

NORTHSTOWE TOWN COUNCIL - FINANCE, GOVERNANCE AND PLANNING COMMITTEE

MINUTES of the meeting held on 9th December 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 Cattaneo.

QUORUM: 4 Members.

Present: 6 Members: Cllr Owen (Chair); Cllr Littlemore; Cllr Birr-Pixton; Cllr Hughes; Cllr Hunter and Cllr Castelino.

Locum Town Clerk and Cllr Susarla (19:05).

Members of the public: 0

Apologies: Cllr Cattaneo.

Absent: Cllr Kinnera.

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

60/25-26/FGP APOLOGIES (Standing Item)

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

The committee noted apologies from Cllr Cattaneo.

2) To note that Cllr Oluwasanya has resigned from the Town Council, thus creating a vacancy on this committee.

This was noted by the members present.

61/25-26/FGP DECLARATIONS OF INTEREST (Standing item)

1) To receive any Declarations of Interest and to approve any dispensations in relation to items on the agenda.

Cllr Ian Hunter declared an interest in item 65.

62/25-26/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 questions were received.

63/25-26/FGP MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

1) To receive draft minutes of the 18th November 2025 Finance & Governance Committee meeting and to resolve to accept these as a correct record.

RESOLVED: It was agreed by a majority with 1 abstention to approve the minutes as a true and accurate record.

64/25-26/FGP FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

i) To receive Bank Statements to 30th November 2025.

The bank statements for the Unity Trust account had been received.

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

RESOLVED: It was unanimously agreed to approve the bank reconciliation, which will be duly signed by the Chairman at the next opportunity.

2) RECEIPTS AND PAYMENTS REPORTS

i) To receive the Receipts and Payments Report, dated to 30th November 2025.

The committee noted the report.

ii) To note the detailed budget summary as of 30th November 2025.

The committee noted the report.

- iii) **To note the balance of the Town Council's reserves as of 30th November 2025.**
The committee noted the report.

3) EXPENDITURE

- i) **To approve retrospective and new payments; see expenditure ledger report for payments overview.**
RESOLVED: It was unanimously agreed to approve the payments as below.

Northstowe Town Council PAYMENTS LIST

3 December 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
133	Locum Clerk Fees	12/12/2025		Unity Trust Current /		Locum Fees - November 2025	SLCC Enterprises Ltd	S	3,168.00	633.60	3,801.60
134	IT Hardware, Software & Supp	12/12/2025		Unity Trust Current /		Scribe Bookings - Set Up	Scribe (Starboard Systems	S	279.00	55.80	334.80
135	Office Maintenance	12/12/2025		Unity Trust Current /		PAT testing	Safe Switch Electrical	S	107.50	21.50	129.00
136	Market Management	12/12/2025		Unity Trust Current /		market / event management	Phoenix Events East Ltd.	S	161.25	32.25	193.50
137	Solicitor/consultants	12/12/2025		Unity Trust Current /		Cafe Tender Assistance	Saffron Developments	S	3,000.00	600.00	3,600.00
138	HR Support Services	12/12/2025		Unity Trust Current /		Payroll	DCK Payroll	S	133.00	26.60	159.60
139	IT Hardware, Software & Supp	12/12/2025		Unity Trust Current /		Scribe Booking System Fee	Scribe (Starboard Systems	S	32.00	6.40	38.40
140	IT Hardware, Software & Supp	12/12/2025		Unity Trust Current /		IT support contract	Cloudy IT	S	351.84	70.37	422.21
141	Hire of office space/council cha	12/12/2025		Unity Trust Current /		office and room hire	South Cambs District Coun	X	489.50		489.50
142	Deputy Clerk Salary	22/12/2025		Unity Trust Current /		Staff salary		X	1,614.41		1,614.41
143	Assets and Estates Manager Sa	22/12/2025		Unity Trust Current /		Staff salary		X	2,727.48		2,727.48
144	Employer Pension Contributions	12/12/2025		Unity Trust Current /		Pension Contributions	The Pensions Trust	X	697.34		697.34
145	Employer NIC Contributions	12/12/2025		Unity Trust Current /		Tax and NIC payments HMRC	HMRC Cumbernauld	X	1,866.93		1,866.93
Total									14,628.25	1,446.52	16,074.77

65/25-26/FGP PLANNING APPLICATIONS AND CONSULTATIONS (Standing item)

To consider submitting consultation responses to the following planning applications:

Application details can be accessed via the [South Cambs. Planning Portal](#).

- 1) [25/04485/REM - Land South Of Northstowe Secondary College Stirling Road Northstowe Cambridgeshire CB24 1DJ - Approval of Reserved Matters.](#)

Cllr Hunter declared his interest but was invited to speak on this item by the Chairman. Cllr Hunter spoke in depth about the co-housing part of the development and the benefits of this.

Cllr Birr-Pixton raised a number of points including the provision of public transport ensuring that all residents have access to this, parking, ensuring adherence to the planting schedule, provision of swift and bat boxes to ensure they are installed correctly, to re-establish the tree network with a more robust species and concerns around the sustainability of the development. Tree maintenance schedules must be adhered to.

Cllr Littlemore raised concerns over the affordable housing cluster elements of the development, and this will need looking into due to historical issues that have been raised. Cllr Littlemore would welcome some clarity on the distribution of units per bedroom that have been made available to ensure that people can downsize appropriately, when and if required.

Cllr Hunter stated that he has raised concerns already about the planting of mature trees and he was given the response that more established trees take a very long time to grow and saplings are preferred due to their continuous growth.

RESOLVED: It was agreed by a majority with one abstention to support the development overall with the comments above.

66/25-26/FGP APPLICATIONS WHERE NORTHSTOWE TC PROVIDED COMMENTS AND A PLANNING DECISION HAS BEEN MADE SINCE (Standing item)

No applications were received.

67/25-26/FGP UNITY CENTRE WIFI.

- 1) **To consider the quotation report on the provision of WiFi for the Unity Centre.**
This item was deferred to the Full Council meeting on 16th December 2025.

68/25-26/FGP BUDGET SETTING FOR THE 2026/2027 FINANCIAL YEAR

- 1) **To review the draft budget plan for the 2026-2027 financial year.**

Administration.

No changes were made.

Civic and Democratic.

No changes were made.

Communications and PR.

No changes were made.

Community Projects.

No changes were made.

Grants.

No changes were made.

Highways.

No changes were made.

Income.

No changes were made.

Legal.

No changes were made.

Unity Centre.

No changes were made.

Councillors discussed at length the budget document and the revisions that had been made so far. There was a general consideration given to the fact that the Unity Centre would be starting up fully within the next financial year so it would have been prudent for the Town Council to maintain their robust reserves as well as a robust budget to ensure that any issues can be dealt with effectively. Consideration was given to the Town Council's plan for the Unity Centre and if this plan was fully realised, then the Town Council would be in a more advantageous position at the end of the 2026-2027 financial year.

RESOLVED: It was unanimously agreed to recommend the 2026-2027 financial year budget plan, unamended, to Full Council on Tuesday 16th December 2025. The budget would be a matched budget of £458,426 with a Precept of £227,626. The breakdown can be seen below.

Financial Year	2024/2025 AGREED	2025/2026 AGREED	2026/2027 PROPOSED
Precept Required	144,786.44	169,586.96	227,626.00
Increase per year (£)		24,800.52	58,039.04
Increase per year (%)		17%	34%

<u>ADJUSTED BASIS</u>	2024/2025 Financial Year	2025/2026 Financial Year	2026/2027 Financial Year PROPOSED	Difference vs Previous Year
Band D Equivalents	1472	1605	1,649	44
Precept per Band D Equivalent (£/annum)	£98.36	£105.66	£138.04	£32.38
Precept per Band D Equivalent (p/week)	188.64	202.64	264.73	62.09
Increase per year (% per annum)		7%	31%	

69/25-26/FGP DATES OF UPCOMING MEETINGS (Standing item)

a) Full Council: Tuesday 16th December 2025, 7-9 pm; The Cabin, Northstowe CB24 1FD.

[Final versions of motions & papers to be received by 11/12 at the latest].

b) Finance, Governance and Planning Committee: Tue 20th January. 2026, 7-9 pm; The Cabin, Northstowe CB24 1FD.

***[Final versions of motions & papers to be received by 14/01 at the latest].
For all NTC meetings, see www.northstowetowncouncil.gov.uk***

The dates were noted.

The meeting was closed at 19:37 by the Chairman.

Signed.....

Chair of Finance, Governance and Planning Committee.

Date.....