

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

## **MINUTES of the meeting held on 21<sup>st</sup> October 2025 at The Cabin, Northstowe**

**MEMBERS:** 8: Cllr Owen (Chair); Cllr Littlemore (Vice-Chair); Cllr Birr-Pixton; Cllr Castelino; Cllr Hughes; Cllr Hunter; Cllr Kinnera; Cllr Oluwasanya.

**QUORUM:** 4 Members.

**Present:** 4 Members: Cllr Littlemore (Chair); Cllr Birr-Pixton; Cllr Hughes; Cllr Hunter.

Locum Town clerk.

Members of the public: 0

**Apologies:** Cllr Oluwasanya; Cllr Owen.

**Absent:** Cllr Kinnera; Cllr Castelino.

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

### **37/25-26/FGP TO RECEIVE A PRESENTATION FROM TRITAX BIG BOX DEVELOPMENTS ON THE PROPOSALS FOR TRITAX PARK.**

The committee received the presentation from the representatives from Tritax regarding the development of Tritax Park. The Committee asked questions around sustainability, future employment opportunities and future public consultations.. The presentation was well received and Tritax will send the Locum Clerk some more information

### **38/25-26/FGP APOLOGIES (Standing Item)**

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

The committee noted apologies from Cllr Owen and Cllr Oluwasanya.

#### **2) To note the resignation of Cllr Jason Benedicic from this committee.**

The committee noted the resignation.

### **39/25-26/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.**

None declared. The committee noted that this item would be merged for future meetings.

### **40/25-26/FGP PUBLIC PARTICIPATION (Standing item)**

None received.

### **41/25-26/FGP MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)**

#### **1) To receive draft minutes of the 16<sup>th</sup> September 2025 Finance & Governance Committee meeting and to resolve to accept these as a correct record.**

**RESOLVED:** It was agreed by a majority, with one abstention, to approve the minutes as a correct record.

### **42/25-26/FGP FINANCE (Standing Item)**

#### **1) BANK STATEMENTS & BALANCES**

##### **i) To receive Bank Statements to 30<sup>th</sup> September 2025.**

The bank statements were received for both accounts held with Unity Trust.

##### **ii) To approve, and for the Chair to sign, the Bank Reconciliation to 30<sup>th</sup> September 2025.**

**RESOLVED:** It was unanimously agreed to approve the bank reconciliation which was duly signed by the Chairman.

#### **2) RECEIPTS AND PAYMENTS REPORTS**

- i) **To receive the Receipts and Payments Report, dated to 30th September 2025.**  
The report was received.
- ii) **To note the detailed budget summary as of 30<sup>th</sup> September 2025.**
- iii) **To note the balance of the Town Council's reserves as of 30<sup>th</sup> September 2025.**
- iv) **To note the Quarterly Flexed Budget Report for Quarter 2 of the current financial year.**
- v) **To note the report on the Town Council's Current Financial Position.**  
The above reports were noted with no questions or concerns raised.
- vi) **To consider the report for outstanding invoices for the current financial year.**
- vii) **To consider the motion to write off debts owed to Northstowe Town Council.**  
**RESOLVED:** It was unanimously agreed to recommend to Full Council that the outstanding invoices be written off with the caveat that the Directors or Responsible Persons for those businesses are not welcome to attend future events with Northstowe Town Council unless the previous debt is paid.

### 3) EXPENDITURE

- i) **To approve retrospective and new payments; see expenditure ledger report for payments overview.**  
**RESOLVED:** It was unanimously agreed to approve the expenditure report. The committee noted that the salaries had not been added to the report but will for future meetings. The below payments were agreed:

#### Northstowe Town Council PAYMENTS LIST

16 October 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
93	HR Support Services	30/10/2025		Unity Trust Current /	SD2443-1	Job Advert	SLCC Enterprises Ltd	S	335.00	67.00	402.00
94	Office Admin/supplies	30/10/2025		Unity Trust Current /	7833700	Stationery	ESPO (Eastern Shires Purc	S	151.30	30.26	181.56
95	Training - Councillors	30/10/2025		Unity Trust Current /	5584	Training (Councillors)	CAPALC	Z	75.00		75.00
96	Locum Clerk Fees	30/10/2025		Unity Trust Current /	SD2503-1	Locum Clerk Fees - August 202	SLCC Enterprises Ltd	S	1,344.00	268.80	1,612.80
97	Hire of office space/council cha	30/10/2025		Unity Trust Current /	80098470	Room hire	South Cambs District Coun	E	184.50		184.50
98	Community Lounge	30/10/2025		Unity Trust Current /	80098469	Room hire	South Cambs District Coun	E	400.00		400.00
99	HR Support Services	30/10/2025		Unity Trust Current /	SINV091276	HR Support Services	WorkNest Limited	S	2,152.20	430.44	2,582.64
100	IT Hardware, Software & Supp	30/10/2025		Unity Trust Current /	INV-D-09195	IT support contract	Cloudy IT	S	351.84	70.37	422.21
101	Mobile Food Hub_Hope CIC	30/10/2025		Unity Trust Current /	HOPE143	Donation_Mobile Food Hub	Hope Against Poverty CIC	E	900.00		900.00
102	Verges Station Rd (B1050)	30/10/2025		Unity Trust Current /	3790	Road verges	Brookfield Contracting & Fi	S	600.00	120.00	720.00
103	Communications	30/10/2025		Unity Trust Current /	NTC_005	Contribution to NN magazine o	Northstowe News	E	100.00		100.00
104	Locum Clerk Fees	30/10/2025		Unity Trust Current /	SD2541-1	Locum Clerk Fees - September	SLCC Enterprises Ltd	S	3,200.00	640.00	3,840.00
<b>Total</b>									<b>9,793.84</b>	<b>1,626.87</b>	<b>11,420.71</b>

### 43/25-26/FGP PLANNING APPLICATIONS AND CONSULTATIONS (Standing item)

**To consider submitting consultation responses to the following planning applications:**

- 1) **25/03594/HFUL - Erection of single storey garden room. - 15 Cascade Close Northstowe Cambridgeshire.**  
**RESOLVED:** It was unanimously agreed to support the application with a no comment response.

- 2) **To receive any applications received after the agenda has been issued.**  
None received.

- 3) **To note the planning summary from Greater Cambridge Planning.**  
The summary was noted.

- 4) **To consider responding to the Northstowe 2025 Big Commuter Survey.**  
This survey was for individuals to complete and therefore no response was to be given.

- 5) **To consider responding to the consultation on SCDC's Corporate Action Plan 2026/27.**  
No response to be given.

- 6) **To consider responding to Cambridge City Council's Proposal on Priorities and Budget 2026-27.**  
This item was included in error.

- 7) **To consider responding to South Cambridgeshire District Council's consultation on Proposed Amendments to Street Trading Policy Autumn 2025.**  
No response to be given.

- 8) To review the motion from Cllr Birr-Pixton relating to the Bellway Road Naming Response needed from the Town Council.

**RESOLVED:** It was unanimously agreed to support the motion from Cllr Birr-Pixton.

**44/25-26/FGP APPLICATIONS WHERE NORTHSTOWE TC PROVIDED COMMENTS AND A PLANNING DECISION HAS BEEN MADE SINCE (Standing item)**

- 1) To receive any applications received after the agenda has been issued.  
None received.

**45/25-26/FGP TO NOTE THE REPORT ON THE NEW ASSERTION 10 AND ANY ACTIONS NEEDED FROM THE TOWN COUNCIL.**

- 1) To consider the quotation from Vision ICT regarding a 'MOT' for the Town Council's website.  
This item was considered after item 47-25-26/FGP as the Chairman used his prerogative to move the item.  
**RESOLVED:** The motion was not supported with no proposal being made.

**46/25-26/FGP BUDGET SETTING FOR THE 2026/2027 FINANCIAL YEAR**

- 1) To receive any recommendations from Councillors in relation to the budget setting process.**  
The committee discussed the exclusion of the S106 from the budget report. Clarity was needed over this funding and will be discussed in the meeting with SCDC on 22<sup>nd</sup> October 2025.
- 2) To note the financial forecast as at 30<sup>th</sup> September 2025.**  
This was noted.
- 3) To review the draft budget plan for the 2026-2027 financial year for each cost centre as below:**  
The committee reviewed each budget line under the cost centres and made the following decisions.
  - (a) Administration.**  
Remove the budget line for Engagement Officer.  
Remove the budget line for Market Manager after consulting with the Market Development Working Group.  
Ensure all PAYE/NIC and Pension costs are amended to reflect the above changes.
  - (b) Civic and Democratic.**  
Remove the budget line for Communications.  
Remove the budget line for Events Marketing.
  - (c) Communications and PR.**  
No changes made.
  - (d) Community Projects.**  
Retain the Community Events budget line at £3500.  
Remove the budget line for Market Management after consulting with the Market Development Working Group.  
Remove the budget line for Assets for Events.  
Combine several budget lines into one single budget for Youth and Community outreach.
  - (e) Contingency.**  
To remove the single budget line and re-purpose under Unity Centre cost centre.
  - (f) Earmarked Reserves – To be removed.**  
Centre to be removed.
  - (g) Facilities Services.**  
To re-purpose the Defibrillator maintenance under Unity Centre cost centre.  
Remove this whole cost centre.
  - (h) Finance.**  
To move all budgets to the Administration cost centre.
  - (i) Grants.**  
No changes were made.
  - (j) Highways.**  
To remove the budget line for Street Furniture.
  - (k) Income.**  
It was agreed to lower the budget line for interest to £1800.  
The committee and Locum Clerk will look into budget lines for Community Endowment Fund and S106 funding that could be receive within the next financial year.
  - (l) Legal.**  
It was agreed to retain the current amount however the Clerk will look into the anticipated future costs.
  - (m) Office Services.**  
It was agreed to remove this cost centre.
  - (n) Unity Centre.**

The Locum Clerk will look at the budgets continually along with the Assets and Estates Manager to ensure the budget is in line with current expectations.

**47/25-26/FGP OTHER FINANCIAL MATTERS PERTAINING TO THE CURRENT FINANCIAL YEAR**

**1) To consider applying for the S2 Partnership Community Fund.**

**RESOLVED:** It was unanimously agreed to apply for up to £5000 for the general enhancement of the Unity Centre. The Locum Clerk and Officers will work on the application.

**2) To consider the change of signatories for the Cambridge Building Society Account.**

**RESOLVED:** It was unanimously agreed to remove Jason Benedicic and to add Petra Sawyer and Huw Walters.

**3) To consider the quotation for the Cloudy IT's GOVSUITE and the benefits for the Town Council.**

This item was deferred until a new permanent Clerk is in place.

**4) To consider the quotation from Cloudy IT for the implementation of signatures for all Town Council email accounts.**

This quotation was not taken forward. The Locum Clerk will look into who can have admin access. Cllr Littlemore stated that he can assist with the implementation a legal disclaimer at no extra cost.

**5) To consider the quotation report for the design and implementation of a new website.**

**RESOLVED:** It was unanimously agreed to approve the quotation from Aubergine 262 for the cost of £999 (one-off) and an annual cost of £399.

**6) To note the continuation of funding for the Community Lounge.**

This item was noted.

**48/25-26/FGP UPDATES/ITEMS FOR INFORMATION**

**1) To note the TMC Incident Report for September 2025.**

The item was noted and agree that this was not required for future meetings.

**49/25-26/FGP DATES OF UPCOMING MEETINGS (Standing item)**

a) Full Council: Tuesday 28<sup>th</sup> October 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.

*[Final versions of motions & papers to be received by 21/10 at the latest].*

b) Finance, Governance and Planning Committee: Tue 18th November. 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.

*[Final versions of motions & papers to be received by 11/11 at the latest].*

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**The meeting was closed at 20:52 by the Chairman.**