

NORTHSTOWE TOWN COUNCIL - FINANCE, GOVERNANCE AND PLANNING COMMITTEE

MINUTES of the meeting held on 15th JULY 2025 at The Cabin, Northstowe

MEMBERS: 9: Cllr Owen (Chair); Cllr Littlemore (Vice-Chair); Cllr Benedicic; Cllr Birr-Pixton; Cllr Castelino; Cllr Hughes; Cllr Hunter; Cllr Kinnera; Cllr Oluwasanya.

QUORUM: 4 Members.

Present: 4 Members: Cllr Benedicic; Cllr Birr-Pixton; Cllr Hunter; Cllr Littlemore.
Town clerk.
Members of the public: 2.

Apologies: Cllr Hughes; Cllr Oluwasanya; Cllr Owen.

Absent: Cllr Castelino; Cllr Kinnera.

The meeting was started at 7:01 PM; in the absence of the Chair of the Committee, Cllr Littlemore took the Chair.

13/25-26/FGP APOLOGIES (Standing Item)

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

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

14/25-26/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.*

No interests were declared.

15/25-26/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).

A member of the public, representative of Northstowe Hub, wished to speak. They explained that for item 17/25-26/FGP, very recently there have been developments warranting a potential rethink of the application: it has come to their attention that the recently awarded grant for the Northstowe Foodbank, the finances of which are managed through Northstowe Hub, is now no longer needed in full and that there is a possibility to repurpose £1,000 of that £1,500 grant towards the cost of this new Northstowe Hub project, thus reallocating funds rather than asking for a new £1,000 grant. They added that they would be willing to present a revised application to reflect this option. The Chair thanked the resident for this explanation and that this information is to be taken into consideration at the item.

16/25-26/FGP MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

1) *To receive draft minutes of the 17th June 2025 Finance, Governance and Planning 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**, unanimously, **to accept the minutes of the Finance, Governance and Planning Committee meeting held on 17th June 2025 as a true record.**

17/25-26/FGP GRANT APPLICATION

1) *To receive a grant application received from Northstowe Hub CIO, for a grant request of £1,000 towards the costs for hosting the Baby Hub new parents and carers support group (application shared with Cllrs.). The applicant is planning to be present at the meeting to answer any questions.*

Noted.

2) *To consider the grant application.*

Councillors mentioned that they were generally supportive of this new application. There was also agreement that, in light of the potential for repurposing of funds as was explained by the applicant in the public participation session, it might be better to receive a revised application, reflecting any such changes to be made.

3) *To decide on the grant application and grant amount requested.*

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to DEFER the item to the next suitable Council meeting.**

18/25-26/FGP FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

i) *To receive Bank Statements for 30th June 2025 (shared with Cllrs).*

Noted. In response to a question around interest to be received on other bank saving accounts aside from the Unity Trust Bank, the RFO explained that interest is being accrued on the Cambridge Building Society and the Redwood savings accounts, but that the interest was not to be credited until later in the year (for Redwood account at the anniversary of the account opening, on 5th September; and for the Cambridge Building Society account this being paid

annually on the 31st of December). He also provided information on the interest accrued on those accounts, amounting to close to £2,000 in total to date.

ii) *To approve, and for the Chair to sign, the Bank Reconciliation for 30th June 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 30th June 2025.**

2) RECEIPTS AND PAYMENTS REPORTS

i) *To receive the Receipts and Payments Report, dated to 30th June 2025 (attached).*

Noted; there were no questions.

ii) *To receive a Quarterly Flexed Budget Report, for Q1 of 2025-26 (Apr-Jun) (attached).*

Noted; there were no questions.

3) INCOME

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

Noted.

The RFO explained that the £238.77 received as interest from the Unity Trust Savings account (which is included in the details of the Receipts and Payments report) had accidentally been omitted from Appendix A as 'income'; the **RFO took an action** to ensure this is to – retrospectively – appear onto the next income overview.

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 Benedicic and **RESOLVED**, unanimously, **to approve the retrospective and new payments as listed in Supporting document A.**

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

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

19/25-26/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)	Information	S/2011/14/NMA11 Northstowe Phase 2 Station Road Longstanton Cambridgeshire. Non-material amendment on application S/2011/14/OL to vary condition 12 (Lifetime Homes) for Phase 2 of the current Northstowe Development. https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/2011/14/NMA11 <i>Determination deadline: 10th July 2025.</i>
Noted. It was noted that a decision had since been made: this was granted permission.		
ii)	Information	20/02171/NMA1 Northstowe Phase 3A Rampton Road Longstanton Cambs. Non material amendment of planning permission 20/02171/OUT for Minor wording amends to Condition 10, 51 and 60. https://applications.greatercambridgeplanning.org/online-applications/PLAN/20/02171/NMA1 <i>Determination deadline: 8th July 2025.</i>
Noted.		
iii)	Consultation	25/02421/ADV Northstowe Rampton Road Longstanton. Retention of 1no non-illuminated sign on the B1050 advertising Taylor Wimpey developments in Cambridge. https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/02421/ADV <i>Consultation deadline: 25th July 2025/ determination deadline: 15th August 2025</i>
Noted.		

20/25-26/FGP APPLICATIONS WHERE NORTHSTOWE TC PROVIDED COMMENTS AND A PLANNING DECISION HAS BEEN MADE SINCE (Standing item)

	Application	Comments by resolution at NTC meeting	Decision G. C. Planning Service
i)	25/01458/HFUL 40 Villa Road Northstowe Cambridgeshire. Use of garage as an outbuilding and erection of a single storey side extension to outbuilding. https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/01458/HFUL	<u>Planning Committee 20th May 2025, 14/24-25/PL(iii)</u> [Northstowe Town Council objected with comments]	Decided on 10 th June 2025: Permission granted (subject to conditions)
Noted.			
ii)	25/01604/FUL Northstowe Phase 1 Western Park Kingfisher Close, Northstowe. Installation of a Swift tower and bird boxes. https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/01604/FUL	<u>Planning Committee 20th May 2025, 14/24-25/PL(iii)</u> [Northstowe Town Council submitted comments]	Decided on 25 th June 2025: Permission granted (subject to conditions)
Noted. There was consensus that discussions are to be held with the planning authority, to ensure that there will be a long-term maintenance plan for this in place and which is to be adhered to.			

21/25-26/FGP CONSULTATIONS / SURVEYS (Standing item)

To consider providing a response to the following consultations;

- 1) *South Cambridgeshire District Council – Local Government Reorganisation Survey for Stakeholders.*

Consultation deadline: 20th July 2025.

It was noted that Cllr Hodgson had proposed suggested answers; Councillors at the meeting agreed with those.

It was proposed by Cllr Birr-Pixton, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to provide a Town Council response to the ‘Local Government Reorganisation Survey for Stakeholders’, using Cllr Hodgson’s suggested answers.**

[Sub-items 2-4 were deferred at 10/25-26/FGP, committee meeting 17th June 2025]:

- 2) *UK Government, Improving the implementation of biodiversity net gain for minor, medium and brownfield development.*

Deadline for responses: COP 24th July 2025.

It was considered that the consultation is of a technical nature and that the Town Council is not able to provide a useful response that would add value to the consultation.

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to not provide a consultation response.**

- 3) *UK Government, Biodiversity net gain for nationally significant infrastructure projects.*

Deadline for responses: COP 24th July 2025.

It was considered that the consultation is of a technical nature and that the Town Council is not able to provide a useful response that would add value to the consultation.

It was proposed by Cllr Littlemore, seconded by Cllr Benedicic and **RESOLVED**, unanimously, **to not provide a consultation response.**

- 4) *UK Government, Reform of planning committees: technical consultation.*

Deadline for responses: COP 23rd July 2025.

In a discussion it was considered that the survey is mainly related to local planning authorities, in our case related to how South Cambridgeshire District Council operated. It was also discussed that it is unclear how much a departure of the District Council’s way of working this would be and what may already be happening in reality.

It was proposed by Cllr Littlemore, seconded by Cllr Birr-Pixton and **RESOLVED**, unanimously, **to not provide a consultation response.**

[Sub-items 5-6 were deferred to the FGP committee at 77/25-26/FC, Full Council 24th June 2025]:

- 5) *Public Rights of Way Hierarchy Engagement - Cambridgeshire County Council (email & docs. shared with Cllrs.).*

Deadline for responses: 31st July 2025.

It was noted that the map of the Public Rights of Way does not take into account the Rights of Way that have been established over the last few years as part of the development of Northstowe (such as the new greenways that have been created).

It was proposed by Cllr Littlemore, seconded by Cllr Birr-Pixton and **RESOLVED**, unanimously, **to send a response to the County Council’s survey team, explaining that the Town Council would welcome further detailed discussions how it may be able to help identify and include the more recently created Rights of Way into the hierarchy across the parish of Northstowe.**

- 6) *The Great Collaboration* (www.greatcollaboration.uk) – Request for input into survey to understand what town and parish councils around East Anglia are already doing: <https://forms.gle/4m5TK5AkPSDBhFJ59>. (email & document, as well as draft responses from Cllr Bros Sabría shared with Cllrs.).

No specific deadline for responses.

It was noted that Cllr Bros Sabría had proposed suggested answers; Councillors at the meeting agreed with those.

It was proposed by Cllr Benedicic, seconded by Cllr Birr-Pixton and **RESOLVED**, unanimously, **to provide a Town Council response to the 'Great Collaboration' Survey, using Cllr Bros Sabría's suggested answers.**

- 7) *SCDC – Licensing Team. Application for a mobile street trading consent (including for within Northstowe). Trading name: Verrecchia's; Type of vender: Ice Cream Van. (email and document shared with Cllrs.).*

Deadline for comments: 23 July 2025.

No response was to be submitted. A discussed was held in which it was discussed whether this falls within the requirements or limitations on times and days in SCDC Mobile Street Trading Policy.

22/25-26/FGP UPDATES/ITEMS FOR INFORMATION

[Updates to items from 11/25-26/FGP, committee meeting 17th June 2025]:

- 1) *Quarterly financial checks; update on checks carried out on financial documentation 2024-25 Qs1-4 (report from Cllr Birr-Pixton shared with Cllrs.) NB: motion for proposed changes to checks is to follow at a later meeting.*

The RFO mentioned that Cllr Birr-Pixton recently finished the work, and thanked him for the many hours put in to go through all paperwork related to the 2024-25 finances. The one, minor issue found, i.e. a lack of one front sheet to go with market traders' income received, was to be rectified by Councillors countersigning a sheet directly following this meeting.

- 2) *Planning Training for the Town Council: offer from the Greater Cambridge Planning to Northstowe Town Council; in-person session now scheduled for 17th July 2025, 18:30 – 20:00.*

The **clerk was tasked** to forward the invitation to all Town Councillors, to ensure anyone interested could attend.

- 3) *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 (latest emails from Urban and Civic shared with Cllrs.).*

Cllr Birr-Pixton provided an update on this work, letting the Councillors know that a motion is to be presented to Full Council the next week with a proposed street name.

23/25-26/FGP DATES OF UPCOMING MEETINGS (Standing item)

- a) *Full Council: Tue 22nd July 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.*

[Final versions of motions & papers to be received by 12/07 at the latest].

- b) *Finance, Governance and Planning Committee: Tue 16th Sept. 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.*

[Final versions of motions & papers to be received by 06/09 at the latest].

For all NTC meetings, see www.northstowetowncouncil.gov.uk

Noted.

The meeting was closed at 8:01 PM.

Signed.....

Chair of the Finance, Governance and Planning Committee

Date.....

NORTHSTOWE TOWN COUNCIL - FINANCE, GOVERNANCE AND PLANNING COMMITTEE

Tuesday 15th July 2025, 7-9 PM

Supporting Document A

INCOME [Details for item 18/25-26/FGP(3)]:

• **Income – Other:**

Company	Reason	Received in account	Amount
Cambridgeshire ACRE	Grant Funding - Northstowe Community Lounge – for MAY 25 sessions	17/04/2025	£96.00

EXPENDITURE [Details for item 18/25-26/FGP(4)]:

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

i)	Lloyds Bank - Credit card; period: MAY 25 (room booking; monthly card fee) (cashd 16/06/25)	£106.96
ii)	EE Limited - Mobile phones staff – JUN 25 (cashd 17/06/25)	£71.02
iii)	TPT Pensions Trust - staff pension contributions for JUN 25 (cashd 20/06/25)	Confidential
iv)	CF Corporate Finance Ltd. – Quarterly lease costs photocopier (cashd 27/06/25)	£153.60
v)	Unity Trust Bank – Bank service charge, period MAY 25 (cashd 30/06/25)	£8.70

• **NEW PAYMENTS:**

vi)	Staff salaries – JUL 25 (payment date 23/07/25)	Confidential
vii)	HMRC – period 4, 6 JUL – 5 AUG 25	Confidential
viii)	South Cambs. DC - Rent NTC office; plus room hire for Community Lounge; other – JUL 25	£410.00
ix)	South Cambs. DC - Hire rooms in The Cabin, for Council meetings – JUN 2025	£154.50
x)	Cloudy IT –monthly management costs, for period JUL 2025	£422.21
xi)	CBS Office Solutions - Printing costs – JUN 25	£8.17
xii)	CAPALC – Councillor training x4 @£75.00 each (Cllrs Cattaneo; Hughes; Hunter; Hodgson)	£300.00
xiii)	Northstowe News, Town Council contribution towards AUG-SEP 2025 edition	£100.00
xiv)	Greenbelt – electricity use on The Green (at £8.00 per trader) on market days; May-Jun 2025	£8.00
xv)	Refund Northstowe market trader – Kuya's catering	£20.00
xvi)	Refund Northstowe market trader – Elena's Catering	£20.00
xvii)	Refund Northstowe market trader - Nora's Aroma	£12.00
xviii)	Refund Northstowe market trader – Luna Moon Creations	£36.00
xix)	Refund Northstowe market trader – Northstowe Arts	£40.00
xx)	Refund Northstowe market trader – Spinney Abbey Farm	£18.00
xxi)	Refund Northstowe market trader – Cambridge Luxury Bakes	£20.00