

NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

MINUTES of the Full Council meeting of Northstowe Town Council
held on Tuesday **28th March 2023** at Pathfinder Primary School, Northstowe.

Members: 15
Quorum: 5 Members.
Present: 11 Members: Cllr Owen (Mayor); Cllr Littlemore (Deputy-Mayor); Cllr Benedicic; Cllr Castelino; Cllr Delip; Cllr Males; Cllr Mgaidia (until 21:00); Cllr Nikoro (from 19:02); Cllr Bros Sabria (from 19:05 until 20:36); Cllr Kinnera (from 19:09); Cllr Oluwasanya (from 19:22).
Town clerk.
Members of the public: 6.
Apologies: Cllr Greef; Cllr Panvekar; Cllr Sovago; Cllr Susarla.
Absent: N/A.

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

247/22-23 APOLOGIES FOR ABSENCE (Standing Item)

To record any apologies for absence received prior to the meeting.

Apologies have been received, and accepted, from: Cllr Greef; Cllr Panvekar; Cllr Sovago; Cllr Susarla.

248/22-23 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.

Cllr Delip declared the following interest: Member of the Northstowe Sports and Wellbeing, in relation to item 255/22-23, as the group is preparing a funding bid to the Kickstart Fund.

Dispensation was granted to afore-mentioned Cllr, as for this meeting no grant application had been presented to the Town Council.

Cllr Nikoro joined the meeting at 19:02 pm.

Cllr Nikoro, further to item 248/22-23, had no declarations of interest to make.

249/22-23 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.

250/22-23 MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

To approve the minutes of the Full Council meeting of 28th February 2023 as a true record of the meeting (attached).

It was proposed by Cllr Littlemore, seconded by Cllr Males and **RESOLVED**, with 5 voting for and 3 abstaining, **to approve the minutes of the meeting of 28th February 2023 as a true record of that meeting.** The Chair signed the minutes.

251/22-23 REPORTS FROM COUNTY AND DISTRICT COUNCIL WARD MEMBERS (Standing Item)

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

Cllr Thompson, present, provided an update to their report, mentioning that discussions are taking place with Cardinalis about ongoing concerns on detritus spills on the roads due to their trucks not being covered with sheets, and that a response on request for action to be taken is awaited.

Cllr Bros Sabria joined the meeting at 19:05 pm.

Cllr Bros Sabria, further to item 248/22-23, declared the following non-pecuniary interest: Chair of Sustainable Northstowe, considered relevant to items 266/22-23 and 269/22-23 on the agenda, as Sustainable Northstowe is referred to in the plans proposed for the market.

Dispensation was granted to afore-mentioned Cllr to take part in discussions for both items as lead for the Market Development Working Group, but they would need to refrain from any voting taking place under item 266/22-23.

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

Cllr Warren-Green, present, raised the wish to ensure that any community initiative delivered for the King's Coronation in May would consider the environment and reduce packaging waste wherever possible, referring also to the Council's advice for communities on this matter.

Noted; no questions were raised.

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

Noted; no questions were raised for Cllr Bygott, present.

252/22-23 REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS (Standing Item)

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

E. Bridges (SCDC), present, provided the following information in response to questions raised:

- Referring to a discussion held at the last Full Council meeting, the future use of the remaining funds from the former Northstowe Social is still to be discussed at a Northstowe Community Networkers meeting.

The Chair encouraged the Councillor asking after this to discuss this further outside of this meeting.

Cllr Kinnera joined the meeting at 19:09 pm.

Cllr Kinnera, further to item 248/22-23, had no declarations of interest to make.

253/22-23 NORTHSTOWE DELIVERY GROUP (Standing Item)

1) *To receive minutes of the Northstowe Delivery Group meeting held on 16th Feb. 2023 (attached).*

A. Ainsworth (SCDC), present, provided the following information in response to questions raised:

- Construction of interim community facility is to start very soon.
- The interim community facility's main meeting room has a good capacity and should be big enough to hold meetings such as the quarterly Northstowe Community Forum meetings.
- For the phase 1 sports pavilion being built, CCTV has been added to the pavilion specification.

Following this last point, in a discussion amongst Councillors the following key points were raised;

- The Town Council does not currently have a policy on collecting, accessing and retaining CCTV imagery.
- How the data is monitored is also to be considered and needs investigation; often this is done automated and with involvement of third parties.

The **Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion)** was tasked to consider the CCTV addition to the sports pavilion, and include in its developing Business Plan an appropriate policy, for data protection reasons.

254/22-23 REPORT FROM TOWN CLERK (Standing Item)

To receive a report from the Town Clerk (period: February 2023) (attached).

The clerk, referring to one of the items listed in the report, added that there are ongoing discussions with the relevant SCDC officers around the possibility of hiring office space in the interim community facility and that with this negotiations are taking place around hiring fees to be charged. He added that, once those preparatory discussions have been finalised, a proposal will be presented to Full Council for decision-making purposes.

Noted; no questions were raised.

255/22-23 KICKSTART FUND PANEL (Standing Item)

Note: meeting was cancelled this month, due to lack of applications received by the panel.

- 1) To receive paperwork from the Kickstart Fund Panel meeting in March 2023 (N/A this month).*
- 2) To decide on NTC's responses to the applications (N/A this month).*

Cllr Castelino added that some initial discussions had taken place by the panel to consider simplifying procedures and guidance for community groups.

Noted.

Cllr Oluwasanya joined the meeting at 19:22 pm.

Cllr Oluwasanya, further to item 248/22-23, had no declarations of interest to make.

256/22-23 PLASTIC FREE NORTHSTOWE

[Item deferred from Full Council 28th February 2023, item 235/22-23(3)]:

- 1) Councillors to come forward to represent the Town Council on the Plastic Free Longstanton and Northstowe Steering Group (Community Group Sustainable Northstowe).*

Following a question from the Chair, the clerk confirmed that no Councillor had come forward in response to a request hereto sent to all Councillors following the last Council meeting.

Both Cllr Kinnera and Cllr Oluwasanya showed interest in potentially representing NTC at the Plastic Free Longstanton and Northstowe Steering Group, but expressed a wish to learn more about the activities they would be involved in.

Cllr Kinnera and Cllr Oluwasanya were **tasked** to discuss this further with Sustainable Northstowe directly before the next Council meeting; and Cllr Bros Sabria, in their capacity as Chair of Sustainable Northstowe, offered to hold such discussions outside of this meeting.

- 2) To appoint Councillor(s) to represent the Town Council on the Plastic Free Longstanton and Northstowe Steering Group (Community Group Sustainable Northstowe).*

The Chair **DEFERRED** this item to the next Full Council meeting.

257/21-22 ASSET REGISTER

- 1) To receive an updated Asset Register (attached; NB: in red updated information against [current version](#) from March 2022).*

It was questioned whether the Council's Asset Register should have the location of items listed on its public-facing version of the Asset Register, for theft prevention reasons.

- 2) To adopt the updated Asset Register.*

It was proposed by Cllr Benedicic, seconded by Cllr Littlemore and **RESOLVED**, unanimously, **to adopt the updated Asset Register.**

The **clerk** was **tasked** to create a public-facing version of the Asset Register to be available on the Council's website and which would omit asset locations.

258/22-23 INSURANCE RENEWAL

[Shared with Cllrs.: 1. Motion paper; 2. Quote; 3. Associated insurance documents x11]:

- 1) To receive a renewal quote for Northstowe Town Council, from Hiscox Insurance Company Limited for the period from the 7th May 2023 to the 6th May 2024 (information shared with Cllrs.).*

Noted.

- 2) To note the additional information regarding event cover (information shared with Cllrs.).*

Noted.

- 3) To note and consider the additional option of cyber security cover offered [in line with discussions at Full Council meeting held on 27th April 2022, item 11/22-23(2)] (information shared with Cllrs.).*

It was observed that there had been no material change in the situation since this was discussed a year earlier, and that all preventive controls needed are in place. With this, it was observed that this may

become necessary once the Council reaches a bigger size with a sizable central staffing team in place, at which time the additional costs for cyber security cover might become justifiable.

It was proposed by Cllr Benedicic, seconded by Cllr Littlemore and **RESOLVED**, unanimously, **to not take up on the offer of additional cyber security cover.**

4) *To approve payment of the insurance premium, as quoted to be £564.65 for the period 07th May 2023 – 06th May 2024.*

It was proposed by Cllr Benedicic, seconded by Cllr Littlemore and **RESOLVED**, unanimously, **to approve payment of the insurance premium, as quoted to be £564.65 for the period 07th May 2023 – 06th May 2024.**

259/22-23 APPOINTMENT OF INTERNAL AUDITOR

[Attached: Motion paper]

1) *To receive a paper with proposal to continue with current internal audit provider for 2023-'24.*

Following questions from the Chair, the clerk added to the details presented in the motion report stating that there had been nothing negative to report on the services of the internal audit to date, and that their expertise and in-person twice yearly internal audits had been particularly useful to obtain useful legal and other information.

2) *To formally appoint the Internal Auditor for 2023-'24.*

It was proposed by Cllr Benedicic, seconded by Cllr Littlemore and **RESOLVED**, unanimously, **to formally appoint the current Internal Auditor provider for 2023-'24.**

3) *To decide to automatically renew the appointment of the chosen Internal Auditor for the following three years (until end '25-'26).*

A question was raised whether there may possibly be a legal limit to how many times a Local Council can appoint the same company for internal auditing services. The clerk replied, stating that he believed there to be no such restriction, but that he would need to research this to be certain.

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to DEFER this item until confirmation from the clerk has been received whether there is any limitation related to re-appointing internal audit providers, and thereafter have this item return on the agenda at the following Council meeting.**

The **clerk** was **tasked** to research whether there may be any restrictions to re-recruitment of internal auditor over a number of years, and to report back to the Council.

260/22-23 WORKING GROUP REPRESENTATION

1) *For Councillors to come forward to join the Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion).*

Following a question from the Chair, the lead for this Working Group, Cllr Benedicic, confirmed that there is a lot of work to be done to bring a solid business plan together and that additional, active Councillor input into this work would be welcomed.

The following Councillors came forward who wish to join the Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion): Cllr. Bros Sabria; Cllr Littlemore; Cllr Owen.

2) *To appoint Councillor(s) onto the Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion).*

It was proposed by Cllr Benedicic, seconded by Cllr Males and **RESOLVED**, unanimously, **to appoint Councillors Bros Sabria, Littlemore and Owen onto the Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion).**

261/22-23 RURAL MARKET TOWNS GROUP – MEMBERSHIP '23-'24

[Attached: 1. Motion paper; 2. Renewal request email; 3. Associated attachment]

1) *To receive an invitation for renewal of the membership of the Rural Market Towns Group, for '23-'24.*
Noted.

2) *To consider the invitation for membership renewal.*

In a discussion that followed the following key points were raised by Councillors;

- It was considered unclear what the Rural Market Towns Group's focus is, with a lot of the messaging focusing on general issues experienced in rural areas, not necessarily on the market towns;
- The benefits membership would bring are not clearly marketed;
- It was also questioned whether Northstowe would actually classify as a rural town.

The Chair summarised, highlighting that at this stage it remains unclear whether the membership and its £105 annual fee would bring sufficient benefits to the Council, as those benefits remain somewhat unclear.

3) *To approve the 2023-'24 Rural Market Towns Group membership fee for £105.64 + VAT (at 20%).* It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to DEFER this item until the next Council meeting.**

The **clerk** was **tasked** to get back to the Rural Market Towns Group coordinators, asking them to provide him with further information and reasons for the Council to understand the benefits of membership better.

262/22-23 CHANGES TO FINANCIAL REGULATIONS

[Referred to Full Council by the [Finance and Governance Committee 21st March 2023, item 80/22-23\(3\)](#)]:

[Attached: Motion paper]

For the Council to adopt the following two changes to the Financial Regulations;

- *To change in wording for authority to spend where this can be delegated to Clerk in certain circumstances - proposed to take out word 'extreme' in current Financial Regulations 4.5 (motion paper, from clerk, attached).*
- *To change the lower limit for the need to obtain 3 quotes in the Financial Regulations 11.1(h), raising this from £100 to £500, bringing this in line with the amount listed in the Financial Regulations 4.1 and 4.5, reducing unnecessary workload for the RFO, and which is common practice with most other PCs and TCs (motion paper, from clerk, attached).*

The Chair explained the reasoning behind these changes proposed, as discussed at the most recent Finance and Governance Committee, and that both changes would be positive improvements to Council systems, providing clarity on procedures and likely also resulting in some reduction of the RFO's duties.

It was proposed by Cllr Littlemore, seconded by Cllr Castelino and **RESOLVED**, unanimously, **to adopt the following two changes to the Financial Regulations;**

- **To change in wording for authority to spend where this can be delegated to Clerk in certain circumstances - proposed to take out word 'extreme' in current Financial Regulations 4.5 (motion paper, from clerk, attached).**
- **To change the lower limit for the need to obtain 3 quotes in the Financial Regulations 11.1(h), raising this from £100 to £500, bringing this in line with the amount listed in the Financial Regulations 4.1 and 4.5, reducing unnecessary workload for the RFO, and which is common practice with most other PCs and TCs (motion paper, from clerk, attached).**

263/22-23 FINANCE – TO APPROVE EXPENDITURE (NEW PAYMENTS)

- | | |
|---|--------|
| 1) Councillor training - 28 th Nov. 2022 (Cllr. Kinnera) | £75.00 |
| 2) Chairmanship training - 25 th Jan. 2023 (Cllr Delip) | £50.00 |

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to approve the afore-mentioned new payments.**

Cllr Benedicic and Cllr Owen counter-signed the paperwork and carried out online bank authorisations for these payments.

264/22-23 DEFIBRILLATOR PADS

[Attached: Motion paper]

- 1) *To purchase a spare set of pads for the defibrillator located at Pathfinder Primary School at a cost of £94.00 (+VAT).*

It was proposed by Cllr Males, seconded by Cllr Delip and **RESOLVED**, unanimously, **to purchase a spare set of pads for the defibrillator located at Pathfinder Primary School at a cost of £94.00 (+VAT).**

2) *To agree to automatically purchase a new set of spare pads when one set has been used, or its use-by-date is about to expire.*

It was proposed by Cllr Benedicic, seconded by Cllr Bros Sabria and **RESOLVED**, unanimously, **to agree to automatically purchase a new set of spare pads when one set has been used, or its use-by-date is about to expire.**

265/22-23 TRANSFER OF WARM HUB TO NORTHSTOWE HUB

[Attached: motion paper, from Cllrs Males and Delip]

1) *To approve the transfer of Warm Hub activities to Northstowe Hub wef 1st April.*

Cllr Delip introduced the motion, highlighting that the original Warm Hub was supposed to end at the end of March, but that Cambridgeshire ACRE, who distributes the grant funding, let the Town Council know several weeks ago that there is sufficient underspend to continue the Warm Hub if the Council wishes to take up on that offer. She continued, explaining that there have been occasional difficulties experienced in managing the volunteer-led Warm Hub sessions in particular to get sufficient volunteers for each session, and that both Cllr Males and herself would not be able to continue providing as much input into coordinating and delivering sessions during the months of April and May. In order to successfully deliver the Warm Hub in April and May new lead volunteers would need to come forward to take on key roles in coordination and delivery of the Warm Hub.

Cllr Males added that informal discussions had taken place with the newly formed Northstowe Hub and that, as they had indicated they would be willing to step up to ensure the Warm Hub could continue, the motion has been presented in the format as presented, as it looked too difficult for the Town Council to be able to continue leading on this initiative considering the capacity issues experienced.

In a discussion that followed, the following key points were raised by several Councillors:

- It was observed that the Warm Hub has been very successful in bringing residents and organisations together, creating lots of spin-off activities some of which may not have taken place without the Warm Hub as a steady, weekly opportunity.
- With this, it was argued that it would be good if the Town Council, as instigator of bringing the Warm Hub to Northstowe, could continue be seen as leading on this, the Warm Hub being a visible expression of what the Town Council does for the community.
- It was highlighted that a further funding opportunity for a further two years after May, as being offered by Cambridgeshire ACRE, could - if this materialises - provide for a good opportunity for the Town Council to continue delivering a valuable service to the community; with this, it was argued that the Town Council might be in a better position than a local group to use the Warm Hub to bring in additional funding streams, providing for further value along the way.
- It was argued that not all options may have been explored in sufficient detail, including an option for other Councillors to take the lead, or a consideration for combining efforts of the Town Council with Northstowe Hub, not one or the other as was argued had been implied by the motion as presented.
- It was raised that it could perhaps be considered to reduce the number and/or duration of sessions to make it more manageable over the next two months, if the key capacity issue with insufficient volunteers remains an issue.
- It was mentioned that the Wednesday morning sessions could perhaps continue as they are, considering that the venue hire for those sessions is not funded through the grant but by SDCD, and that there may be sufficient refreshments left to continue without a grant, if needed; with this it was argued that NTC could also consider providing additional funding outside of a grant scheme to make sufficient refreshments available.
- It was mentioned that it is unclear what would happen if no decision is being made in this at this meeting. The Clerk, asked about this, explained that the funding agreement finishes at the end of March, but that an expression of interest had already been submitted to Cambridgeshire ACRE

recently before a deadline set by the funder, to ensure that funding for the Warm Hub *could* continue, *were* the Town Council – or another organisation in Northstowe – decide to continue to lead on the Warm Hub.

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED**, unanimously, to **DEFER this item to a future meeting for which an Extraordinary Council Meeting could be called for.**

The **Warm Hub Working Group** was **tasked** to explore all options and bring these options with a recommendation for managing the Warm Hub going forward back to a future meeting.

2) *To dissolve the Warm Hub Working Group.*

This item was also **deferred**.

266/22-23 PILOT MARKET BUSINESS PLAN

[Referred to Full Council by the [Events and Markets Committee, meeting held on 21st March 2023, item 96/22-23\(7\)](#)]:

[Attached: 1. Motion paper; 2. Business Plan; 3. Timeline].

1) *For the Council to consider and endorse the Business Plan and task the Events and Markets Committee, through the Market Development Working Group, to take necessary steps for its implementation working with the Town Clerk.*

Cllr Bros Sabria provided an introduction, mentioning that an amended version of the Business Plan for the pilot market had recently been approved by the Events and Markets Committee and which is now being presented to Full Council. She continued, highlighting key components of the proposals and what has changed since the initial draft Business Plan for the pilot market had been approved by the Events and Markets Committee in November 2022. In this, it was highlighted that a hybrid model of smaller weekly outdoor markets interchanged with monthly bigger markets, indoors and outdoors, is now being proposed.

Councillors commented on the quality of the proposals brought together in the Business Plan, and thanked Cllr Bros Sabria and the Market Development Working Group for their efforts.

It was proposed by Cllr Mgaidia, seconded by Cllr Males, and **RESOLVED**, with 10 voting for and 1 abstaining, to **endorse the Business Plan and task the Events and Markets Committee, through the Market Development Working Group, to take necessary steps for its implementation working with the Town Clerk.**

Cllr Bros Sabria left the meeting at 20:36 pm.

267/22-23 YOUTH HIVE & YOUTH CONNECTIONS BUS

1) *To receive an email, with x2 attachments, received from Northstowe Youth Hive, and which include requests for Town Council to support Youth Work in Northstowe (documents shared with Cllrs.).*

The clerk, on the Chair's request, summarised the latest developments. In this, he highlighted key relevant developments over the last year including the formation and ongoing development of Northstowe Youth Hive, the new Youth Development Worker who started in January working for Romsey Mill, and ongoing youth work in particular the Youth Connections Bus still delivering sessions on a weekly basis.

Cllr Benedicic added to this, highlighting that the requests received in the email and associated documents is for the Town Council to consider both short-term support and long-term support.

In a discussion that followed the following key points were raised:

- Short-term, Northstowe Youth Hive might best be persuaded to apply for a Town Council grant to enable continuation of youth bus and associated youth services.
- Long-term, the Town Council can consider developing its vision for youth work in Northstowe and what this could look like, with the Town Council's enabling role(s) in making this vision a reality.
- In this, it was suggested that it was important to discuss both with the Youth Development Officer and Northstowe Youth Hive what their vision and long-term business plans are,

identifying also trigger points for S106 monies to be released that could be relevant to future youth work.

- The Town Council, was commended, could also discuss a long-term vision for youth work with established Councils such as at Cambourne, to understand better what their vision looked like and how this has been shaped over time in reality. This, in turn, could help Northstowe Town Council in its long-term financial planning.

2) *To consider the requests made, and consider a response and possible actions from the Town Council.*

The clerk was **tasked** to get back to Northstowe Youth Hive and recommend that: 1. They apply for a Council grant to cover short-term financial needs related to youth work provision; and 2. To highlight that the Town Council would wish to discuss with them and the Youth Development Worker how to work together towards a long-term vision for youth work in Northstowe.

268/22-23 EXTERNAL PARTNERSHIP REPRESENTATION

1) *To note: For Cllr Castelino to end their Town Council representation at the Phase 1 Open Spaces Steering Group.*

Noted.

2) *To appoint Cllr Mgaidia to represent the Town Council at the Phase 1 Open Spaces Steering Group.* It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to appoint Cllr Mgaidia to represent the Town Council at the Phase 1 Open Spaces Steering Group.**

269/22-23 ITEMS FOR INFORMATION

1) *Date set for Annual Town Meeting ('AGM'): Wed 26th April, 19:00 – 20:30/21:00 at NSC.*

2) *Update on ParkPlay developments [see also [Full Council meeting 28th Feb. '23, item 233/22-23](#)].*

The clerk provided an update, mentioning that Park Play with Living Sport are actively promoting the Park Play Leader opportunity, and he asked Councillors to spread the message through their networks, where possible. He continued, explaining that he is soon to check with the relevant partners involved what the interest has been for this paid position, recruitment being a critical step before Park Play can be implemented for Northstowe and Longstanton residents.

3) *Six free trees - letter received from Revd. Beth Cope (Email shared with Cllrs.) [See also [Full Council meeting 24th Jan. '23, item 215/22-23](#)].*

Noted.

4) *Business survey results from the PropTech Digital survey for the phase 1 Employment Zone carried out on behalf of SCDC in autumn 2022 (report attached).*

Following a question about how the information collated in the report and the outcomes of this study are being used for the SCDC Employment Zone plans, A. Ainsworth (SCDC) was asked by the Chair to respond. She mentioned that the information from this study is being used to consider the types of buildings, types, range and diversity of businesses to be attracted and catered for, also highlighting that it will be an important consideration to get the right mix of business activities close to where the community centre is going to be.

5) *Northstowe residents' survey 2022 published by the Cambridgeshire Research Group, for Cambridgeshire County Council – report and data available from [Cambridgeshire Insight – Housing & Planning – Housing priorities – New homes & communities](#) (report attached; report and data also shared with Cllrs.).*

Noted; no questions were raised.

6) *Use of The Green for market stall(s), managed by Sustainable Northstowe, in advance of formal pilot market from Town Council is planned to start [NB: item also discussed at [Events and Markets Committee 21st March 2023, item 88/22-23](#)].*

Noted; no questions were raised.

7) *Pre-school capacity - minutes from Cambridgeshire County Council of meeting held on 9th March 2023; attended by Cllr Bros Sabria and Cllr Mgaidia [See also [Full Council meeting 28th Feb. '23, item 230/22-23](#)].*

Noted; no questions were raised.

270/22-23 COMMITTEE MEETINGS (Standing Item)

To receive minutes from the following committee meetings held:

- i) Planning Committee, 14th March 2023 (minutes attached; status: draft).*
- ii) Finance and Governance Committee, 21st March 2023 (NB: minutes to follow).*
- iii) Events and Markets Committee, 21st March 2023 (NB: minutes to follow).*

Noted.

271/22-23 WORKING GROUPS (Standing Item)

To receive updates from Working Groups reporting to Full Council, where not already covered under other items on this agenda, from;

- a) Warm Hub Working Group (lead: Cllr Delip).*

Cllr Delip mentioned that there were no further updates to what had been covered at item 265/22-23.

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

Cllr Benedicic mentioned that ongoing information gathering is taking place, working towards a Business Plan. In this, discussions with other Councils managing similar facilities are also planned.

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

In the absence of Cllr Susarla, Cllr Littlemore provided an update, highlighting that a Working Group meeting had taken place, starting off the drafting of Terms of Reference for the Working Group. In addition, a site tour had led to the identification of possible suitable locations for relocating the SID currently located on Station Road to Stirling Road and that L&Q will be approached about this.

- d) Hydrology Working Group (lead: Cllr Littlemore).*

Cllr Littlemore mentioned that the Council is still awaiting the original survey report of the drains as reported on before, but that the Working Group has also been made aware recently that a new survey had been commissioned by the landowner as the original survey had proven inconclusive.

- e) Sustainability Working Group (Jointly with Longstanton PC) (no lead).*

No news to be reported.

Cllr Mgaidia left the meeting at 21:00 pm.

The Chair, referring to NTC's Standing Order 10(a)(xv), proposed to suspend Standing Order 3(x) to allow the meeting to continue beyond two hours.

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to allow the meeting to continue beyond two hours.**

272/22-23 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

To receive minutes/updates from meetings of outside bodies with official Northstowe TC representation;

- a) 17th Jan. '23: Northstowe Support Partnership (redacted minutes attached; full minutes shared with Cllrs.)*
- b) 9th Feb. '23: Phase 1 Open Spaces Steering Group - attended by clerk (redacted minutes attached).*
- c) Wed 8th Mar. '23: Northstowe Community Networkers - no NTC representation (minutes attached).*
- d) Thu 9th Mar. '23: Phase 1 Open Spaces Steering Group – attended by Cllr Owen; clerk (minutes to follow).*
- e) Thu 16th Mar. '23: Northstowe Delivery Group - attended by Cllr Owen; Cllr Littlemore; Clerk (minutes to follow).*

Noted.

273/22-23 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

To note;

- a) Tue 28th March, 13:30 – 15:00: Northstowe Support Partnership.*
- b) Wed 29th March: [Northstowe Community Forum](#).*

- c) Thu 6th April, 10:00 – 12:00: Phase 1 Open Spaces Steering Group.
 - d) Thu 13th April, 13:00 – 14:00: Northstowe Delivery Group.
 - e) Wed 19th April, 17:30 – 19:00: Northstowe Faith Strategy Group.
- 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 274/22-23.

It was proposed by Cllr. Owen, seconded by Cllr Benedicic, 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 274/22-23.**

274/22-23 RECRUITMENT OF DEPUTY CLERK – UPDATED CONTRACT

[Further to [Full Council meeting 28th February 2023, item 245/22-23\(4\):](#)]

[Shared with Cllrs.: Contract; Motion Paper; email]

- 1) *To receive an updated contract, prepared for the approved candidate for the Deputy Clerk position.*

Noted. It was observed that the changes proposed are sensible amendments that will benefit both employee and employer.

- 2) *To approve the amendments proposed.*

It was proposed by Cllr Benedicic, seconded by Cllr Littlemore and **RESOLVED**, unanimously, **to approve the amendments to the contract for the Deputy Clerk position, as proposed.**

To resolve to end the closed session.

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

275/22-23 DATES OF NEXT COUNCIL MEETINGS (Standing Item)

To note;

- *Full Council: Tue 25th April 2023, 7-9PM, Pathfinder Primary School (Main Hall).*

[Finalised motions to be received by 15/04].

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

Noted.

The meeting was closed at 21:04 pm.

Signed.....

Town Mayor

Date.....