

NORTHSTOWE TOWN COUNCIL - FINANCE, GOVERNANCE AND PLANNING COMMITTEE

MINUTES of the meeting held on **20th January 2026** at The Cabin, Northstowe

MEMBERS: **9:** Cllr Owen (Chair); Cllr Littlemore (Vice-Chair); Cllr Birr-Pixton; Cllr Castelino; Cllr Hughes; Cllr Hunter; Cllr Kinnera; Cllr Bostock Cllr Cattaneo.

QUORUM: **4** Members.

Present: **6** Members: Cllr Owen (Chair); Cllr Littlemore; Cllr Birr-Pixton; Cllr Bostock; Cllr Hunter; Cllr Hughes. Town Clerk and RFO and Locum Town Clerk.

Members of the public: 1

70/25-26/FGP APOLOGIES (Standing Item)

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

The committee noted apologies from Cllr Castelino.

71/25-26/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.

None received.

72/25-26/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 resident asked a question on some planning applications, that are on the agenda, within the Town regarding making the new developments more sympathetic to the character of the Town in reference to the planning application on the agenda for the Lattice Tower. The resident also spoke on the Local Plan and steps they have taken to go through the plan to ensure salient points are not missed.

73/25-26/FGP MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

1) To receive draft minutes of the 9th December 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 true and accurate record.

74/25-26/FGP FINANCE (Standing Item)

1) BANK STATEMENTS & BALANCES

i) To receive Bank Statements to 31st December 2025.

The bank statements for Unity Trust bank were received.

Cllr Bostock asked a question of the minimum level of General Reserves and for why these were held. The Locum Clerk responded stating the general minimum level was 3-6 months and consequences of not having at least the minimum level of General Reserve, would be mean the Council are running the risk of not affording essentials services should there be a shortfall in monies.

ii) To approve, and for the Chair to sign, the Bank Reconciliation to 31st December 2025.

RESOLVED: It was unanimously agreed to approve the Bank Reconciliation. This was duly signed by the Chairman.

2) RECEIPTS AND PAYMENTS REPORTS

i) To receive the Receipts and Payments Report, dated to 31st December 2025.
This report was noted.

ii) To note the detailed budget summary as of 31st December 2025.
This report was noted.

iii) To note the balance of the Town Council's reserves as of 31st December 2025.
The report was noted.

Clr Bostock asked a question around the projected income for the Unity Centre and how this figure was derived. Cllr Birr-Pixton answered the question fully outlining what research this has been done and why this was set.

3) EXPENDITURE

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

Voucher	Code	Payment Ref.	Description	Supplier	VAT Type	Net	
152	Training - Councillors	Training (Councillors)	CAPALC		70.00	70.00	
155	Employer Pension Contributions	Pension Contributions	The Pensions Trust		697.34	697.34	
156	IT Hardware, Software & Support	Scribe Booking Subscription	Scribe (Starboard Systems Limited)		32.00	6.40	38.40
158	Payroll Services	Payroll	DCK Payroll		32.30	6.46	38.76
160	Staff Training	SLCC CilCA	SLCC		495.00	495.00	
161	Office Equipment	CBS Office Solutions	CBS Office Solutions		11.53	2.31	13.84
162	Office Equipment	CBS Office Solutions	CBS Office Solutions		12.10	2.42	14.52
163	Office Equipment	Printing costs	CBS Office Solutions		3.93	0.79	4.72
159	IT Hardware, Software & Support	Cloudy IT	Cloudy IT		351.84	70.37	422.21
164	Deputy Clerk Salary	Staff salary			1,614.61	1,614.61	
166	Town Clerk Salary	Staff salary			2,633.63	2,633.63	
167	Employer Pension Contributions	Pension Contributions	The Pensions Trust		1,135.76	1,135.76	
168	Employer NIC Contributions	Tax and NIC payments HMRC	HMRC Cumbernauld		3,152.84	3,152.84	
165	Assets and Estates Manager Salary	Staff salary			2,727.48	2,727.48	
157	Solicitor/consultants	Solicitors Fees	Solicitors		3,400.00	680.00	4,080.00
151	Communications	Northstowe News	Northstowe News		100.00		100.00
153	Hire of office space/council chamber	Room hire	South Cambs District Council		509.50		509.50
154	Mobile Food Hub_Hope CIC	Hope CIC	Hope Against Poverty CIC		1,200.00		1,200.00
Total				18,179.86	768.75	18,948.61	

75/25-26/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) [25/04840/REM - Northstowe Proposed Development Site Rampton Road Longstanton - eserved Matters application for a primary road and associated footways, cycleways and earthworks, including details of access, appearance, landscaping, layout and scale following outline permission 20/02171/OUT, and the relation partial discharge of conditions 1 \(Detailed Reserved Matters Submission\), 8 \(Compliance with Environmental Statement\), 11 \(Reserved Matters Justification\), 12 \(Reserved Matters Details\), 13 \(Landscaping and Design Details\), 23 \(landscape Management and Maintenance Plan\), 28 \(Sustainability Strategy\), 30 \(Renewable Energy Statement\), 35 \(Surface Water Details\) and 65 \(External Lighting\) pursuant to outline planning permission 20/02171/OUT.](#)

The committee considered this application. Comments were raised on the inaccuracy of the bus and train station section and the bus stop strategy did not appear in the associated documents. It was generally noted that Councillors would like to see some buses servicing the area. It was noted that the road strategy was in conflict with the tree planting schedule which may cause a risk of trees disappearing instead of being

relocated. It was finally commented that the plans, themselves, were quite hard to link to the wider development and this should be kept in mind for future applications.

RESOLVED: It was unanimously agreed to comment on the application only reflecting the above comments.

2) [**26/00063/FUL - Land At Wilsons Road Longstanton - Installation of an underground cable grid connection in association with a proposed solar farm and Battery Energy Storage System \(BESS\).**](#)

RESOLVED: It was unanimously agreed to raise no comments to this planning application.

3) [**25/04958/PRIOR - Land West Of Longstanton Park And Ride Station Road Longstanton - Installation of a 25.0 metre high lattice tower supporting 6 no. antennas, 4 no. transmission dishes, a shared meter cabinet, a dedicated operator equipment cabinet, and associated ancillary development.**](#)

RESOLVED: It was unanimously agreed to support the application as it would improve signal in the area but to raise a comment on whether a monopole design could be applicable for the design and to ensure any tower is kept as sympathetic to the area as possible.

76/25-26/FGP APPLICATIONS WHERE NORTHSTOWE TC PROVIDED COMMENTS AND A PLANNING DECISION HAS BEEN MADE SINCE (Standing item)

None received.

77/25-26/FGP UNITY CENTRE.

a) **To consider quotations for the Wi-Fi at The Unity Centre (internal use).**

The committee noted that one quote from Novahub had been submitted and the Town Council were still not in receipt of the quotation from Virgin Media, thus meaning that there was only one quote to consider at this meeting. It was noted that any quotation needs to be more specific, based on the document from Cllr Paul Littlemore which was shared with The Assets and Estates Manager. This project should be described as 'Internet Connectivity' for The Unity Centre.

RESOLVED: It was unanimously agreed to defer to a future meeting of this committee or Full Council.

b) **To note an award of £4,200 for IT equipment at The Unity Centre.**

The Committee noted that a grant of £4,200 had been obtained to make digital equipment purchases and enhancements to the Unity Centre. The full total must be spent by the end of February 2026.

78/25-26/FGP FINANCIAL FORWARD PLANNING

a) **To note an update on the strategic forward budget plan for Northstowe Town Council.**

The Locum Clerk provided an update on the requirement for a 3-5 year budget plan as per the written report that was circulated. The Locum Clerk commented that it would be prudent financial management to adopt such a scheme for the future proofing of the Town Council. The Locum Clerk stated that good financial management would make the Town Council more robust in their decision making and would give residents an idea of what to expect with regards to their Precept.

Cllr Bostock commented that he would like to see different scenarios forecasted for the Unity Centre, to give the Council realistic options that are able to be tracked versus specific budget headings and outcomes of future Council business.

Cllr Birr-Pixton commented that this was linked to setting some objectives for the Town Council and that the agreement for those objectives would need to come prior so that this can be built into the plan. These objectives are going to the meeting of the Full Council on 27th January 2026.

Cllr Owen stated that this document should be aligned with the phased future staffing plan and to take into consideration any future staffing needs.

It was noted that the Locum Clerk and Town Clerk will work on a first iteration of this plan.

79/25-26/FGP DATES OF UPCOMING MEETINGS (Standing item)

a) **Full Council: Tuesday 27th January 2026, 7-9 pm; The Cabin, Northstowe CB24 1FD.**

[Final versions of motions & papers to be received by 20/01 at the latest].

b) **Finance, Governance and Planning Committee: Tue 17th February. 2026, 7-9 pm; The Cabin, Northstowe CB24 1FD.**

[Final versions of motions & papers to be received by 10/02 at the latest].

The dates were noted.

The meeting was closed at 19:58 by the Chairman.

Signed.....

Chair of Finance, Governance and Policy Committee.

Date.....