

NORTHSTOWE TOWN COUNCIL

You are hereby summoned to attend the Northstowe Town Council **Full Council Meeting** to be held on **Wednesday 25th May 2022, 7-9 PM**, at **The Wing**, Pathfinder School, Northstowe (Large Hall).

Signed: *Mark Nokkert* 20th May 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 a Council meeting. If you wish to speak, please 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 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

45/22-23 APOLOGIES FOR ABSENCE

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

46/22-23 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.

47/22-23 PUBLIC PARTICIPATION

- 1) 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.
- 2) To reconvene the meeting.

48/22-23 MINUTES OF THE MEETING OF 11TH MAY 2022 (ANNUAL MEETING OF THE COUNCIL)

- 1) To approve the minutes of the meeting of 11th May 2022 as a true record of that meeting.

49/22-23 NORTHSTOWE TRAVEL SURVEY

- 1) To receive a presentation from Prajina Baisyet, Travel Plan Plus Project Manager, Cambridgeshire County Council: findings of the Northstowe Annual Travel Survey 2022. [Minutes of the Northstowe Travel Partnership Steering Group meeting held on 26th April 2022 are attached which also includes a summary of the travel survey findings - for Cllrs' information].

50/22-23 ITEMS/RESOLUTIONS FROM PREVIOUS MEETINGS - UPDATES

For information - To receive updates from the Clerk & RFO on the following items;

- 1) 20/22-23 (2): *Declaration of Acceptance of Office* - Update on remaining Declarations.
- 2) 31/22-23 (2): *Internal Auditor* – Update on obtaining quotes.

51/22-23 REPORTS FROM COUNTY AND DISTRICT COUNCIL COUNCILLORS

- 1) To receive a report from Cllr Sarah Cheung Johnson & Cllr Alex Malyon – South Cambs DC.
Note: no report yet received from Cllr Firouz Thompson – Cambridgeshire County Council.

52/22-23 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.

53/22-23 REPORT FROM TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

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

54/22-23 FINANCIAL REGULATIONS

Item deferred from 28/22-23 (2) (FC meeting 11th May 2022):

- 1) To review and adopt updated Financial Regulations for Northstowe Town Council (attached).

55/22-23 CO-OPTION POLICY

Item deferred from 39/22-23 (2) (FC meeting 11th May 2022):

- 1) To receive a draft Co-Option Policy and associated Co-Option Application Form (attached).
- 2) Northstowe Town Council to adopt the Co-Option Policy and Co-Option Application Form.
- 3) To agree to promote the four vacant Member seats, for nominees to come forward for co-option to take place at the next Full Council meeting.

56/22-23 ANNUAL SUBSCRIPTION NABMA

Item deferred from 33/21-22 (Events and Markets Committee meeting 17th November 2021):

- 1) To receive a short report on market development and membership of official bodies (report from: Market Development Working Group, Events & Markets Committee).
- 2) To approve the annual membership of the National Association of British Market Associations (NABMA) for 2022-2023.

57/22-23 PUBLICATION OF MARKET COMMUNITY SURVEY RESULTS

- 1) To receive a short report on community market survey and its results (report from: Market Development Working Group, Events & Markets Committee).
- 2) To approve the publication of survey market results in both paper and online versions (data and summary attached, for Cllrs' information)
- 3) For the town clerk to be assisted by members of the working group in the preparation of materials for publication.

58/22-23 QUEEN'S JUBILEE EVENT

- 1) To approve Civic Prayers for the Queen to be said by Northstowe's Vicar while the Mayor flies the flag (Words of Civic prayers attached, for Cllrs' information; from: Jubilee Working Group, Events & Markets Committee).

59/22-23 PARKPLAY

- 1) To receive a report on ParkPlay - a group looking to organise weekly free park games sessions in Northstowe (Motion from: Cllr Owen - report attached; additional background information on ParkPlay attached for Cllrs' information).
- 2) To decide whether to approve NTC working with ParkPlay and committing to up to £11,000 funding of this project over a period of 3 years.
- 3) To decide on using S106 Community Endowment Fund to fund this, contingent on Homes England agreement to this being a suitable use of these funds.

60/22-23 FINANCES – TO APPROVE EXPENDITURE

1) INCOME RECEIVED

For Information:

- i) South Cambridgeshire District Council – CPCA funding
(see also items 198/21-22 and 212/21-22(b)).
- £ 8,000.00

2) TO APPROVE EXPENDITURE - NEW PAYMENTS:

- i) Salary Town Clerk – May 2022 (payment date 25th May 2022)
(spreadsheet attached for Cllrs' information).
- Confidential

61/22-23 MATTERS FOR INFORMATION

To receive information from the Clerk on the following items;

- 1) New equipment received as donation from Cambridgeshire County Council (attached).

62/22-23 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) 21st April 2022 - Phase 1 Open Spaces Management and Maintenance Steering Group (attended by the Clerk) – minutes attached.
- b) 26th April 2022 at 9:15 am – Northstowe - Longstanton Heritage Steering Group (attended by Cllr Littlemore and the Clerk) – Minutes attached; with updated timeline for heritage centre delivery attached for Cllrs' information).

63/22-23 DATES MEETINGS OUTSIDE BODIES WITH TOWN COUNCIL REPRESENTATION

To note;

- a) 31st May at 09:15 am - Northstowe/Longstanton Heritage Group.
- b) 8th June at 19:00 – Northstowe Community Networkers.
- c) 9th June at 10:00 – Phase 1 Open Spaces Steering Group meetings.
- d) 9th June at 17:30 - Northstowe and Longstanton Councillor Meeting – Stagecoach

64/22-23 DATES OTHER MEETINGS EXTERNAL BODIES WITH NORTHSTOWE TC INVITED

- 1) To note;
 - (a) 13th June at 18:00 – Police and Crime Commissioner - Virtual roundtable meeting.
 - (b) 13th July 19:00 – 21:00 – Northstowe Community Forum (with 18:00 – 19:00 stalls for partners/agencies).
- 2) Councillors to come forward who are able to represent the Council at the NTC stall, 18:00 – 19:00 on 13th July 2022, to precede the next Northstowe Community Forum.

65/22-23 DATES OF NEXT MEETINGS

Full Council: Wed 22nd June 2022 at 7PM – Pathfinder Primary School (TBC).

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