

NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

MINUTES of the Full Council meeting of Northstowe Town Council
held on Tuesday **24th January 2023** at Pathfinder Primary School, Northstowe.

Members: 15
Quorum: 5 Members.
Present: 10 Members: Cllr Owen (Mayor); Cllr Littlemore (Deputy-Mayor); Cllr Benedicic; Cllr Castelino; Cllr Greef; Cllr Males; Cllr Mgaidia; Cllr Oluwasanya; Cllr Nikoro; Cllr Sovago.
Town Clerk.
7 members of the public.
Apologies: Cllr Bros Sabria; Cllr Delip; Cllr Susarla.
Absent: Cllr Kinnera; Cllr Panvekar.

The meeting was opened at 19:00 pm. Cllr Owen took the Chair.

204/22-23 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 Delip and Cllr Susarla.

205/22-23 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.

The following Councillors declared interests, all in relation to item 218/22-23(1) on the agenda:

- Cllr Littlemore declared the following interests: NTC representative for Northstowe Delivery Group meetings (see item 210/22-23), where progress on plans for community facilities is discussed; and attended the SCDC-organised stakeholder workshop before the planning application went in (see item 217/22-23), providing input - together with other stakeholder representatives present - into earlier draft of interim facility proposals.
- Cllr Owen declared the following interest: NTC representative for Northstowe Delivery Group meetings (see item 210/22-23), where progress on plans for community facilities is discussed.
- Cllr Benedicic declared the following interest: attended the SCDC-organised stakeholder workshop before the planning application went in (see item 217/22-23), providing input - together with other stakeholder representatives present - into earlier draft of interim facility proposals.

The Clerk declared that all aforementioned Councillors are also Members of the NTC Planning Committee, and are expected to consider all planning applications on their own merits, as they are presented; dispensation was granted to afore-mentioned Cllrs. to participate in discussions and vote at item 218/22-23(1).

206/22-23 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.

207/22-23 MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

- 1) *To approve the minutes of the Full Council meeting of 20th December 2022 as a true record of the meeting (attached).*

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, with 5 voting for and 5 abstaining, **to approve the minutes of the meeting of 20th December 2022 as a true record of that meeting**. The Chair signed the minutes.

208/22-23 REPORTS FROM COUNTY AND DISTRICT COUNCIL WARD MEMBERS (Standing Item)

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

Noted.

Cllr Thompson, present, provided the following updates to her report;

- Cllr Thompson mentioned she is involved in liaising with L&Q and Homes England regarding gritting needs across Northstowe. Sisk does carries out gritting on behalf of Homes England; L&Q carry out their own gritting. She continued, explaining that there are ongoing discussions whether gritting of paths and cycle paths, as well as the main roads, is going to be undertaken, and that clarity in a map-based format is being sought. Councillors observed that it would be good asking the companies involved to ensure that the sweeping regimes are being coordinated with gritting. Cllr Thompson agreed to share any further updates with the Town Council.
- Cambridgeshire County Council carried out a survey over the summer of 2022, which was then sent to all households. An update was provided that a report on the survey results is expected in the second week of February, and that this is also to include information coming out of the 2021 census.

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

Noted.

Cllr Warren-Green, present, highlighted the report items around the cost-of-living crisis and support available. A suggestion was made to also highlight these options in the Northstowe News magazine.

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

NB: Cllr Bygott joined the meeting after item 215/22-23; further discussion points raised then have been added here instead, for completion:

Noted.

Regarding the item in Cllr Bygott's report about funding available for defibrillators, it was observed that it would be good to get a second defibrillator in Northstowe. Cllr Bygott highlighted that he would be happy to support any application for funding for an additional defibrillator in Northstowe.

The Chair invited Mihaela Stan, SCDC Community Development Officer, to speak, who explained that SCDC is currently looking at options for this to materialise. She mentioned that a central Government programme is also being rolled out, for installation of defibrillators at schools and that she is also looking into options for this for the Northstowe schools.

209/22-23 REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS (Standing Item)

To receive a report from SCDC's Phase 1 and 2 Community Development Officers (attached).

Noted; no questions were raised.

210/22-23 NORTHSTOWE DELIVERY GROUP (Standing Item)

To receive minutes of the Northstowe Delivery Group meeting held on 7th December 2022 (shared with Cllrs.).

Anne Ainsworth, SCDC's Chief Operating Officer, present, took the opportunity to express her thanks to the Northstowe Delivery Group, and for the well-attended stakeholder workshop held on the 22nd of December where many people and organisations provided useful input that has shaped the application as now finalised and live.

Cllr Littlemore, in return, also expressed his thanks to SCDC Officers involved, and to the many community groups providing input, which has all helped to speed up the application.

211/22-23 REPORT FROM TOWN CLERK (Standing Item)

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

Noted; no questions were raised.

212/22-23 UPDATES ON ITEMS FROM PREVIOUS MEETINGS

To receive an update (from the Clerk or relevant Cllrs.) on previous resolutions and tasks:

i) 189/22-23, Defibrillator (FC, 20th Dec. '22): Update on installation, and next steps.

The Clerk explained that, through the SCDC Community Development Officers' work, the defibrillator was installed and wired in at the Pathfinder Primary School at the start of the New Year, and that this is now available for public use, and kept accessible 24/7. He did expand, highlighting that early February the defibrillator is scheduled to be serviced, through SCDC, following which the Town Council is to take on the ongoing maintenance and management as agreed at the last Full Council meeting.

He highlighted that there are several items that will be further looked into, and brought back to Council where needed, i.e.: purchase of additional sets of pads; ownership of the defibrillator and ownership transferral to the Town Council; and security.

Both Cllr Thompson and Mihaela Stan added further information regarding: options for defibrillator use training; and promotion of the defibrillator and how to use it.

ii) 194/22-23, Park Play (FC, 20th Dec. '22): Update on plans.

The Clerk provided an update that, following the resolution passed at the last Full Council meeting, the information about the agreed, updated plan was passed onto Living Sport at the start of January, and that Living Sport is to arrange a meeting between Living Sport, ParkPlay, Longstanton Parish Council and Northstowe Town Council shortly, with the intention to start ParkPlay in Northstowe as soon as possible.

213/22-23 KICKSTART FUND PANEL – NTC REPRESENTATION

[Deferred from Full Council meeting 20th December 2022, item 192/22-23(2)]:

1) For any Councillors, other than Cllr Castelino, to come forward to also represent the Town Council on the Kickstart Fund Panel.

No other Councillors came forward. Cllr Castelino confirmed he is happy to be the NTC representative on this funding panel, and that the first meeting is scheduled for 20th February, with relevant paperwork stemming from that meeting to be presented to the Council at the next Full Council meeting.

214/22-23 COMMITTEE MEMBERSHIP

1) To appoint Cllr. Greef onto the Events and Markets Committee.

It was proposed by Cllr Males, seconded by Cllr Owen and **RESOLVED unanimously, to approve the appointment of Cllr. Greef onto the Events and Markets Committee.**

2) Any Councillor(s) to consider coming forward to join the Finance and Governance Committee, to fill the remaining two seats.

Cllr. Greef came forward, offering to join the Finance and Governance Committee.

3) To appoint any new Member(s) onto the Finance and Governance Committee.

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED**, unanimously, to approve the appointment of Cllr. Greef onto the Finance and Governance Committee.

215/22-23 6 FREE TREES

1) To receive information from the Clerk and Cllr Bros Sabria on the application sent in December 2022 to obtain [six free trees through the South Cambridgeshire Council's annual scheme.](#), including partners involved and where these trees are going to be planted.

The Clerk explained that, following information shared with the Council about the free trees scheme, Cllr Bros Sabria had shown interest in this, but had not brought this to Full Council through a motion, as had been suggested by the Clerk. An application was filled in by the Councillor on behalf of the Town Council and sent off, the Clerk not having been informed of this until afterwards. At the start of January, the Clerk received confirmation from the relevant District Council officer that the application had been approved and that the trees were to be dispatched shortly. In subsequent exchanges with Cllr Bros Sabria, Pathfinder Primary School and Pathfinder Church, the school agreed to receive six birch trees, with additional input and support from Pathfinder Church for their planting and ongoing maintenance needs.

Following a question about this, the Clerk confirmed that there will be no direct financial cost to the Town Council as a result of this application, and that all ongoing maintenance is going to be taken care of by the Pathfinder Primary School.

2) *To (retrospectively) approve the application made.*

The Chair reminded Councillors that, as per the Council's Standing Orders, individual Councillors cannot make any decisions by themselves on behalf of the Council and that all decisions need to go through a Council meeting first; but that in this case the outcome had nevertheless been a positive one. It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED**, unanimously, **to retrospectively approve the application for six free trees, as made.**

216/22-23 PLASTIC FREE NORTHSTOWE

[Motion from Cllrs allocated to the Joint Sustainability Working Group]

1) *To consider the request received from Plastic Free Longstanton and Northstowe (Attached letter received from the Coordinator of Plastic Free Longstanton and Northstowe; with previous email correspondence shared with Cllrs.) and website and resources from Plastic Free Communities - Surfers Against Sewage - https://plasticfree.org.uk/wp-content/uploads/sites/2/2020/09/Community-Toolkit_2021.pdf and <https://www.sas.org.uk/plastic-free-%20communities/>.*

The Chair invited Chris Poultney (Coordinator Plastic Free Longstanton and Northstowe, PFLN), present, to provide any additional information to the [letter shared with the Council](#); he explained that he wished the Town Council to focus on adopting the pledges as set out in the letter, joining other local organisations in this initiative.

In a discussion that followed, clarification was sought where the motion came from and whether it had previously been discussed at the Joint Sustainability Working Group (jointly with Longstanton PC). Cllr Owen, one of the NTC representatives at the Joint Sustainability Working Group, explained that that Working Group had been dormant for some time. Mr Poultney explained that the Plastic Free Longstanton and Northstowe Steering Group mentioned in the pledge is the community initiative Sustainability Northstowe, on which Cllr Bros Sabria is one of the active members.

2) *To agree to put a representative of the Town Council on the Plastic Free Longstanton and Northstowe Steering Group (Community Group Sustainable Northstowe).*

The Chair **deferred** sub-item 2 to the next Full Council meeting, and **tasked** the Clerk to obtain more detailed information from Mr. Poultney, and Cllr Bros Sabria, as to the frequency, days of the week and times/duration of the group meetings; this information was considered needed before Councillors could consider putting themselves forward as a representative for the Town Council on the Plastic Free Longstanton and Northstowe Steering Group (Community Group Sustainable Northstowe).

3) *To agree to support and encourage Plastic Free Community initiatives in its area.*

Following a question around the kinds of initiatives that PFLN has in mind, Mr. Poultney responded that there are opportunities for the Town Council to, for instance, develop a plastic-free policy for the planned market and expand on the litter picking initiative already happening.

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED**, unanimously, **to agree to support and encourage Plastic Free Community initiatives in its area.**

4) *To pledge to act by example and work to remove single-use plastic items from its premises and operations.*

Some Councillors raised that the Town Council needs to ensure that all initiatives it leads on, or actively supports, are inclusive to all in the community and that cost implications of e.g. plastic-free policies for residents, in particular for those with low disposable income, would need to be considered. Cllr Oluwasanya proposed to amend the motion, to ensure that where the pledge states 'Northstowe Town Council pledges to act by example and remove single-use plastic items from its premises and operations' this is extended, by including 'where possible'.

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, **to amend the final pledge to read "Northstowe Town Council pledges to act by example and, where possible, remove single-use plastic items from its premises and operations."**

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

217/22-23 INTERIM FACILITY - STAKEHOLDER MEETING

1) *To receive information from Cllr Benedicic or Cllr Littlemore on their attendance at a stakeholder meeting, held on 22nd December 2022, feeding into the draft plans for the interim facility, in advance of SCDC's planning application submission.*

Cllrs Littlemore and Cllr Benedicic had attended the stakeholder meeting, and both added that they found it a very productive session, with lots of positive contributions coming from a range of community organisations invited.

Councillors asked the following questions, which the Chair asked Anne Ainsworth to answer:

- Whether the data from the previous Enterprise Zone survey has helped inform the planning application as finalised? It was explained that the recent Enterprise Zone survey which was focused on businesses is feeding into the processes, and that flexibility has been built in the planning proposals, to future-proof the building over its use-time.
- What will happen to the building once the permanent facility is built next to it? It was explained that this will form part of ongoing discussions with Portakabin, the company that will construct the facility, if the planning application is approved.

218/22-23 PLANNING APPLICATIONS

[NB: All sub-items added to this agenda, as the deadlines are before the next Planning Committee meeting]

1) *23/00113/FUL. South Cambridgeshire District Council. Land North Of Pathfinder Way Northstowe. Construction of a temporary Modular Community Building for a period of 3 years with associated parking, landscaping, boundary treatment and access. Public Access
Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/00113/FUL>.
(consultation letter shared with Cllrs.)*

Deadline for consultation responses: 2nd February 2023.

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, **that the Town Council, with regards to planning application 23/0013/FUL wishes to provide the following consultation response:**

“The Town Council wishes to SUPPORT this application, albeit with the following COMMENTS:

The Town Council is generally supportive of the plans, but wishes to highlight the following concerns it wishes to see addressed by the applicant;

The Town Council wishes to highlight that the CEMP does not stipulate certain conditions which are included in the site-wide (phase 1) management plans, and wishes those to be included as specific conditions for this development as well; these are;

- **Specification of site operating hours: although the application notes ‘8-5’ this should be specified in line with the site-wide management plan, i.e. ‘8-5 Mon – Fri, 8-1 on Saturdays, and no working on Sundays allowed’; and**
- **Specification that white noise reversing alarms are used by construction traffic, and not the conventional beeping alarms, given the proximity to an established residential area.**

In addition, the Town Council seeks assurance that for the two disabled parking spaces included in the planning application, future access to these parking spaces for EV charging is not inhibited, as these two parking spaces have been allocated for EV charging points installation.”

2) *For Consultation: CCC/22/152/RMA. Cambridgeshire County Council, Northstowe Secondary College, Stirling Road, Northstowe, Cambridge, Cambridgeshire, CB24 1DJ. Reserved matters application for appearance, layout, scale, access and landscaping, pursuant to outline application S/0092/18/CC, including the erection of a primary school, nursery, secondary school building, post-16 building, means of access, construction access, vehicle parking, cycle parking, refuse storage area, sprinkler tank, sports pitches, means of enclosure, lighting and external landscaping works. The application documentation can be viewed at the [County Council Planning Portal](#). (consultation letter shared with Cllrs.)*

Deadline for consultation responses: 2nd February 2023.

NB: Northstowe Town Council previously provided comments through the NSC public consultation that preceded this planning application – see [item 54/22-23 of the Planning Committee meeting held on 6th December 2022](#).

It was proposed by Cllr Benedicic, seconded by Cllr Owen and **RESOLVED**, unanimously, that the Town Council, with regards to planning application CCC/22/152/RMA wishes to provide the following consultation response:

“The Town Council wishes to SUPPORT this application, albeit with the following COMMENTS: The Town Council is generally supportive of the plans but wishes to highlight the following concerns it wishes to see addressed by the applicant;

- The Town Council has concerns about the parking capacity proposed for when the new facilities are in use, as the current facilities already regularly experience significant parking issues, in particular during drop-off and pick-up times.
 - The Town Council has concerns about parking during construction times: it is unclear from the application where the construction’s site base is planned and it is therefore also impossible to understand how construction traffic may affect traffic circulation in the area.”
- 3) S/0038/15/NMA2: additional information received (email from Greater Cambridge Shared Planning attached): S/0038/15/NMA2. L&Q Estates. Hatton’s Road, Longstanton. Attenuation Ponds. Non material amendment on application S/0038/15/RM to regularise alterations to the landscaping details approved under condition 4 of permission S/0038/15/RM (as amended) and the ecological details approved under condition 33 of outline planning permission S/0388/12/OL to reflect permanent water levels on site. Planning application can be accessed at [South Cambs Planning Portal](#). (email shared with Cllrs.).

Deadline for responses: 19th January 2022; extension obtained until 27th January 2023.

NB: Further to formal consultee response on this application as sent previously by Northstowe Town Council, following resolution at [Full Council meeting 22nd November 2022, item 169/22-23\(1\)](#).

It was proposed by Cllr Owen, seconded by Cllr Benedicic and **RESOLVED**, unanimously, that the Town Council, with regards to planning application S/0038/15/RM wishes to provide the following consultation response:

“The Town Council wishes to OBJECT to the application, highlighting that the comments submitted previously (on 23rd November 2022) still stand, as it is of the opinion that the additional information provided does not address any of the concerns raised by the Town Council in its previous response.’

For the purpose of completion, please find below the original comments as submitted in November 2022:

‘Northstowe Town Council objects to this application, and asks Greater Cambridge Shared Planning not to approve this application for the following reasons;

**** The application focuses exclusively on the site of the two ponds and lacks any information about the impact of the amended design on the ecology and hydrology downstream from the site into Longstanton and beyond, which in the opinion of the Town Council is a material consideration.***

**** It is not clear from the application what the change in discharge rate is between the as-built scenario with the plans as originally approved. As a result, it is impossible to understand exactly how much (more) water is retained in the ponds, how this impacts the discharge rate, and how much is being lost due to surface evaporation as a result of the changes in water holding capacity resulting from the as-built scenario. The Town Council is concerned that the consistent low level of water in the Longstanton Brook, ever since these ponds were constructed, is indicative of substantial changes having taken place to the hydrology downstream as a result of the construction.***

**** It is unclear from the application whether, and if so where and how, there is hydrological interaction with the river terrace gravel deposits.”***

219/22-23 COMMITTEE MEETINGS (Standing Item)

- 1) *To receive and note minutes from the following committee meetings held:*
 - i) *Events and Markets Committee (extraordinary meeting), 29th November 2022 (draft: attached)*
 - ii) *Planning Committee, 6th December 2022 (approved; attached).*
 - iii) *Finance and Governance Committee, 13th December 2022 (approved; attached).*
 - iv) *Events and Markets Committee, 3rd January 2023 (draft; attached).*
 - 2) *To note – Minutes still to be shared:*
 - v) *Planning Committee, 10th January 2023.*
 - vi) *Finance and Governance Committee, 17th January 2023.*
- Noted.

220/22-23 WORKING GROUPS (Standing Item)

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

- a) *Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion) (lead: Cllr Benedicic).*
Cllr Benedicic provided the following update: he had attended a useful stakeholder meeting at Gamlingay Eco Hub, and has also received from SCDC Officers the cost analyses research data that had previously been commissioned by SCDC for the management of the Phase 1 Sports Pavilion. He added that he has been informed that those figures are being updated and that the updated data is to be shared with the Town Council, enabling the Town Council its own independent assessment of the potential for asset management. He continued, explaining that it is the intention to bring a motion back to Full Council to consider asset transfer opportunities.
- b) *Warm Hub Working Group – (lead: Cllr Delip).*
Cllr Males provided an update, providing a summary of the uptake of the Warm Hub sessions on Wednesdays and Thursdays to date, and plans going forward. With the support from a number of volunteers, the Northstowe Warm Hub has been well promoted on social media, and shared elsewhere including in school newsletters and on noticeboards at neighbouring villages, making use of well-frequented places such as Willingham GP surgery. She continued, explaining that a number of additional activities are being offered by community groups, Councillors and residents. In addition, discussions have started to find a way to continue the Warm Hub after March, following the end of the grant-funded period.
- c) *Hydrology Working Group (lead: Cllr Littlemore).*
Cllr Littlemore explained that there is no update, but that he is to join a relevant meeting with SCDC Officers the following week, and that he will report back on any outcomes.
- d) *Road Safety Working Group (lead: Cllr Susarla).*
It was mentioned that the Working Group Members are soon to convene.
- e) *Sustainability Working Group (Jointly with Longstanton PC) (no lead identified).*
No activities to report.

221/22-23 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

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

- a) *24th Nov. '22: Phase 1 Open Spaces Steering Group – attended by Cllrs. Littlemore and Owen (minutes attached).*
- b) *22nd Dec. '22: Phase 1 Open Spaces Steering Group – attended by Cllr. Littlemore (minutes attached).*
- c) *17th Jan. 2023: Northstowe & Longstanton Heritage Stakeholder Group – attended by Cllr. Littlemore (no minutes).*
- d) *17th Jan. '23: Northstowe Support Partnership – no NTC representation (no minutes expected)*
- e) *18th Jan. '23: Northstowe Delivery Group – attended by Cllrs. Littlemore and Owen (minutes to follow)*
- f) *18th Jan. '22: Northstowe Faith Strategy Group – attended by Cllr Delip (minutes to follow).*

- g) 19th Jan. '23: Phase 1 Open Spaces Steering Group – attended by Cllrs Bros Sabria and Owen (minutes to follow).

Noted.

222/22-23 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

To note;

- a) Wed 8th February, 19:00 -21:00: Northstowe Community Networkers.
- b) Thu 9th February, 10:00-12:00: Phase 1 Open Spaces Steering Group.
- c) Thu 16th February, 13:30-14:30: Northstowe Delivery Group.
- d) Thu 2nd March, 13:00-14:30: Homes England Quarterly Parish/Town meeting.
- e) Thu 9th March, 10:00-12:00: Phase 1 Open Spaces Steering Group.
- f) Wed 15th March, 17:00-18:30: Northstowe Faith Strategy Group.
- g) Wed 29th March: Northstowe Community Forum.

Noted.

223/22-23 DATES OF NEXT COUNCIL MEETINGS (Standing Item)

To note;

- Full Council: Tue 28th February 2023, 7-9PM, Pathfinder Primary School (Main Hall).
[Finalised motions to be received by 18/02].
- For all Council meetings, see www.northstowetowncouncil.gov.uk

Noted.

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 224/22-23.

It was proposed by Cllr. Owen, seconded by Cllr Castelino, and **RESOLVED**, unanimously, **to move into a closed session and exclude the public and press, due to the commercial or sensitive nature of business to be discussed under item 224/22-23..**

224/22-23 RECRUITMENT OF DEPUTY CLERK

- 1) *To receive recommendation of appointment of Deputy Clerk from the recruitment panel.*

The Clerk, in the absence of Councillor members who had also been present at the interviews, summarised the interview procedures and presented the recommendation of the Interview Panel for appointment as Deputy Clerk of the preferred candidate.

- 2) *To consider and agree recommendation for increase in budget for Deputy Clerk salary (report shared with Cllrs.).*

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, **to agree for an increase in budget for Deputy Clerk salary, to match the request from the candidate and allow for a salary at the top rate of the advertised SCP salary scales.**

It was also **agreed** that, as part of discussions before the initial 12-month contract is finished, all options are up for discussion including salary as this had already been highlighted in the job description paperwork as advertised. In this, the Clerk was **tasked** to explain to the candidate that any consideration of salary increase to a higher pay rate is not only dependent on satisfactory performance, but that the Town Council also wishes to highlight that any staff salary increase considerations are also going to be dependent on income predictions and the level of precept the Council wishes to set for the following financial year.

- 3) *To consider and agree additional employment benefit for Deputy Clerk (report shared with Cllrs.).*

In a discussion Councillors voiced opinions that allowing a different annual leave against that set for existing staff might set a precedent and that alternative arrangements regarding annual leave could be considered instead (such as a holiday trading scheme, pending relevant Council policy development and adoption).

It was proposed by Cllr Greef, seconded by Cllr Males and **RESOLVED**, with 8 voting for and 1 abstaining, **to not approve the additional employment benefits regarding annual leave entitlement requested by the candidate for the Deputy Clerk position, but that the Town Council would - following successful completion of the probationary period - be willing to consider alternative arrangements.**

4) *To approve recommendation of appointment of Deputy Clerk.*

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, **to approve the appointment of the candidate proposed by the Interview Panel, on the basis of agreements reached under sub-items 2 and 3.**

5) *To delegate to the Clerk with input from the interview panel to finalise wording of contractual arrangements, and which are to be presented to the Personnel Committee for final approval (in line with [resolution passed at the 4th October 2022 Personnel Committee meeting, item 23/22-23\(6\)](#)) and the [Council's Terms of Reference for the Personnel Committee](#)).*

It was proposed by Cllr Owen, seconded by Cllr Benedicic, and **RESOLVED**, unanimously, **to amend the motion, to read: 'To delegate to the Clerk with input from the interview panel to finalise wording of contractual arrangements, and which are to be presented to the Personnel Committee for approval and then back to Full Council for final approval.'**

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

It was proposed by Cllr. Owen, seconded by Cllr Littlemore, and **RESOLVED** unanimously, **to reopen the meeting.**

The meeting was closed at 21:30 pm.

Signed.....

Town Mayor

Date.....