

## **NORTHSTOWE TOWN COUNCIL**

Minutes of the meeting of Northstowe Town Council Annual Meeting, held 7.30pm, Thursday 20<sup>th</sup> May, 2021, at The Secondary School.

Present: Cllr Benedicic Cllr Bros Sabria Cllr Castelino Cllr Delip  
Cllr Harrison Cllr Littlemore Cllr Males Cllr Oluwasanya  
Cllr Owen Cllr Pokala Cllr Susarla Cllr Thompson  
Cllr Van De Meijden

In attendance: Cllr S Cheung Johnson  
Mr L London (SCDC)  
1 member of public  
Clerk: Rosie Hughes

### **Opening Address**

Cllr Sarah Cheung Johnson, Chairman of the Interim Town Council welcomed those present to the meeting and gave an opening address:

On behalf of Alex Malyon and myself, we became District Councillors for Northstowe just as the first residents of Bloor were moving in. We have been so impressed and proud of the community spirit that you all as pioneering residents have shown since those early days. You have proactively started many different groups, societies and arranged community events and really come together and this spirit has carried you through the lockdown period still intact.

Alex and I argued for a larger town council for Northstowe - and there were naysayers to this! - because we knew we had an engaged community who would be ready to take up the mantle and were indeed, keen to get stuck in and have their own say on how Northstowe grows - we were so happy to see our faith in you all justified as 20 of you were happy to step up and we are so very pleased to see now 15 of you ready to take on responsibilities as the first Northstowe Town Council. That said, one of the reasons we argued for 15 was because we know the demographic of this council would be much younger and more diverse than pretty much any other parish council in the District but it would also mean that members were more likely to have full time jobs and young families to juggle with council work. And there will be so many important decisions you all have to make, it's better that there are more Cllrs to spread the load amongst you.

We would like to take this opportunity to thank the work of Longstanton Parish Council and Libby White who have been up til now the parish council for Northstowe and for the handover work they did particularly in finances and accounts. To south Cambs officers Clare Gibbons, Ellen Bridges, Liz Davy for work on CGR in COVID and lastly to Rosie who in a short time has proved why a good parish clerk is worth their weight in gold and we hope to see a clerk of her calibre recruited as our permanent town clerk.

Town and Parish councils are incredibly important layers of local government and you have an enormous amount of power and responsibility. We are confident you are more than up to the job and we look forward to working with you as partners in this endeavour, to grow Northstowe together so that it works for residents of Northstowe and beyond and for it to fulfill its potential.

We wish you the very best and we are both here for every one of you should you ever need to - please just contact us directly. Good luck!

### **1/21-22 ELECTION OF CHAIRMAN**

Cllr Cheung Johnson asked for nominations for Chairman of the Town Council.

- a) It was proposed by Cllr Benedicic, seconded by Cllr Castelino that Cllr Owen is nominated as Chairman.

Minutes of the meeting Annual Meeting of Northstowe Town Council – 20<sup>th</sup> May 2021

It was proposed by Cllr Thompson, seconded by Cllr Van De Meijden that Cllr Littlemore is nominated as Chairman.

Following a ballot it was **resolved that Cllr Owen is Chairman for the civic year.**

Cllr Owen took the Chair and signed Declaration of Acceptance of Office.

#### **2/21-22 APOLOGIES FOR ABSENCE**

- a) Apologies were received and noted from Cllr Gamon and Cllr Panvekar

#### **3/21-22 APPOINTMENT OF VICE-CHAIRMAN**

- a) It was proposed by Cllr Thompson, seconded by Cllr Benedicic that Cllr Littlemore is nominated as Vice-Chairman.

It was proposed by Cllr Pokala and seconded by Cllr Harrison that Cllr Pokala is nominated as Vice-Chairman.

Following a ballot it was **resolved that Cllr Littlemore is appointed as Vice-Chairman for the civic year.**

**4/21-22 DECLARATIONS OF INTEREST** - No declarations of Interest to record.

#### **5/21-22 ADOPT THE STYLE OF THE CHAIRMAN or MAYOR**

It was proposed by Cllr Littlemore, seconded by Cllr Oluwasanya, and **resolved following a vote of 10 for and 3 abstentions that the Town Council will adopt the style of Mayor.**

#### **6/21-22 PUBLIC PARTICIPATION**

No members of public wished to speak during public participation.

#### **7/21-22 TRANSFER OF FUNDS & ASSETS FROM LONGSTANTON PARISH COUNCIL.**

The Clerk reported on the transfer of funds and assets from Longstanton Parish Council, noted as:

Financial sum: £33,953.68

Assets: 1 x shelving unit, 41 x litter pickers, 24 x hoops, 1 x mobile speed sign, Christmas decorations, 1 x Local Council Administration book.

#### **8/21-22 MINUTES OF THE MEETING OF 28<sup>TH</sup> APRIL 2021**

It was proposed by Cllr Benedicic, seconded by Cllr Thompson and **resolved that the minutes of the Interim Council meeting held on the 28<sup>th</sup> April 2021, are taken as a true record of the meeting and signed by the Town Mayor.**

#### **9/21-22 PROVISION OF INTERIM CLERK UNTIL THE APPOINTMENT OF PERMANENT CLERK/RFO.**

The Interim Clerk service provided by the Cambridgeshire and Peterborough Association of Local Councils (CAPALC), under contract with South Cambridgeshire District Council (SCDC) ends on the 31<sup>st</sup> May 2021. In order for the Town Council to have an Interim Clerk until the appointment of a Town Clerk they will need to enter into a contract with CAPALC.

It was proposed by Cllr Pokala, seconded by Cllr Thompson and **resolved unanimously that the Town Council contracts the Interim Clerk from CAPALC from 1<sup>st</sup> June until the 31<sup>st</sup> July.**

The Town Mayor signed the service agreement.

#### **10/21-22 TO EXERCISE THE GENERAL POWER OF COMPETENCE**

It was proposed by Cllr Littlemore, seconded by Cllr Males and **resolved unanimously that the Town Council exercises the General Power of Competence as it meets the criteria of the electoral mandate and a qualified clerk.**

#### **11/21-22 CONSIDER AND ADOPT POLICY DOCUMENTS (AS APPROVED BY INTERIM COUNCIL)**

It was proposed by Cllr Thompson, seconded by Cllr Van Der Meijden and **resolved unanimously that all documents and policies provided by the Town Council will be gender neutral.**

##### a) Standing Orders.

It was proposed by Cllr Littlemore, seconded by Cllr Bros Sabria and **resolved unanimously that the maximum length of a meeting is 2 hours, any extension to be at the discretion of the Town Mayor in advance of the meeting.**

It was proposed by Cllr Littlemore, seconded by Cllr Van Der Meijden and **resolved unanimously that 'standing up to speak' is deleted, and voting is by 'a show of hands'.**

It was proposed by Cllr Littlemore, seconded by Cllr Thompson and **resolved unanimously that the Standing Orders are adopted, as amended by the Town Council**

##### b) Financial Regulations

It was proposed by Cllr Benedicic, seconded by Cllr Harrison and **resolved unanimously that the Financial Regulation are adopted by the Town Council.**

##### c) Code of Conduct

It was proposed by Cllr Littlemore, seconded by Cllr Delip and **resolved unanimously that the Code of Conduct is adopted by the Town Council.**

##### d) Officer/Member Protocol

It was proposed by Cllr Littlemore, seconded by Cllr Thompson and **resolved unanimously that the Officer/Member Protocol is adopted by the Town Council.**

##### e) Public Participation at Council Meetings Policy

It was proposed by Cllr Benedicic, seconded by Cllr Littlemore and **resolved unanimously that the Public Participation at Council Meetings Policy is adopted by the Town Council.**

#### **12/21-22 CONSIDER AND ADOPT NEW POLICIES AND PROCEDURE DOCUMENTS**

It was proposed by Cllr Pokala, seconded by Cllr Thompson and **resolved unanimously that the following documents are approved by the Town Council, with a view to reviewing them at a later stage.**

- a) Complaints Procedure – Code of Conduct
- b) Complaints Procedure – Administration
- c) FOI Model Publication Scheme.
- d) Equality and Diversity Policy
- e) Policy for dealing with the Press/Media
- f) Social Media Policy
- g) Health and Safety Policy
- h) Risk Assessment and Management Plan
- i) Staff Recruitment Policy
- j) Data Audit (internal) and Privacy Policy
- k) Scheme of Delegation
- l) Terms of Reference for Committees

### **13/21-22 APPOINTMENT OF NEW COMMITTEES**

- a) Finance and Governance

It was proposed by Cllr Thompson, seconded by Cllr Delip and **resolved unanimously to create a Finance and Governance Committee.**

- b) Personnel Committee

It was proposed by Cllr Susarla, seconded by Cllr Delip and **resolved unanimously to create a Personnel Committee.**

- c) Grievance Committee
- d) Staffing appeals committee

It was proposed by Cllr Benedicic, seconded by Cllr Bros Sabria and **resolved unanimously to create the Grievance and Staffing Appeals Committee, but to appoint members when required.**

- e) Events and Markets

It was proposed by Cllr Van Der Meijden, seconded by Cllr Littlemore and **resolved unanimously to create the Events and Markets Committee.**

- f) Assets & Asset Transfer

It was proposed by Cllr Thompson, seconded by Cllr Benedicic and **resolved unanimously to create the Assets and Asset Transfer Committee.**

- g) Planning

It was proposed by Cllr Thompson, seconded by Cllr Van Der Meijden and **resolved unanimously to create the Planning Committee.**

### **14/21-22 APPOINTMENT OF MEMBERS TO NEW COMMITTEES**

The following members were appointed to each committee.

- a) Finance and Governance: Cllrs: Pokala, Castelino, Harrison, Benedicic, Owen.
- b) Personnel (HR): Cllrs: Thompson, Sursala, Van Der Meijden, Delip.
- c) Grievance Committee - To be appointed when required.
- d) Appeals Committee - To be appointed when required.

- e) Events and Markets - Cllrs: Delip, Oluwasanya, Littlemore, Thompson, Males, Bros Sabria, Benedicic, Van Der Meijden, Susarla
- f) Assets & Asset Transfer - Cllrs: Panvekar, Gamon, Castelino, Pokala, Benedicic, Littlemore.
- g) Planning - Cllrs: Gamon, Delip, Oluwasanya, Littlemore, Owen, Salara, Benedicic, Bros Sabria, Polaka.

#### **15/21-22 APPOINTMENT OF MEMBERS TO WORKING PARTIES**

- a) Sustainability working party. (Joint working party with Longstanton PC)

The following members were appointed to the Sustainability working party.

Cllrs: Harrison, Owen, Bros Sabria, Sasarla, Oluwasanya, Delip, Thompson.

#### **16/21-22 REPRESENTATION ON WITH EXTERNAL BODIES**

The following members were appointed to represent the council on external bodies. Two members will attend each meeting.

- a) Northstowe Faith Strategy Group - Cllrs Oluwasanya, Susarla, Pokala, Castelino.
- b) Northstowe Phase 1 Open Space maintenance & management - Cllrs Littlemore, Benedicic, Bros Sabria, Castelino, Owen, Pokala.
- c) Northstowe Support Partnership - Cllrs Males, Delip, Oluwasanya.
- d) Northstowe Arts Pavilion Project - Cllrs Benedicic, Delip, Van Der Meijden.
- e) South Cambs DC Parish/Cabinet Liaison meeting. - Cllrs Littlemore, Owen, Oluwasanya, Benedicic.
- f) Heritage Building steering group. -Cllrs Pokala, Littlemore, Benedicic.

#### **17/21-22 RECRUITMENT OF TOWN CLERK AND TIMETABLE**

- a) To appoint members of the Personnel Committee to the recruitment panel.

It was proposed by Cllr Owen, seconded by Cllr Van Der Meijden and **resolved unanimously that the 4 members of the Personnel Committee are on the recruitment panel.**

**Cllrs: Thompson, Susarla, Van Der Meijden, Delip.**

- b) To approve the appointment of the Interim Clerk and the CEO of CAPALC to the recruitment panel.

It was proposed by Cllr Littlemore, seconded by Cllr Oluwasanya and **resolved unanimously that the Interim Clerk and CEO of CAPALC are appointed to the recruitment panel.**

- c) To confirm the shortlist and interview dates. - The recruitment dates were noted.

#### **18/21-22 FINANCIAL ARRANGEMENTS, AUDIT AND EXPENDITURE**

- a) To approve 4 signatories for the Unity Trust bank mandate.

It was proposed by Cllr Owen seconded by Cllr Littlemore and **resolved unanimously that the following 4 members will be bank signatories.**

**Cllr Pokala, Cllr Owen, Cllr Littlemore, Cllr Benedicic**

- b) To consider and approve appointment of an Internal Auditor

The Council considered the report from the Interim Clerk on Internal Auditor services and the two quotations provided.

It was proposed by Cllr Oluwasanya, seconded by Cllr Males and **resolved unanimously to appoint CAPALC Interim Audit Services as the Town Council Internal Auditor for the financial year 2021/22. At a cost of £30 per hour and .45p per mile.**

- c) To approve expenditure

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **resolved unanimously to approve the following expenditure.**

<b>Arthur Galagher</b>	<b>Insurance Premium (Hiscox)</b>	<b>£330.00</b>
<b>ICO DD</b>	<b>Data protection</b>	<b>£35.00</b>
<b>Unity Trust bank DD</b>	<b>Service charges</b>	<b>£18.00</b>

#### **19/21-22 PROVISION OF TOWN COUNCIL NOTICEBOARDS**

The Council received the report from the Town Clerk and agreed to defer this item to a later date.

#### **20/21-22 RE-LOCATION OF SCDC TABLE TENNIS TABLES.**

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **resolved unanimously to request additional information on the sites that have been suggested to South Cambs District Council.**

**The Town Council would request that any decision to where they could be placed must be made in relation to:**

- a) All suggestions are identified clearly on a map,**
- b) Specification and condition requirements, (referring back to the original details regarding suitable locations and the area required)**
- c) An official statement to state why they were moved and what the constraints are.**

It was noted that any proposal from the Town Council must meet the criteria in order that an informed and correct decision is made. The Clerk will refer the Town Council comments back to South Cambs DC for this information. The Town Council will then look into the options given when it is in receipt of all the required information.

#### **21/21-22 Planning Matters**

1. For Information only: S/0065/20/COND17A. Phase 1 Land Parcel H13 Pathfinder Way, Northstowe.  
Submission of details required by condition 17 (Biodiversity Enhancement) of planning permissions S/0065/20/RM.

Public Access link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/0065/20/COND17A>

Information noted.

2. For Information only: S/2011/14NMA3. Northstowe Phase 2 Station Road, Longstanton.

Non material amendment of outline planning permission S/2011/14/OL (Development of Phase 2 of Northstowe with details of appearance landscaping layout scale and access reserved (save for the matters submitted in respect of the Southern Access Road (West)) comprising:.1) development of the main Phase 2 development area for up to 3500 dwellings two primary schools secondary school town centre including employment uses formal and informal recreational space and landscaped areas eastern sports hub remainder of the western sports hub (to complete the provision delivered at Phase 1) busway a primary road to link to the southern access construction haul route engineering and infrastructure works and.2) construction of a highway link (Southern Access Road (West)) between the proposed new town of Northstowe and the B1050 improvements to the B1050 and associated landscaping and drainage) to make minor modifications to the parameter plans

Public Access link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/2011/14/NMA3>

It is noted that the Town Council would like to make comments on the amendments to this application. The Clerk will inform the Planning Authority.

3. 21/01702/REM Northstowe Phase 1, Station Road.

Approval of matters reserved for access, appearance and layout for the retention of the access track, turning head and two bollards approved under reserved matters permission 20/02468/REM and the proposed addition of a grasscrete overrun on the bend leading to the turning head. An environmental statement was submitted as part of outline planning permission S/0388/12/OL.

Public Access Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/21/01702/REM>

It was proposed by Cllr Littlemore, seconded by Cllr Castolini and **resolved unanimously to support this application.**

#### **22/21-22 Gypsy, Roma & Traveller Training – SCDC Sustainable Communities team.**

A number of members were interested in this training, the Clerk will inform SCDC to make arrangements to receive all the required information.

#### **23/21-22 THE TIME AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF THE COUNCIL.**

It was proposed by Cllr Littlemore, seconded by Cllr Susarla and **resolved unanimously to approve the Full Council meeting schedule. Full Council meetings will be held on the 4<sup>th</sup> Wednesday of each month.**

#### **24/21-22 ITEMS FOR THE NEXT AGENDA.**

1. Northstowe Running Festival of Events.
2. Potential Youth work projects
3. EW Rail.

#### **25/21-22 DATE OF NEXT MEETING.**

Wednesday 23<sup>rd</sup> June 2021. 7.30pm in The Wing. Pathfinder School. (The Wing if Covid restrictions allow)

The meeting closed at 9.25pm

Signed:.....

Town Mayor

Date.....