

NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

MINUTES of the Annual Meeting of the Town Council of Northstowe Town Council held on Tuesday 23rd MAY 2023 at Northstowe Secondary College

Members: 15
Quorum: 5 Members.
Present: 11 Members: Cllr Owen (Mayor); Cllr Littlemore (Deputy-Mayor); Cllr Benedicic; Cllr Greef; Cllr Kinnera; Cllr Males; Cllr Panvekar; Cllr. Sovago; Cllr Susarla (until 20:35); Cllr Oluwasanya (until 20:45); Cllr Bros Sabria (from 19:13).
Town Clerk; Deputy Clerk.
Members of the public: 4.
Apologies: Cllr Castelino; Cllr Delip; Cllr Mgaidia.
Absent: Cllr Nikoro.

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

33/23-24 ELECTION OF CHAIR OF THE COUNCIL (Standing Item for A.T.M.)

1) *To receive nominations for Chair (Mayor) of the Council.*

Cllr Benedicic nominated Cllr Littlemore for the position of Chair of the Council.

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

It was proposed by Cllr Benedicic, seconded by Cllr Males and **RESOLVED**, unanimously, **to elect Cllr Littlemore as Chair of the Council.**

3) *Chair to sign Chair's Declaration of Acceptance of Office [conform Local Government Act 1972, s. 83(4)(a)].*

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED**, unanimously, **to defer signing of the Chair's Declaration of Acceptance of Office until later, at the earliest opportunity.** This due to the absence of the required form at the meeting.

Cllr Littlemore took the Chair.

Cllr Littlemore expressed his thanks to Cllr Owen as outgoing Chair for the two years he has been leading the Council since the Town Council was formed in May 2021.

34/23-24 ELECTION OF VICE-CHAIR OF THE COUNCIL (Standing Item for A.T.M.)

1) *To receive nominations for Vice-Chair (Deputy-Mayor) of the Council.*

Cllr Owen nominated Cllr Bros Sabria for the position of Vice-Chair of the Council.

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

It was proposed by Cllr Owen, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to elect Cllr Bros Sabria as Vice-Chair of the Council.**

35/23-24 APOLOGIES FOR ABSENCE (Standing Item)

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

Apologies had been received, and accepted, from: Cllr Castelino; Cllr Delip; Cllr Mgaidia.

Anne Ainsworth (SCDC) and SCDC Member Cllr. Warren-Green had also sent apologies.

36/23-24 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.*

None were declared.

37/23-24 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.*

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

38/23-24 REGISTERS OF INTERESTS (Standing Item for A.T.M.)

For information: Reminder to all Councillors to ensure that all check their Register of Interests at least annually to consider whether an update is needed. NB: Any changes to interests during the year, which may include changing address or employer, must be notified to the Monitoring Officer within 28 days – see the [relevant SCDC webpage](#) for further guidance and details.

Noted.

39/23-24 MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

To approve the minutes of the Full Council meeting of 25th April 2023 as a true record of the meeting (attached).

It was proposed by Cllr Benedicic, seconded by Cllr Owen and **RESOLVED**, with 9 voting for and 1 abstaining, **to approve the minutes of the meeting of 25th April 2023 as a true record of that meeting.** The Chair signed the minutes.

40/23-24 ELECTION OF CHAIRS & VICE-CHAIRS AT ANNUAL MEETING OF THE TOWN COUNCIL

[Attached: Motion Paper].

To decide to elect Chairs and Vice-Chairs each year at the Annual Meeting of the Town Council.

In a discussion the following key points were raised;

- Although it was recognised that committees make decisions on behalf of the whole of the Council, some Councillors expressed that they felt it was important that committees elect their own Chairs and Vice-Chairs.
- It was noted that any outgoing Chairs and Vice-Chairs remain in that position until elections have taken place at the first Committee meeting.

Cllr Bros Sabria joined the meeting at 19:13 pm.

Regarding item 36/23-24, Cllr Bros Sabria had no declarations to make.

Cllr Sovago proposed for the Town Council to elect Chairs and Vice-Chairs each year at the Annual Meeting of the Town Council. There was no seconder, and the motion was therefore not carried.

41/23-24 COMMITTEES (Standing Item for A.T.M.)

- 1) *To consider continuation, or discontinuation, of the under-mentioned Committees;*

- (a) *Finance and Governance Committee.*
- (b) *Planning Committee.*
- (c) *Personnel Committee.*
- (d) *Events and Markets Committee.*

NB: The activities of the Assets and Asset Transfer Committee have been paused, with any relevant business transacted at Full Council meetings until such time as the Council decides to resume this Committee (conform resolution at Full Council, item 174/21-22 (1)).

The afore-mentioned committees were considered; all agreed that all four currently active committees are to be continued.

- 2) *To appoint Members onto the under-mentioned Committees and decide on the numerical composition of the under-mentioned Committees;*

- (a) *Finance and Governance Committee. Currently: Seats: 8. Quorum: 4. Membership: 6.*
- (b) *Planning Committee. Currently: Seats: 8. Quorum: 4. Membership: 8.*
- (c) *Personnel Committee. Currently: Seats: 6. Quorum: 3. Membership: 6.*

(d) *Events and Markets Committee. Currently: Seats: 8. Quorum: 4. Membership: 8.*

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, **to appoint the following Councillors onto the following Committees:**

- **Finance and Governance Committee: x6 Members, Cllrs. Benedicic; Castelino; Greef; Littlemore; Owen; Panvekar.**
- **Planning Committee: x5 Members, Cllrs. Benedicic; Bros Sabria; Littlemore; Owen; Sovago.**
- **Personnel Committee: x3 Members, Cllrs. Bros Sabria; Delip; Susarla.**
- **Events and Markets Committee: x7 Members, Cllrs. Bros Sabria; Delip; Males; Sovago; Susarla; Kinnera; Greef.**

3) To review the [Committees' Terms of Reference](#) and decide on Committee meeting frequency; [Attached: Motion Paper, for below x2 change proposals]

(a) *Finance and Governance Committee. Proposed; monthly, conform '22-'23. Proposed to change quorum from 4 to 3 – see Motion Paper for details of this proposal.*

It was proposed by Cllr Benedicic, seconded by Cllr Owen and **RESOLVED**, with 10 voting for and 1 abstaining, **to change the quorum for the Finance and Governance Committee from 4 to 3 Members.**

(b) *Planning Committee: Proposed; monthly, conform '22-'23.*

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to continue the Planning Committee at the same frequency and with the same numerical composition.**

(c) *Personnel Committee; Proposed; quarterly, conform '22-'23.*

It was proposed by Cllr Susarla, seconded by Cllr Males and **RESOLVED**, with 10 voting for and 1 abstaining, **to continue the Personnel Committee at the same frequency and with the same numerical composition.**

(d) *Events and Markets Committee: Proposed to change frequency of meetings from every other month to quarterly – see Motion Paper for details of this proposal.*

In a discussion it was raised that with much of the groundwork done through Working Groups, this would allow for more time for motions to be prepared in between committee meetings.

It was proposed by Cllr Susarla, seconded by Cllr Males and **RESOLVED**, unanimously, **to approve to change the frequency of the Events and Markets Committee meetings from every other month to quarterly.**

4) To receive nominations for Chair and Vice-Chair for the under-mentioned Committees;

(NB: pending outcomes of motion under item 40/23-24).

(a) *Finance and Governance Committee.*

(b) *Planning Committee.*

(c) *Personnel Committee.*

(d) *Events and Markets Committee.*

No longer relevant following item 40/23-24.

5) (a) *To elect the Chair of the Finance and Governance Committee.*

(b) *To elect the Vice-Chair of the Finance and Governance Committee.*

(c) *To elect the Chair of the Planning Committee.*

(d) *To elect the Vice-Chair of the Planning Committee.*

(e) *To elect the Chair of the Personnel Committee.*

(f) *To elect the Vice-Chair of the Personnel Committee.*

(g) *To elect the Chair of the Events and Markets Committee.*

(h) *To elect the Vice-Chair of the Events and Markets Committee.*

No longer relevant following item 40/23-24.

42/23-24 WORKING GROUP REPRESENTATION

For information: Cllr Firouz Thompson (CCC) has stepped down from the Warm Hub Working Group. Noted.

43/23-24 WORKING GROUPS (Standing Item for A.T.M.)

1) *To consider continuation, or discontinuation, of the under-mentioned Working Groups reporting to Full Council;*

(a) Hydrology Working Group.

In a discussion it was pointed out that the Hydrology Working Group had achieved results stemming from its activities. It was considered important that the Town Council keeps an active 'eye' on any hydrology-related issues across Northstowe, but that a specific Working Group may not be needed anymore at this stage. It was highlighted that, going forward, individual Councillors could always bring any hydrology-related items directly to Full Council.

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

(b) Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion).

It was proposed by Cllr Benedicic, seconded by Cllr Owen and **RESOLVED**, unanimously, **to continue the Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion).**

(c) Warm Hub Working Group.

In a discussion it was highlighted that there remain issues with obtaining sufficient volunteer numbers and to ensure safe session management, with between 10-15 hours of volunteer time needed each week for all tasks to be done.

It was proposed by Cllr Sovago, seconded by Cllr Males and **RESOLVED**, unanimously, **to amend the motion to change the name of the Working Group to Community Lounge Working Group.**

It was proposed by Cllr Sovago, seconded by Cllr Males and **RESOLVED**, unanimously, **to continue the Working Group, as Community Lounge Working Group.**

(d) Road Safety Working Group.

It was proposed by Cllr Susarla, seconded by Cllr Sovago and **RESOLVED**, unanimously, **to continue the Road Safety Working Group.**

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

In a discussion the following key points were raised;

- The Working Group has not developed Terms of Reference and has met rarely.
- Much of the focus of this Working Group has been picked up by Sustainable Northstowe. Through Councillor representation on the Sustainable Northstowe meetings, as recently agreed to, this can now help the Town Council to align itself with sustainability issues.

- It was noted that in previous Council meetings plastic-free ambitions as well as a wish for a climate action plan have been discussed; without a dedicated Working Group it will be up to (groups of) Councillors with similar interests in these fields to follow-up on climate and low-carbon ambitions and actions and bring relevant proposals back to Full Council.

It was proposed by Cllr Benedicic, seconded by Cllr Oluwasanya and **RESOLVED**, unanimously, **to disband the Joint Sustainability Working Group.**

2) *To appoint Members and Lead Members onto the under-mentioned Working Groups;*

(a) Hydrology Working Group. Currently: 5 Cllrs.; Lead: Cllr Littlemore.

No longer relevant following item 43/23-24(1)(a).

(b) Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion). Current membership: 5 Cllrs.; Lead: Cllr. Benedicic.

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to appoint the following Members onto the Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion): Cllrs. Benedicic; Bros Sabria; Littlemore; Owen; Panvekar, with Cllr Benedicic appointed as Lead Member for the Working Group.**

(c) Warm Hub Working Group. Current membership: 5 Cllrs., plus x2 Northstowe residents (Hodgson and Nigam); Lead: Cllr. Benedicic.

It was proposed by Cllr Benedicic, seconded by Cllr Males and **RESOLVED**, unanimously, **to appoint the following Members onto the Community Lounge Working Group: Cllrs. Benedicic;**

Delip; Males; Oluwasanya; Sovago, plus x2 Northstowe residents (Hodgson and Nigam), with Cllr Sovago appointed as Lead Member for the Working Group.

(d) Road Safety Working Group. Current membership: 5 Cllrs. Lead: Cllr. Susarla.

It was proposed by Cllr Greef, seconded by Cllr Benedicic and **RESOLVED**, unanimously, to **appoint the following Members onto the Road Safety Working Group: Cllrs. Greef; Kinnera; Littlemore; Panvekar; Sovago; Susarla, with Cllrs. Sovago and Susarla appointed as joint Lead Members for the Working Group.**

(e) Joint Sustainability Working Group (jointly with Longstanton Parish Council). Current membership: 2 NTC Cllrs (plus LPC Cllrs.). No Lead.

No longer relevant following item 43/23-24(1)(e).

44/23-24 MEETING SCHEDULE (Standing Item for A.T.M.)

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

The Clerk introduced the proposed schedule for '23-'24, highlighting the principles behind the proposals as set out in the meeting paper.

In a discussion the following main points were raised;

- Considering the Council has a relatively large number of meetings in the year, it was considered important for the schedule to be amended to ensure Councillors would be able to attend two meetings on the same evening. The Clerk highlighted that the proposed schedule was based on last year's meeting schedule experience; one of the key principles, as set out in the meeting paper, was to ensure that at most one meeting per week is held, to prevent undue pressure being put on staff to ensure all paperwork is produced within statutory timelines.
- Some Councillors expressed the wish to have the days in the week varied, whilst several others expressed the need to have clarity and regularity built in.

It was proposed by Cllr Littlemore, seconded by Cllr Greef and **RESOLVED**, with 10 voting for and 1 abstaining, to **defer a decision on the meeting schedule until the next Full Council meeting.**

The **Clerk** was **tasked** to consider options available to condense the meeting schedule by putting meetings on the same evening.

45/23-24 EXTERNAL BODIES (Standing Item for A.T.M.)

- 1) *For information: to receive Terms of Reference, where available, for under-mentioned bodies (x9 documents shared with Cllrs.).*

Noted.

- 2) *Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.*

Noted; no comments made.

- 3) *To appoint Members to represent the Town Council on the under-mentioned external bodies;*

(a) Northstowe Delivery Group.

- *Coordinated by SCDC. Monthly, usually 3rd Thursday of the month; 11:30 – 12:30 AM or 13:30 – 14:30 PM (mixture of virtual and in-person).*
- *Currently: 2 Cllrs represented.*

It was proposed by Cllr Littlemore, seconded by Cllr Males and **RESOLVED**, unanimously, to **appoint the following Members to represent the Town Council on the Northstowe Delivery Group: Cllrs. Littlemore; Owen.**

(b) Northstowe Phase 1 Open Space Maintenance & Management Steering Group.

- *Coordinated by SCDC. Monthly, first Thursday of the month; 10:00 – 11:30AM (virtual).*
- *Currently: 6 Cllrs. represented.*

It was proposed by Cllr Sovago, seconded by Cllr Greef and **RESOLVED**, unanimously, to **appoint the following Members to represent the Town Council on the Northstowe Phase 1 Open Space Maintenance & Management Steering Group: Cllrs. Bros Sabria; Littlemore; Owen.**

(c) *Northstowe Support Partnership.*

- *Coordinated by CCC. Quarterly, usually on Tuesdays; 13:30 – 15:00 (virtual).*
- *Currently: 1 Cllr. represented.*

It was proposed by Cllr Sovago, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to appoint the following Members to represent the Town Council on the Northstowe Support Partnership: Cllr. Males.**

(d) *Northstowe Community Networkers.*

- *Coordinated by SCDC & CCC. Irregularly; in practice usually every other month; Wednesdays 19:00 – 21:00 (virtual).*
- *Currently: 3 Cllrs. represented.*

It was proposed by Cllr Oluwasanya, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to appoint the following Members to represent the Town Council on the Northstowe Community Networkers: Cllr. Delip.**

(e) *Northstowe Faith Strategy Group.*

- *Coordinated by SCDC. Meets as and when relevant (in practice usually quarterly); Wednesdays 17:30 – 19:00 (virtual).*
- *Currently: 4 Cllrs. represented.*

It was proposed by Cllr Oluwasanya, seconded by Cllr Susarla and **RESOLVED**, with 10 voting for and 1 objecting, **to appoint the following Members to represent the Town Council on the Northstowe Faith Strategy Group: Cllrs. Delip; Greef; Kinnera; Susarla.**

(f) *Plastic Free Longstanton and Northstowe Steering Group (Community Group Sustainable Northstowe).*

- *Coordinated by Sustainable Northstowe. Meets monthly, usually third Thursday of the month; 19:00 – 20:00 (virtual).*
- *Currently: 2 Cllrs. represented.*

It was proposed by Cllr Males, seconded by Cllr Bros Sabria and **RESOLVED**, unanimously, **to appoint the following Members to represent the Town Council on the Plastic Free Longstanton and Northstowe Steering Group (Sustainable Northstowe): Cllrs. Delip; Kinnera.**

(g) *Northstowe & Longstanton Heritage Stakeholder Group.*

- *Coordinated by CCC. Monthly. Usually Tuesdays 9:15 – 10:30 AM (mixture of virtual and in-person).*
NB: in practice meetings are often cancelled;
- *Currently: 2 Cllrs. represented.*

It was proposed by Cllr Sovago, seconded by Cllr Owen and **RESOLVED**, unanimously, **to appoint the following Members to represent the Town Council on the Northstowe & Longstanton Heritage Stakeholder Group): Cllrs. Littlemore; Oluwasanya.**

(h) *Northstowe Youth Partnership / Northstowe Youth Hive.*

- *Coordinated by CCC. Meets as and when relevant (mixture of in-person and virtual).*
NB: NTC representation onto this partnership has not yet been formalised (see item 120/21-22).
- *Currently: 2 Cllrs. liaising with relevant partners re: youth work.*

It was proposed by Cllr Owen, seconded by Cllr Bros Sabria and **RESOLVED**, unanimously, **to appoint the following Members to represent the Town Council on the Northstowe Youth Partnership / Northstowe Youth Hive: Cllrs. Benedicic; Delip.**

(i) *Homes England Parish and Town Council Liaison meetings.*

- *Coordinated by Homes England. Quarterly (mixture of in-person and virtual).*
NB: meetings have been paused by Homes England.
- *Currently: 6 Cllrs. represented.*

It was noted that recent correspondence from Homes England seems to indicate that they intend to reinstate these meetings, in a new format.

It was proposed by Cllr Littlemore, seconded by Cllr Greef and **RESOLVED**, unanimously, **to defer the appointment of Members to represent the Town Council at the Homes England Parish and**

Town Council Liaison meetings until such time as Homes England has reinstated their meetings.

The **Clerk** was **tasked** to contact Homes England to obtain the latest on Homes England's plans to reinstate these meetings.

(j) *Stagecoach - Northstowe and Longstanton Cllr meeting.*

- *Coordinated by Stagecoach. Quarterly (virtual).
NB: no meeting has been called for a while.*
- *Currently: 4 Cllrs. represented.*

It was proposed by Cllr Benedicic, seconded by Cllr Greef and **RESOLVED**, unanimously, **to appoint the following Members to represent the Town Council on the Stagecoach - Northstowe and Longstanton Cllr meetings: Cllrs. Greef; Littlemore; Owen.**

(k) *South Cambs DC Parish/Cabinet Liaison meeting.*

- *Coordinated by SCDC. Meets as and when relevant (usually virtual; occasionally in-person)*
- *No Cllrs. allocated to represent NTC.*

In a discussion it was raised that this is a good opportunity for both Mayor and deputy-Mayor to attend such meetings.

It was proposed by Cllr Greef, seconded by Cllr Sovago and **RESOLVED**, unanimously, **to appoint the following Members to represent the Town Council on the South Cambs DC Parish/Cabinet Liaison meetings: Cllrs. Bros Sabria; Littlemore.**

Cllr Susarla left the meeting at 20:35 pm.

46/23-24 GENERAL POWER OF COMPETENCE (Standing Item for A.T.M.)

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

The Clerk confirmed that the situation for Northstowe Town Council had not changed since last year and that NTC is currently not eligible to exercise the General Power of Competence.

Following a question hereto, the Clerk highlighted that just under half of the CiLCA portfolio is yet to be finalised in order to obtain the CiLCA qualification, but that since the last update on this the continuing work load has meant that little time has been available to work on this over the last months. Noted.

47/23-24 REVIEW OF POLICIES (Standing Item for A.T.M.)

- 1) *To review Northstowe Town Council's [Standing Orders](#) (last updated Oct. '22).*
- 2) *To review Northstowe Town Council's [Financial Regulations](#) (last updated Mar. '23).*
- 3) *To review Northstowe Town Council's [Scheme of Delegation](#) (last updated May '22).*
- 4) *To review Northstowe Town Council's [Terms of Reference](#) for Committees (last updated May '22).*
- 5) *To review all other Northstowe Town Council's [Policies and Protocols](#).*

The above documents were reviewed and considered ok.

Under subitem (4) it was observed that the change of quorum for the Finance and Governance Committee, as per resolution under item 41/23-24(3)(a), means that the Terms of Reference will need to be updated accordingly; the **Clerk** was **tasked** to action this.

48/23-24 YEAR END ACCOUNTS FOR YEAR ENDING MARCH 2023 (Standing Item for A.T.M.)

- 1) *To receive and approve and sign the Statement of Accounts – y/e 31st March 2023 (Attached).
NB: this was previously presented, for information, to the Finance and Governance Committee meeting held on 16th May 2023 (item 06/23-24(1)).*

Noted.

It was proposed by Cllr Sovago, seconded by Cllr Bros Sabria and **RESOLVED**, unanimously, **to approve and sign the Statement of Accounts – y/e 31st March 2023.**

- 2) *For the Chair to countersign the Statement of Accounts for the year ending 31st March 2023.*

The Chair countersigned the Statement of Accounts for the year ending 31st March 2023.

49/23-24 INTERNAL AUDIT REPORT & INTERNAL AUDITOR (Standing Item for A.T.M.)

- 1) *To receive and formally approve the Internal Audit Report for end-of-year '22-'23 (report and cover letter from internal auditor CAPALC attached).*

NB: this was previously presented, for information, to the Finance and Governance Committee meeting held on 16th May '23 (item 07/23-24(1)).

Noted; no questions were raised.

It was proposed by Cllr Sovago, seconded by Cllr Owen and **RESOLVED**, unanimously, **to and formally approve the Internal Audit Report for end-of-year '22-'23.**

- 2) *To note the formal appointment of Internal Auditor for 2023-24.*

NB: this has already been approved at the Full Council meeting held on 28th March '23, item 259/22-23 (2).

Noted.

50/23-24 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 22-23 (Standing Item for A.T.M.)

- 1) *To receive and note the AGAR's Annual Internal Audit Report 2022-23, as completed by the internal auditor (attached).*

Noted.

- 2) *To approve and sign (by Chair and RFO) the Annual Governance Statement 2022-23 (Section 1) (attached).*

It was proposed by Cllr Benedicic, seconded by Cllr Owen and **RESOLVED**, unanimously, **to approve and sign (by Chair and RFO) the Annual Governance Statement 2022-23 (Section 1).**

The Chair and RFO signed the Annual Governance Statement 2022-23 (Section 1).

- 3) *To approve and sign (by Chair) the Accounting Statements 2022-23 as presented by the RFO (Section 2) (attached).*

NB: Following completion of the paperwork and signing by the Chairman, the RFO will submit all required paperwork to the 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 Benedicic, seconded by Cllr Sovago and **RESOLVED**, unanimously, **to approve and sign (by Chair) the Accounting Statements 2022-23 as presented by the RFO (Section 2).**

The Chair counter-signed the Annual Governance Statement 2022-23 (Section 1).

Cllr Oluwasanya left the meeting at 20:45 pm.

51/23-24 INTERNAL CONTROL (Standing Item for A.T.M.)

- 1) *To review the effectiveness of the Council's Internal Control measures.*

NB:

- *The Council is to consider: 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 2023 edition (attached for Cllrs' information).*
- *Most relevant items are covered in the Council's [Risk Assessment and Management Plan](#) – last updated Oct. 2022).*

Noted; no comments made.

- 2) *To appoint 4 Members for internal control, for Finance & Online banking - 4 signatories for the Unity Trust bank mandate/ online bank authorisations.*

It was proposed by Cllr Sovago, seconded by Cllr Greef and **RESOLVED**, unanimously, **to appoint Members Cllr. Benedicic, Cllr Greef, Cllr Littlemore and Cllr Owen for internal control, for Finance & Online banking - 4 signatories for the Unity Trust bank mandate/ online bank authorisations.**

52/23-24 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).*

Further to the report, the following updates were provided;

- The contractor, appointed by Cambridgeshire County Council, to deliver the Heritage Annex building, has gone into administration. Options are being considered and the County will work with partners in finding a suitable solution.
- A meeting with Homes England is planned to discuss opening of the Southern Access Road West.
- The Greater Cambridge Partnership is soon to discuss the findings from the Making Connections consultation.
- Changes within County Council teams means that management of the Northstowe Support Partnership Management is to change hands through a new officer.
- How to Inspire joined the recent Park Play trial session in Western park. Cllr Thompson offered the Town Council to help find ways for this to be aligned with Park Play.
- Discussions are taking pace to find out what options there may be to allow for exemptions for child minders to start from Northstowe properties.

Noted; no questions were raised.

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

Noted; no questions were raised.

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

Cllr Bygott, present, noted that there were no new updates to their report. Noted; no questions were raised.

53/23-24 REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS (Standing Item)

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

Michele Eidevik-Skinner, present, noted that there were no new updates to their report.

Noted; no questions were raised.

54/23-24 NORTHSTOWE DELIVERY GROUP (Standing Item)

NB: minutes of the Northstowe Delivery Group meeting held on 13th April 2023 have not yet been formally approved and will be attached for a future meeting.

Cllr Owen highlighted that discussions are being held at recent Northstowe Delivery Group meetings around the need for naming of the Temporary Community Centre and the Sports Pavilion.

55/23-24 REPORT FROM TOWN CLERK (Standing Item)

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

The Clerk introduced Petra Sawyer, who started as Deputy Clerk at the start of May, and he encouraged Councillors to contact her where they have not already met. The Chair welcomed Petra.

56/23-24 KICKSTART FUND PANEL (Standing Item)

NB: No applications have been received by the Town Council this month.

Noted.

57/23-24 MOU – MANAGEMENT BOARD FOR TEMPORARY COMMUNITY CENTRE

1) *To receive a draft Memorandum of Understanding (MOU), received from South Cambridgeshire District Council, for the proposed Management Board for the Temporary Community Centre. In this, it is proposed that, once operational, Northstowe Town Council is to have a seat as one of the Management Board Members (Shared with Cllrs: MOU; plus background information: Schedule 1, Event Management Plan; Schedule 2, Travel Plan; Schedule 3, draft charging structure (yet to be formally agreed by SCDC); and Schedule 4, Terms and Conditions).*

A question was raised about the constituted status of Northstowe Hub as co-signatory on the draft MoU.

Cllr Greef raised that he is a Trustee of Northstowe Hub and declared that he therefore may have a potential conflict of interest in the matter. This was noted.

The **Clerk** was **tasked** to enquire with SCDC about the co-signatory's type and level of constitution and its potential implications for Northstowe Town Council of signing this document.

Councillors represented on the Northstowe Delivery Group were **tasked** to raise this at the next Northstowe Delivery Group meeting.

2) *To agree to commit to the agreement as set out in the MoU.*

It was proposed by Cllr Littlemore, seconded by Cllr Males and **RESOLVED**, unanimously, **to amend the motion to agree to commit to the agreement as set out in the MoU, pending clarity received from SCDC on the matter of the constitution of Northstowe Hub as co-signatory of the document.**

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

3) *To decide to give the Town Clerk delegated powers to sign this MOU on behalf of Northstowe Town Council.*

It was proposed by Cllr Benedicic, seconded by Cllr Owen and **RESOLVED**, unanimously, **to amend the motion to decide to give the Town Clerk delegated powers to sign this MoU on behalf of Northstowe Town Council, on the proviso that clarity received from SCDC on the matter of the constitution of Northstowe Hub as co-signatory of the document (as per the resolution under sub-item (2)) would not result in the MoU having to be presented back to Full Council first.**

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

58/23-24 TEMPORARY OFFICE SPACE HIRE

NB: Item following from resolution passed at Full Council meeting 25th April 2023, item 22/23-24

1) *Update from Town Clerk on progress towards task (item 22/23-24) to research alternative office hire options.*

The Clerk provided an update, mentioning that several options had been explored further. Northstowe Secondary College had not responded to further enquiries made. SCDC has confirmed that the in-kind contribution for using the office room at NSC on Wednesdays can continue. Longstanton Parish Council has kindly offered for NTC staff to use the meeting room in the Village Hall as a temporary office space on some days of the week; this may be provided as in-kind, with a final decision on this awaited.

2) *Update on latest news regarding timeline for when office may become available for hire (NB: further to information provided at item 31/23-24, Full Council 25th April 2023).*

The Clerk provided an update that it is unclear at this stage when the office can be used and that there is a possibility that this may not happen before the end of June, although it is clear that all involved are working hard to ensure opening of the building as soon as possible. Further information on this is being awaited from SCDC.

3) *To decide to continue making use of temporary office space for staff use on Mondays, Tuesdays and Wednesdays, as has been kindly provided by Longstanton Parish Council (Mon – Tue) and SCDC (Wed) until such time as this is no longer needed or ends being available.*

It was proposed by Cllr Littlemore, seconded by Cllr Greef and **RESOLVED**, unanimously, **to decide to continue making use of temporary office space for staff use on Mondays, Tuesdays and Wednesdays, as has been kindly provided by Longstanton Parish Council (Mon – Tue) and SCDC (Wed) until such time as this is no longer needed or ends being available.**

4) *To agree to provide the RFO with delegated powers to hire office space as they see fit, using relevant budget headings, in the case of additional delays to the Temporary Community Centre's office space becoming available and/or current in-kind provision by either Longstanton PC or SCDC stops being available.*

The following key points were raised by Councillors:

- 'Budget headings' should be changed to 'budget heading', as there is only one directly relevant budget heading in the '23-'24 budget, i.e. 'Hire of office space/Council chamber.' The RFO confirmed that this is the case.
- 'As they see fit' should be accompanied by 'within reason'.
- Another Councillor pointed out that the Financial Regulations would prevent misuse of funds and both afore-mentioned points are already covered through the Council's policies and that therefore

the motion's wording would not necessarily need to be amended. The RFO confirmed this is the case.

It was proposed by Cllr Littlemore, seconded by Cllr Greef and **RESOLVED**, unanimously, **to agree to provide the RFO with delegated powers to hire office space as they see fit, using relevant budget headings, in the case of additional delays to the Temporary Community Centre's office space becoming available and/or current in-kind provision by either Longstanton PC or SCDC stops being available.**

59/23-24 TOR FOR THE ROAD SAFETY WORKING GROUP

NB: Following discussions when Working Group was formed - Full Council 22nd Nov. '22, item 163/22-23(1))

1) *To receive the ToR (attached: Terms of Reference; Motion Paper).*

Noted; no questions were raised.

2) *To approve the ToR for the Road Safety Working Group.*

It was proposed by Cllr Sovago, seconded by Cllr Greef and **RESOLVED**, unanimously, **to approve the ToR for the Road Safety Working Group.**

60/23-24 MOBILE PHONE CONTRACTS FOR TOWN CLERK AND DEPUTY CLERK

[Attached: Motion Paper; Appendix with options/ quotes considered]

1) *To consider the options to purchase phones with provider contracts for Town Clerk and Deputy Clerk (as per supporting document).*

Following an introduction by the Deputy Clerk who highlighted the key points in the report for Council's consideration, in a discussion the following key points were raised;

- Some Councillors wished to see upfront purchase of phones presented as additional options, although noting that this would incur additional costs beyond what is allocated in this year's relevant budget heading.
- A wish for clarity on whether the phones would fall under the current Council's insurance or might need additional insurance cover.

2) *To approve the purchase of 2 mobile phones, for the Town Clerk and Deputy Clerk, to be used for business purposes. The recommended brand is an Apple iPhone, with provider either EE or O2.*

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, **to defer the purchase of 2 mobile phones, for the Town Clerk and Deputy Clerk, until the next Full Council meeting, with a focus on outright purchase options and with information regarding insurance.**

61/23-24 PARK PLAY

1) *For information: update on latest developments re: Park Play.*

2) *To receive and consider a draft License Agreement received from Greenbelt for the use of Western Park for Park Play.*

The Clerk provided an update that, since the agenda was sent out, in a meeting Park Play has expressed their wish to be part of the agreement; therefore, a new agreement is to be drafted and will be presented to Council in due course.

3) *To decide to give the Town Clerk delegated powers to sign this license agreement on behalf of the Town Council, once a Park Play Leader is recruited and a start date for Park Play has been confirmed.*

4) *To consider setting up a Park Play Working Group, to ensure timely implementation of the plans as agreed at Full Council 20th Dec. '22, item 194-22/23.*

4 a) *For Councillors to come forward to join the Park Play Working Group, and to appoint those Councillors to that Working Group.*

It was proposed by Cllr Owen, seconded by Cllr Sovago and **RESOLVED**, unanimously, **to defer above subitems (3) and (4) to the next Full Council meeting.**

Considering time limitations the Chair proposed to defer the remainder of the agenda.

It was proposed by Cllr Littlemore, seconded by Cllr Sovago and **RESOLVED**, unanimously, **to defer items 62/23-24 – 66/23-24 on the agenda to the next Full Council meeting.**

62/23-24 COMMITTEE MEETINGS (Standing Item)

To receive minutes from the following committee meetings held:

- a) Personnel Committee, 18th April 2023 (attached; status: draft).
- b) Events and Markets Committee, 2nd May 2023 (NB: minutes are to follow).
- c) Planning Committee, 9th May 2023 (NB: minutes are to follow).
- d) Finance and Governance Committee (NB: minutes are to follow).

63/23-24 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 Benedicic).
- b) Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion) (lead: Cllr Benedicic).
- c) Road Safety Working Group (lead: Cllr Susarla).
- d) Hydrology Working Group (lead: Cllr Littlemore).
- e) Sustainability Working Group (Jointly with Longstanton PC) (no lead).

64/23-24 UPDATES FROM OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

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

- a) 6th Apr. '23: Phase 1 Open Spaces Steering Group – attended by Cllr Mgaidia (minutes to follow).
- b) 19th April '23: Northstowe Faith Strategy Group – no NTC representation (minutes to follow).
- c) 4th May '23: Phase 1 Open Spaces Steering Group meeting – no NTC representation (minutes to follow).
- d) 10th May '23: Northstowe Community Networkers – no NTC representation (minutes attached).
- e) 17th May '23: Northstowe Faith Strategy Group meeting (minutes to follow).
- f) 18th May '23: Northstowe Delivery Group – attended by Cllrs Owen and Littlemore (minutes to follow).

65/23-24 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

To note;

- a) Mon 5th June '23, 17:30 - 20:00 (in person): SCDC Parish/Cabinet Liaison.
- b) Thu 1st June '23, 10:00 - 12:00 (virtual): Phase 1 Open Spaces Steering Group.
- c) Wed 14th June '23: 19:00 - 21:00 (virtual): Northstowe Community Networkers.
- d) Thu 15th June '23, 13:30 -14:30 (virtual): Northstowe Delivery Group.
- e) Wed. 21st June '23, 17:30 -19:00 (virtual): Northstowe Faith Strategy Group.
- f) Thu 29th June '23, 10:00 - 12:00 (virtual): Phase 1 Open Spaces Steering Group.

66/23-24 DATES OF NEXT COUNCIL MEETINGS (Standing Item)

To note;

- Full Council meeting: Tue 27th June 2023 (7-9 pm); venue: TBC
(pending approval dates under item 44/22-23)

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

The meeting was closed at 21:22 pm.

Signed.....

Town Mayor

Date.....