

NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

MINUTES of the Full Council meeting of Northstowe Town Council held on
Wednesday 19th January 2022 in The Northstowe Secondary College

Present: 10 Members - Cllr Bros Sabria; Cllr Delip; Cllr Gamon; Cllr Harrison; Cllr Littlemore; Cllr Males; Cllr Oluwasanya; Cllr Owen; Cllr Susarla; Cllr Van der Meijden.
Quorum: 5 Members.
Apologies: Cllr Benedicic; Cllr Castelino; Cllr Panvekar; Cllr Pokala; Cllr Thompson.
Public: One member of the public.

Meeting started at 19:01 pm. Cllr Owen (Mayor) took the Chair.

166/21-22 APOLOGIES FOR ABSENCE

- Apologies were received and approved from Cllr Benedicic; Cllr Castelino; Cllr Panvekar; Cllr Pokala; Cllr Thompson.
- Apologies were also received from SCDC Cllr Cheung Johnson and Cllr Malyon, as well as CCC Cllr Thompson.

167/21-22 DECLARATIONS OF INTEREST

- Cllr Harrison declared the following interest: Secretary of Sustainable Northstowe; Secretary of Northstowe Horticultural Association. She also declared that she works for Blue Smile, one of the charities that the Half Marathon/Fullscope 5k is supporting; this is relevant to item 179/21-22 on the agenda.
- Cllr Delip declared the following interests: Secretary of Northstowe Social; Member of Northstowe Sports and Wellbeing Committee, Northstowe Connector and Northstowe Jashn.
- Cllr Males declared the following interests: Chair of Northstowe Social; Treasurer of Northstowe Sports and Wellbeing.

The Chair declared that dispensation was granted to above Councillors to participate in discussions and vote on all agenda items; except for Cllr Harrison on item 179/21-22 where she was to abstain from voting but could take part in any discussion.

168/21-22 PUBLIC PARTICIPATION

No member of the public wished to speak.

169/21-22 MINUTES OF THE MEETING OF 15th DECEMBER 2021

It was proposed by Cllr Littlemore, seconded by Cllr Gamon and **RESOLVED with 4 votes for and 5 abstaining, to approve the minutes of the meeting of 15th December 2021 as a true record of that meeting.**

170/21-22 RESOLUTIONS/ITEMS FROM PREVIOUS MEETINGS

a) 154/21-22 BUDGET FINANCIAL YEAR 2022-2023

The Clerk thanked the Council for having approved the budget and precept for the '22-'23 financial year, and notified the Council that the precept request will be sent to South Cambridgeshire District Council shortly, for them to process and incorporate the Town Council's precept request as part of the new Council Tax bill households are to receive in March.

171/21-22 REPORTS FROM COUNTY AND DISTRICT COUNCIL COUNCILLORS

- 1) *To receive a combined report from Cllr Firouz Thompson – Cambridgeshire CC; and Cllr Sarah Cheung Johnson & Cllr Alex Malyon – South Cambs DC Councillors.*

The report was noted. Cllr Littlemore wished to express the Council's gratitude to Cllr Thompson for her efforts to ensure potential disruption from the current B1050 works are kept to a minimum.

Cllr Bros Sabria joined the meeting at 19:10 pm.

172/21-22 REPORT FROM SOUTH CAMBS DC'S OFFICERS

- 1) *To welcome the two new South Cambridgeshire District Council's Community Development Officers.*
- 2) *To receive a combined report from Mihaela Stan, SCDC Phase 1 Community Development Officer, and Kathryn Beck, SCDC Phase 2 Community Development Officer.*

The report was noted. The Mayor welcomed Kathryn Beck, and invited her to introduce herself. Kathryn Beck introduced herself as one of the two newly appointed Community Development Officers, explaining that she and Mihaela Stan will take it in turns to attend Full Council meetings, with a joint report on their work to be sent in advance of each meeting.

She continued, explaining that they are working on recreating and updating the 'Welcome Packs' that new residents used to receive in person pre-Covid, and asked for feedback from the Council on content needs. Following questions from Councillors on this subject, the Clerk was tasked to work with Kathryn Beck to ensure Town Council input in the Welcome Packs can be achieved.

173/21-22 REPORT FROM TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

- 1) *To receive a report from Mark Nokkert, Town Clerk & RFO to Northstowe Town Council (reporting period: December 2021)*

The report was noted. Cllr Gamon raised a question as to the purpose and intention of the meeting held with the Cambridgeshire Football Association; Cllr Owen and the Clerk filled in on details of the initial informal meeting held in December, and explained that it is the intention that invites for and minutes of any follow-up meetings are to be shared with the Council.

174/21-22 COMMITTEE MEETINGS

- 1) *To decide on pausing the Assets and Asset Transfer Committee meetings until such time the Full Council wishes to resume this Committee when asset transfers become realistic opportunities.*

Cllr Owen explained that any asset transfer opportunities are not foreseen in the immediate future, and that therefore pausing the work of the Asset and Asset Transfer Committee would be sensible at this moment in time, bringing any relevant items to Full Council meetings for the foreseeable future instead.

It was proposed by Cllr Littlemore, seconded by Cllr Males and **RESOLVED unanimously, to pause the Assets and Asset Transfer Committee meetings until such time the Full Council decides to resume this Committee, bringing any relevant items to Full Council until such time.**

175/21-22 WORKING GROUPS

- 1) *To receive any updates from the Hydrology Working Group and the Kingfisher Pond Ecology Working Group.*

Cllr Littlemore provided an update on the activities of the Hydrology Working Group. He informed the Council that he is in the process of organising an informal meeting with Stephen Kelly, Joint Director of Planning and Economic Development at Greater Cambridge Shared Planning, to understand better what hydrological data is available, and also to start the process of gaining access to areas in Northstowe that are not usually publicly accessible but which the Working Group may wish to access to understand better issues arising from the analysis of the data available

176/21-22 INTERNAL AUDIT [item deferred from FC 15th Dec 2021 meeting]

- 1) *To receive a letter and report on the first half-yearly Internal Audit, conducted by CAPALC in Oct-Nov 2021.*
- 2) *To discuss the findings of the report.*

The internal auditing report was noted. The Clerk, furthermore, informed the Council that for the main internal audit, a meeting date has already been scheduled in with CAPALC, to take place in April.

177/21-22 UPDATE TO STANDING ORDERS *[item deferred from FC 15th Dec 2021 meeting]*

- 1) *To receive verbal information from the Clerk regarding issues experienced which are associated with the wording of Northstowe TC's Standing Order 9(b), [Documents - Northstowe Town Council](#).*

The Clerk informed the Council explaining that, as a result of the wording of Standing Order 9(b), in practice Councillors need to bring items for a Council meeting agenda several weeks before the meeting takes place. This has sometimes resulted in a situation that the deadline for agenda items would be around the time of the preceding meeting of the Council or Committee in question. With a relatively high frequency of meetings as currently held by the town Council, this is deemed impractical. He continued, explaining that he had sought advice from CAPALC and other Clerks in this matter and has been informed that the majority of Local Councils have Standing Orders with wording allowing for 7 clear days in advance of a meeting for an agenda item to be presented to the Clerk, rather than the 14 days the Council currently has in its Standing Orders.

Cllr Littlemore observed that with this change all Councillors will still need to adhere to Standing Order 9(d) which remains unchanged: this Standing Order makes it clear that a motion, with wording for agenda item and any associated paper will need to be presented to the Clerk in a *final* format at least 7 clear days before the meeting in question takes place. In practice this means that in most cases agenda items need to be brought to the Clerk more than 7 clear days before a meeting, to ensure that sufficient time is given for feedback to improve a motion, where considered necessary, so that it is ready to be included on the agenda seven clear days before the meeting.

- 2) *To approve a change of the wording of Standing Order 9(b) from 'No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (14) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.' To: 'No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (7) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.'*

It was proposed by Cllr Gamon, seconded by Cllr Susarla and **RESOLVED unanimously, to change the wording of Standing Order 9(b) from 'No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (14) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.'** to: **'No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (7) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.'**

178/21-22 UPDATES TO TERMS OF REFERENCE AND SCHEME OF DELEGATION

- 1) *To receive a report with a proposal to update the Council's Terms of Reference and Scheme of Delegation, following a resolution passed at the Events and Markets Committee meeting held on 4th January 2021.*

The report was noted.

- 2) *To discuss the changes proposed.*

No questions were raised.

- 3) *To approve the changes proposed and have the Council's Terms of Reference and Scheme of Delegation adapted by the Clerk accordingly.*

It was proposed by Cllr Gamon, seconded by Cllr Bros Sabria and **RESOLVED unanimously, to approve the changes as proposed in the report, and have the Council's Terms of Reference and Scheme of Delegation adapted by the Clerk accordingly.**

179/21-22 NORTHSTOWE HALF MARATHON AND FULLSCOPE APRIL 2022

- 1) *To decide whether to have the Town Council listed as official 'partner' on the website for the new Northstowe Half Marathon and Fullscope 5K events planned for Sunday 24th April 2022, [Home - Northstowe Half Marathon](#), organised by Northstowe Running Festival Events Ltd. A partner as described by the company is as such: 'No one description would fit every partner we promote on our website and with our events. In general, partners are organisations supporting our events in a non-financial way. For the Town Council becoming an official partner of Northstowe Half Marathon & Fullscope 5K would mean the same what with the Northstowe Running Festival.'*

It was proposed by Cllr Gamon, seconded by Cllr Littlemore and **RESOLVED with 9 votes for and one abstaining, to have the Town Council listed as official 'partner' on the website for the new Northstowe Half Marathon and Fullscope 5K events planned for Sunday 24th April 2022.**

The Clerk was tasked with explaining to the event organisers what the limitations are of individual Councillors' involvement with the event itself, due to restrictions as a result of the event falling in the pre-election period.

180/21-22 SPEEDWATCH AND TRAFFIC REGULATION ORDER

- 1) *To receive a report with a verbal summary from Cllr. Susarla, setting out options for setting up a Traffic Regulation Order (TRO), to implement speed restrictions and traffic regulations in Northstowe.*

Cllr Susarla provided a summary of options as reflected in the report for this item, also explaining that if the Town Council wishes to instigate a Traffic Regulation Order (TRO) the County Council will then work closely with the Town Council to help prepare a TRO application.

- 2) *To discuss the proposals.*

A number of points for exploration were raised in the subsequent discussion, including;

- What a TRO could cover; this could include such items such as cycle lanes, parking and speed restrictions, putting signs in place.
- Whether the area to be covered through the TRO would eventually be covered through a section 38 agreement (s38 of the Highways Act 1980) once adopted by the County Council.
- Potential for substantial costs to be involved for, for instance, marking cycle lanes and putting up signs, which would fall to the Town Council if it goes ahead with a TRO application – question whether some of these improvements could perhaps already be done through the current (developer) landowner.
- Question whether a wide 20-mph zone or a focus on more specific highway improvements for e.g. pedestrians may be a better way forward.
- Alternative discussed for moving the NTC-owned Speed Indicator Device from Station Road to Stirling Road and working with L&Q in collecting data on speeding, in order to identify specific speeding location issues.
- Need to look at the approved planning applications to understand in detail what road design features there will be once the roads are finished, using this as a basis to look at further enhancement needs.

The Chair wrapped up the discussions, highlighting that looking at the need to collect data using the Town Council's Speed Indicator Device could be one way forward, collating this data in tandem with a better understanding of reported highways issues.

- 3) *For Councillors to come forward to assist Cllr Susarla in taking these plans forward, to discuss the TRO options identified with all relevant bodies.*

The Chair called for Councillors to come forward to assist Cllr Susarla in taking these plans and all suggestions made forward, with the intention to bringing this back to a future meeting for further discussion and decision-making purposes.

Cllrs Littlemore and Bros Sabria came forward to work with Cllr Susarla in this.

181/21-22 DELEGATED POWERS UNDER COVID RESTRICTIONS

- 1) *To consider giving full delegated powers to the Clerk in the event that the Council could not meet due to Covid restrictions. Delegated powers to last until the next meeting of the Full Council.*

It was proposed by Cllr Owen, seconded by Cllr Gamon and **RESOLVED unanimously that: In response to the Covid-19 outbreak in the UK, and in the event that it is not possible to convene a meeting and legislation does not allow for virtual meetings, the Town Clerk will have delegated authority to make decisions on behalf of the Town Council where such a decision cannot be reasonably deferred or must be made in order to comply with commercial or statutory deadlines. This will be carried out where possible in consultation with the Mayor and the Deputy-Mayor. Any decision made under this delegation must be recorded in writing by the Clerk and reported to the next convened meeting of Full Council. The delegation authority ceases upon the first meeting of the Full Council after the council meeting at which the delegation was put in place.**

182/21-22 MATTERS FOR INFORMATION

- 1) *[Item deferred from FC meeting 24th November 2021] To receive a report from Cllr Bros Sabria – training attended: Launch of new TCPA and RTPI guidance on planning for climate change.*

Noted.

- 2) *[item deferred from FC meeting 15th December 2021] Verbal update from Cllr Littlemore/the Clerk on meeting with Stagecoach, 6th December 2021, organised by SCDC Cllr Sarah Cheung-Johnson and with representatives from Longstanton PC, Oakington and Westwick PC and Northstowe TC – attended by Cllr Littlemore and the Clerk.*

Cllr Littlemore provided a summary of the key points discussed and raised at this meeting and which included discussions around the new timetable, introduction of the Flex10 tickets, promotion of the Stagecoach App, drivers being trained to increase bus driver capacity, and future bus routes and bus stops within Northstowe. He also highlighted that future meetings with Stagecoach are to be called for; invites will be shared with all Councillors, giving other Cllrs the opportunity to join these meetings.

The Clerk was tasked to ask for the official minutes of this meeting which had been promised, and then to pass these onto the Councillors when received.

- 3) *[Item deferred from FC meeting 15th December 2021] Town Council elections on 5th May 2022 – a verbal update from the Clerk on further procedures.*

The Clerk highlighted key dates and referred to a number of emails from himself and from South Cambridgeshire District Council passed on to Councillors about the upcoming elections.

- 4) *Gullies maintenance report – email Cllr Thompson (CCC), Dec 2021 and report.*

Noted.

183/21-22 MEETINGS FROM OUTSIDE BODIES

- 1) To receive minutes/notes from meetings of the following outside bodies:
 - a) *[Item deferred from FC 15th Dec 2021 meeting] 16th November 2021: Northstowe Community Networkers - attended by Cllr Owen.*

Cllr Owen sought a correction, explaining that he was not able to join this meeting in the end. Minutes were noted.

- b) *[Item deferred from FC 15th Dec 2021 meeting] 26th November 2021: Northstowe & Longstanton Heritage Stakeholder Group – attended by the Clerk.*

The Clerk mentioned that it is still the intention to have the new Heritage Centre built and open to the public by June 2022, with the work being coordinated through Cambridgeshire County Council. He informed the Council that he has also, on behalf of the Town Council reiterated a request to have draft Terms of Reference produced and presented to the Town Council, for the Town Council to agree on its input into the further development, delivery and post-delivery management of the building and its collections.

- c) 2nd December 2021: Phase 1 Open Spaces Management and Maintenance Steering Group. Attended by Cllr Littlemore and Cllr Owen.

Noted.

- 2) To receive verbal updates on meetings of the following outside bodies (with minutes otherwise being confidential):

- a) *[Item deferred from FC 15th Dec 2021 meeting] 25th November 2021: Northstowe Faith Strategy Group – attended by Cllr Susarla and the Clerk.*

Cllr Susarla and the Clerk informed the Council of the key areas of discussion and points raised at this meeting which included a discussion around the Faith land allocations in all Northstowe phases.

Following discussions around the confidential nature of the minutes of these partnership meetings, it was found important that the partnership is to discuss the Town Council's wish to be able to share and publish at least some of the minutes.

184/21-22 DATES MEETINGS OUTSIDE BODIES WITH TOWN COUNCIL REPRESENTATION

- a) *25th January 2022: Northstowe & Longstanton Heritage Stakeholder Group.*
- b) *25th January 2022: Northstowe Support Partnership.*
- c) *27th January 2022: Phase 1 Open Spaces Management and Maintenance Steering Group.*
- d) *9th February 2022, Northstowe Community Networkers.*

Noted.

185/21-22 DATE OF NEXT MEETING

*Full Council: Wed 23rd February 2022 at 7PM, at the Northstowe Secondary College.
For all Council meetings, see www.northstowetowncouncil.gov.uk*

Noted.

The meeting closed at 20:45 pm

Signed.....

Town Mayor

Date.....