

## NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

**MINUTES** of the Full Council meeting of Northstowe Town Council held on **Tuesday 20<sup>th</sup> December 2022** at Pathfinder Primary School, Northstowe.

Members: 14  
Quorum: 5 Members.  
Present: 9 Members: Cllr Littlemore (Deputy-Mayor); Cllr Benedicic; Cllr Delip; Cllr Kinnera (from 19:11); Cllr Mgaidia; Cllr Oluwasanya; Cllr Panvekar; Cllr Sovago; Cllr Susarla (from 19:12). 9 members of the public.  
Apologies: Cllr Castelino; Cllr Bros Sabria; Cllr Males; Cllr Nikoro; Cllr Owen (Mayor).  
Town Clerk.  
Absent: N/A.

The meeting was started at 19:00 pm. Cllr Littlemore took the Chair.

### **180/22-23 APOLOGIES FOR ABSENCE** (Standing Item)

*To receive any apologies for absence received prior to the meeting.*

Apologies were received, and accepted, from: Cllr Bros Sabria, Cllr Castelino, Cllr Males, Cllr Nikoro, and Cllr Owen.

Apologies had also been received from Cllr Thompson (CCC); Cllr Bygott (SCDC); Cllr Handley (SCDC) and Anne Ainsworth (SCDC), as well as the Town Clerk.

### **181/22-23 DECLARATIONS OF INTEREST** (Standing Item)

a) *Councillors to declare any pecuniary or personal interest in any items on the agenda.*

b) *Councillors to declare any prejudicial interest in any items on the agenda and to inform the Chair if they wish to speak on the matter during public participation.*

There were no interests declared relevant to the agenda.

### **182/22-23 PUBLIC PARTICIPATION** (Standing Item)

a) *To adjourn the meeting for up to 15 mins. to allow members of the public, and Councillors declaring a prejudicial interest, to address the meeting in relation to business to be transacted at this meeting.*

b) *To reconvene the meeting.*

The Chair adjourned the meeting.

No member of the public wished to speak. The meeting was reconvened.

### **183/22-23 MINUTES OF PREVIOUS FULL COUNCIL MEETINGS** (Standing item)

1) *To approve the minutes of the Full Council meeting of 22<sup>nd</sup> November 2022 as a true record of the meeting (attached).*

It was proposed by Cllr Sovago, seconded by Cllr Littlemore and **RESOLVED with 2 votes for and 5 abstaining, to approve the minutes of the meeting of 22<sup>nd</sup> November as a true record of that meeting.**

Considering the absence of the Clerk, signing of the minutes by the Chair was **deferred** to the next Full Council meeting.

### **184/22-23 REPORTS FROM COUNTY AND DISTRICT COUNCIL COUNCILLORS** (Standing Item)

1) *To receive a report from Cambridgeshire C.C. Member Cllr F. Thompson (attached).*

Noted.

A question was raised regarding the update on the SARW in her report and whether this was expected. Cllr Warren-Green **agreed** to obtain an update on this from Cllr Thompson.

2) *To receive a report from S.C.D.C. Member Cllr. N. Warren-Green (attached).*

Noted.

3) To receive a report from S.C.D.C. Member Cllr. T. Bygott (attached).

Noted.

**185/22-23 REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS** (Standing Item)

To receive a report from the SCDC Phase 1 & 2 Community Development Officers (attached).

Noted.

**186/22-23 REPORT FROM TOWN CLERK** (Standing Item)

To receive a report from the Town Clerk (period: November 2022) (attached).

Noted.

**187/22-23 NORTHSTOWE DELIVERY GROUP** (Standing Item)

To receive minutes of the Northstowe Delivery Group meeting held on 11<sup>th</sup> November 2022 (attached).

Noted.

Cllr Kinnera joined the meeting at 19:11 pm.

Cllr Susarla joined the meeting at 19:12 pm.

**188/22-23 CO-OPTION OF TOWN COUNCILLOR**

[Further to resolution at Full Council meeting 22<sup>nd</sup> November 2022, item 160/22-23(3)]:

1) To receive a report with information from the prospective candidates for the vacancy of Town Councillor (attached).

Noted.

2) To receive presentations (max. 2 minutes each) from candidates present at the meeting.

Presentations were received from the candidates standing for co-option.

3) To vote on co-option for a Councillor, in accordance with the [Town Council's Co-Option Policy](#).

Following a round of voting, the Chairman declared that the vacancy was filled, with one candidate having received an absolute majority of votes: Dan Greef. The Chair congratulated him on his new position as Town Councillor.

4) For the candidate voted in, and if present, to be invited to join the meeting as Town Councillor.

Considering the absence of the Proper Officer at the meeting, Cllr Greef declared his wish to join at the next meeting.

**189/22-23 DEFIBRILLATOR**

[Further to Full Council meetings 25<sup>th</sup> Oct. '22, item 138/22-23 and 22<sup>nd</sup> Nov. '22, item 157/22-23]:

1) To receive a report from the Community Teams, SCDC, regarding the defibrillator in Northstowe with a proposal for its management and maintenance (Report and defibrillator checklist attached).

Noted.

2) For the Town Council to consider taking on management and maintenance of the existing defibrillator.

It was proposed by Cllr Delip, seconded by Cllr Susarla and **RESOLVED unanimously, for the Town Council to consider taking on management and maintenance of the existing defibrillator.**

**190/22-23 SAFEGUARDING POLICY**

1) To receive a draft Safeguarding Policy (attached).

Noted.

2) To adopt the Safeguarding Policy.

It was proposed by Cllr Littlemore, seconded by Cllr Sovago and **RESOLVED unanimously, to adopt the Safeguarding Policy.**

**191/22-23 WARM HUB**

[Further to Full Council meeting 25<sup>th</sup> Oct. '22, item 146/22-23, and 22<sup>nd</sup> Nov. '22, item 174/22-23(a)]:

- 1) *To receive a draft agreement with the funder (Cambridgeshire ACRE on behalf of Cambridgeshire County Council,) for a Warm Hub to be set up in Northstowe, together with a report setting out the background and key further information (report attached; draft agreement and associated email and form shared with Cllrs.).*

Noted.

- 2) *To agree for Northstowe Town Council to lead on a Warm Hub, with the Warm Hub Working Group taking a leading role together with lead volunteers in managing the project in January – March 2023.*

It was proposed by Cllr Delip, seconded by Cllr Susarla and **RESOLVED unanimously, to agree for Northstowe Town Council to lead on a Warm Hub, with the Warm Hub Working Group taking a leading role together with lead volunteers in managing the project in January – March 2023.**

### **192/22-23 KICKSTART FUND PANEL – NTC REPRESENTATION**

*[Following deferral from Full Council meeting 22<sup>nd</sup> November 2022, item 161/22-23(4)]:*

- 1) *To receive further information from the Cambridgeshire County Council's Coordinators of the Northstowe Support Partnership, regarding the plans for timings of the panel meetings.*

Noted.

- 2) *For any other Councillors to come forward who wish to represent the Town Council on the Kickstart Fund Panel.*

No other volunteers came forward.

The Chair **deferred** this sub-item to the next Council meeting.

- 3) *To appoint Cllr Castelino, and any other Town Councillors, onto the Kickstart Fund Panel to represent the Town Council, on the proviso that the timings of panel meetings are deemed suitable.*

It was proposed by Cllr Littlemore, seconded by Cllr Delip and **RESOLVED unanimously, to appoint Cllr Castelino onto the Kickstart Fund Panel to represent the Town Council, on the proviso that the timings of panel meetings are deemed suitable.**

### **193/22-23 RECRUITMENT OF DEPUTY CLERK – ADDITIONAL ADVERTISING**

- 1) *To receive an update, from the Clerk, on interest shown to date, and changes made to the timeline for the recruitment process.*

An update was provided. The application window had been extended until after the Christmas holiday, with new deadline promoted as 2nd January 2023; this to encourage more applications to come in.

*[Deferred from Full Council meeting 22<sup>nd</sup> November 2022, item 160/22-23(2)]:*

- 2) *To decide whether to approve any additional paid-for advertising.*

A discussion was held about the usefulness of advertising over the Christmas period, where people are unlikely to be looking for a job, and whether it made more sense to wait until first week of Jan before triggering additional advertising.

It was proposed by Cllr Littlemore, seconded by Cllr Sovago and **RESOLVED unanimously, to amend the motion to: "To approve additional advertising as proposed in the report provided with 160/22-23, and that the start date should be considered by the clerk in conjunction with the Chair of the Personnel Committee".**

It was proposed by Cllr Littlemore, seconded by Cllr Susarla and **RESOLVED unanimously, to adopt the motion, as amended.**

### **194/22-23 PARK PLAY – UPDATED PLANS**

- 1) *[Motion Cllr Owen]: To receive a report, setting out changes to financial and management plans for implementing Park Play in Northstowe, in cooperation with Longstanton PC (attached, together with slide deck from Park Play; additional email with Park Play for Cllrs. Information).*

*[Following resolution at Full Council meeting 25th May 2022, item 59/22-23(2)].*

Noted.

- 2) *To consider and decide on preferred model for ParkPlay scheme: paid PlayLeader at £100/session (approx. £5,000 per year) on ongoing basis, hire PlayLeader on temporary contract then move to volunteer led model after 6-12 months, or volunteer led (no cost).*

In a discussion, a preference was expressed for the scheme to get up and running as soon as possible, using a paid leader initially, with a view to moving to a volunteer led model as the scheme establishes itself.

It was proposed by Cllr Littlemore, seconded by Cllr Mgaidia and **RESOLVED unanimously, to get the scheme to get up and running as soon as possible, using a paid leader initially, with a view to moving to a volunteer led model as the scheme establishes itself.**

3) *To decide whether to proceed with ParkPlay engagement on these revised terms.*

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED unanimously, to proceed with ParkPlay engagement on the revised terms as set out in the report.**

#### **195/22-23 FINANCE – TO APPROVE EXPENDITURE**

*[Includes items deferred from the non-quotate Finance and Governance Committee on 13<sup>th</sup> Dec. '22]:*

##### **RETROSPECTIVE APPROVAL – DIRECT DEBITS:**

i) *TPT Pensions Trust - pension contributions, period Nov '22 (cached 02/12/22)* Confidential

##### **RETROSPECTIVE APPROVAL – OTHER PAYMENTS:**

ii) *Northstowe Arts – NTC Grant award [Following Resolution at Finance and Governance Committee 15<sup>th</sup> November 2022, item 42/22-23(3) (cached 16/11/22)* £977.00

##### **APPROVAL OF NEW PAYMENTS:**

iii) *Salary Town Clerk – December 2022 (payment date 28/12/22) (attached for Cllrs' information).* Confidential

iv) *HMRC – period 9, 6 Dec 2022 – 5 Jan 2023 (attached for Cllrs' information).* Confidential

v) *Staff expenses Clerk, period 10/11 – 08/12/22 (attached for Cllrs' information).* £147.06

vi) *Christmas Decorators – Supply of tree and lights, 2022* £2,904.00

*[Following resolution at Full Council meeting 27<sup>th</sup> September 2022, item 118/22-23(2)]*

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

Considering the absence of the RFO, signing of the associated paperwork was **deferred** to the next Finance and Governance Committee meeting; Cllr Benedicic and Cllr Littlemore counter-signed the invoices and paperwork for above payments; they also carried out online bank authorisations.

#### **196/21-22 BUDGET - FINANCIAL YEAR 2023-2024**

*[Deferred from the non-quotate Finance and Governance Committee on 13<sup>th</sup> Dec. '22]:*

1) *To receive a budget for the Town Council for the financial year 2023-2024 (Attached).*

*[Draft budget prepared by the RFO, further to the first draft budget as discussed at the Finance and Governance Committee meeting held on 15<sup>th</sup> November 2022 (item 44/22-23)].*

Noted.

2) *To consider the budget, including Earmarked Reserves and General Reserve.*

The proposed budget, including Earmarked Reserves and General Reserve, were discussed..

3) *To discuss and set the Precept.*

Setting of the precept was discussed.

4) *To approve a budget, Precept, Earmarked Reserves and General Reserve for 2023-2024.*

**It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and RESOLVED unanimously to approve the budget, Precept, Earmarked Reserves and General Reserve for 2023-2024, as proposed.**

#### **197/22-23 LETTER FROM CLLR BRIDGET SMITH (SCDC) TO MINISTER RE: EWR**

1) *To receive a letter from Cllr Bridget Smith SCDC, addressed to the Rail Minister regarding the East-West Rail (EWR) (letter and associated email shared with Cllrs.).*

Noted.

2) *To decide whether Northstowe Town Council, as the parish may potentially be affected by the EWR proposals, would like to sign this letter, and/or have the parish included on the itinerary of the minister's visit as requested in the letter.*

Following a discussion, it was decided not to sign the letter, based on the current proposals. The Town Council would nevertheless like to be kept up-to-date.

It was proposed by Cllr Littlemore, seconded by Cllr Nikoro and **RESOLVED, with 8 voting for and 1 abstention, not to sign the letter from Cllr Bridget Smith SCDC, addressed to the Rail Minister regarding the East-West Rail.**

It was proposed by Cllr Littlemore, seconded by Cllr Sovago and **RESOLVED, with 8 voting for and 1 abstention, to not ask for Northstowe parish to be included on the itinerary of the minister's visit as requested in the letter.**

#### **198/22-23 DECLARATION OF MARKET POWERS**

*[Referred from Events and Markets Committee, 29<sup>th</sup> Nov. 2022 (item 72/22-23(3)); deferred from the non-quorate Finance and Governance Committee on 13<sup>th</sup> Dec. '22]:*

1) *To receive a report on market rights and market powers (attached).*

Noted.

2) *To approve the proposed declaration of market powers.*

It was proposed by Cllr Susarla, seconded by Cllr Delip and **RESOLVED unanimously, to approve the proposed declaration of market powers.**

The declared market powers are as such:

***Northstowe Town Council hereby declare that, as per Part III of the Food Act 1984, the Town Council has the following powers:***

***i. Section 50 - Establishment and acquisition of markets***

***Northstowe Town Council establishes a market at "the Green", with consent of the landowners L&Q Gallagher, and thus is the market authority.***

***ii. Section 52 - Market days and hours***

***Northstowe Town Council market will operate on Sundays, 10:30 am until 3:00 pm.***

***iii. Section 53 - Market charges***

***Northstowe Town Council will charge pitch fees. Payable charges and terms and conditions will be displayed at the Town Council notice boards and website.***

***iv. Section 60 - Market byelaws***

***Northstowe Town Council, will not make byelaws. Terms and Conditions and market regulations will be drawn up instead.***

#### **199/22-23 COMMITTEE MEETINGS (Standing Item)**

1) *To receive and note minutes from the following committee meetings held:*

*i) Events and Markets Committee, 1<sup>st</sup> November 2022 (status: approved; attached).*

*ii) Planning Committee, 8<sup>th</sup> November 2022 (status: approved; attached).*

*iii) Finance and Governance Committee, 15<sup>th</sup> November 2022 (status: approved; attached).*

Noted.

2) *To note – NB: Minutes to be shared later:*

*i) Events and Markets Committee (extraordinary meeting), 29<sup>th</sup> November 2022.*

*ii) Planning Committee, 6<sup>th</sup> December 2022.*

*iii) Finance and Governance Committee, 13<sup>th</sup> December 2022.*

Noted.

#### **200/22-23 WORKING GROUPS (Standing Item)**

*To receive updates on progress, where relevant, from NTC Working Groups reporting to Full Council;*

*a) Hydrology Working Group (lead: Cllr Littlemore).*

*b) Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion) (lead: Cllr Benedicic).*

*c) Road Safety Working Group (lead: Cllr Susarla).*

*d) Sustainability Working Group (Jointly with Longstanton PC) (no lead identified).*

*e) Warm Hub Working Group – where not already covered under item 191/22-23 (lead: Cllr Delip).*

Updates received; noted.

**201/22-23 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)**

*To note, and – where relevant - receive minutes and/or updates from meetings of the following outside bodies with official Northstowe TC representation;*

- a) *27<sup>th</sup> Oct. 2022: Phase 1 Open Spaces Steering Group – attended by Cllr Bros Sabria (minutes attached).*
- b) *24<sup>th</sup> Nov. 2022: Phase 1 Open Spaces Steering Group – attended by Cllr Owen and Cllr Littlemore (minutes to follow).*
- c) *30<sup>th</sup> Nov. 2022: Northstowe Youth Partnership – no NTC representation (no minutes expected).*
- d) *7<sup>th</sup> Dec. 2022: Northstowe Delivery Group – attended by Cllr Owen, Cllr Littlemore and Clerk (minutes to follow).*
- e) *12<sup>th</sup> Dec. 2022: SCDC Parish/Cabinet Liaison Meeting.*

Noted.

**202/22-23 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)**

- 1) *To note;*
- a) *Thu 22<sup>nd</sup> Dec. '22, 10-12 AM: Phase 1 Open Spaces Steering Group.*
- b) *Wed 11<sup>th</sup> Jan. '23, 7-9PM: Northstowe Community Forum.*
- c) *Tue 17<sup>th</sup> Jan. '23, 3:30-5 PM: Northstowe Support Partnership.*
- d) *Thu 19<sup>th</sup> Jan. '23, 10-12 AM: Phase 1 Open Spaces Steering Group.*
- e) *(TBC) Tue 24<sup>th</sup> Jan. '23, 09:15 – 10:30 AM: Northstowe & Longstanton Heritage Stakeholder Group.*
- f) *Wed 8<sup>th</sup> Feb. '23, 7PM: Northstowe Community Networkers.*
- g) *(TBC) Thu 16<sup>th</sup> Feb. '23, 13:00 – 14:30: Quarterly Parish/Town meeting Homes England.*

Noted.

**203/22-23 DATES OF NEXT COUNCIL MEETINGS (Standing Item)**

*To note;*

- *Full Council: Tue 24<sup>th</sup> January 2023, 7-9PM, Pathfinder Primary School, Main Hall [Finalised motions to be received by 14/01].*
- *For all Council meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)*

Noted.

The meeting was closed at 20:25 pm.

Signed.....

Town Mayor

Date.....