

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 MARCH 2023, 7 - 9 PM**  
**Pathfinder Primary School, Northstowe (Main Hall)**

Signed: *Mark Nokkert* *23<sup>rd</sup> March 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 Town 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.

MEMBERS: 15      QUORUM: 5 Members.

**AGENDA**

**247/22-23      APOLOGIES FOR ABSENCE** (Standing Item)

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

**248/22-23      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.

**249/22-23      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.

**250/22-23      MINUTES OF PREVIOUS FULL COUNCIL MEETINGS** (Standing item)

To approve the minutes of the Full Council meeting of 28<sup>th</sup> February 2023 as a true record of the meeting (attached).

**251/22-23      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 South Cambs D.C. Ward Member Cllr. N. Warren-Green (attached).
- 3) To receive a report from South Cambs D.C. Ward Member Cllr. T. Bygott (attached).

**252/22-23      REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS** (Standing Item)

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

**253/22-23      NORTHSTOWE DELIVERY GROUP** (Standing Item)

- 1) To receive minutes of the Northstowe Delivery Group meeting held on 16<sup>th</sup> Feb. 2023 (attached).

**254/22-23      REPORT FROM TOWN CLERK** (Standing Item)

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

**255/22-23      KICKSTART FUND PANEL** (Standing Item)

*Note: meeting was cancelled this month, due to lack of applications received by the panel.*

- 1) To receive paperwork from the Kickstart Fund Panel meeting in March 2023 (*N/A this month*).
- 2) To decide on NTC's responses to the applications (*N/A this month*).

### **256/22-23 PLASTIC FREE NORTHSTOWE**

*[Item deferred from Full Council 28<sup>th</sup> February 2023, item 235/22-23(3)]:*

- 1) Councillors to come forward to represent the Town Council on the Plastic Free Longstanton and Northstowe Steering Group (Community Group Sustainable Northstowe).
- 2) To appoint Councillor(s) to represent the Town Council on the Plastic Free Longstanton and Northstowe Steering Group (Community Group Sustainable Northstowe).

### **257/21-22 ASSET REGISTER**

- 1) To receive an updated Asset Register (attached; NB: in red updated information against [current version](#) from March 2022).
- 2) To adopt the updated Asset Register.

### **258/22-23 INSURANCE RENEWAL**

*[Shared with Cllrs.: 1. Motion paper; 2. Quote; 3. Associated insurance documents x11]:*

- 1) To receive a renewal quote for Northstowe Town Council, from Hiscox Insurance Company Limited for the period from the 7th May 2023 to the 6th May 2024 (information shared with Cllrs.).
- 2) To note the additional information regarding event cover (information shared with Cllrs.).
- 3) To note and consider the additional option of cyber security cover offered *[in line with discussions at Full Council meeting held on 27th April 2022, item 11/22-23(2)]* (information shared with Cllrs.).
- 4) To approve payment of the insurance premium, as quoted to be £564.65 for the period 07th May 2023 – 06th May 2024.

### **259/22-23 APPOINTMENT OF INTERNAL AUDITOR**

*[Attached: Motion paper]*

- 1) To receive a paper with proposal to continue with current internal audit provider for 2023-'24.
- 2) To formally appoint the Internal Auditor for 2023-'24.
- 3) To decide to automatically renew the appointment of the chosen Internal Auditor for the following three years (until end '25-'26).

### **260/22-23 WORKING GROUP REPRESENTATION**

- 1) For Councillors to come forward to join the Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion).
- 2) To appoint Councillor(s) onto the Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion).

### **261/22-23 RURAL MARKET TOWNS GROUP – MEMBERSHIP '23-'24**

*[Attached: 1. Motion paper; 2. Renewal request email; 3. Associated attachment]*

- 1) To receive an invitation for renewal of the membership of the Rural Market Towns Group, for '23-'24.
- 2) To consider the invitation for membership renewal.
- 3) To approve the 2023-'24 Rural Market Towns Group membership fee for £105.64 + VAT (at 20%).

### **262/22-23 CHANGES TO FINANCIAL REGULATIONS**

*[Referred to Full Council by the [Finance and Governance Committee 21<sup>st</sup> March 2023, item 80/22-23\(3\)](#)]:*

*[Attached: Motion paper]*

For the Council to adopt the following two changes to the Financial Regulations;

- To change in wording for authority to spend where this can be delegated to Clerk in certain circumstances - proposed to take out word 'extreme' in current Financial Regulations 4.5 (motion paper, from clerk, attached).
- To change the lower limit for the need to obtain 3 quotes in the Financial Regulations 11.1(h), raising this from £100 to £500, bringing this in line with the amount listed in the Financial Regulations 4.1 and 4.5, reducing unnecessary workload for the RFO, and which is common practice with most other PCs and TCs (motion paper, from clerk, attached).

### **263/22-23 FINANCE – TO APPROVE EXPENDITURE (NEW PAYMENTS)**

- |   |        |
|---|--------|
| 1) Councillor training - 28 <sup>th</sup> Nov. 2022 (Cllr. Kinnera) | £75.00 |
| 2) Chairmanship training - 25 <sup>th</sup> Jan. 2023 (Cllr Delip)  | £50.00 |

#### **264/22-23 DEFIBRILLATOR PADS**

*[Attached: Motion paper]*

- 1) To purchase a spare set of pads for the defibrillator located at Pathfinder Primary School at a cost of £94.00 (+VAT).
- 2) To agree to automatically purchase a new set of spare pads when one set has been used, or its use-by-date is about to expire.

#### **265/22-23 TRANSFER OF WARM HUB TO NORTHSTOWE HUB**

*[Attached: motion paper, from Cllrs Males and Delip]*

- 1) To approve the transfer of Warm Hub activities to Northstowe Hub wef 1<sup>st</sup> April.
- 2) To dissolve the Warm Hub Working Group.

#### **266/22-23 PILOT MARKET BUSINESS PLAN**

*[Referred to Full Council by the [Events and Markets Committee, meeting held on 21<sup>st</sup> March 2023, item 96/22-23\(7\)](#)]:*

*[Attached: 1. Motion paper; 2. Business Plan; 3. Timeline].*

- 1) For the Council to consider and endorse the Business Plan and task the Events and Markets Committee, through the Market Development Working Group, to take necessary steps for its implementation working with the Town Clerk.

#### **267/22-23 YOUTH HIVE & YOUTH CONNECTIONS BUS**

- 1) To receive an email, with x2 attachments, received from Northstowe Youth Hive, and which include requests for Town Council to support Youth Work in Northstowe (documents shared with Cllrs.).
- 2) To consider the requests made, and consider a response and possible actions from the Town Council.

#### **268/22-23 EXTERNAL PARTNERSHIP REPRESENTATION**

- 1) *To note:* For Cllr Castelino to end their Town Council representation at the Phase 1 Open Spaces Steering Group.
- 2) To appoint Cllr Mgaidia to represent the Town Council at the Phase 1 Open Spaces Steering Group.

#### **269/22-23 ITEMS FOR INFORMATION**

- 1) Date set for Annual Town Meeting ('AGM'): Wed 26<sup>th</sup> April, 19:00 – 20:30/21:00 at NSC.
- 2) Update on ParkPlay developments *[see also [Full Council meeting 28<sup>th</sup> Feb. '23, item 233/22-23](#)]*.
- 3) Six free trees - letter received from Revd. Beth Cope (Email shared with Cllrs.) *[See also [Full Council meeting 24<sup>th</sup> Jan. '23, item 215/22-23](#)]*.
- 4) Business survey results from the PropTech Digital survey for the phase 1 Employment Zone carried out on behalf of SCDC in autumn 2022 (report attached).
- 5) Northstowe residents' survey 2022 published by the Cambridgeshire Research Group, for Cambridgeshire County Council – report and data available from [Cambridgeshire Insight – Housing & Planning – Housing priorities – New homes & communities](#) (report attached; report and data also shared with Cllrs.).
- 6) Use of The Green for market stall(s), managed by Sustainable Northstowe, in advance of formal pilot market from Town Council is planned to start *[NB: item also discussed at [Events and Markets Committee 21<sup>st</sup> March 2023, item 88/22-23](#)]*
- 7) Pre-school capacity - minutes from Cambridgeshire County Council of meeting held on 9<sup>th</sup> March 2023; attended by Cllr Bros Sabria and Cllr Mgaidia *[See also [Full Council meeting 28<sup>th</sup> Feb. '23, item 230/22-23](#)]*.

#### **270/22-23 COMMITTEE MEETINGS (Standing Item)**

To receive minutes from the following committee meetings held:

- i) Planning Committee, 14<sup>th</sup> March 2023 (minutes attached; status: draft).
- ii) Finance and Governance Committee, 21<sup>st</sup> March 2023 (NB: minutes to follow).
- iii) Events and Markets Committee, 21<sup>st</sup> March 2023 (NB: minutes to follow).

#### **271/22-23 WORKING GROUPS** (Standing Item)

To receive updates from Working Groups reporting to Full Council, where not already covered under other items on this agenda, from;

- 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).

#### **272/22-23 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION** (Standing Item)

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

- a) 17<sup>th</sup> Jan. '23: Northstowe Support Partnership (redacted minutes attached; full minutes shared with Cllrs.)
- b) 9<sup>th</sup> Feb. '23: Phase 1 Open Spaces Steering Group - attended by clerk (redacted minutes attached).
- c) Wed 8<sup>th</sup> Mar. '23: Northstowe Community Networkers - no NTC representation (minutes attached).
- d) Thu 9<sup>th</sup> Mar. '23: Phase 1 Open Spaces Steering Group – attended by Cllr Owen; clerk (minutes to follow).
- e) Thu 16<sup>th</sup> Mar. '23: Northstowe Delivery Group - attended by Cllr Owen; Cllr Littlemore; Clerk (minutes to follow).

#### **273/22-23 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION** (Standing Item)

To note;

- a) Tue 28<sup>th</sup> March, 13:30 – 15:00: Northstowe Support Partnership.
- b) Wed 29<sup>th</sup> March: [Northstowe Community Forum](#).
- c) Thu 6<sup>th</sup> April, 10:00 – 12:00: Phase 1 Open Spaces Steering Group.
- d) Thu 13<sup>th</sup> April, 13:00 – 14:00: Northstowe Delivery Group.
- e) Wed 19<sup>th</sup> April, 17:30 – 19:00: Northstowe Faith Strategy Group.

**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 274/22-23.**

#### **274/22-23 RECRUITMENT OF DEPUTY CLERK – UPDATED CONTRACT**

*[Further to [Full Council meeting 28<sup>th</sup> February 2023, item 245/22-23\(4\)](#):]*

*[Shared with Cllrs.: Contract; Motion Paper; email]*

- 1) To receive an updated contract, prepared for the approved candidate for the Deputy Clerk position.
- 2) To approve the amendments proposed.

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

#### **275/22-23 DATES OF NEXT COUNCIL MEETINGS** (Standing Item)

To note;

- Full Council: Tue 25<sup>th</sup> April 2023, 7-9PM, Pathfinder Primary School (Main Hall).  
*[Finalised motions to be received by 15/04].*
- For all Council meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)