councillors can be presented, as this meeting is being held within the pre-election period.

214/21-22 REPORT FROM SOUTH CAMBS DC'S OFFICERS

- 1) To receive a report from Mihaela Stan and Kathryn Beck, SCDC Phase 1 & Phase 2 Community Development Officers.

215/21-22 REPORT FROM TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

- 1) To receive a report from Mark Nokkert, Town Clerk & RFO to Northstowe Town Council (reporting period: February 2022).

216/21-22 COMMITTEE MEETINGS

To receive and note minutes from the following Committee meetings held:

- a) Finance and Governance Committee – 22nd February 2022 (status: approved)
- b) Personnel Committee – 24th February 2022 (status: draft)
- c) Planning Committee – 8th March 2022 (status: draft)
- d) Finance and Governance Committee – 15th March 2022 (status: draft)

217/21-22 COMMITTEE MEMBERSHIP

- 1) For Councillors to consider joining the following Committees which do not yet all seats occupied (see [Terms of Reference for Committees](#)), to reduce risk of being non-quorate:
 - i) Finance and Governance Committee – 2 seats vacant.
 - ii) Planning Committee – 2 seats vacant.
- 2) To appoint Councillors coming forward to join either or both of above committees.

218/21-22 HYDROLOGY WORKING GROUP

- 1) To receive an update from the Hydrology Working Group on the latest activities.

219/21-22 GRANT POLICY

- 1) To receive a draft Grant Awarding Policy including a grant application form, as approved by the Finance and Governance Committee on 15th March 2022 (V1.3).
- 2) Northstowe Town Council to adopt the Grant Awarding Policy as proposed.
- 3) To agree to start promoting the new grant funding opportunity from April 2022.

220/21-22 FINANCES

For information: To ensure the RFO can close the accounting books at the end of March 2022, the following payments are included in this meeting agenda;

i)	HMRC – period 6 Feb – 5 Mar 2022	£1,149.69
ii)	HMRC – period 6 Mar – 5 Apr 2022	£1,324.58
iii)	CAPALC – Training Elections and the Clerk's role (training date 7 th Mar 2022)	£30.00
iv)	Print-Out, Histon – Survey forms x1,200	£84.00
v)	Staff expenses - clerk - period 10th March – 25th March 2022	£52.29

221/21-22 ASSET REGISTER

- 1) To receive an updated Asset Register, updated since Full Council, 20th May 2021 - item 7/21-22.

222/21-22 TERMS OF REFERENCE – NORTHSTOWE/LONGSTANTON HERITAGE STAKEHOLDER GROUP (NLSHG)

- 1) To receive and discuss the draft ToR for the Northstowe/Longstanton Heritage Stakeholder Group (NLHSG).
- 1) To provide feedback on the draft ToR, to be given to Cambridgeshire County Council.

223/21-22 DELEGATED POWERS UNDER COVID RESTRICTIONS

- 1) To give full delegated powers to the Clerk in the event that the Council could not meet due to Covid restrictions. Delegated powers to last until the next meeting of the Full Council.
- 2) To give full delegated powers to the Clerk in the event of the Queen passing away and the Council could not meet due to Covid restrictions; this would be of particular importance if this

situation would materialise around the time of the elections and before the new Council has been formed. Delegated powers to last until the next meeting of the Full Council. Note: Under the Local Government Act 1972, s. 101 the Council can arrange for the discharge of any of its functions by an officer of that authority (as well as by a committee or sub-committee, or by any other local authority).

- 3) To discuss the need for the Council's Standing Orders to be updated, to provide for decisions to be delegated to the Clerk in consultation with the Mayor and/or Deputy-Mayor in any emergency situation, and to task the Clerk to propose revised Standing Orders wording towards this.

224/21-22 MATTERS FOR INFORMATION

To receive information from the Clerk on the following items;

- a) Joint Sustainability Working Group – first meeting held 21st March; and proposal for the Working Groups focus areas is to be presented at a future Council meeting (verbal update).
- b) Membership CAPALC '22-'23 - CAPALC affiliation costs Apr '22 - Mar '23, incl. Data Protection Officer (email).
- c) NALC – Smaller Councils Committee - request for input: issues the Town Council would like to see addressed (email).
- d) Northstowe Support Partnership - Kickstart Fund - Panel representative NTC sought (email).
- e) Naming of Water Parks x3 lakes – lake naming competition organised by Homes England – NTC asked to be on panel to decide on lake names (verbal update).
- f) Noticeboard funds offered by Friends of The Wing (verbal update).
- g) SCDC Comms - £117K grant funding awarded to SCDC by the Government's Department for Levelling Up Homes & Communities (Proptech Engagement Fund), awarded to SCDC, for the development of a digital marketing, business and community engagement platform for Northstowe (email).
- h) Email Chair Oakington and Westwick PC – rent home for Ukrainian refugees (email).
- i) Elections Timeline – nominations and poll (verbal update).

225/21-22 MEETINGS FROM OUTSIDE BODIES WITH TOWN COUNCIL REPRESENTATION

- 1) To receive minutes, notes or updates from meetings of the following outside bodies with official Northstowe TC representation;
 - (a) 25th January 2022: Northstowe & Longstanton Heritage Stakeholder Group (attended by the Clerk) – no minutes received.
 - (b) 27th January 2022: Phase 1 Open Spaces Management and Maintenance Steering Group (attended by Cllr Bros Sabria; Cllr Owen; and the Clerk) – minutes attached.
 - (c) 22nd February 2022: Northstowe/Longstanton Heritage Group (attended by Cllr Littlemore) – no minutes received.
 - (d) 24th February 2022: Phase 1 Open Spaces Management and Maintenance Steering Group (attended by Cllr Owen) – minutes attached.
 - (e) 15th March 2022, 1:30PM: Northstowe Support Partnership (no NTC representation) – no notes received yet.
- 2) To receive notes from other key partner meetings with Town Council representation:
 - (f) 25th February 2022 - Quarterly meeting with Homes England (attended by Cllr Bros Sabria; Cllr Littlemore; Cllr Owen; and the Clerk) – minutes attached.
 - (g) 3rd March 2022 - Stagecoach meeting – attached: minutes and PowerPoint, plus additional notes Cllr Thompson (CCC).

226/21-22 DATES MEETINGS OUTSIDE BODIES WITH TOWN COUNCIL REPRESENTATION

- 1) To note;
 - a) [*for information*] 29th March 2022: Northstowe/Longstanton Heritage Group.
 - b) 13th April 2022 at 7 pm: Northstowe Community Networkers.
 - c) 21st April 2022 at 10 am: Phase 1 Open Spaces Management and Maintenance Steering Group.
 - d) 26th April 2022 at 9:15 am: Northstowe/Longstanton Heritage Group.

227/21-22 DATES OTHER MEETINGS EXTERNAL BODIES WITH NORTHSTOWE TC INVITED

1) To note;

- a) 26th April at 7 pm - Northstowe Travel Partnership Steering Group.
- b) 20th May at 13:30 pm: Quarterly meeting Homes England.

228/21-22 DATE OF NEXT MEETINGS

Full Council: Wed 27th April 2022 at 7PM – The Wing.

Annual Meeting of the Town Council: Wed 11th May 2022 at 7PM – The Wing

For all Council meetings, see www.northstowetowncouncil.gov.uk.