

NORTHSTOWE TOWN COUNCIL - FULL COUNCIL/ ANNUAL MEETING OF THE TOWN COUNCIL 2022

MINUTES of the Full Council meeting of Northstowe Town Council held on **Wednesday 11TH May 2022** at The Wing, Pathfinder Primary School, Northstowe.

Members: 11 Members Quorum: 5 Members
Present: 9 - Cllr Benedicic; Cllr Castelino; Cllr Delip; Cllr Littlemore; Cllr Nikoro; Cllr Oluwasanya; Cllr Owen; Cllr Panvekar; Cllr Susarla
Apologies: Cllr Bros Sabria; Cllr Males.
Absent: N/A.
Public: 1 member of the public present.

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

18/21-22 ELECTION OF CHAIRMAN OF THE COUNCIL (MAYOR)

1) *To receive nominations for Chairman of the Council.*

Cllr Owen asked for nominations for Chairman of the Town Council.

It was proposed by Cllr Owen, seconded by Cllr Castelino that Cllr Owen is nominated as Chairman of the Council. No other Councillors were nominated.

2) *To elect the Chairman of the Council.*

It was proposed by Cllr Owen, seconded by Cllr Castelino and **RESOLVED unanimously, to appoint Cllr Owen as Chairman (Town Mayor) of the Council for the Civic Year.**

3) *Elected Chairman to sign Chairman's Declaration of Acceptance of Office [as per Local Government Act 1972, s83(4)(a)].*

Cllr Owen signed the Chairman's Declaration of Acceptance of Office, which was countersigned by the Town Clerk.

19/21-22 ELECTION OF VICE-CHAIRMAN OF THE COUNCIL (DEPUTY-MAYOR)

1) *To receive nominations for Vice-Chairman of the Council.*

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic that Cllr Littlemore is nominated as Vice-Chairman of the Council. No other Councillors were nominated.

2) *To elect the Vice-Chairman of the Council.*

It was proposed by Cllr Littlemore, seconded by Cllr Castelino and **RESOLVED unanimously, to appoint Cllr Littlemore as Vice-Chairman (Deputy Town Mayor) of the Council for the Civic Year.**

20/22-23 DECLARATION OF ACCEPTANCE OF OFFICE - COUNCILLORS

1) *Elected Councillors to sign Declaration of Acceptance of Office [as per Local Government Act 1972, s83(4)(b)].*

All Elected Councillors present signed their Declaration of Acceptance of Office, which was countersigned by the Town Clerk.

2) *To permit members not able to join this meeting to sign their Declaration of Acceptance of Office before or at a later Council meeting [as per Local Government Act 1972, s83(4)(c)].*

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED unanimously, to allow Elected Members not able to join this meeting to sign their Declaration of Acceptance of Office before or at a later Council meeting.**

21/22-23 APOLOGIES FOR ABSENCE

Apologies were received and approved from: Cllr Bros Sabria; Cllr Males.

The Clerk added that apologies were also received from Cllr Thompson (CCC); Cllr Cheung Johnson (SCDC); Cllr Malyon (SCDC) as well as the SCDC Community Development Officers.

22/22-23 DECLARATIONS OF INTEREST

None were declared.

23/22-23 PUBLIC PARTICIPATION

The Chairman 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.

24/22-23 REGISTERS OF INTERESTS

- 1) *For information: Potential need for Councillors to fill in a Register of Interests (ROI) form.*

Note: The "Non LGA Model Register of Parish Members Financial and other Interests form" should be completed by any newly elected Councillors; any re-elected Councillors do not need to submit a new ROI form unless they consider that they need to update any new interests, particularly disclosable pecuniary interests which have not already been entered into the authority's register.. NB: Disclosable Pecuniary Interests are interests which must be notified to the monitoring officer within 28 days of becoming a councillor (or when councillors are re-elected or co-opted members re-appointed).

The Clerk provided further details, explaining what Councillors need to check and legally required actions that may need to be taken regarding their Register of Interests form.

25/22-23 MINUTES OF THE FULL COUNCIL MEETING OF 27th APRIL 2022

- 1) *To approve the minutes of the meeting of 27th April 2022 (attached) as a true record of that meeting.*

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED with 8 votes for and 1 abstaining, to approve the minutes of the meeting of 27th April 2022 as a true record of that meeting, with one amendment to correct 'end-of-appraisal' to 'end-of-probation' under item 12/22-23(4).**

26/22-23 COMMITTEES

- 1) *To consider continuation of the under-mentioned Committees, to appoint members onto these Committees, and to review the Committees' Terms of Reference (Attached). In accordance with Standing Orders the numerical composition of Committees shall also be decided at the Annual Meeting of the Town Council.*

(a) Finance and Governance Committee. Current membership: 8, quorum: 4; proposed: monthly.

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED unanimously, to keep the current Terms of Reference for the Finance and Governance Committee, retaining the membership at 8 and quorum at 4 Members.**

The following five members were appointed to the Finance and Governance Committee: Cllrs. Benedicic; Castelino; Littlemore; Owen; Panvekar.

(b) Planning Committee. Current membership: 9, quorum: 4; proposed; monthly.

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED unanimously, to change the membership for the Planning Committee to 8 and keep the quorum at 4 Members.**

The following six members were appointed to the Planning Committee: Cllrs. Benedicic; Bros Sabria; Littlemore; Nikoro; Owen; Susarla.

(c) Events and Markets Committee. Current membership: 8, quorum: 4; proposed: every second month.

It was proposed by Cllr Susarla, seconded by Cllr Oluwasanya and **RESOLVED unanimously, to keep the current Terms of Reference for the Events and Markets Committee, retaining the membership at 8 and quorum at 4 Members.**

The following five members were appointed to the Events and Markets Committee: Cllrs. Bros Sabria; Delip; Males; Oluwasanya; Susarla.

(d) Personnel Committee. Current membership: 5, with quorum: 4; proposed: quarterly.

It was proposed by Cllr Susarla, seconded by Cllr Littlemore and **RESOLVED unanimously, to change the membership for the Personnel Committee to 6 and change the quorum to 3 Members.**

The following five members were appointed to the Personnel Committee: Cllrs. Bros Sabria; Castelino; Delip; Nikoro; Susarla.

NB: The activities of the Assets and Asset Transfer Committee will continue to be paused, with items brought to Full Council until such time as the Council decides to resume this Committee (as per resolution under item 174/21-22 (1)).

The Clerk was **tasked** to add a review of the Terms of Reference for the Grievance Committee and the Staffing Appeals Committee on the agenda for the next Full Council meeting, for the purpose of completeness.

27/22-23 WORKING GROUPS

1) *To consider continuation of the under-mentioned Working Groups, and to appoint members onto these Working Groups:*

(a) Joint Sustainability Working Group (jointly with Longstanton Parish Council).

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED unanimously, to continue the activities of the Joint Sustainability Working Group.**

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED unanimously, to appoint the following Councillor to the Joint Sustainability Working Group: Cllr. Owen.**

(b) Hydrology Working Group.

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED unanimously, to continue the activities of the Hydrology Working Group.**

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED unanimously, to appoint the following Councillors to the Hydrology Working Group: Cllrs. Littlemore; Owen; Panvekar.**

(c) Kingfisher Pond Ecology Working Group.

Cllr Littlemore and Cllr Owen described how this Working Group has not yet got off the ground properly, but that there are nevertheless issues to be resolved regarding the lack of an existing biodiversity management and maintenance plan for the Kingfisher Pond. It was considered to sit better under the Phase 1 Open Spaces Steering Group, where the Town Council would be able to bring issues to the attention of all relevant partners who are also at those Steering Group meetings. In a discussion that followed, a desire was expressed to have biodiversity issues around Kingfisher Pond discussed on a regular basis at those partnership meetings, where this would be possible.

It was proposed by Cllr Benedicic, seconded by Cllr Littlemore and **RESOLVED unanimously, to discontinue the activities of the Kingfisher Pond Ecology Working Group, with any activities to be added to Full Council meetings.**

The Clerk was **tasked** to ask the organisers of the Phase 1 Open Spaces Steering Group meetings to consider having a standard item on their meeting agendas to consider biodiversity management of the Kingfisher Pond and its environs.

28/22-23 REVIEW OF POLICIES

1) *To review and adopt updated Standing Orders for Northstowe Town Council (attached).*

In addition to the proposed changes, as presented to the Council for today's meeting, it was also proposed to change the wording of Standing Order 3(x), further clarifying how agreement on extending a meeting to last longer than two hours could be agreed.

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED** unanimously, to adopt the revised Standing Orders, with the following amendments made:

- Change of wording of Standing Order (SO) 3(x): 'A meeting shall not exceed a period of (2) hours. Any extension to this will be agreed at the meeting' changed to: 'A meeting shall not exceed a period of (2) hours. Any extension to this will be agreed and communicated by the Chair before the meeting.'
- Inclusion of SO 8(b): 'At the Chairman's discretion, the voting process to fill positions can take place through secret ballot papers.'
- Change of wording of SO 13(e): 'A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.' Changed to: 'A decision as to whether to grant a dispensation shall be made [by the Proper Officer] or, in the absence of the Proper Officer, [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.'
- Change of wording of SO 13(g): 'Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].' Changed to: 'Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] or, in the absence of the Proper Officer, [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].'
- Change of wording of SO 15(xv): 'refer a planning application received by the Council to the [Chairman or in his absence the Vice-Chairman (if there is one) of the Council] OR [Chairman or in his absence Vice-Chairman (if there is one) of the (Planning) Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [(Planning) committee];' changed to: 'refer a planning application received by the Council to the [Chairman or in his absence Vice-Chairman (if there is one) of the (Planning) Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the [(Planning) committee];'
- Change of wording of SO 19 (a): 'A matter personal to a member of staff that is being considered by a meeting of [Council] OR [the (Personnel) committee] is subject to standing order 11.' Changed to: 'A matter personal to a member of staff that is being considered by a meeting of [the (Personnel) committee] is subject to standing order 11.'
- Change of wording of SO 24 (a): 'An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.' Changed to; 'An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.'
- Change of wording of SO 24 (b): 'Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.' Changed to: 'Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.'

- **Inclusion of SO 26(e): ‘In the event of an emergency situation or other situation arising which is not covered by these Standing Orders and whereby the Council cannot lawfully meet, the Proper Officer & RFO will have delegated authority – as provided under s101 of the Local Government Act 1972 - to discharge the Town Council’s functions and 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, wherever possible, in consultation with the Mayor and the Deputy-Mayor; in in the eventuality of the Mayor and Deputy-Mayor being unavailable (e.g. on holiday) then the Proper Officer & RFO may seek approval from another Councillor. This is subject always to the Proper officer & RFO being confident that the Members, in all probability, would have approved such action and / or expenditure if the facts had been brought to their attention before a commitment to action or to expend money had been made. Any decision made under this delegation must be recorded in writing by the Proper Officer & RFO 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.’**

2) *To review and adopt updated Financial Regulations for Northstowe Town Council (attached).*

In addition to the proposed changes, as presented to the Council for today’s meeting, it was also pointed out that some further changes may be needed.

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED unanimously, to defer the review and adoption of the Financial Regulations and bring a further updated proposal back onto the agenda for the next Full Council meeting.**

3) *To review and adopt updated Scheme of Delegation for Northstowe Town Council (attached).*

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED unanimously, to adopt the revised Scheme of Delegation, with the following amendments made:**

- **Inclusion of section 2.4: ‘In the event of an emergency situation or other situation arising which is not covered by the Standing Orders, Financial Regulations and this Scheme of Delegation, and whereby the Council cannot lawfully meet, the Proper Officer & RFO will have delegated authority to discharge the Town Council’s functions and 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, wherever possible, in consultation with the Mayor and the Deputy-Mayor; in in the eventuality of the Mayor and Deputy-Mayor being unavailable (e.g. on holiday) then the Proper Officer & RFO may seek approval from another Councillor. This is subject always to the Proper officer & RFO being confident that the Members, in all probability, would have approved such action and / or expenditure if the facts had been brought to their attention before a commitment to action or to expend money had been made. Any decision made under this delegation must be recorded in writing by the Proper Officer & RFO 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.’**

29/22-23 EXTERNAL BODIES

- 1) *Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses, and to appoint member representatives on the under-mentioned bodies:*
 - (a) *Northstowe Phase 1 Open Space Maintenance & Management Steering Group. Led by SCDC. Monthly.*
The following members were appointed to represent the Town Council on the Northstowe Phase 1 Open Space Maintenance & Management Steering Group: Cllrs. Bros Sabria; Castelino; Littlemore; Owen; Panvekar. Up to two Members to attend each meeting.
 - (b) *Northstowe & Longstanton Heritage Stakeholder Group. Led by CCC. Monthly; may reduce frequency in future.*

The following members were appointed to represent the Town Council on the Northstowe & Longstanton Heritage Stakeholder Group: Cllrs. Littlemore; Nikoro.

(c) *Northstowe Support Partnership. Led by CCC. Quarterly.*

The following member was appointed to represent the Town Council on the Northstowe Support Partnership: Cllr. Males.

(d) *Northstowe Community Networkers. Led by SCDC & CCC. Quarterly.*

The following members were appointed to represent the Town Council on the Northstowe Community Networkers: Cllrs. Delip; Littlemore; Owen.

(e) *Homes England Parish and Town Council Liaison meetings. Led by Homes England. Quarterly.*

The following members were appointed to represent the Town Council on the Homes England Parish and Town Council Liaison meetings: Cllrs. Benedicic; Bros Sabria; Castelino; Littlemore; Owen; Panvekar. Up to three Members to attend each meeting.

(f) *Stagecoach - Northstowe and Longstanton Cllr meeting. Led by Stagecoach. Quarterly.*

The following members were appointed to represent the Town Council on the Stagecoach – Northstowe and Longstanton Cllr meetings: Cllrs. Benedicic; Littlemore; Oluwasanya; Susarla.

(g) *Northstowe Faith Strategy Group. Led by SCDC. Meets as and when relevant.*

The following members were appointed to represent the Town Council on the Northstowe Faith Strategy Group: Cllrs. Delip; Oluwasanya; Susarla.

(h) *South Cambs DC Parish/Cabinet Liaison meeting. Led by SCDC. Meets as and when relevant.*

It was proposed by Cllr Owen, seconded by Cllr Oluwasanya and **RESOLVED unanimously, to not appoint Councillors to the South Cambs DC Parish/Cabinet Liaison meetings, but to allocate Councillors as and when such meetings are to be organised again.**

(i) *Northstowe Youth Partnership and Youth Hive. Led by CCC. Meets as and when relevant. Note: NTC representation onto this partnership has not yet been formalised (see item 120/21-22).*

The following members were appointed to represent the Town Council on the Northstowe Youth Partnership and Youth Hive: Cllrs. Benedicic; Delip.

The Clerk added that there is an outstanding request from the Town Council (see item 120/21-22) to the Northstowe Youth Partnership, the Youth Hive, as well as to the Northstowe Support Partnership (to which both partnerships report) to obtain clarity on how and at which partnership the Town Council's representation can be formalised.

30/22-23 GENERAL POWER OF COMPETENCE

- 1) *To review and make arrangements to reaffirm eligibility, or non-eligibility, for exercising the General Power of Competence.*

The Chairman asked the Clerk to provide further information. The Clerk informed the Council that each May, at the Annual Meeting of the Town Council, the Council needs to check whether it still qualifies for the General Power of Competence (GPC). One of the key criteria for keeping the GPC is to have a Clerk who holds a recognised professional qualification. The Current GPC, as adopted by the Town Council in May 2021 (item 10./21-22 (b)) was linked to the then qualified Interim Clerk.

The Chairman confirmed that, going forward, the Town Council will not be able to exercise its powers through the GPC but will have to make use of existing laws to exercise its powers, until this can be changed again once the Clerk obtains his CiLCA qualification.

31/22-23 MEETING SCHEDULE

- 1) *To approve the meeting schedule of ordinary meetings of the Council and Committees up to and including the next Annual Meeting of the Council, setting the dates, times and venue where possible (proposed meeting schedule attached).*

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED unanimously, to approve the meeting schedule of ordinary meetings of the Council and Committee meetings up to and including the next Annual meeting of the Council.**

32/22-23 YEAR END ACCOUNTS FOR YEAR ENDING MARCH 2022

- 1) *To receive, approve and sign the Statement of Accounts – 31st March 2022 (Attached).
Note: this was previously presented, for information only, to the Finance and Governance Committee meeting held on 19th April 2022 (item 06/22-23).*

It was proposed by Cllr Benedicic, seconded by Cllr Littlemore and **RESOLVED unanimously, to approve the Statement of Accounts for the year ending 31st March 2022.**

The Mayor and the RFO signed the Statement of Accounts.

33/22-23 INTERNAL AUDITOR

- 1) *To receive and approve the Internal Audit Report (Attached, for Cllrs' information).*

There were no comments.

It was proposed by Cllr Oluwasanya, seconded by Cllr Littlemore and **RESOLVED unanimously, to approve the Internal Audit Report, produced by CAPALC for Northstowe Town Council.**

- 2) *To formally appoint the Internal Auditor for 2022/2023 (Information Internal Auditor attached, for Cllrs' information).*

There was a discussion, in which a wish was expressed by several Councillors to have further quotes obtained, before committing to an Internal Auditor for this financial year.

The Chairman allowed the member of the public, a Councillor from Longstanton Parish Council, to speak; he mentioned that this was also discussed at their Annual Meeting of the Parish Council the other night, and that their Interim Clerk would be able to provide information about other options.

It was proposed by Cllr Oluwasanya, seconded by Cllr Delip and **RESOLVED unanimously, to defer the formal appointment of the Internal Auditor for 2022-'23, for the Clerk & RFO to obtain further quotes and to bring this item back to a future Full Council meeting.**

34/22-23 INTERNAL CONTROL

- 1) *To review the effectiveness of the Council's Internal Control measures. To be considered: Division of duties; Payroll/payment/banking controls; budgetary control & monitoring; reconciliation between records; locks and passwords. Proper Practices are specified in the 'Practitioners' Guide', March 2022 edition (attached for Cllrs' information).*

Noted; the current internal controls were considered effective, and no questions were raised.

- 2) *To appoint members for internal control, for:*

- a) *Finance & Online banking – (4 signatories, for the Unity Trust bank mandate/ online bank authorisations).*

It was proposed by Cllr Benedicic, seconded by Cllr Littlemore and **RESOLVED unanimously, that the following 4 Members will be bank signatories: Cllr Oluwasanya, as well as the current signatories Cllrs Benedicic, Littlemore and Owen.**

The Clerk & RFO was **tasked** to arrange for the banking arrangements for Cllr Oluwasanya to be set up.

35/22-23 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021/22

- 1) *To receive and note the Annual Internal Audit Report 2021/22, as completed by the internal auditor (attached for Cllrs' information).*

Noted.

Cllr Delip left the meeting at 20:12.

- 2) *To approve and sign (Chairman and Clerk) the Annual Governance Statement 2021/22 (Section 1) (attached for Cllrs' information).*

It was proposed by Cllr Benedicic, seconded by Cllr Littlemore and **RESOLVED unanimously, to approve the Annual Governance Statement 2021/22.**

The Chairman and the Clerk then signed the approved section 1 of the AGAR for 2021-'22.

- 3) *To approve and sign (Chairman) the Accounting Statements 2021/22 as presented by the RFO (Section 2) (attached for Cllrs' information).*

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

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED unanimously, to approve the Accounting Statements 2021/22 as presented by the RFO.**

The Chairman then counter-signed the approved section 2 of the AGAR for 2021-'22.

Cllr Delip re-joined the meeting at 20:15.

36/22-23 HYDROLOGY WORKING GROUP

- 1) *To receive a report (attached) regarding a site visit on 21st April 2022 to follow up on actions agreed in February.*

Cllr Littlemore summarised the key findings as presented in the report. He furthermore informed the Council that the SCDC and CCC Members will be invited to replicate the site visit, to highlight and discuss the issues as reported on. The ultimate aim of this will be to provide a better understanding of the findings with all partners, and to come to collective action to solve any issues identified. Following Councillor questions, Cllr Littlemore explained that the findings themselves are not conclusive as to their origins, and that agreement amongst the partners involved has already been achieved that a CCTV survey will be carried out, to understand where the observed water flow is coming from exactly.

37/22-23 FINANCE

1) TO APPROVE BANK STATEMENTS AND BANK BALANCES

- i) *30th April 2022 (attached).*

Noted. The Bank Reconciliation was duly signed by the Chairman.

2) INCOME RECEIVED

For Information:

- i) *Precept, first half for 2022-'23; South Cambridgeshire District Council* £ 44,125.43

Noted.

3) TO APPROVE EXPENDITURE

DIRECT DEBIT - RETROSPECTIVE APPROVAL:

- i) *TPT Pensions Trust - pension contributions, period April 2022* £426.14

PAYMENTS – RETROSPECTIVE APPROVAL;

- ii) *Scribe Accounts - Annual Software Licence, 1st Apr 22 – 31st Mar 23* £561.60
- iii) *Hiscox Insurance Company Limited – Insurance premium 2022-'23* £532.58
- iv) *Friends of the Wing – Loan gazebo for Northstowe Day (cheque)* £20.00

APPROVAL OF NEW PAYMENTS:

- v) *HMRC – period 6 Apr – 5 May 2022* £1,239.65

It was proposed by Cllr Panvekar, seconded by Cllr Castelino and **RESOLVED unanimously, to approve the above retrospective and new payments.**

Cllr Littlemore and Cllr Owen countersigned the invoices and any other paperwork, and both also carried out online bank authorisation.

4) TO RECEIVE SUMMARY OF RECEIPTS AND PAYMENTS REPORT

Attached.

Noted.

38/22-23 PLANNING APPLICATIONS

1) NEW APPLICATIONS

- (i) *For Information: S/3405/18/NMA6. Vistry East Midlands. Parcel H5 & H6 Land South Of Longstanton Park Northstowe Cambs. Non material amendment of reserved matters application S/3405/18/RM (Approval of reserved matters for appearance landscaping layout and scale following Outline planning permission S/0388/12/OL for the erection of 240 dwellings along with*

garages roads sewers and all ancillary the outline application was subject to an Environmental Impact Assessment (EIA) Amendment to plot 298 house type to remove projection on the front gable and minor amendment to the bay window on the side elevation. Public Access link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/3405/18/NMA6>. Consultation Deadline 18th May 2022.

It was proposed by Cllr Benedicic, seconded by Cllr Littlemore and **RESOLVED unanimously, that the Town Council does not wish to make any specific comments on application S/3405/18/NMA6.**

39/22-23 CO-OPTION

- 1) *To receive a report (attached) from the Clerk on the legal framework for co-option following an election.*

The Chairman asked the Clerk to speak. The Clerk summarised the report and recommended the Council to start a co-option process to fill the four vacancies that have arisen as a result of the recent uncontested elections. In a discussion that followed the following key points were raised;

- It is considered important that the co-option option is well promoted to residents.
- It was recommended that the application form is expanded, asking prospective councillors to explain what Standing committees they see themselves contributing to, and why.
- It was recommended that prospective councillors are to come to the meeting where the voting will take place, to promote themselves; and this to form part of the selection process, to be included into a co-option policy to be developed.

- 2) *To decide to start advertising to enable co-option.*

Following a discussion, the following timeline was seen as beneficial for the Town Council to work towards;

- 25th May 2022 Full Council meeting – adoption of new Co-option policy;
- 22nd June 2022, Full Council: Co-option.

It was proposed by Cllr Owen, seconded by Cllr Benedicic and **RESOLVED unanimously, to enable co-option to fill the four vacant Member seats, but to defer the promotion of the co-option opportunities until after the 25th May Full Council meeting, at which meeting a draft co-option policy is to be discussed and presented for approval.**

The Clerk was **tasked** to develop a draft Co-option Policy and bring this to the next Full Council meeting, for discussion.

40/22-23 JUBILEE WEEKEND

- 1) *For information: To receive an update from the Jubilee Working Group on the plans for the Jubilee Weekend event on 5th June, led by the Town Council.*

Cllr Oluwasanya gave an update on the Jubilee event plans for the 5th June 2022, setting out the street party/BYO lunch plans, with lots of partner organisations joining in with activities. She highlighted the next steps to be taken in terms of publicising the event, and requested Councillors to come forward to volunteer on the day, for duties such as help in setting up, stewarding and taking down, as well as help to run community café and for first aid duties.

41/22-23 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) *29th March 2022 - Northstowe/Longstanton Heritage Group (attended by the Clerk) - minutes attached.*

Noted.

42/22-23 DATES MEETINGS OUTSIDE BODIES WITH TOWN COUNCIL REPRESENTATION

To note;

- a) *12th May 2022 at 10 am - Phase 1 Open Spaces Management and Maintenance Steering Group.*
- b) *17th May 2022 at 13:30 - Northstowe Support Partnership.*

c) 31st May at 09:15 am - Northstowe/Longstanton Heritage Group.
Noted.

43/22-23 DATES OTHER MEETINGS EXTERNAL BODIES WITH NORTHSTOWE TC INVITED

To note;

- a) 20th May at 13:30 pm – Homes England Quarterly meeting.
- b) 9th June 2022 at 17:30 - Stagecoach quarterly meeting.
- c) 13th June at 18:00 – Police and Crime Commissioner. Virtual roundtable meeting.

Noted.

44/22-23 DATES OF NEXT MEETINGS

To note;

- Full Council: Wed 25th May 2022 at 7PM – The Wing.
- Full Council: Wed 22nd June 2022 at 7PM – Pathfinder Primary School (TBC).

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

Noted.

The meeting was closed at 20:44 pm

Signed.....

Town Mayor

Date.....