

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 25<sup>th</sup> APRIL 2023, 7 - 9 PM**  
**Pathfinder Primary School, Northstowe (Main Hall)**

Signed: *Mark Nokkert* *20<sup>th</sup> April 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 at the 'Public Participation' item, please 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.

MEMBERS: 15      QUORUM: 5 Members.

**AGENDA**

**06/23-24      APOLOGIES FOR ABSENCE** (Standing Item)

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

**07/23-24      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.

**08/23-24      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.

**09/23-24      MINUTES OF PREVIOUS FULL COUNCIL MEETINGS** (Standing item)

- 1) To approve the minutes of the Full Council meeting of 28<sup>th</sup> March 2023 as a true record of the meeting (attached).
- 2) To approve the minutes of the (Extraordinary) Full Council meeting of 18<sup>th</sup> April 2023 as a true record of the meeting (attached).

**10/23-24      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; note: copy of Annual Report instead of monthly report).
- 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).

**11/23-24      REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS** (Standing Item)

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

**12/23-24      NORTHSTOWE DELIVERY GROUP** (Standing Item)

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

**13/23-24      REPORT FROM TOWN CLERK** (Standing Item)

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

#### **14/23-24 KICKSTART FUND PANEL (Standing Item)**

*NB: A Kickstart Fund Panel meeting this month was cancelled, as no applications had been received.*

- 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*).

#### **15/23-24 UPDATES ON ITEMS FROM PREVIOUS MEETINGS**

For information - To receive an update, from the clerk and/or relevant Councillor(s), on:

- i) Park Play (items 194/22-23; FC 20<sup>th</sup> Dec. '22; 212/22-23(ii); FC 24<sup>th</sup> Jan. '23; 269/22-23(2); FC 28<sup>th</sup> Mar. '23) – Update: progress on PlayLeader recruitment; taster session planned.
- ii) Appointment of Internal Auditor (Item 259/22-23; FC 28<sup>th</sup> Mar. '23) – Update: agreement signed with CAPALC for '23-'24 internal audit services delivery.
- iii) Recruitment of Deputy Clerk (Item 274/22-23; FC 28<sup>th</sup> Mar. '23) – Update: contract signed; start date agreed.

#### **16/23-24 PLASTIC FREE NORTHSTOWE**

*[Items deferred from Full Council meeting 28<sup>th</sup> Mar. '23, item 256/22-23]:*

- 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).

#### **17/23-24 APPOINTMENT OF INTERNAL AUDITOR**

*[Sub-item 2 deferred – and subsequently adapted - from Full Council 28<sup>th</sup> Mar. '23, item 259/22-23 (3)]:*

*[Attached, for information: 1. Motion paper - as per FC meeting 28<sup>th</sup> March 2023, item 259/22-23; 2. Email with additional information].*

- 1) To receive additional information from the Clerk regarding limitations to re-recruitment of internal auditor over a number of years (attached).
- 2) To decide to automatically renew the appointment of the chosen Internal Auditor for the following three years (until end '25-'26), subject to a satisfactory outcome of an annual review with regard to the company's personal independence, financial independence and professional independence.

#### **18/23-24 RURAL MARKET TOWNS GROUP – MEMBERSHIP '23-'24**

*[Sub-items 2 and 3 deferred from Full Council meeting 28<sup>th</sup> Mar. '23, item 261/22-23]:*

*[Attached: 1. Motion paper - as per FC meeting 28<sup>th</sup> March 2023, item 261/22-23; 2. Emails x2 with additional information].*

- 1) To receive additional information from the clerk and from the Rural Market Towns Group, regarding further clarification on the benefits of membership (attached).
- 2) To consider the invitation for membership renewal of the Rural Market Towns Group, for '23-'24.
- 3) To approve the 2023-'24 Rural Market Towns Group membership fee for £105.64 + VAT (at 20%).

#### **19/23-24 ORGANISATIONAL FIVE-YEAR STAFFING STRUCTURE PLAN**

*[Referred to Full Council, with recommendation for adoption, by the Personnel Committee at its meeting held on 18<sup>th</sup> April 2023, item 07/23-24].*

*[Attached: 1. Motion paper - as adapted following Personnel Committee meeting 18<sup>th</sup> April 2023, item 07/23-24; 2. Report, setting out a proposed plan for staffing structure for the next five years].*

- 1) To receive a report, setting out a proposed plan for staffing structure for the next five years (attached).
- 2) To adopt the organisational five-year staffing structure plan, with this structure to be reviewed by the Personnel Committee every year in or around Sep/Oct to ensure the staffing structure plan is kept up-to-date, with updated versions presented after each review to Full Council for adoption, and to feed into the processes for budget development for the next financial year.

## **20/23-24 CAPALC/NALC AFFILIATION FEE**

[Attached: 1. Renewal invite from CAPALC, which includes a leaflet with information about benefits; 2. Motion Paper]. [Shared with Cllrs.: 3. Invoice].

- 1) To receive CAPALC & NALC affiliation renewal invite for '23-'24 (for period 1st April 2023 to 31st March 2024 (attached).
- 2) To approve continuation of CAPALC/NALC affiliation and approval of payment of the affiliation fee, including DPO Membership for '23-'24 of £686.88.
- 3) To decide to automatically renew the affiliation membership and payment for the following three years (until end '25-'26).

## **21/23-24 FINANCE (Standing item)**

[Items deferred from cancelled Finance and Governance Committee meeting of 18<sup>th</sup> Apr. '23]:

- 1) To approve the following retrospective and new payments:

### **RETROSPECTIVE PAYMENTS – DIRECT DEBITS:**

- |   |              |
|---|--------------|
| i) TPT Pensions Trust - Pension contributions for: Mar '23 (cashd 29/03/23)   | Confidential |
| ii) Lloyds Bank – Credit card spend in March '23 (pads for defibrillator; credit card fee) (cashd 17/04/2023) (overview shared with Cllrs.) | £115.80      |
| iii) ICO (Information Commissioner's Office), fee for '23-'24 (cashd 5 <sup>th</sup> Apr. '23)  | £35.00       |
| iv) Unity Trust quarterly service charge Jan – Mar 2023 (cashd 31/03/2023)  | £18.00       |

### **NEW PAYMENTS:**

- |  |         |
|--|---------|
| v) Insurance premium, Hiscox Insurance Company Ltd., for period 07/05/23 to 06/05/24 | £564.65 |
|--|---------|
- [Following resolution at Full Council meeting 28<sup>th</sup> Mar. '23, item 258/22-23(4)]
- |  |              |
|--|--------------|
| vi) Staff salary - Town Clerk, for: April 2023 (payment date 26/04/23) (shared with Cllrs.). | Confidential |
| vii) HMRC – period 1, 6 Apr '23 – 5 May '23.   | Confidential |
| viii) CAPALC Affiliation fee including DPO Membership  | £686.88      |
- 2) To allocate authorised Councillors to sign paperwork associated with afore-mentioned payments and to carry out online banking authorisations.

## **22/23-24 TEMPORARY OFFICE SPACE HIRE**

[Shared with Cllrs.: 1. Motion paper].

- 1) To decide to hire office space in May and in June 2023 until such time as a more permanent office space may become available for NTC staff to work from.
- 2) To agree to use underspend elsewhere in the budget to cover additional costs to be incurred for office space hire, with delegation provided to the RFO to ensure virement of budget accordingly.

## **23/23-24 COMPUTER EQUIPMENT NEW MEMBER OF STAFF**

[Attached: 1. Motion paper].

- 1) To approve the purchase of a laptop for the Deputy Clerk.

## **24/22-23 MICROSOFT 365 BUSINESS PREMIUM**

- 1) To approve the purchase of Microsoft 365 Business Premium.

## **25/23-24 WORKING GROUP REPRESENTATION**

For information:

- a) Cllr Benedicic has taken over from Cllr Delip as lead for the Warm Hub Working Group.
- b) Cllr Bros Sabria has stepped down from the Warm Hub Working Group.

## **26/23-24 ITEMS FOR INFORMATON**

- 1) SCDC meeting 5<sup>th</sup> April, Retail options for future local centre; attended by Cllr Littlemore.
- 2) SCDC event 18<sup>th</sup> April, Northstowe Sports Pavilion steel signing and time capsule placement; attended by Cllr Littlemore.
- 3) Parish/Cabinet Liaison meeting to take place on Monday 5<sup>th</sup> June at 5.30 pm.  
*NB: request received for up to x2 NTC representatives to join this in-person meeting.*

#### **27/23-24 COMMITTEE MEETINGS (Standing Item)**

To receive minutes from the following committee meetings held:

- i) Finance and Governance Committee, 21<sup>st</sup> March 2023 (minutes attached).
- ii) Events and Markets Committee, 21<sup>st</sup> March 2023 (minutes attached).
- iii) Personnel Committee, 18<sup>th</sup> April 2023 (minutes to follow).

#### **28/23-24 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 Benedicic).
- 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).

#### **29/23-24 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)**

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

- a) 9<sup>th</sup> Mar. '23: Phase 1 Open Spaces Steering Group – attended by Cllr Owen; clerk (minutes attached).
- b) 28<sup>th</sup> Mar. '23: Northstowe Support Partnership – attended by Cllr Males; clerk (minutes to follow).
- c) 6<sup>th</sup> Apr. '23: Phase 1 Open Spaces Steering Group – attended by Cllr Mgaidia (minutes to follow).
- d) *Cancelled* - 12<sup>th</sup> Apr. '23: Northstowe Community Networkers.
- e) Thu 13<sup>th</sup> Apr. '23: Northstowe Delivery Group - attended by Cllr Littlemore (minutes to follow).
- f) 19<sup>th</sup> April, 17:30 – 19:00: Northstowe Faith Strategy Group (minutes to follow).

#### **30/23-24 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)**

To note;

- a) Thu 4th May, 10:00 - 11:30 (virtual): Phase 1 Open Spaces Steering Group meeting.
- b) Wed 10th May, 19:00 -19:00 (virtual): Northstowe Community Networkers
- c) Wed 17<sup>th</sup> May 2023: 17:30 - 19:00 (virtual): Northstowe Faith Strategy Group meeting
- d) Thu 18th May, 13:30 - 14:30 (in person): Northstowe Delivery Group
- e) Mon 5th June, 17:30 - 20:00(n person): SCDC Parish/Cabinet Liaison meeting.

**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 31/23-24.**

#### **31/23-24 OFFICE HIRE IN TEMPORARY COMMUNITY CENTRE**

*[Shared with Cllrs.: 1. Motion paper; 2. Email from SCDC].*

- 1) To receive information obtained from SCDC regarding the office hire costs proposed to the Town Council for 'office 2' in the temporary community centre being constructed on The Green in Northstowe (see [planning application](#) for details and layout in its associated documents) (email shared with Cllrs.).
- 2) To agree for the Town Council to enter into a leasehold agreement on the basis of the information provided.
- 3) To delegate to the clerk to arrange for and sign a contractual agreement, where the agreement and any associated paperwork yet to be received by the Town Council is considered to be in line with the outline leasehold agreement information provided to date.

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

**32/23-24 DATES OF NEXT COUNCIL MEETINGS (Standing Item)**

To note;

- Annual Town Meeting: Wed 26th April, 19:00 – 20:30/21:00, Northstowe Secondary College, Main Hall.
- Annual Meeting of the Town Council: Tue 23<sup>rd</sup> May 2023, 7-9PM, Northstowe Secondary College, 2<sup>nd</sup> floor 'gym'. *[Finalised motions to be received by 13/05].*

For all Council meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)