

## NORTHSTOWE TOWN COUNCIL

Minutes of the Meeting of Northstowe Town Council, held via zoom, on Wednesday 28<sup>th</sup> April 2021, 4pm.

Present: Cllr Anna Bradnam – Vice-Chairman -South Cambridgeshire District Councillor.

Interim Town Councillors: Cllr Sarah Cheung Johnson, Cllr Alex Malyon, Cllr Peter Hudson

Public: 14 members of public

Clerk: Rosie Hughes  
IT Support: Jon London

### **Opening Address from Cllr Anna Bradnam.**

I am Cllr Anna Bradnam, the Vice Chair of South Cambs District Council – and in this case Acting Chairman for the Council. I am delighted to welcome you to this inaugural meeting of Northstowe Town Council. It seems appropriate to take this opportunity to note some milestones on the route that led to this point.

In 2003 when the area was an airfield and agricultural land, the new town was allocated in the Cambridgeshire and Peterborough Structure Plan and Northstowe became a possibility.

Having appointed Gallagher as the developer and drawn up an Action Plan, in August 2011 the Guided Busway opened and provided the essential transport link for the town.

The Development Framework was published in 2012 and the principles agreed. The Primary School was completed in 2016 and from the outset early provision of educational facilities was recognised to be vital for the happiness of the new community.

The first homes were occupied in 2017. In 2019 the Local Square in Phase 1 was completed and the Secondary School opened on Phase 2.

Through 2020 work progressed on the residential parcels in Phase 2 which have allowed the town to grow and develop.

Today I want to thank the officers who have worked to bring Northstowe into being: The officers conducting the Community Governance Review have been: From the Sustainable Communities Team: Clare Gibbons, Northstowe Healthy New Town Lead, Liz Davy and Ellen Bridges, Development Officers, Rory McKenna, 3C Legal Services and Andy Frances, Electoral Services Manager.

They have all contributed to actually bringing Northstowe into being.

The interim town clerk, Rosie Hughes has been pivotal and CAPALC's CEO Penny Bryant has been enormously helpful throughout the process.

Last but not least, the three councillors, Cllr Peter Hudson, Cllr Sarah Cheung Johnson and Cllr Alex Malyon have given their time and energy to form this interim council and to ensuring the new town council could be a success.

I am delighted to welcome the new town council into being.

## 1. ELECTION OF CHAIRMAN

Cllr Bradnam asked for nominations for Chairman of the Interim Council.

Cllr Malyon proposed that Cllr Cheung Johnson is elected as Chairman to the Interim Council. This was seconded by Cllr Hudson and resolved.

Cllr Cheung Johnson completed the declaration of acceptance of office and screen shared it for the meeting. The Proper Officer will collect the form for their signature.

## 2. APOLOGIES FOR ABSENCE

All members present.

## 3. DECLARATIONS OF INTEREST

No declarations to record.

## 4. PUBLIC PARTICIPATION

a) Agenda item: 7 Adoption of Policy documents.

A resident asked if the polices would be re-adopted by the Full Council in May, the Interim Clerk confirmed that they would be.

## 5. MATTERS FOR INFORMATION ONLY

a) Information has been received from South Cambs District Council in relation to the table tennis tables at Pioneer Park. The table tennis tables have been removed, and are in storage. A consultation is being undertaken to request suggestions for options for a new site for the tables. Northstowe Town Council will discuss this at their May meeting, in order to give their view on a new location.

## 6. CONFIRMATION OF APPOINTMENT OF INTERIM TOWN CLERK AND RFO.

a) It was proposed by Cllr Malyon, seconded by Cllr Hudson and resolved that Mrs Rosie Hughes, (contract via CAPALC for Interim Services) is appointed as Interim Clerk and Responsible Financial Officer.

## 7. ADOPTION OF POLICY DOCUMENTS

It was proposed by Cllr Hudson, seconded by Cllr Malyon and resolved that the following Policy documents are adopted en-bloc.

- a) To adopt the draft Standing Orders.
- b) To adopt the draft Financial Regulations
- c) To adopt the Code of Conduct
- d) To adopt the draft Officer/Member Protocol
- e) To adopt the draft Public Participation at Council Meetings Policy

## 8. FINANCIAL ARRANGEMENTS

It was proposed by Cllr Cheung Johnson, seconded by Cllr Malyon and resolved that the bank account for the Town Council is set up with Unity Trust and the Interim Town Councillors are bank signatories on the mandate, until the elected Council is in place and the mandate changed.

## 9. INSURANCE

- The interim clerk provided details of Insurance for the Town Council with Hiscox insurance from 7<sup>th</sup> May 2021, for one year. It was proposed by Cllr Hudson, seconded by Cllr Malyon and resolved to approve the Insurance quotation, for a sum of £344.74.

## 10. CAMBRIDGESHIRE AND PETERBOROUGH ASSOCIATION OF LOCAL COUNCILS. (CAPALC).

The arrangements for the 2021/22 subscription to the Cambridgeshire and Peterborough Association of Local Councils, including the Data Protection Officer are noted. CAPALC has given the Town Council a free subscription for its first year.

## 11. DATE OF NEXT MEETING.

20<sup>th</sup> May 2021. 7.30pm Annual Meeting of Northstowe Town Council. (Venue to be advised).

The Chairman gave notice that

**It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at agenda items 12 and 13 it is advisable in the public interest that the public and press be temporarily excluded from this meeting and are herewith instructed to withdraw.**

All members of the public left the meeting.

## 12. ARRANGEMENTS FOR PENSION PROVIDER

The council discussed auto enrolment pension arrangements for the recruitment of the Town Clerk, it was agreed that the recruitment pack would state that a pension would be provided. The elected Town Council would make the decision as to which one, as there is a cost element that the interim council did not wish to impose on the Town Council.

## 13. RECRUITMENT OF TOWN CLERK

Members considered the draft recruitment pack, this has been established by the HR Consultant (appointed by SCDC), and the Interim Clerk.

It was proposed by Cllr Cheung Johnson, seconded by Cllr Malyon and resolved that the pack is ready to be made available to commence the recruitment process for the Town Clerk.

A time table is in place to allow for the shortlisting and interviews to be carried out by the elected council.

The meeting closed at 4.50pm

Signed.....  
Chairman

Date.....