

NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

You are hereby summoned to attend the Northstowe Town Council's **Full Council Meeting** to be held on **Tuesday 27th September 2022, 7-9 PM** at Pathfinder Primary School, Northstowe (Main Hall).

Signed: *Mark Nokkert* 22nd July 2022

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

The public and press are welcome to attend any Council meeting. If you wish to speak under the standing item 'Public Participation', it is advised to 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 in relation to any item(s) 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 Covid or Covid symptoms, please do not attend.

AGENDA

Note: the meeting will start with a one-minute silence out of respect for her Majesty Queen Elizabeth II.

110/22-23 APOLOGIES FOR ABSENCE

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

111/22-23 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.

112/22-23 PUBLIC PARTICIPATION

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

113/22-23 MINUTES OF THE MEETING OF 27TH JULY 2022

- 1) To approve the minutes of the Council meeting of 27th July 2022 as a true record of that meeting.

114/22-23 REPORTS FROM COUNTY AND DISTRICT COUNCIL COUNCILLORS

- 1) To receive a report (TBC) from South Cambs DC Members Cllr Cheung Johnson & Cllr Malyon.
- 2) To receive a report (TBC) from Cambridgeshire County Council Member Cllr Thompson.

115/22-23 REPORT FROM SOUTH CAMBS DC'S COMMUNITY DEVELOPMENT OFFICERS

To receive a report from the SCDC Phase 1 & 2 Community Development Officers (attached).

116/22-23 REPORT FROM TOWN CLERK

To receive a report from the Town Clerk (period: July & Aug. 2022) (attached).

117/22-23 TOWN COUNCIL'S 12-MONTH ACTION PLAN

- 1) To receive a report from the Clerk, summarising key points raised by Councillors to date regarding the development of a 12-month Action Plan for the Town Council (shared with Cllrs).
- 2) To discuss the report and its recommendations on the next steps for this action plan and related Council business planning.

118/22-23 CHRISTMAS TREE PURCHASE

Item deferred to Full Council by the Events and Markets Committee at its meeting held on 6th September 2022 (item 55/22-23(5)).

- 1) To receive a report from the Clerk, setting out options, and recommendations, for the purchase of a Christmas tree, with base and decorations (shared with Cllrs).
- 2) To decide on the purchase of a Christmas tree for the town for the 2022-'23 festive season.

119/22-23 NORTHSTOWE PHASE 1 ASSET TRANSFER OPPORTUNITIES

- 1) To receive a report from Cllr Littlemore on Asset Transfer opportunities in Phase 1 (attached).
- 2) To discuss the items highlighted in the report.
- 3) To form a working group to investigate stewardship options of the Phase 1 Sports Pavilion.

120/22-23 WARM HUB

- 1) To receive a motion from Cllr Males: The cost of living crisis and energy prices this winter will undoubtedly leave a lot of people and families in further poverty and the latest government announcement notwithstanding, still being faced with a real possibility of having to choose between heating or eating. Cambridge ACRE are coordinating with councils and other agencies in this part of the country to provide a series of Warm Hubs (see email attached) - places that would give those unable to heat their own homes a chance to keep warm and socialise. Generally they would be community buildings/church halls/schools and such like - places that are often heated to a comfortable level in any event. Our town clerk has already completed the expression of interest form regarding this and the neighbouring parishes of Willingham and Over are already exploring venue and operational options.
- 2) To discuss the Warm Hub initiative with a view to set up a working group of at least 3 local councillors to investigate and assess the possibility and viability of this initiative within Northstowe and neighbouring Longstanton – and to report back by the next full council meeting.

121/22-23 EXTERNAL AUDITOR

- 1) To receive a report from PKJ Littlejohn, external auditor for 2021-'22 (attached).
- 2) Email from Smaller Authorities' Audit Appointments (SAAA) (email shared with Cllrs) - To consider if the Town Council wishes to opt out of the scheme and therefore appoint its own external auditor for external audit for 2022-'23. (CAPALC information on this subject also shared with Cllrs) (*NB: RFO's recommendation is to stay with proposed external auditor*).

122/22-23 MATTERS FOR INFORMATION

To receive an update from the Clerk on the following items;

- 1) Asset Loan Agreement template created (attached).
- 2) x2 new website pages created, '[Useful links](#)' and '[reporting](#)'. (*Following related discussions at the Full Council meeting held on 23rd June 2021 (item 37/21-22(3)). NB: request for Cllrs to flag up any further information that could be added.*)
- 3) Report, containing an overview of relevant legislation under which the Town Council has powers to act (*NB: created following a discussion on the loss of the General Power of Competence at the 11th May 2022 Full Council meeting, item 30/22-23*). (attached; NB: report is an updated version of one sent previously to Cllrs).
- 4) NALC Smaller councils survey report - for information, plus discussion where relevant (shared with Cllrs).
- 5) OWLS Community car scheme - Peter Hynes (attached).
- 6) Letter received from resident following last FC meeting re: change of use application (Full Council meeting 27th July 2022, item 88/22-23) (shared with Cllrs.)

123/22-23 UPDATE TO STANDING ORDER

- 1) To decide to adapt the NTC's Standing Orders, as per the recommendations from NALC in April 2022, regarding section 18, which relate awarding of contracts:
 - i) To change section 18(c) from: **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to**

advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

to: A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).

- ii) To change section 18(f) from: **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**
to: **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

124/22-23 FINANCES

Includes items deferred from cancelled Finance and Governance Committee meeting, 20th Sep. 2022.

1) TO APPROVE BANK STATEMENTS AND BANK BALANCES

- i) To receive the bank statement (shared with Cllrs) and to approve and sign the bank reconciliation for 31st July 2022 (attached).
ii) To receive bank statement (shared with Cllrs) and approve and sign the bank reconciliation for 31st August 2022 (attached).

2) TO APPROVE EXPENDITURE

RETROSPECTIVE APPROVAL – DIRECT DEBITS:

- i) TPT Pensions Trust - pension contributions, period July '22 (cashd 03 Aug) £426.14
ii) TPT Pensions Trust - pension contributions, period August '22 (cashd 30 Aug) £426.14

RETROSPECTIVE APPROVAL – NEW PAYMENTS:

- iii) Salary Town Clerk – August 2022 (payment date 24/08/2022)
(spreadsheet attached for Cllrs' information) Confidential
iv) NABMA membership (*approved by FC - 103/22-23(2)*) £384.00

APPROVAL OF NEW PAYMENTS:

- i) PKF Littlejohn LLP - Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2022 £480.00
ii) Pathfinder Primary School x20 room hire for period 22 June 2022 to 17 Jan 2023) – x3 invoices, totalling: £557.00
iii) CAPALC – Cllr training (Cllr Sovago), 3rd Sep 2022 (approved by FC – 94/22-23) £75.00
iv) CAPALC – Conference 9th September (*approved by FC- 104/22-23*) £75.00
i) Salary Town Clerk – September 2022 (payment date 27/09/2022)
(spreadsheet attached for Cllrs' information) Confidential
ii) HMRC – period 4, 6 Jul – 5 Aug 2022 £1,210.04
iii) HMRC – period 5, 6 Aug – 5 Sep 2022 £1,210.04
iv) HMRC – period 6, 6 Sep – 5 Oct 2022 £1,210.04

3) INCOME

To note;

- i) Precept 22/23 B – received from South Cambs DC (on 21 Sep 2022) £44,125.43

4) RECEIPTS AND PAYMENTS REPORT

To receive the Receipts and Payments Report (attached) (*NB: includes above receipts & payments*).

125/22-23 PLANNING - APPLICATION WHERE NEW DOCUMENTATION HAS BEEN PRESENTED

Item deferred from cancelled Planning Committee meeting, 13th Sep. 2022.

22/03034/FUL. South Cambridgeshire District Council. Showhome 60 Pathfinder Way Northstowe Cambridgeshire. Change of use from C3(a) Dwellings to F2(b) Halls of meeting places for the principal use of the community, for a three year period, in order to provide a temporary community facility to serve Phase 1 Northstowe, utilising the properties which currently form the Taylor Wimpey show homes and sales information centre at this site. This will require minor works to ensure accessibility and fire safety only. Public Access

Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/22/03034/FUL>

Consultation expiry date was since extended to: 16th September 2022; extension requested and approved until 29th September.

- 1) To consider the applicant's new submission documents ('Travel Plan' and 'Events Management Plan', both added to the planning portal on 2nd September 2022), and to decide whether the Committee wishes to provide any additional comments to those previously submitted (following resolution at Full Council, 27th July 2022, item 99/22-23(i)).
- 2) To delegate powers to the Town Clerk to nominate a representative of the Council for the comments made should this application be taken to SCDC planning committee.

126/22-23 PRESENTATION FROM SCDC'S SAFETY COMMUNITIES TEAM

- 1) To receive a presentation from the Safety Communities Team, SCDC; to be presented by Beth Watson, Project Officer, Community Safety Partnership, about the partnership's work and relevance to Northstowe, followed by an opportunity for Councillors to raise questions.

127/22-23 NTC REPRESENTATION AT NORTHSTOWE DELIVERY GROUP

To receive an update from the Chair on the following items (further to item 101/22-23 at the 27th July 2022 Full Council meeting):

- 1) New monthly Northstowe Delivery Board meetings planned – first one on 28th September.
- 2) New quarterly meetings planned with Cllr Smith and A. Ainsworth, with Mayor & Deputy-Mayor - 1st one scheduled for 5th October.

128/22-23 HYDROLOGY WORKING GROUP

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

129/22-23 COMMITTEE MEETINGS

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

- a) Events and Markets Committee, 6th September 2022 (status: draft)

130/22-23 UPDATES FROM OUTSIDE BODIES WITH TOWN COUNCIL REPRESENTATION

- 1) To note and receive, where relevant, minutes and/or updates from meetings of the following outside bodies with official Northstowe TC representation;
 - a) 19th Jul: Northstowe Support Partnership - attended by Cllr Males (minutes attached for Cllrs only).
 - b) 26th Jul: Northstowe and Longstanton Heritage Stakeholder Group – attended by clerk.
 - c) 27th Jul: Northstowe Faith Strategy Group – attended by Cllrs Delip and Susarla (minutes attached).
 - d) 4th Aug: Phase 1 Open Spaces Steering Group – attended by Cllr Owen (minutes attached)
 - e) 1st Sep: Phase 1 Open Spaces Steering Group – attended by Cllr Littlemore and clerk (minutes attached)
 - f) 13th Sep: Northstowe Youth Partnership – Youth Subgroup – attended by clerk.
 - g) 14th Sep: Northstowe Community Networkers – attended by Cllr Males.
 - h) 20th Sep: Northstowe Support Partnership – attended by Cllr Susarla.
- 2) To note;
 - a) Northstowe Community Networkers – updated Terms of Reference (attached)

131/22-23 NEW DATES MEETINGS OUTSIDE BODIES WITH TOWN COUNCIL REPRESENTATION

- 1) To note;
- a) Tue 27th Sep at 9:15AM: Northstowe & Longstanton Heritage Stakeholder Group
- b) Wed 28th Sep at 4PM: Northstowe Delivery Board
- c) Wed 28th Sep at 7PM: Policing South Cambs 2022-North parishes meeting
- d) Thu 29th Sep at 10AM: Phase 1 open Spaces steering Group
- e) Wed 12th Oct at 7PM: Northstowe Community Forum, with drop-in sessions at 6PM
- f) Tue 25th Oct at 9:15AM: Northstowe & Longstanton Heritage Stakeholder Group
- 2) For Councillors to come forward who wish to be at the 'Meet your Council' stall before the next Community Forum on 12th October 2022.

132/22-23 DATES OF NEXT COUNCIL MEETINGS

To note;

- Full Council: Tue 25th October 2022, 7-9PM, Pathfinder Primary School [*Finalised motions by 15/10*].
- For all Council meetings, see www.northstowetowncouncil.gov.uk