

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 - ANNUAL MEETING OF THE TOWN COUNCIL **Tuesday 27th MAY 2025, 7 - 9 PM**

The Cabin, Northstowe (1, The Green; Pathfinder Way; Northstowe CB24 1FD. Assembly Room 2)

Signed: *Mark Nokkert* *21st May 2025*

Mark Nokkert, Clerk & Responsible Financial Officer to Northstowe Town Council
townclerk@northstowetowncouncil.gov.uk 077245 88949

We welcome members of the public or press to any of our Council meetings. If you wish to make use of the 'Public Participation' item, please request a speaking slot with the Clerk before the meeting [you may speak for up to 3 minutes in total, in relation to any item(s) on this agenda].

MEMBERS: 13 (Seats: 15)

QUORUM: 5 Members

AGENDA

20/25-26/FC ELECTION OF CHAIR OF THE COUNCIL

- 1) To receive nominations for Chair (Town Mayor) of the Town Council for the 2025-26 Civic Year.
- 2) To elect the Chair of the Council.
- 3) The Chair to sign Chair's Declaration of Acceptance of Office [*Local Government Act 1972, s. 83(4)(a)*].

21/25-26/FC ELECTION OF VICE-CHAIR OF THE COUNCIL

- 1) To receive nominations for Vice-Chair (Deputy-Mayor) of the Town Council for the 2025-26 Civic Year.
- 2) To elect the Vice-Chair of the Council.

22/25-26/FC APOLOGIES FOR ABSENCE (Standing Item)

To record apologies for absence received prior to the meeting.

23/25-26/FC 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.

24/25-26/FC PUBLIC PARTICIPATION (Standing Item)

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 (maximum 3 minutes per person; up to 15 minutes in total).

25/25-26/FC COUNCILLORS' REGISTER OF INTERESTS

Reminder to all Councillors to ensure to check *at least annually* their Register of Interests to consider whether an update is needed. NB: Any changes to interests during the year, which may include changing address or employer amongst others, *must* be notified to the Monitoring Officer within 28 days – see SCDC webpage for guidance.

26/25-26/FC MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

- 1) To receive minutes of the 25th MAR 2025 Full Council meeting and to resolve to accept these as a correct record (draft minutes to follow shortly).

NB: To follow: Minutes of the 22nd April Extraordinary Full Council meeting.

27/25-26/FC COMMITTEES

- 1) To consider continuation, or discontinuation, of the currently active Committees:
 - a) Finance, Governance and Planning Committee.
[Following resolution at Full Council meeting 25th February 2025, item 242/24-25, former Finance & Governance Committee and Planning Committee are to be consolidated into one committee for the 2025-26 Civic Year].
 - b) Personnel Committee.
- 2) To appoint Members onto the following committees, and to decide on their numerical composition and quorum;
 - a) Finance, Governance and Planning Committee [*Currently: Seats: 8; Quorum: 3; 5 Members for Finance and Governance Committee, 6 Members for Planning Committee*].
 - b) Personnel Committee [*Currently: Seats: 6; Quorum: 3; 6 Members*].

28/25-26/FC MEETING SCHEDULE

To receive and approve a proposed meeting schedule of meetings of the Council and Committees up to and including the next Annual Meeting of the Town Council in May 2026, setting the dates, times and venue (attached).

29/25-26/FC WORKING GROUPS

- 1) To consider continuation, or discontinuation, of the currently active Working Groups reporting to Full Council;
 - a) Community Lounge Working Group [*Currently: 3 Members*].
 - b) Asset Transfer Opportunities Working Group [*Currently: 3 Members*].
 - c) Road Safety Working Group [*Currently: 3 Members*].
- 2) To appoint Members onto the following Working Groups;
 - a) Community Lounge Working Group.
 - b) Asset Transfer Opportunities Working Group.
 - c) Road Safety Working Group.
- 3) To appoint Lead Member(s) for each of the Working Groups.
- 4) To consider whether any Terms of Reference for Working Groups being continued may need updating.

30/25-26/FC EXTERNAL BODIES

- 1) To consider continuation, or discontinuation, of allocating formal Town Council representation at the following External Partnership meetings/bodies;
 - a) Northstowe Delivery Group (managed by South Cambridgeshire District Council (SCDC); monthly).
 - b) Northstowe Town Hub Steering Group (managed by SCDC; bi-monthly).
 - c) Northstowe Phase 1 Open Space Maintenance & Management Steering Group (managed by SCDC; monthly).
 - d) Homes England Quarterly Parish and Town Council Liaisons (managed by Homes England; quarterly).
 - e) Northstowe Support Partnership (managed by Cambridgeshire County Council (CCC); bi-monthly).
 - f) Northstowe Faith Strategy Group (managed by SCDC; bi-monthly).
 - g) Northstowe & Longstanton Heritage Stakeholder Group (managed by CCC; quarterly).
 - h) Northstowe Youth Partnership (managed by CCC, with Northstowe Youth Hive; quarterly).
 - i) Northstowe Community Networkers (managed by SCDC; bi-monthly).
 - j) Social Value Steering Group (managed by Homes England; quarterly).
 - k) Northstowe Spaces Working Group (managed by Homes England; bi-monthly).
 - l) Kickstart Fund Panel (managed by CCC; as and when needed).
 - m) The Cabin Community Centre Management Board (managed by SCDC; quarterly).
 - n) Phase 1 Sports Pavilion Management Board (managed by SCDC; quarterly).
 - o) Plastic Free Longstanton and Northstowe Steering Group (managed by Sustainable Northstowe; bi-monthly).
 - p) South Cambs. DC Parish/Cabinet Liaisons (managed by SCDC; quarterly).
- 2) To appoint Members and/or staff onto the following External Partnerships;
 - a) Northstowe Delivery Group [*Currently: 2 Members; 1 staff observer*].
 - b) Northstowe Town Hub Steering Group [*Currently: 1 staff*].
 - c) Northstowe Phase 1 Open Space Maintenance & Management Steering Group [*Currently: 3 Members; 1 staff*].
 - d) Homes England Quarterly Parish and Town Council Liaisons [*Currently: 4 Members; 1 staff*].
 - e) Northstowe Support Partnership [*Currently: 1 Member*].
 - f) Northstowe Faith Strategy Group [*Currently: 3 Members*].
 - g) Northstowe & Longstanton Heritage Stakeholder Group [*Currently: 1 Member; 1 staff*].
 - h) Northstowe Youth Partnership [*Currently: 1 Member*].
 - i) Northstowe Community Networkers [*Currently: 2 Members; 1 staff*].
 - j) Social Value Steering Group [*Currently: 1 Member*].
 - k) Northstowe Spaces Working Group [*Currently: 1 staff*].
 - l) Kickstart Fund Panel [*Currently: 1 Member*].
 - m) The Cabin Community Centre Management Board [*Currently: 1 staff; 1 Member in reserve*].
 - n) Phase 1 Sports Pavilion Management Board [*Currently: 1 staff; 1 Member in reserve*].
 - o) Plastic Free Longstanton and Northstowe Steering Group [*Currently: 1 Member*].
 - p) South Cambs. DC Parish/Cabinet Liaisons [*Currently: 1 Member*].

31/25-26/FC GENERAL POWER OF COMPETENCE

To review and (re-)affirm eligibility, or non-eligibility, for exercising the General Power of Competence
[Further to Full Council 28th May 2024, item 32/24-25, where Northstowe Town Council passed a resolution that it meets the criteria for eligibility to exercise the General Power of Competence and wishes to make use of this Power]

32/25-26/FC REVIEW OF POLICIES

Updated policies

- 1) *[Further to resolution at Full Council 25th FEB 2025, item 242/24-25(2) and new NALC Template March 2025]:* To receive updated Standing Orders (draft attached), and to adopt the updated Standing Orders.
- 2) *[Further to resolution at Full Council 25th FEB 2025, item 242/24-25(2)]:* To receive updated Scheme of Delegation (draft attached), and to adopt the updated Scheme of Delegation.
- 3) *[Further to resolution at Full Council 25th FEB 2025, item 242/24-25(2)]:* To receive updated Committees' Terms of Reference (draft attached), and to adopt the updated Terms of Reference.
- 4) *[Further to resolution at Full Council 25th FEB 2025, item 242/24-25(2) and Finance and Governance Committee 20th May 2025, item 15/25-26/FG(3)]:* To receive updated Financial Regulations (draft attached) and to adopt the updated Financial Regulation. *NB: in track-changes version differences of the new NALC (March 2025 template) with the current Town Council's Financial Regulations are highlighted in comments.*
- 5) *[Further to recommendation from Finance and Governance Committee 20th May 2025, item 15/25-26/FG(1)]:* To receive updated Risk Management Plan (draft attached) and to adopt the updated Risk Management Plan.

New Policies

- 6) *[Further to recommendation from Finance and Governance Committee 20th May 2025, item 15/25-26/FG(2)]:* To receive a Granting of Dispensations Policy, with associated forms (draft attached; associated dispensation procedure guide from South Cambridgeshire District Council shared with Cllrs.) and to adopt the Granting of Dispensations Policy.
- 7) *[Further to Full Council 22nd April 2025, item 14/25-26/FC (7)(8), and recommendation from Personnel Committee 13th May 2025, item 08/25-26/PER]:* To receive an Annual Leave Policy (draft attached) and to adopt the Annual Leave Policy.
- 8) *[Further to recommendation from Personnel Committee 13th May 2025, item 08/25-26/PER]:* To receive a Lone Working Policy (draft attached) and to adopt the Lone Working Policy.
- 9) *[Further to recommendation from Personnel Committee 13th May 2025, item 08/25-26/PER]:* To receive a Performance Improvement Policy and Procedures (draft attached) and to adopt the Performance Improvement Policy and Procedures.
- 10) *[Further to recommendation from Personnel Committee 13th May 2025, item 08/25-26/PER]:* To receive a Disciplinary Policy (draft attached) and to adopt the Disciplinary Policy.
- 11) *[Further to recommendation from Personnel Committee 13th May 2025, item 08/25-26/PER]:* To receive a Dignity at Work Policy (draft attached) and to adopt the Dignity at Work Policy.

All other existing policies and protocols

- 12) To review all other Northstowe Town Council's Policies and Protocols *[Note also the latest overview of policies and protocols update needs and potential future needs, as presented to and discussed at the Finance and Governance Committee meeting on 19th November 2025, item 66/24-25].*

33/25-26/FC INTERNAL AUDIT REPORT FOR END-OF-YEAR 2024-25

- 1) To receive, consider and approve the Internal Audit Report for end-of-year 2024-2025 (Report with cover letter from internal auditor, CAPALC, attached).

[NB: Was presented, for information, to Finance & Governance Committee 20th May 2025, item 13/25-26/FG].

34/25-26/FC APPOINTMENT OF INTERNAL AUDITOR for 2025-26

[Further to resolution at Full Council meeting 25th April 2023, item 17/23-24(2)]:

To confirm the renewal of the appointment of CAPALC as Internal Auditor for the 2025-2026 financial year (documents from CAPALC, 2025 service specification and associated documents, shared with Cllrs.)

35/25-26/FC ACCOUNTS FOR YEAR ENDING MARCH 2025

- 1) To receive and approve the Statement of Accounts for year ending 31st March 2025 (attached).
[NB: Was presented, for information, to Finance & Governance Committee 15th April 2025, item 05/25-26/FG(2)(iii)].
- 2) For the Chair to countersign the Statement of Accounts for the year ending 31st March 2025.

36/25-26/FC INTERNAL CONTROL

- 1) To review the effectiveness of the Council's Internal Control measures. *NB: The Council to consider: Division of duties; Payroll/payment/banking controls; budgetary control & monitoring; reconciliation between records; locks and passwords. Proper Practices are specified in the 'Practitioners' Guide' 2025 edition (shared with Cllrs.).*
- 2) To (re-)appoint 4 Members for internal control, for Finance & Online banking [4 signatories for the Unity Trust bank mandate/ online bank authorisations].

37/25-26/FC ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2024-2025

[NB: also presented, for information, to Finance & Governance Committee 20th May 2025, item 14/25-26/FG]:

- 1) To receive and note the AGAR's Annual Internal Audit Report 2024-2025 (Section 3), as completed by the internal auditor (attached).
- 2) To approve and sign (by Chair and RFO) the Annual Governance Statement 2024-2025 (Section 1) (attached, together with explanation of variances Report and Explanatory note for statement 5 of Section 1).
- 3) To approve and sign (by Chair) the Accounting Statements 2023-2024 as presented by the RFO (Section 2) (attached).
- 4) To approve to set the dates for the exercise of electors' rights of inspection of the accounts to be Tuesday 3rd June to Monday 14th July 2025 (notification attached).

NB: Following completion of the paperwork and signing by the Chair, the RFO will submit required paperwork to the External Auditor, publicise the signed documents, and to make provision and set the commencement date for the exercise of electors' rights.

38/25-26/FC REPORTS FROM COUNTY AND DISTRICT COUNCIL DIVISION/WARD MEMBERS (Standing Item)

- 1) To receive a report from Cambridgeshire C.C. Division Member Cllr L. Navarro.
- 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.

39/25-26/FC REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS (Standing Item)

To receive a report from South Cambs. D.C.'s Northstowe Community Development Officers (attached).

40/25-26/FC NORTHSTOWE DELIVERY GROUP (Standing Item)

- 1) To receive minutes of the Northstowe Delivery Group meetings held on 27th March 2025 (shared with Cllrs.).

41/25-26/FC CO-OPTION FOR x1 TOWN COUNCILLOR VACANCY

Further to Full Council 22nd April 2025, item 08/25-26/FC:

- 1) To receive a report with information from applications received from prospective candidates for the office of Town Councillor (motion paper and report attached).
- 2) To receive presentations (max. 2 mins. each) from prospective candidates who are able to be present at the meeting, setting out why they wish to join the Town Council and how they see themselves adding value to the Town Council's work with and for the community. *NB: All eligible candidates have been invited to join this meeting.*
- 3) To vote on co-option for Councillors, to fill the existing one vacancy, in accordance with the Town Council's Co-Option Policy. *It is recommended that voting is carried out using ballot papers (at Chair's discretion).*
- 4) For the candidate voted in and, if present and having accepted the Council's position offer, to be invited by the Chair to join the remainder of the meeting as Town Councillor.

42/25-26/FC KICKSTART FUND PANEL (Standing Item)

NB: No Kickstart Fund Panel meeting has been held recently.

- 1) To receive a proposal from the Kickstart Fund coordinator for options how best to process smaller grant fund requests through a new 'Enabler Level Grant' (email shared with Cllrs.).
- 2) To provide the County Council Officer with feedback on these proposals.

43/25-26/FC NTC STAFF REPORT (Standing Item)

To receive a report from the Clerk on NTC staff activities (for period: MAR – APR 2025) (to follow shortly).

44/25-26/FC RE-RECRUITMENT ASSETS AND ESTATES MANAGER

Further to Full Council meeting 22nd April 2025, item 14/25-26/FC(1-3), and Personnel Committee 13th May 2025, item 05/25-26/PER:

- 1) To receive an updated Job Description and recruitment advert for the position of Asset & Estates Manager, following rewrite by Members of the Personnel Committee (drafts attached).
- 2) To decide to re-recruit for an Assets and Estates Manager, using the updated Job Description and Advert.
- 3) To delegate to the clerk the task of advertising the position, making use of free advertisement opportunities, and work with the Personnel Committee for any input needed in the next steps for recruitment procedures.

45/25-26/FC NABMA MEMBERSHIP RENEWAL

[Further to Full Council 25th March 2025, item 275/24-25]:

- 1) To reverse the decision made to discontinue the annual membership with NABMA; considering further information having come to the Council's attention since, making it clear that the Council is contractually obliged to pay for a

further year until the end of March 2026 (emails and associated information from NABMA previously shared with Cllrs. and no objection received since to this proposal to reverse the decision).

46/25-26/FC INSURANCE RENEWAL

[Further to Full Council, 22nd April 2025, item 10/25-26/FC]:

- 1) To receive quotes for insurance cover for Northstowe Town Council for the period 7th May 2025 to 6th May 2026: one from the current provider Hiscox Insurance Company Limited (via broker Gallagher) (shared with Cllrs: email exchange previously shared with Cllrs.; three quotes from providers).
- 2) To decide which insurance company the Council wishes to go for, and to approve and arrange for prompt payment of the insurance premium due.

47/25-26/FC PUBLICISING THE COUNCIL'S ASSET REGISTER

[Further to task set to staff at Full Council 22nd April 2025, item 09/25-26/FC]:

- 1) To receive a paper providing information about Town Council's Asset Register online publication requirements (attached).
- 2) To decide to publish the Town Council's Asset Register, and any future updates, on the Council's website.

48/25-26/FC SCDC QUERIES RE: UNITY CENTRE BUSINESS PLAN SUBMISSION

Further to Full Council 25th March 2025, item 268/24-25, and Full Council 22nd April 2025, item 12/25-26/FC:

- 1) To receive draft responses, collated from Councillors' input received to date for potential responses to SCDC Panel queries, following the Town Council's submission of the Business Plan for the Unity Centre as submitted on 28th March 2025.'s proposals prior to submission to SCDC's Cabinet decision making (original queries shared with Cllrs.; and summary report with draft responses to follow shortly).
- 2) To consider submitting the response to SCDC, as drafted. *NB: these are to be added to the papers to be presented by SCDC Officers to SCDC's Cabinet for decision-making purposes in May and June 2025.*

49/25-26/FC TOWN COUNCILLOR VACANCY / CO-OPTION OPTION

- 1) *For Information:* M. Mgaidia stepped down as Town Councillor on 21st May 2025; Co-option procedures have been instigated.
- 2) If the electorate do not call for an election, to agree to fill the vacant Member seat by co-option and to promote the vacancy for nominees to come forward for co-option which is to take place at the next suitable Full Council meeting.

50/25-26/FC COMMITTEE MEETINGS (Standing Item)

Items deferred from Full Council 28th Jan. 2025, item 215/24-25 and Full Council 25th Feb. 2025, item 247/24-25:

To receive minutes from the following committee meetings held:

- a) Personnel Committee 11th March 2025 (finalised minutes attached).
- b) Planning Committee 18th March 2025 (finalised minutes attached)
- c) Finance and Governance Committee 15th April 2025 (finalised minutes attached).
- d) Planning Committee 15th April 2025 (finalised minutes attached).

NB, to follow: Minutes of Personnel Committee 13th May; Finance & Governance 20th May; and Planning 20th May 2025.

51/25-26/FC WORKING GROUPS (Standing Item)

To receive an update from Working Groups reporting to Full Council; from:

- a) Community Lounge Working Group.
- b) Asset Transfer Opportunities Working Group.
- c) Road Safety Working Group.

52/25-26/FC ITEMS FOR INFORMATION

- 1) *[Further to Full Council 22nd April 2025, item 16/25-26/FC]:* Update from relevant Councillor(s), regarding the next steps for coordinating conversations between signatories and Urban & Civic, following response received from the master developer of Phase 1, Urban & Civic, requesting the finalisation of cycle lanes giving priority to route to Northstowe Learning Community.

53/25-26/FC UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

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

- a) 27th Jan. 2025: Northstowe & Longstanton Heritage Stakeholder Group (attended by Clerk) (minutes attached).
- b) 27th Mar 2025: Northstowe (Town Hub) Steering Group (no NTC representation) (minutes shared with Cllrs.)
- c) 20th Mar. 2025: Northstowe Support Partnership.

- d) 25th Mar. 2025: Phase 1 Northstowe Open Space and Landscape Steering Group (no NTC representation) (minutes attached).
- e) 27th Mar. 2025: Northstowe Delivery Group (attended by Cllr Littlemore); see item 40/25-26/FC
- f) 3rd Apr. 2025: Northstowe Quarterly Meetings/ Homes England (attended by Assets & Estates Manager).
- g) 24th Apr. 2025: Northstowe Delivery Group (attended by Cllr Littlemore).
- h) 29th Apr. 2025: Phase 1 Northstowe Open Space and Landscape Steering Group (attended by Cllr Mgaidia).
- i) 6th May 2025: Northstowe Youth Partnership (attended by Cllr Bros Sabria).
- j) 8th May 2025: Northstowe (Town Hub) Steering Group (no NTC representation).
- k) 13th May 2025: Northstowe & Longstanton Heritage Stakeholder Group Quarterly (no NTC representation).
- l) 20th May 2025: Phase 1 Northstowe Open Space and Landscape Steering Group.
- m) 22nd May 2025: Northstowe Delivery Group.
- n) 22nd May 2025: Northstowe Support Partnership.

54/25-26/FC UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

- a) Wed 28th May 2025, 16:30 - 18:00 (virtual): Parish Forum ('Joint Parish Council Planning Meeting', organised by Greater Cambridge Shared Planning).
- b) 4th June 2025, 13:00 – 14:00 (in person): Cabin Management Board.
- c) 3rd July 2025, 14:30 – 15:30 (in person/virtual): Northstowe Quarterly Meetings/ Homes England

55/25-26/FC MEETINGS/EVENTS WHERE NTC HAS BEEN INVITED (Standing Item)

- a) Wed 4th June 2025: 6-9 pm: Northstowe Community Forum.
- b) Sat. 21st June 2025: Mid-Summer Festival, 12 – 8pm, on The Green and in The Cabin; coordinated by Northstowe Arts and Northstowe Hub.
- c) Sat. 28th June 2025: Guided tour of Letchworth Garden City; via Cllr Hunter and U3A.
- d) Sat. 28th June 2025 (from 10AM): Summer Fayre, Martin Bacon Academy.

56/25-26/FC DATES OF NEXT MEETINGS (Standing item)

See item 28/25-26/FC for details.

For all Council meetings and annual meeting schedule, see www.northstowetowncouncil.gov.uk