

NORTHSTOWE TOWN COUNCIL - FINANCE, GOVERNANCE AND PLANNING COMMITTEE

MINUTES of the meeting held on 16th SEPTEMBER 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: 5 Members: Cllr Owen (Chair); Cllr Benedicic; Cllr Birr-Pixton; Cllr Moore; Cllr Littlemore.
Locum Town clerk.
Members of the public: 1

Apologies: Cllr Oluwasanya; Cllr Castelino (sent during the meeting), Cllr Kinnera and Cllr Hunter.

Absent: None.

The meeting was started at 7:00 PM by the Chairman of the meeting.

24/25-26/FGP APOLOGIES (Standing Item)

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

Apologies had been received, and accepted, from: Cllr Kinnera; Cllr Oluwasanya; Cllr Hunter. Cllr Castelino sent his apologies during the meeting.

25/25-26/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.

26/25-26/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 thanked the Town Council for their commitment over the last few months around GDPR and data protection.

27/25-26/FGP MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

To receive draft minutes of the 15th of July 2025 Finance & Governance Committee meeting and to resolve to accept these as a correct record (attached).

RESOLVED: It was agreed by a majority, with 2 abstentions, to approve the minutes as a true and accurate record.

28/25/26/FGP CHANGE OF SIGNATURES PROTOCOL

1) *To approve changes in way Council counter-signs payment authorisations, simplifying the process (motion paper attached). [Further to FGP meeting 17 June 2025, 11/25-26/FGP(1)].*

RESOLVED: It was unanimously agreed to support the changes noting that work on the transparency of finance document 'Appendix A' needs some further work to enable Councillors to authorise payments efficiently when using Unity Trust Bank.

29/25-26/FGP FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

i) *To receive Bank Statements for 31st August 2025 (shared with Cllrs).*

ii) *To approve, and for the Chair to sign, the Bank Reconciliation for 31st August 2025 (attached).*

A query was raised regarding the coding and positioning of the VAT return and this is something the Locum Town Clerk will look into and carry out any remedial work necessary.

RESOLVED: It was unanimously agreed to approve the bank statements and bank reconciliation to 31st August 2025 which will be signed after the meeting by the Chairman.

2) RECEIPTS AND PAYMENTS REPORTS

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

Noted; there were no questions.

ii) *To note the VAT return (to end July 2025) has been submitted to HMRC*

Noted; there were no questions

3) INCOME

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

The report was noted.

ii) To consider the report for outstanding invoices for the current financial year (attached).

iii) To consider the motion to write off debts owed to Northstowe Town Council (attached).

The Locum Clerk will take a look to see what the previous agreement was and what has been actioned since.

RESOLVED: It was unanimously agreed to defer this to the next meeting.

4) EXPENDITURE

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

RESOLVED: It was unanimously agreed 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.

It was noted that this did not need voting on subject to Financial Regulations.

30/25-26/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)	Consultation	<p>25/02539/FUL Land At Wilsons Road Longstanton Cambs. Installation and operation of a solar farm and battery energy storage system (BESS) together with all associated infrastructure, works and equipment, including landscape and ecological enhancement and access for a temporary period of 35 years. The application includes an Environmental Statement. https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/02539/FUL</p> <p>Consultation deadline: 12th August 2025; extension received for an NTC response until 17th September 2025. (Determination deadline: 17th October 2025).</p> <p>RESOLVED: It was unanimously agreed to state the Town Council's support for this application however the Town Council would be objecting on the basis of access issues.</p>
ii)	Information	<p>20/03598/COND16 Land West Of Station Road Longstanton Cambridgeshire CB24 3DS Submission of details required by condition 16 (badger survey) of outline planning permission 20/03598/OUT https://applications.greatercambridgeplanning.org/online-applications/PLAN/20/03598/COND16</p> <p>Consultation expiry date: 4th September (Determination deadline: 6th October 2025).</p> <p>The above was noted.</p>
iii)	Information	<p>20/03598/COND18 Land West Of Station Road Longstanton Cambridge CB24 3DS Submission of details required by condition 18 (written scheme of investigation) of outline planning permission 20/03598/OUT https://applications.greatercambridgeplanning.org/online-applications/PLAN/20/03598/COND18</p> <p>Consultation expiry date: 4th September (Determination deadline: 6th October 2025).</p> <p>The above was noted.</p>

iv)	Information	<p>20/03598/COND20 Land West Of Station Road Longstanton Cambridge CB24 3DS Submission of details required by condition 20 (contamination - partial discharge) of outline planning permission 20/03598/OUT https://applications.greatercambridgeplanning.org/online-applications/PLAN/20/03598/COND20</p> <p><i>Consultation expiry date: 4th September (Determination deadline: 6th October 2025).</i></p> <p>The above was noted.</p>
v)	Information	<p>20/03598/NMA1 Land West Of Station Road Longstanton Cambridgeshire CB24 3DS Non material amendment on application 20/03598/OUT to amend the wording of conditions 18 (written scheme of investigation) and 46 (artificial lighting scheme). https://applications.greatercambridgeplanning.org/online-applications/PLAN/20/03598/NMA1</p> <p><i>Consultation expiry date: TBC (at time of writing); Determination deadline: 1st October 2025).</i></p> <p>The above was noted.</p>

31/25-26/FGP APPLICATIONS WHERE NORTHSTOWE TC PROVIDED COMMENTS AND A PLANNING DECISION HAS BEEN MADE SINCE (Standing item)

The below items were noted by the Town Council.

	Application	Comments by resolution at NTC meeting	Decision G. C. Planning Service
i)	25/02126/HFUL 5 Crabtree Road Northstowe Cambridgeshire. Single storey side extension. https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/02126/HFUL	Finance, Governance and Planning Committee, 17th June 2025, item 08/25-26/FGP(ii) NTC supported this application, without additional comments	Granted Permission, 23 rd July 2025.
ii)	24/04840/REM Northstowe Phase 3A Rampton Road Longstanton. Reserved Matters application for a highway junction and associated footway and cycleway. The application includes Reserved Matters details of access, appearance, landscaping, layout and scale and the related partial discharge of conditions 1, 11, 12, 13, 23, 28, 30, 35 and 65, pursuant to outline planning permission 20/02171/OUT. https://applications.greatercambridgeplanning.org/online-applications/PLAN/24/04840/REM	Planning Committee, 21st January 2025, item 68/24-25(ix). NTC submitted comments.	Granted Permission, 23 rd July 2025.
iii)	25/01180/FUL 2 The Mount Station Road Longstanton. Continued use of building as a Tap Room serving and selling alcoholic Beveridge's https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/01180/FUL	Planning Committee, 15 th April 2025, item 05/25-26/PL(v) NTC supported this application, with comments.	Granted Permission, 21 st August 2025.
iv)	25/01182/OUT Land At Stirling Road Northstowe. Hybrid application for Temporary planning permission for a period of five years for 1. Full planning permission for hard and soft landscaping, access and associated engineering works and 2. Outline planning permission, with all matters reserved except for access and landscaping, for buildings and structures of up to 1,200sqm of Class E (Commercial, Business and Service), Class F1 (Learning and Non-residential Institutions), (Class F2 (Local Community Uses) and Sui Generis (Public House, Wine Bar, or Drinking Establishment, Drinking Establishment with Expanded Food Provision or Hot Food Takeaway) uses and associated hard and soft landscaping and engineering works. https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/01182/OUT	Planning Committee, 15 th April 2025, item 05/25-26/PL(vi) NTC supported this application, with comments.	Granted Permission, 26 th August 2025.
v)	25/02495/FUL Digital Park Station Road Longstanton. Retrospective planning for the construction of a bat barn required under Natural England European Protected Species Licence. https://applications.greatercambridgeplanning.org/online-applications/PLAN/25/02495/FUL	Full Council, 22nd July 2025, item 106/25-26/FC(iv). NTC supported this application, without additional comments	Granted Permission, 4 th September 2025.

32/25-26/FGP CONSULTATIONS / SURVEYS (Standing item)

To consider providing a response to the following consultations;

- 1) Cambridgeshire County Council, second phase engagement survey, with feedback sought on Option A, 1 of the 3 currently preferred options being developed by councils. Survey and supporting documents can be accessed from: <https://yourvoice.cambridgeshire.gov.uk/your-future-councils/> Deadline for responses: 3rd October 2025.

RESOLVED: It was unanimously agreed to provide no comment on this consultation.

- 2) Greater Cambridgeshire Planning, Public consultation on the Draft Planning Obligations Supplementary Planning Document. Visit: www.greatercambridgeplanning.org/emerging-plans-and-guidance/supplementary-planning-documents/ to view the documents and find out how to comment. Deadline for responses: 17th October 2025.
RESOLVED: It was unanimously agreed to provide no comment on this consultation.

33/25-26/FGP BUDGET SETTING FOR THE 2026/2027 FINANCIAL YEAR

- 1) To receive any recommendations from the Personnel Committee in relation to the budget setting process.
The committee noted that the Personnel Committee have had initial discussions around staff for the Unity Centre, training for members and election budget headings.
- 2) To receive any recommendations from Councillors in relation to the budget setting process.
The following suggestions were given to the Locum Clerk, who will work on the draft budget documents using the Scribe software:
- PPE budget for site visits;
 - Election costs, if contested;
 - Councillor Training

34/25-26/FGP POLICIES

- 1) To receive a draft Investment Policy (attached).
2) To receive a draft Retention Policy (attached).
3) To receive a draft Vexatious Policy (attached).
4) To receive a draft IT Policy (attached).
5) To recommend all four above policies to Full Council for adoption.
RESOLVED: It was unanimously agreed to approve all policies en bloc with the addendum that the Locum Clerk ensures the error with the name of the Council, is rectified prior to publishing. The Locum Clerk confirmed that the limit within the Investment Policy was set in EUR as per the standard benchmark the regulation is based upon.

35/25-26/FGP UPDATES/ITEMS FOR INFORMATION

- 1) To receive an update on the street naming on Unity Way.
This item was noted.
- 2) To note an update on the plans for the Skills Hub.
This item was noted.
- 3) To receive an update on the Planning Application process from Greater Cambridge Planning.
This item was noted.
- 4) To note an updated overview of subscriptions & core costs for Northstowe Town Council (document shared with Councillors).
This item was noted.

36/25-26/FGP DATES OF UPCOMING MEETINGS (Standing item)

- a) Full Council: Tue 23rd September 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.
[Final versions of motions & papers to be received by 16/09 at the latest].
- b) Finance, Governance and Planning Committee: Tue 21st October. 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.
[Final versions of motions & papers to be received by 14/10 at the latest].
For all NTC meetings, see www.northstowetowncouncil.gov.uk
Noted.

The meeting was closed at 7:45pm.

Signed.....
Chair of the Finance, Governance and Planning Committee

Date.....

NORTHSTOWE TOWN COUNCIL - FINANCE, GOVERNANCE AND PLANNING COMMITTEE
Tuesday 16th September 2025

Supporting Document A

INCOME

Company	Reason	Received in account	Amount
HMRC VTR	VAT claim, period 01/04/2024 – 31/07/2025	14/08/2025	£4,258.67
Cambridgeshire ACRE	Grant - Northstowe Community Lounge - JUL 25	29/08/2025	£120.00

EXPENDITURE

[RETROSPECTIVE APPROVAL FOR PAYMENTS MADE] - DIRECT DEBIT:

i)	TPT Pensions Trust - staff pension contributions for JUL 25 (cashd 12/08/25)	£715.68
ii)	TPT Pensions Trust - staff pension contributions for AUG 25 (cashd 21/08/25)	£830.22
iii)	EE Limited - Mobile phones costs staff – AUG 25 (cashd 18/08/25)	£72.46
iv)	Unity Trust Bank – Bank service charge, period JUL 25 (cashd 31/07/25)	£8.55

• NEW PAYMENTS:

v)	Staff salaries – SEP 25 (payment date 24/09/25)	£6496.88
vi)	HMRC – period 6, 6 SEP – 5 OCT 25	£2589.07
vii)	SCDC - Rent NTC office; plus room hire for: Community Lounge; other meetings	£420.00
viii)	SCDC - room hire for: Council meetings; other meetings – SEP 25	£157.50
ix)	Cloudy IT – monthly management costs, for period SEP 2025	£422.21
x)	CBS Office Solutions - Printing costs – AUG 25	£9.08
xi)	PKF Littlejohn LLP, end-of year 24-25 external audit	£504.00
xii)	Hope Against Poverty CIC – 3 site visits period March 2025.	£300.00
xiii)	Northstowe News, Town Council contribution towards OCT-NOV 2025 edition	£100.00
xiv)	SLCC Enterprise, training ‘Civility and Respect’ Oct 2024 - Deputy Clerk	£36.00
xv)	NALC – training session ‘Beyond the Precept’ Sep. 2024 - Cllr Bros Sabría	£42.00
xvi)	Cloudy IT – Change of website domain.	£900.00
xvii)	National Association of Local Council’s - Advert for Town Clerk Role.	£120.00

AUTHORISATION

Cllr. Signature 1		DATE:
Cllr. Signature 2		DATE: