

NORTHSTOWE TOWN COUNCIL - FULL COUNCIL

MINUTES of the meeting held on Tuesday 26th SEPTEMBER 2023 at Temporary Community Centre, Northstowe

Members: 15
Quorum: 5 Members.
Present: 10 Members: Cllr Littlemore (Mayor); Cllr Bros Sabria (Deputy Mayor); Cllr Benedicic; Cllr Males; Cllr Mgaidia; Cllr Oluwasanya; Cllr Owen; Cllr Sovago; Cllr Greef (from 19:02); Cllr Panvekar (from 19:05).
Members of the public: 4.
Apologies: Cllr Castelino; Cllr Delip; Cllr Kinnera; Cllr Nikoro; Cllr Susarla.
Absent: N/A.

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

121/23-24 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 Kinnera; Cllr Nikoro; Cllr Susarla.

122/23-24 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.

123/23-24 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.

124/23-24 MINUTES OF PREVIOUS FULL COUNCIL MEETINGS (Standing item)

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

It was proposed by Cllr Owen, seconded by Cllr Males and **RESOLVED**, with 5 voting for and 3 abstaining, **to approve the minutes of the meeting of 25th July 2023 as a true record of that meeting.**

In the absence of the clerk, the minutes are to be signed by the Chair at the earliest convenience.

Cllr Greef joined the meeting at 19:02 pm.

125/23-24 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).

Following Councillors' queries, Cllr Thompson, present, provided information on the following topics;

- Progress on the ramps near the A14: update on progress that it is ongoing with National Highways.
- Update on childminders in Northstowe.
- A query was also raised about provision for adult skills in Northstowe.

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

Following Councillors' queries, Cllr Warren-Green, present, fed into the following topics;

- Cllr Warren-Green took an action to go back to SCDC to request for their road naming policy to be published on their website.

- Cllr Warren-Green took an action to check whether Northstowe Town Council might be eligible for the EV Charger Fund for Community Centres as referred to in their report, now that there is a temporary community centre.
 - A question was raised around green bins collections, following on from reports that soe green bin collections may not be taking place, for instance where road where road works are taking place. Cllr Warren-Green took an action to verify the schedules and what changes may be happening as a result of the 4-day trial to be extended to bin collection service team.
- 3) *To receive a report from South Cambs D.C. Ward Member Cllr. T. Bygott (attached).*
 Updates to their report were received from Cllr Bygott, present. No questions were raised.

Cllr Panvekar joined the meeting at 19:05 pm.

126/23-24 REPORT FROM SCDC'S COMMUNITY DEVELOPMENT OFFICERS (Standing Item)

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

M. Eidevik-Skinner, present, provided the following update to the CDOs' report: - The CDOs were not able to attend the recent Hindu Samaj event.

A question was raised around the times for the Q&A session at the upcoming Northstowe Community Forum.

127/23-24 NORTHSTOWE DELIVERY GROUP (Standing Item)

To receive minutes of the Northstowe Delivery Group meeting held on 15th June 2023 (attached).

The following points were raised by Councillors:

- A question was raised how Bovis' recent announcement about them no longer building homes for open sale might impact finalisation of parcel H5.
- It was observed that the minutes listed the Mayor and Deputy Mayor roles the wrong way around.
- It was requested to get meetings and minutes of the Northstowe Delivery Group aligned better with NTC's Full Council meetings.

128/23-24 REPORT FROM TOWN CLERK (Standing Item)

To receive a report from the Clerk on staff activities (period: Jul - Aug 2023) (attached).

Noted.

129/23-24 KICKSTART FUND PANEL (Standing Item)

No meeting held recently; next scheduled for Oct. (NB: meeting frequency has changed to quarterly).

Noted.

130/23-24 FUNDING APPROVAL FOR COMMUNITY LOUNGE

[Further to [item 106/23-24, Full Council 25th July 2023](#)]; Motion from Community Lounge Working Group:

a) *To receive update from Community Lounge on development since the FCNTC on 27 July 2023.*

An update was provided, summarising the latest developments.

b) *To approve the recommendation for the timing of the Community Lounge for the months of September and October, as outlined in the motion paper (attached; appendix shared with Cllrs.).*

It was proposed by Cllr Benedicic, seconded by Cllr Males and **RESOLVED**, unanimously, **to approve the recommendation for the timing of the Community Lounge for the months of September and October, as outlined in the motion paper.**

c) *To approve the CLWG to have a Facebook page and group to create events and advertise activities.*

A question was raised whether an individual, or individuals, who are not employees of the Town Council can run a social media account on behalf of the Council.

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, **to defer this sub-item and to get advice from the clerk on social media policy.**

d) *To receive and approve funding through Cambridgeshire ACRE for Community Lounge activity: 2.5 hours a week for September and October at the Interim Community Building (subject to £20/h; if the hourly rate increases we will cancel the activity).*

It was proposed by Cllr Littlemore, seconded by Cllr Males and **RESOLVED**, unanimously, **to receive and approve funding through Cambridgeshire ACRE for Community Lounge activity: 2.5 hours a week for September and October at the Interim Community Building (subject to £20/h; if the hourly rate increases we will cancel the activity).**

131/23-24 PILOT MARKET EVALUATION

[Further to item [88/23-24, Full Council 27th June 2023](#); and [108/23-24\(3\), Full Council 25th July 2023](#)]

To receive an update on developments from the Market Development Working Group and options being considered for a market post-pilot.

Cllr Bros Sabria provided an update on the latest developments of the pilot market, and on future plans;

- Evaluation paperwork is being drafted and has been shared with NABMA for their feedback; this is being discussed internally, with plans to bring this to the next Full Council with recommendations.
- Update was provided on footfall which had gone down in the summer, and the recent loss of the regular fruit & veg stall – good news that a new fruit and veg provider had been found quickly.
- Conversations ongoing with other traders with the aim to increase the size of the weekly markets.
- Need identified for more physical promotion (banners) and also online, but current lack of time/capacity, with need identified for training/skills on social media/communications.
- Update on indoor market, first one (since March) delivered again in September - run smoothly, with all traders satisfied despite it not being the busiest event.
- Community café, run by volunteers from Northstowe Hub, is now also open regularly on Sundays alongside the market - great addition and opportunities for growth.

The following items were raised in a discussion that followed;

- Need to gain more traders that provide essentials so that residents can do their actual shopping (and avoid having to travel to supermarket later).
- Enquiries about Fishmongers, as they don't tend to trade on Sundays - Consideration to be given whether to change the market date?
- Enquiries about whether footfall in other markets in the summer was falling too, and also whether there has been evidence of recovery in September – Cllr Bros Sabria replied that customer numbers seem to improve again, but still early days and that we will know more in October.
- It was raised that the significant time input and efforts by the volunteers, the working group and especially the lead were appreciated.

132/23-24 ORGANISATIONAL 5-YEAR STAFFING STRUCTURE PLAN; UPDATE

[Item deferred to Full Council, for recommendation, by [Personnel Committee, 5th Sep. 2023, item 16/23-24](#); adapted also conform [item 19/23-24, Full Council, 25th April 2023](#)]:

1) *To receive an updated 5-year staffing structure proposal (attached).*

The following key points were raised in a discussion;

- A question was raised whether the Council should wait for the outcome of the market evaluation before it proposes a Market Manager position.
- Cllr Bros Sabria raised that developing the Market Manager role may potentially need more time.
- The FTE for a Market Manager not increasing over the years may need to be reviewed.
- The aspirations may not be aligning with finances and a question was raised how the Town Council could ensure these marry up.

2) *To adopt the organisational five-year staffing structure plan.*

It was proposed by Cllr Littlemore, seconded by Cllr Greef and **RESOLVED**, unanimously, **to defer this item until such time as both the market evaluation and the sports pavilion working group paper are finalised.**

133/23-24 FINANCES – APPROVAL OF EXPENDITURE

1) *To approve new payments. See **Supporting document A** for overview of retrospective and new payments (attached).*

It was proposed by Cllr Littlemore, seconded by Cllr Greef and **RESOLVED**, unanimously, **to approve the new payments, as detailed in Supporting Document A.**

- 2) To allocate two authorised Councillors to sign paperwork associated with afore-mentioned payments and to carry out online banking authorisation.

Cllr Benedicic and Cllr Owen were allocated to counter-sign paperwork and carried out online bank authorisations for afore-mentioned payments.

134/23/24 PURCHASE OF MONITORS AND HEADPHONE

- 1) To consider the options on the supporting documents to purchase monitors (x2) and head phone (x1) for current staff members. [*Attached: Motion Paper; shared with Cllrs.: x2 supporting documents with options for purchase monitors and for headphones*].

This was noted and options were discussed.

- 2) To approve the purchase of x2 monitors and x1 headphone as per the recommended models.

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, to approve the purchase of x2 monitors and x1 headphone as per the recommended models (Dell monitor and Sennheiser headset).

135/23-24 STANDING ORDERS – PROPOSED UPDATES

- 1) To receive NTC's Standing Orders, with proposed changes highlighted in track-changes (motion paper and document attached).

- 2) To agree to the proposed changes and adopt the updated Standing Orders.

It was proposed by Cllr Littlemore, seconded by Cllr Owen and **RESOLVED**, unanimously, to amend the proposed wording of section 4,b (i) to change 'set up' to 'set up and dissolve' and to remove the words 'useful or'.

It was proposed by Cllr Littlemore, seconded by Cllr Greef and **RESOLVED**, unanimously, to agree to the proposed changes and adopt the updated Standing Orders, as amended.

136/23-24 HOMES ENGLAND - CONSULTATION

- 1) To receive a document setting out a draft vision and objectives towards establishing sustainable long term stewardship arrangements for Northstowe (part of: draft interim Management and Maintenance Plan being prepared by Homes England) (*shared with Cllrs.*).

Noted.

- 2) To consider provision of feedback to Homes England on this document.

It was noted that the Council welcomes the plans as presented by Homes England.

137/23-24 ITEMS FOR INFORMATION

- 1) Letter External auditor – AGAR completed of the limited assurance review (external audit) for the Annual Governance & Accountability Return (AGAR) for Northstowe Town Council for the year ended 31 March 2023 [*Further to item 50/23-24, Full Council 23rd May 2023*]. (*attached/shared with Cllrs.*) – **NB:** information also added to [Accounts page](#) on Council's website.

Noted.

- 2) SARW road naming – update on Homes England's procedures – update (*Further to [item 89/23-24, Full Council 27th June 2023](#)*) (*Email shared with Cllrs.*)

Noted.

- 3) Meeting Cambridgeshire County Council – Early Years provision, meeting held on 18th July 2023 (*confidential; shared with Cllrs.*)

Noted.

- 4) Christmas tree, switch on and related plans - update [*Further to item 111/23-24, Full Council 25th July 2023*].

It was observed that the Town Council decided on leading on the delivery of Light Up Northstowe/Christmas Switch-on events, as a long-term decision, in [January 2022 \(item 45/21-22\)](#).

It was **agreed** that this item is to be taken back to the Events and Markets Committee where this decision was made.

It was requested that for future events a timetable is adhered to, to prevent people from waiting.

- 5) Park Play: launched Saturday 9th September; weekly sessions ongoing, with Park Play Leader in place [*Further to [item 86/23-24, Full Council 27th June 2023](#)*].

Noted.

6) Office use at Temporary Community Centre – update: hire agreement signed 15th September.

Noted.

138/23-24 COMMITTEE MEETINGS (Standing Item)

To receive minutes from the following committee meetings held:

- a) Planning Committee, 11th July 2023 (status: final; attached).
- b) Finance and Governance Committee, 11th July 2023 (status: final; attached).
- c) (extraordinary) Events and Markets Committee, 18th July 2023 (status: draft; attached).
- d) Personnel Committee, 5th September 2023 (status: draft; attached).
- e) Planning Committee, 12th September 2023 (status: draft; attached).
- f) Finance and Governance Committee, 12th September 2023 (status: draft; attached).

Noted.

139/23-24 MEMBERSHIP OF WORKING GROUPS

For information: Cllr Oluwasanya stepped down from the Community Lounge Working Group.

Noted.

140/23-24 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) Community Lounge Working Group (lead: Cllr Sovago/ Cllr Delip).

No further updates.

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

Cllr Benedicic provided an update; no questions were raised.

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

Cllr Sovago provided an update.

141/23-24 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) 29th Jun. '23: Phase 1 Open Spaces Steering Group – attended by Cllr Mgaidia (attached).
- b) 17th Jul. '23: Northstowe Support Partnership – attended by clerk (shared with Cllrs.).
- c) 27th Jul. '23: Phase 1 Open Spaces Steering Group – no NTC representation (attached).
- d) 27th Jul. '23: Phase 1 Sports Pavilion Board meeting – attended by clerk (shared with Cllrs).
- e) 9th Aug. '23: Northstowe Community Networkers – attended by Cllr Delip (attached).
- f) 10th Aug '23: Northstowe Delivery Group. CANCELLED
- g) 14th Aug. '23: Temporary Community Centre Board meeting - attended by clerk (shared with Cllrs).
- h) 24th Aug. '23: Phase 1 Open Spaces Steering Group - attended by Cllr Mgaidia (attached).
- i) 7th Sep '23: Northstowe Delivery Group – attended by Cllr Littlemore (minutes to follow).
- j) 11th Sep. '23: Temporary Community Centre Board meeting - attended by clerk (minutes to follow).
- k) 12th Sep. '23: Phase 1 Sports Pavilion Board meeting – attended by clerk (shared with Cllrs).
- l) 13th Sep. '23: Northstowe Community Networkers - attended by Cllr Delip (attached).
- m) 20th Sep. '23: Northstowe Faith Strategy Group (minutes to follow).
- n) 21st Sep. '23: Phase 1 Open Spaces Steering Group (minutes to follow).

Noted.

142/23-24 UPCOMING MEETINGS OUTSIDE BODIES WITH NTC REPRESENTATION (Standing Item)

To note;

- a) Wed 4th Oct. '23, 18:30 – 21:00 (in person): Northstowe Community Forum.
- b) Thu 5th Oct. '23, 13:00 – 14:30 (in person): Northstowe Support Partnership.
- c) Wed 11th Oct. '23, 12:30 – 14:00 (in person): Sports Pavilion Management Board.
- d) Mon 16th Oct. '23, 12:30 – 14:00 (in person): Temporary Community Centre Board Meeting.
- e) Thu 19th Oct. '23, 10:00 - 12:00 (virtual): Phase 1 Open Spaces Management Steering Group.

- f) Thu 19th Oct. '23, 11:30 – 12:30 (in person): Northstowe Delivery Group.
 - g) Wed 8th Nov. '23, 19:00 – 21:00 (in person): Northstowe Community Networkers.
- Noted.

143/23-24 DATES OF NEXT COUNCIL MEETINGS (Standing Item)

To note;

- Full Council meeting: Tue 31st October 2023 (7-9 pm); venue: Community Centre, Northstowe. [Final versions of motions & papers to be received by 21/10 at the latest]
- For all Council meetings and annual meeting schedule, see www.northstowetowncouncil.gov.uk

Noted.

The meeting was closed at 21:02 pm.

Signed.....

Town Mayor

Date.....

Supporting Document A

EXPENDITURE

[Details for item 133/23-24(1)]:

NEW PAYMENTS:

i)	PKF Littlejohn LLP; External auditing services, for Annual Governance & Accountability Return for year ended 31 March 2023.	£504.00
ii)	Northstowe Secondary College, room hire, for 6 th July 2023 (Community Lounge session)	£75.00
iii)	360 Group; Charges for x2 phones provided. [following resolution at Full Council 27th June 2023, item 81-23/24].	£1,490.40
iv)	Phoenix Events (East). Event management markets in August '23. [Following resolution at Full Council, 25th July 2023, item 108/23-24].	£576.00