

# **NORTHSTOWE TOWN COUNCIL - FINANCE, GOVERNANCE AND PLANNING COMMITTEE**

## **MINUTES of the meeting held on 17<sup>TH</sup> JUNE 2025 at The Cabin, Northstowe**

**MEMBERS:** 9: Cllr Benedicic; Cllr Birr-Pixton; Cllr Castelino; Cllr Hughes; Cllr Hunter; Cllr Kinnera; Cllr Littlemore; Cllr Oluwasanya; Cllr Owen.

**QUORUM:** 4 Members.

**Present:** 5 Members: Cllr Benedicic; Cllr Birr-Pixton; Cllr Hunter; Cllr Littlemore; Cllr Owen.  
Town clerk.  
Members of the public: none.

Apologies: Cllr Castelino; Cllr Hughes; Cllr Oluwasanya.

Absent: Cllr Kinnera.

The meeting was started at 7:01 PM. This was the first meeting following the merger of the former Finance and Governance Committee and Planning Committee; there was consensus that the Chair of the Council should open the meeting. Cllr Benedicic took the Chair.

### **01/25-26/FGP ELECTION OF CHAIR OF THE COMMITTEE FOR 2025-26**

1) *To receive nominations for Chair of the Finance, Governance and Planning Committee.*

Cllr Littlemore nominated Cllr Owen to become the Chair of the Finance, Governance and Planning Committee for 2025-26; this was seconded by Cllr Birr-Pixton.

2) *To elect the Chair of the Finance, Governance and Planning Committee for the Civic Year 2025-2026.*

It was proposed by Cllr Littlemore, seconded by Cllr Birr-Pixton and **RESOLVED**, unanimously, **to elect Cllr Owen as Chair of the Finance, Governance and Planning Committee for the Civic Year 2025-2026.**

### **02/25-26/FGP APOLOGIES (Standing Item)**

1) *To record apologies for absence received prior to the meeting.*

Apologies had been received, and accepted, from: Cllr Castelino; Cllr Hughes; Cllr Oluwasanya.

### **03/25-26/FGP ELECTION OF VICE-CHAIR OF THE COMMITTEE**

1) *To receive nominations for Vice-Chair of the Finance, Governance and Planning Committee.*

Cllr Benedicic nominated Cllr Littlemore to become the Vice-Chair of the Finance, Governance and Planning Committee for 2025-26; this was seconded by Cllr Owen.

2) *To elect the Vice-Chair of the Finance, Governance and Planning Committee for the Civic Year 2025-2026.*

It was proposed by Cllr Benedicic, seconded by Cllr Owen and **RESOLVED**, unanimously, **to elect Cllr Littlemore as Vice-Chair of the Finance, Governance and Planning Committee for the Civic Year 2025-2026.**

### **04/25-26/FGP DECLARATIONS OF INTEREST (Standing item)**

1) *To declare any pecuniary or personal interest in any items on the agenda.*

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

Cllr Owen as well as Cllr Littlemore declared a personal interest regarding item 08/25-26(ii) on the agenda, as the application is for the property of friends, although they would consider the application strictly on legal matters.

Considering there is no direct financial or other interest in the application, **it was agreed** that both Councillors could stay at the meeting and take part in any discussions but should refrain from voting on any consultation response.

### **05/25-26/FGP PUBLIC PARTICIPATION (Standing item)**

*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 (for up to 15 minutes in total; maximum 3 minutes per person).*

No members of the public were present.

### **06/25-26/FGP MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)**

1) *To receive draft minutes of the 20<sup>th</sup> May 2025 Finance & Governance Committee meeting and to resolve to accept these as a correct record (attached).*

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, with 3 voting for and 2 abstaining, **to accept the minutes of the Finance and Governance Committee meeting held on 20<sup>th</sup> May 2025 as a true record.**

2) *To receive draft minutes of the 20<sup>th</sup> May 2025 Planning Committee meeting and to resolve to accept these as a correct record (attached).*

It was proposed by Cllr Birr-Pixton, seconded by Cllr Benedicic and **RESOLVED**, with 4 voting for and 1 abstaining, **to accept the minutes of the Planning Committee meeting held on 20<sup>th</sup> May 2025 as a true record.**

## 07/25-26/FGP FINANCE (Standing Item)

### 1) BANK STATEMENTS & BALANCES

i) To receive Bank Statement for 31<sup>st</sup> May 2025 (shared with Cllrs).

Noted; no questions were raised.

ii) To approve, and for the Chair to sign, the Bank Reconciliation for 31<sup>st</sup> May 2025 (attached).

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to approve and for the Chair to sign the Bank Reconciliation for 31<sup>st</sup> May 2025.**

### 2) RECEIPTS AND PAYMENTS REPORTS

i) To receive the Receipts and Payments Report, dated to 31<sup>st</sup> May 2025 (attached).

Noted. In response to a question about the pension contributions, the RFO explained that the online pension contributions had been delayed as the pension provider's online data logging system had been unavailable for over a month due to substantial maintenance works at their end; this has since been caught up and the figures for employer and employee pension contributions will be caught up at next month's financial data.

### 3) INCOME

i) To receive **Supporting document A** for an overview of income received (attached).

Noted; no questions were raised.

### 4) EXPENDITURE

i) To approve retrospective and new payments; see **Supporting document A** for payments overview (attached).

It was proposed by Cllr Littlemore, seconded by Cllr Birr-Pixton and **RESOLVED**, unanimously, **to approve the retrospective and new payments as listed in Supporting document A (attached).**

ii) To allocate 2 Councillors to sign paperwork for afore-mentioned payments and to carry out bank authorisation.

**Cllr Littlemore and Cllr Owen were allocated** to sign paperwork for afore-mentioned payments and to carry out online bank counter-authorisations.

## 08/25-26/FGP PLANNING APPLICATIONS (Standing item)

To consider submitting consultation responses to the following planning applications:

Application details can be accessed via the South Cambs. Planning Portal.

i)	<b>Consultation</b>	25/02106/FUL NHBC & Homes England. Land Adjacent To Northstowe House Rampton Road Longstanton. Development of NHBC Multi-Skills Training Hub for a temporary period, including portable cabins and containers, covered training areas, hardstanding, fencing and associated access, parking, infrastructure and works. <a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/02106/FUL">https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/02106/FUL</a> Consultation deadline: 2 <sup>nd</sup> July 2025/ determination deadline: 23 <sup>rd</sup> July 2025
It was proposed by Cllr Owen, seconded by Cllr Littlemore and <b>RESOLVED</b> , unanimously, <b>that regarding application 25/02106/FUL the Town Council wishes to provide the following consultation response: 'Northstowe Town Council wishes to SUPPORT the application, with the following COMMENTS; The Town Council wishes to echo some of the comments already expressed by the Local Highways Authority, and encourages the applicant to consider how good use can be made of the new road infrastructure planned to provide alternative access to the site, to mitigate against the impact of vehicle movements - especially during peak school run hours - on the existing, narrow road.'</b>		
ii)	<b>Consultation</b>	25/02126/HFUL 5 Crabtree Road Northstowe Cambridgeshire. Single storey side extension. <a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/02126/HFUL">https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/02126/HFUL</a> Consultation deadline: 27 <sup>th</sup> June 2025/ determination deadline: 1 <sup>st</sup> August 2025
It was proposed by Cllr Birr-Pixton, seconded by Cllr Littlemore and <b>RESOLVED</b> , with 3 voting for and 2 abstaining, <b>that regarding application 25/02126/HFUL the Town Council wishes to provide the following consultation response: ' Northstowe Town Council wishes to SUPPORT this application (without any further comments).'</b>		

**09/25-26/FGP APPLICATIONS WHERE NORTHSTOWE TC PROVIDED COMMENTS AND A PLANNING DECISION HAS BEEN MADE SINCE** (Standing item)

	<b>Application</b>	<b>Comments by resolution at NTC meeting</b>	<b>Decision G. C. Planning Service</b>
i)	25/00656/CL2PD Hypro Eu Ltd Station Road Longstanton. Certificate of lawfulness under S192 for the change of use from existing Class E (g) light industrial use to Class E (a) retail use. <a href="https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/00656/CL2PD">https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/00656/CL2PD</a>	Planning Committee 18 <sup>th</sup> March 2025, 85/24-25(i) [Comments submitted]	Decided on 12 <sup>th</sup> May 2025: Certificate Granted.
Noted.			

**10/25-26/FGP CONSULTATIONS** (Standing item)

To consider providing a response to the following consultations;

1) [Call for evidence] UK Government (Department for Energy Security and Net Zero), Solar on car parks and electric vehicle charging. Deadline for response: 18th June 2025.

There was consensus that the Town Council - as it currently does not own or manage relevant facilities - is unable to provide the kind of evidence being asked for.

2) [Consultation]: UK Government, Improving the implementation of biodiversity net gain for minor, medium and brownfield development. Deadline for response: 24<sup>th</sup> July 2025.

3) [Consultation]: UK Government, Biodiversity net gain for nationally significant infrastructure projects. Deadline for response: 24<sup>th</sup> July 2025.

4) [Consultation]: UK Government, Reform of planning committees: technical consultation. Deadline for response: 23<sup>rd</sup> July 2025.

It was proposed by Cllr Owen, seconded by Cllr Littlemore and **RESOLVED**, unanimously, **to not respond to the call for evidence (sub-item 1) and to DEFER sub-items 2, 3 and 4 to the next committee meeting.**

**It was agreed** to pull out the questions of the three consultations in separate documents, for ease of drafting consultation responses.

**11/25-26/FGP ITEMS FOR INFORMATION**

1) Quarterly financial checks – update on checks being carried out.

The RFO and Cllr Birr-Pixton provided an update on outstanding checks for income and expenditure paperwork for 2024-25, noting that most had now been caught up on and a report will normally come to the next committee meeting. Cllr Birr-Pixton was thanked for giving his time to do this.

The **RFO was tasked** to prepare a motion paper for the next committee meeting, for the Council to consider changing the current three counter-signatory system, considering also the recently adopted new Financial Regulations, previous internal auditor recommendations, and any risks.

2) Offer to the Town Council of Planning Training: offer from the Greater Cambridge Planning to Northstowe Town Council (session early to mid-July – TBC). (email shared with Cllrs.).

All **Councillors agreed** that this would be a good opportunity for all involved; Cllr Benedicic highlighted discussions held with officers at the Greater Cambridge Planning Service and mentioned options for a training session agenda.

The **clerk was tasked** to contact the relevant GCPS officers to arrange for training date option(s) ideally to take place early to mid-July.

3) [Further to Planning Committee, 20th May 2025, 17/25-26/PL]: Update on work towards proposing a name for the currently unnamed stretch of road to the north of The Green which connects the B1050 and Links Lane (email shared with Cllrs.).

A wish to continue with this work was expressed, noting also that Cllr Delip had expressed an interest in being involved in this. It was noted that the road in question had, at some stage at least, been earmarked to be pedestrianised, although it seems likely that Urban and Civic will first finalise the road as per the current road finalisation plans, with any further changes possibly to be carried out in future following road adoption by the County Council. **It was agreed** that possible different future scenarios for this road are to be taken into account when considering a suitable road name.

4) Northstowe Permitted Development: update on information being collated (lead: Cllr Birr Pixton) (draft report shared with Cllrs.).

Cllr Birr-Pixton was thanked for the detailed information he had already pulled together and the progress update shared with Councillors. A general discussion followed in which various items were considered including additional community engagement and research opportunities, as well as feedback options to the Local Planning Authority.

**12/25-26/FGP DATES OF UPCOMING MEETINGS** (Standing item)

a) *Full Council: Tue 24<sup>th</sup> June 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.*

*[Final versions of motions & papers to be received by 14/06 at the latest].*

b) *Finance, Governance and Planning Committee: Tue 15<sup>th</sup> July 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.*

*[Final versions of motions & papers to be received by 05/07 at the latest].*

*For all NTC meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)*

Noted.

The meeting was closed at 9:49 PM.

Signed.....

Chair of the Finance & Governance Committee

Date.....

DRAFT

**NORTHSTOWE TOWN COUNCIL - FINANCE, GOVERNANCE AND PLANNING COMMITTEE**

**Tuesday 17<sup>th</sup> June 2025, 7-9 PM**

**Supporting Document A**

**INCOME** [Details for item 07/25-26/FGP(3)]:

• **Income – Market Pitch Fees:**

Company	Reason	Market dates	Received in account	Amount
Northstowe Arts	Trader Pitch fee	JUN/JUL/SEP 2025	20/05/2025	£60.00
Estelle Sweets Treats and Hire	Trader Pitch fee	APR/MAY/JUN 2025	28/05/2025	£36.00
Luna Moon Creations	Trader Pitch fee	JUL/SEP/OCT 2025	02/06/2025	£36.00

**EXPENDITURE** [Details for item 07/25-26/FGP(4)]:

• **[RETROSPECTIVE] PAYMENTS MADE - DIRECT DEBIT:**

- i) Lloyds Bank - Credit card; period: APR 25 (refreshments for Community Lounge - paid with C.ACRE grant received in March; refreshments for Annual Town Meeting; monthly card fee) (cashd 16/05/25) £246.55
- ii) EE Limited - Mobile phones staff – MAY 25 (cashd 19/05/25) £71.02
- iii) Unity Trust Bank – Bank service charge, period APR 25 (cashd 31/05/25) £9.60
- iv) TPT Pensions Trust - staff pension contributions for APR 25 (cashd 03/06/25) Confidential
- v) TPT Pensions Trust - staff pension contributions for MAY 25 (cashd 10/06/25) Confidential

• **[RETROSPECTIVE] PAYMENTS MADE - OTHER:**

- vi) Hiscox Insurance Company Ltd. – Insurance premium 2025-26 (to 6<sup>th</sup> May 2026) (cashd 29/05/2025) £855.92
- vii) Northstowe Running Festival Ltd. – Community Grant awarded *[Finance and Governance Committee 20<sup>th</sup> May 2025, 11/25-26/FG]* (cashd 29/05/2025) £3,300.00

• **NEW PAYMENTS:**

- viii) Staff salaries – JUN 25 (payment date 25/06/25) Confidential
- ix) HMRC – period 3, 6 JUN – 5 JUL 25 Confidential
- x) South Cambs. DC - Rent NTC office; Hire rooms for: Community Lounge; market – JUN 25 £487.00
- xi) South Cambs. DC - Hire rooms in The Cabin, for Council meetings – JUN 2025 £161.50
- xii) Cloudy IT –monthly management costs, for period JUN 2025 £422.21
- xiii) CBS Office Solutions - Printing costs – MAY 25 £16.28
- xiv) Brookfield – Verge maintenance B1050, cuts 1 and 2 £480.00
- xv) Phoenix Events (East) Ltd - Market management support – JUN 2025 market plus additional hours as per new contract *[see 22<sup>nd</sup> Apr. 2025, 13/25-26/FC]* £878.40