

To all Members of Northstowe Town Council: You are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below:

**NORTHSTOWE TOWN COUNCIL - FULL COUNCIL**  
**Tuesday 28th FEBRUARY 2023, 7 - 9 PM**  
**Pathfinder Primary School, Northstowe (Main Hall)**

Signed: *Mark Nokkert*

*23<sup>rd</sup> February 2023*

Mark Nokkert, Clerk & Responsible Financial Officer to Northstowe Town Council

[townclerk@northstowetowncouncil.gov.uk](mailto:townclerk@northstowetowncouncil.gov.uk)

07724588949

- We welcome the public and press attending any Council meeting. If you wish to speak under the 'Public Participation' item it is appreciated if you email the Clerk to register your request before 5 pm on the day of the meeting; you may speak for up to 3 mins. in relation to any item(s) on this agenda.
- Please do not attend if you have Covid or display any Covid symptoms.

MEMBERS: 15      QUORUM: 5 Members.

**AGENDA**

**225/22-23      APOLOGIES FOR ABSENCE** (Standing Item)

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

**226/22-23      DECLARATIONS OF INTEREST** (Standing Item)

- 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 Chair if they wish to speak on the matter during public participation.

**227/22-23      PUBLIC PARTICIPATION** (Standing Item)

- 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.

**228/22-23      MINUTES OF PREVIOUS FULL COUNCIL MEETINGS** (Standing item)

To approve the minutes of the Full Council meeting of 24<sup>th</sup> January 2023 as a true record of the meeting (attached).

**229/22-23      REPORTS FROM COUNTY AND DISTRICT COUNCIL WARD MEMBERS** (Standing Item)

- 1) To receive a report from Cambridgeshire C.C. Division Member Cllr F. Thompson (attached).
- 2) To receive a report from S.C.D.C. Ward Member Cllr. N. Warren-Green (attached).
- 3) To receive a report from S.C.D.C. Ward Member Cllr. T. Bygott (attached).

**230/22-23      REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS** (Standing Item)

To receive a report from SCDC's Phase 1 and 2 Community Development Officers (attached).

**231/22-23      NORTHSTOWE DELIVERY GROUP** (Standing Item)

- 1) To receive minutes of the Northstowe Delivery Group meeting held on 7th December 2022 (attached; previously shared with Cllrs.).
- 2) To receive minutes of the Northstowe Delivery Group meeting held on 18<sup>th</sup> January 2023 (attached).

**232/22-23      REPORT FROM TOWN CLERK** (Standing Item)

To receive a report from the Town Clerk (period: January 2023) (attached).

**233/22-23      UPDATES ON ITEMS FROM PREVIOUS MEETINGS**

To receive an update, from the Clerk and/or relevant Councillor(s), on:

- i) 194/22-23, Park Play (FC, 20<sup>th</sup> Dec. '22) & 212/22-23(ii) (FC, 24<sup>th</sup> Jan. '23) - Update: meeting 10<sup>th</sup> Feb. '23; PlayLeader recruitment; promotion.

### **234/22-23 KICKSTART FUND PANEL**

*[Further to Full Council meeting 24<sup>th</sup> January 2023, item 213/22-23]:*

For information (Cllr. Castelino): Update on first meeting of Kickstart Fund panel held 20th February 2023; although no applications received yet.

### **235/22-23 PLASTIC FREE NORTHSTOWE**

*[Further to Full Council meeting 24<sup>th</sup> January 2023, item 216/22-23 (1,2)]:*

- 1) To receive an update on information received since the last FC meeting, regarding the group for which NTC representation is sought: NTC representation is sought for Sustainable Northstowe, not for the Plastic Free Longstanton and Northstowe Steering Group sub-group of Sustainable Northstowe as may have been understood at the last meeting.

*[Further to Full Council meeting 24<sup>th</sup> January 2023, item 216/22-23 (2)]:*

- 2) To receive further information regarding the frequency, days of the week and times/duration of the group meetings. Information received since: 'Sustainable Northstowe meetings are held monthly - generally online, on the third Thursday of the month at 19:00 and last about an hour.'

*[Item referred from Full Council 24th January 2023, item 216/22-23(2)]:*

- 3) To agree to put a representative of the Town Council on the Plastic Free Longstanton and Northstowe Steering Group (Community Group Sustainable Northstowe).

### **236/22-23 NTC REPRESENTATION TO SCDC PLANNING COMMITTEE ON 8<sup>TH</sup> MARCH 2023**

*[Further to Full Council meeting 24th January 2023, item 218/22-23(1), i.e.: NTC's response to planning application 23/00113/FUL. South Cambridgeshire District Council. Land North Of Pathfinder Way Northstowe. Construction of a temporary Modular Community Building for a period of 3 years with associated parking, landscaping, boundary treatment and access. Public Access*

*Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/00113/FUL>].*

- 1) To decide to send a Town Council representative to the [SCDC Planning Committee meeting scheduled for 8<sup>th</sup> March 2022](#), to represent the consultation comments made by Northstowe Town Council to application 23/00113/FUL and to respond to any questions there may be from Members.
- 2) To delegate to the Clerk, in conjunction with the Town Mayor, to decide who will be representing the Town Council.

### **237/22-23 MOTION REPORT TEMPLATE**

*[Referred to Full Council by Finance and Governance Committee, 21<sup>st</sup> Feb. '22, item 72/22-23(2)]:*

- 1) To receive a template for submitting motions to the Council or its Committees (Attached; with associated motion report).
- 2) To adopt the Motion Report Template, to be used by Councillors and staff for all Town Council decision motions (outside of standing items).

### **238/22-23 OVERVIEW OF NTC SUBSCRIPTIONS**

For information: to receive an overview of annual or otherwise regularly occurring subscriptions, memberships or other core costs to Northstowe Town Council (attached).

### **239/22-23 RENEWAL OF SUBSCRIPTION TO NATIONAL ASSOCIATION OF BRITISH MARKET ASSOCIATION (NABMA)**

*[Motion from Cllr Bros Sabria, on behalf of the Market Development Working Group (Events & Markets Committee)]*

- 1) To receive report on membership of NABMA and its associated benefits (report plus NABMA leaflet attached).
- 2) To approve the renewal of the annual membership of the National Association of British Market Associations (NABMA) at 384£/year for the 2023-2024 financial year, and to continue monitoring and evaluating its usefulness for the Town Council.

## **240/22-23 COMMITTEE MEMBERSHIP**

For information: Cllr Sovago stepped down from Finance and Governance Committee.

## **241/22-23 COMMITTEE MEETINGS (Standing Item)**

To receive minutes from the following committee meetings held:

- i) Planning Committee, 10<sup>th</sup> January 2023 (minutes attached; status: draft).
- ii) Finance and Governance Committee, 17<sup>th</sup> January 2023 (minutes attached: status: approved).
- iii) Personnel Committee, 31<sup>st</sup> January 2023 (minutes attached; status: draft).
- iv) Finance and Governance Committee, 21<sup>st</sup> February 2023 (minutes attached; status: draft).

## **242/22-23 WORKING GROUPS (Standing Item)**

To receive updates on progress from NTC Working Groups reporting to Full Council;

- a) Warm Hub Working Group – (lead: Cllr Delip).
- b) Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion) (lead: Cllr Benedicic).
- c) Road Safety Working Group (lead: Cllr Susarla).
- d) Hydrology Working Group (lead: Cllr Littlemore).
- e) Sustainability Working Group (Jointly with Longstanton PC) (no lead currently).

## **243/22-23 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)**

To receive minutes/updates from meetings of outside bodies with official Northstowe TC representation;

- a) 18<sup>th</sup> Jan. '23: Northstowe Faith Strategy Group – attended by Cllr Delip (minutes shared with Cllrs.).
- b) 19<sup>th</sup> Jan. '23: Phase 1 Open Spaces Steering Group – attended by Cllr Bros Sabria; Cllr Owen (minutes attached).
- c) 8<sup>th</sup> Feb. '23: Northstowe Community Networkers - attended by Cllr Delip; Cllr Littlemore; Clerk (minutes attached).
- d) 9<sup>th</sup> Feb. '23: Phase 1 Open Spaces Steering Group - attended by Clerk (minutes to follow).
- e) 16<sup>th</sup> Feb. '23: Northstowe Delivery Group – attended by Cllr Littlemore; Clerk (minutes to follow).

## **244/22-23 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)**

To note;

- a) CANCELLED - Thu 2<sup>nd</sup> March, 13:00-14:30: Homes England Quarterly Parish/Town meeting.
- b) Wed 8<sup>th</sup> March, 19:00-21:00: Northstowe community Networkers.
- c) Thu 9<sup>th</sup> March, 10:00-12:00: Phase 1 Open Spaces Steering Group.
- d) Wed 15<sup>th</sup> March, 17:00-18:30: Northstowe Faith Strategy Group.
- e) Thu 16<sup>th</sup> March, 11:30-12:30: Northstowe Delivery Group.
- f) Wed 29<sup>th</sup> March: Northstowe Community Forum.

**To resolve to move into a closed session and exclude the public and press, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the commercial or sensitive nature of business to be discussed under item 224/22-23.**

## **245/22-23 RECRUITMENT OF DEPUTY CLERK**

*[Further to Full Council meeting on 24th Jan. '23, item 224/22-23]*

- 1) To receive recommendation of appointment of the chosen candidate as Deputy Clerk from the Clerk with input from the recruitment panel and Chair of the Personnel Committee (motion paper with report shared with Cllrs.)
- 2) To approve the wording including employment conditions in the draft contract (draft contract shared with Cllrs).
- 3) To approve recommendation of appointment of Deputy Clerk.
- 4) To delegate to the Clerk to finalise any remaining arrangements on behalf of the Council, for the new member of staff to be able to start work on 1<sup>st</sup> May 2023 in the position as Deputy Clerk.

**To resolve to end the closed session.**

**246/22-23 DATES OF NEXT COUNCIL MEETINGS (Standing Item)**

To note;

- Full Council: Tue 28<sup>th</sup> March 2023, 7-9PM, Pathfinder Primary School (Main Hall).  
*[Finalised motions to be received by 18/03].*
- For all Council meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)