

NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

MINUTES of the Full Council meeting of Northstowe Town Council held on **Wednesday 27th April 2022** at The Wing, Pathfinder Primary School, Northstowe.

Present: 11 - Cllr Benedicic; Cllr Bros Sabria (from 19:04); Cllr Castelino; Cllr Gamon; Cllr Littlemore; Cllr Males; Cllr Nikoro; Cllr Oluwasanya (from 19:18); Cllr Owen; Cllr Panvekar; Cllr Susarla
Quorum: 5 Members.
Apologies: Cllr Delip; Cllr Harrison; Cllr Thompson; Cllr Van der Meijden.
Absent: N/A.
Public: One member of the public present.

Meeting started at 19:00 pm. Cllr Owen (Mayor) took the Chair.

01/22-23 APOLOGIES FOR ABSENCE

Apologies were received and approved from: Cllr Delip; Cllr Harrison; Cllr Thompson; Cllr Van der Meijden.

The Clerk noted that apologies were also received from Cllr Thompson (CCC) and Cllr Cheung Johnson and Cllr Malyon (SCDC).

02/22-23 DECLARATIONS OF INTEREST

Cllr Males declared the following interests: Treasurer of Northstowe Sports and Wellbeing; Co-Secretary of Northstowe Social.

Dispensation was granted to above Councillor to participate in discussion and vote on all items.

03/22-23 PUBLIC PARTICIPATION

The Chair adjourned the meeting to allow members of the public to address the meeting in relation to the business to be transacted at that meeting. No member of the public wished to speak.

The meeting was reconvened.

04/22-23 MINUTES OF THE MEETING OF 30th MARCH 2022

1) *To approve the minutes of the meeting of 30th March 2022 as a true record of that meeting.*

It was proposed by Cllr Littlemore, seconded by Cllr Gamon and **RESOLVED with 7 votes for and 2 abstaining, to approve the minutes of the meeting of 30th March 2022 as a true record of that meeting.**

05/22-23 REPORTS FROM COUNTY AND DISTRICT COUNCIL COUNCILLORS

1) *To receive a report from Cllr Firouz Thompson – Cambridgeshire County Council.*

Noted.

2) *To receive a report from Cllr Sarah Cheung Johnson & Cllr Alex Malyon – South Cambs District Council. NB: As this meeting is being held within the pre-election period, this report is for Councillors' information only.*

Noted.

Cllr Bros Sabria joined the meeting at 19:04 pm.

06/22-23 REPORT FROM SOUTH CAMBS DC'S OFFICERS

1) *To receive a report from Mihaela Stan and Kathryn Beck, SCDC Phase 1 & Phase 2 Community Development Officers.*

The Chair welcomed Mihaela Stan, and asked for any updates to the report. She summarised the latest developments the Community Development Officers have been involved in, highlighting the Northstowe Day planning work and their work with community groups, organisations and initiatives including WEA, Northstowe Half Marathon, Youth Hive, Homes England and the Heritage Annex Steering Group.

Following a question about an update on the Welcome Packs, it was explained that there had been some delays in delivering these to new households in Northstowe, although the printed version is now ready. A digital version is also being developed, which can then be updated more regularly where needed.

A question was also raised whether all community groups have now been informed of the closure of the Wing in the near future, and whether discussions have been held for the provision of alternative community spaces. It was confirmed that all should have been informed.

07/22-23 REPORT FROM TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

- 1) *To receive a report from Mark Nokkert, Town Clerk & RFO to Northstowe Town Council (reporting period: March 2022).*

Noted.

08/22-23 COMMITTEE MEETINGS

To receive and note minutes from the following Committee meetings held:

- a) *Events and Markets Committee – 5th April 2022 (status: draft)*
- b) *Planning Committee – 12th April 2022 (status: draft)*
- c) *Finance and Governance Committee – 19th April 2022 (status: draft)*

Noted.

09/22-23 TOR HOMES ENGLAND QUARTERLY MEETINGS

- 1) *To discuss Homes England's draft Terms of Reference (ToR) for their quarterly meetings with Town and Parish Councils (attached).*
- 2) *To provide feedback to Homes England on their draft ToR.*

Following a discussion, it was clear that the Council was happy with the proposed wording of the ToR, but would like to suggest additional wording, in the section 'Steering Group Membership', to allow for other Parish Councils of the parishes adjoining, or potentially affected by, the Northstowe phases 2, 3A and 3B to be able to join the Steering Group in the future if wished for.

The Clerk was **tasked** to provide this feedback back to Homes England.

Cllr Oluwasanya joined the meeting at 19:18 pm.

10/22-23 FINANCE – TO APPROVE EXPENDITURE

- i) *Purchase of Book of Condolence – Condolence Folder and condolence sheets £374.23*
NB: This, following approval of purchase of these items following a resolution towards this at the Finance and Governance Committee meeting held on 19th April 2022 (item 08/22-23).

The Clerk provided a summary of the proposals. No questions were raised.

It was proposed by Cllr Benedicic, seconded by Cllr Littlemore and **RESOLVED unanimously, to approve payment for the Book of Condolence.**

Cllr Littlemore and Cllr Benedicic countersigned the invoice, and also carried out the required online bank authorisations.

The Chair asked Cllr Bros Sabria and Cllr Oluwasanya whether, under item 02/22-23, they had any declarations of interests. They declared they had none.

11/22-23 INSURANCE QUOTE – HISCOX

- 1) *To receive a report from the Clerk on changes to the insurance policy as requested.*
- 2) *To note and discuss the additional option of cyber security cover offered.*

The Clerk provided a summary of the report's proposals. There were no further questions, but general agreement with the Clerk's recommendations was expressed, including a need to look again at cyber security cover within the coming year but not to include this in the current insurance cover.

- 3) *To approve payment of the insurance, as quoted, for the period 07th May 2022 – 06th May 2023.*

It was proposed by Cllr Benedicic, seconded by Cllr Littlemore and **RESOLVED unanimously, to approve the payment for the insurance, as per the quote received and the Clerk's recommendations.**

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 12/22-23.

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED unanimously, to move into a closed session and exclude the public and press, due to the sensitive nature of business to be discussed under item 12/22-23, and to exclude the Clerk and RFO under subitems 3, 4 and 5.**

12/22-23 PERFORMANCE MANAGEMENT

Item deferred from non-quorate Personnel Committee 24th February 2022 [Item 33/21-22]

1) *To approve a staff appraisal form, for end-of probation period, as a Town Council form to be used for future staff appraisals.*

It was proposed by Cllr Susarla, seconded by Cllr Gamon and **RESOLVED unanimously, to approve the proposed staff appraisal form, to be used as a Town Council form for future end-of probation period staff appraisals, with amended spelling of 'passed' where it says 'past'.**

2) *To decide on the Town Council's annual appraisals to take place in September or October each year, as this timing would coincide with the start of the budget review. NB: appraisals could potentially lead to job description changes, changes in staff FTEs or staff payment scales, and could help identify training and development needs and opportunities, all of which would normally have an effect on the budget to be set.*

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED unanimously, to decide on the Town Council's annual appraisals to take place in September or October each year, to coincide with the start of the budget review period.**

3) *To receive a report on the end-of-probation staff appraisal meeting held between the Clerk and the Vice-Chair of the Personnel Committee, held on 8th February 2022.*

This was noted and a discussion followed.

4) *To approve the conclusions made in the report, and let the Clerk & RFO know in writing of the outcomes.*

It was proposed by Cllr Benedicic, seconded by Cllr Susarla and **RESOLVED unanimously, to approve the end-of-probation report and its conclusions, with amended spelling of 'passed' where it says 'past', and to formally let the Clerk & RFO know in writing of the outcome.**

5) *To approve the current employee's performance management Objectives and Priorities for the period February – October 2022 (see report).*

Following a discussion, It was proposed by Cllr Benedicic, seconded by Cllr Males and **RESOLVED unanimously, to approve the current employee's performance management Objectives and Priorities for the period February – October 2022.**

It was proposed by Cllr Owen, seconded by Cllr Susarla and **RESOLVED unanimously, to re-open the meeting to the public and press.** The Clerk & RFO re-joined the meeting.

13/22-23 DELEGATED POWERS UNDER COVID RESTRICTIONS

1) *To give full delegated powers to the Clerk in the event that the Council could not meet due to Covid restrictions, or due to a period of national mourning. Delegated powers to last until the next meeting of the Full Council.*

It was proposed by Cllr Gamon, seconded by Cllr Susarla and **RESOLVED unanimously that, in the event that the Council could not meet due to Covid restrictions, or due to a period of national mourning, to give full delegated authority to the Town Clerk 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.

14/22-23 MEETINGS FROM OUTSIDE BODIES WITH TOWN COUNCIL REPRESENTATION

To receive minutes, notes or updates from meetings of the following outside bodies with official Northstowe TC representation;

- a) *24th March 2022 - Phase 1 Open Spaces Management and Maintenance Steering Group (attended by Cllrs Bros Sabria; Littlemore; Owen) – minutes attached.*
- b) *29th March 2022 - Northstowe/Longstanton Heritage Group (attended by the Clerk) - no minutes received.*
- c) *13th April 2022 - Northstowe Community Networkers/ focus on Northstowe Day (attended by the Clerk) – no minutes received yet.*
- d) *21st April 2022 - Phase 1 Open Spaces Management and Maintenance Steering Group (attended by the Clerk) – no minutes received yet.*

Noted.

In relation to 14/22-23 (a), Cllr Littlemore informed the Council that where in the minutes an action was allocated to him he had passed this onto the Clerk for implementation, due to pre-election restrictions in communications.

15/22-23 DATES MEETINGS OUTSIDE BODIES WITH TOWN COUNCIL REPRESENTATION

To note;

- a) *[for information] 26th April 2022 at 9:15 am - Northstowe/Longstanton Heritage Group.*
- b) *12th May 2022 at 10 am - Phase 1 Open Spaces Management and Maintenance Steering Group.*
- c) *17th May 2022 at 13:30 - Northstowe Support Partnership.*
- d) *31st May at 09:15 am - Northstowe/Longstanton Heritage Group.*

Noted.

16/22-23 DATES OTHER MEETINGS EXTERNAL BODIES WITH NORTHSTOWE TC INVITED

To note;

- a) *[for information] - 26th April at 7 pm - Northstowe Travel Partnership Steering Group.*
- b) *20th May at 13:30 pm - Quarterly meeting Homes England.*
- c) *9th June 2022 at 17:30 - Stagecoach quarterly meeting.*

Noted.

17/22-23 DATES OF NEXT MEETINGS

Annual Meeting of the Town Council: Wed 11th May 2022 at 7PM – The Wing

Full Council: Wed 25th May 2022 at 7PM – The Wing.

For all Council meetings, see www.northstowetowncouncil.gov.uk.

Noted.

The meeting was closed at 20:00 pm

Signed.....

Town Mayor

Date.....