

TYDD ST GILES PARISH COUNCIL

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Clerk D Gibbs

6th November 2022

To all Members of the Public and Press

You are invited to attend the next meeting of Tydd St Giles Parish Council, which will be held in the Community Centre on **Thursday 10th November 2022 at 7.30pm**, for the purpose of transacting the following business.

Members of the public and press are invited to attend this meeting. A period not exceeding 15 minutes is made available at the beginning of the meeting, where residents so require, to enable a Public Forum to take place.

Yours sincerely

D Gibbs

Clerk/Proper Officer

A G E N D A

All members are reminded that they need to declare any personal or prejudicial interest and reason before an item discussed at this meeting, under the Model Code of Conduct Order 2001 No 3576.

Apologies for Absence

To receive and consider apologies for absence on behalf of those members not present.

056/22 Chairman's Announcements

To receive such announcements as the Chairman may wish to make to the Council.

057/22 Urgent Items

The Chairman to report upon additional items for consideration which the Chairman deems urgent by virtue of the special circumstances now specified.

058/22 Confirmation of Minutes

- a) *To consider and confirm the minutes of the Parish Council meeting held on 21st September 2022*
- b) *To consider and confirm the minutes of the Planning Committee meeting held on 13th October 2022*

059/22 Matters Arising

To receive updates on the following items:

- a) *Drainage Issues - minute 042/22 (a)*
- b) *Allotments - minute 042/22 (d)*
- c) *Former village school - minute 049/22(d)*

060/22 Police Matters

To receive a report on policing matters in the area since the last meeting.

061/22 Cambridgeshire County Councillor Report

To receive a report from Cllr Simon King.

062/22 Fenland District Councillor Report

To receive reports from Cllrs Samantha Clark and Chris Seaton.

063/22 Clerk's Report

To receive a report on meetings attended, correspondence received and local issues.

064/22 Working Group

To receive a report from the Play Area Working Group.

065/22 Data Gathering and Digital Mapping

To report on progress in gathering information relevant to the Parish and the mapping of Parish Council assets.

066/22 Member and Parishioner Issues

To discuss the following matters brought to the attention of the Council by Members or Parishioners:-

- a) Request for dropped kerb at High Broadgate/Broad Drove East junction*
- b) Parish Council elections 2023*

067/22 Planning

To consider the following applications and agree a response to the planning authority:-

F/YR22/0724/F - Construction of building containing three units for use as a hot food takeaway (unit 1); retail shop with post office (unit 2) and retail convenience store (unit 3) with a one bedroom flat above units 1 and 2, with vehicular access, car park to the front and delivery and turning area to the rear with 1.8 metre close boarded boundary screening. - Land South West of Sapphire Close, Accessed From Broad Drove East, Tydd St Giles (re-consultation)

F/YR22/0746/O - Erect up to 2 x dwellings (outline application with all matters reserved) - Land East of Allenby Farm, Broad Drove West, Tydd St Giles (re-consultation)

F/YR22/1005/VOC - Variation of condition 14 to enable amendment to approved plans of planning permission F/YR17/0886/F (Erection of a 3-storey 5/6 bed dwelling with attached double garage with gym/annexe over and formation of a new vehicular access) in relation to landscaping - Land North of Hollingworth House, Hockland Road, Fronting Cats Lane, Tydd St Giles (re-consultation)

F/YR22/1223/VOC - Variation of condition 4 (access), condition 7 (layout, siting, drainage, parking, turning area), condition 8 (approved plans) of planning permission F/YR16/0258/O (Erect 1 dwelling (outline application with matters committed in respect of access)) and, variation of condition 3 (parking/turning area layout/surfacing), condition 5 (driveway/access), condition 9 (approved plans) of planning permission F/YR19/0560/RM (Reserved Matters application relating to detailed matters of appearance, landscaping, layout and scale pursuant to outline permission (F/YR16/0258/O) - relating to new access arrangements - Land East of Field House, Hockland Road, Tydd St Giles

068/22 Finance

- a) To receive an updated financial statement for the period to the end of October.*
- b) To note the National Agreement on Local Government Salaries for 2022/23.*

- c) *To note the following payments received since the last meeting:*
- | | | |
|---|---|----------|
| Barclays Bank (interest)..... | £ | 6.39 |
| Fenland District Council (precept)..... | £ | 7,500.00 |
| R Horspool (rent)..... | £ | 2,416.98 |
| H Howlett (rent)..... | £ | 3,666.96 |
- d) *To ratify the following payments issued since the last meeting:*
- | | | |
|---|---|--------|
| PKF Littlejohn LLP (audit fee)..... | £ | 240.00 |
| The CGM Group (East Anglia) Ltd (grounds maintenance) | £ | 222.86 |
| Tydd St Giles CC&RG (hall hire) | £ | 92.50 |
| Brigstock & Wren's Charity (rent) | £ | 135.00 |
| D Gibbs (salary October)..... | £ | 669.55 |
| NEST (pension contributions) | £ | 130.90 |
- e) *To approve the following payments:*
- | | | |
|---|---|--------|
| The CGM Group (East Anglia) Ltd (grounds maintenance) | £ | 248.66 |
| D Gibbs (salary November and backpay)..... | £ | 988.49 |
| NEST (pension contribution November)..... | £ | 193.41 |
- f) *To receive the report of the external auditor.*
- g) *To consider potential projects for inclusion in the budget for 2023/24.*

069/22 Policies and Procedures

To review the following policies and procedures and amend or re-adopt as required:

- a) *Complaints Procedure*
- b) *Grievance Policy*
- c) *Disciplinary Policy*

070/22 Highways

- a) *To determine the project (if any) to be submitted as an application for funding from the County Council's Local Highway Improvement scheme for 2023/24.*
- b) *To receive a report on data recorded by the MVAS speed monitoring sign.*

071/22 Reports from Members

To receive the following updates from members of the Council:

- a) *Highways - Cllr Mathias*
- b) *Street Lights - Cllr Luck*
- c) *Churchyard - Cllr Doyle*
- d) *Trees - Cllr Doyle*
- e) *Foul Anchor - Clerk*
- f) *Community Centre - Cllr Carter*
- g) *Tydd Waterway Path - Clerk*

072/22 Date of Next Meeting

To confirm the date and time of the next meeting of the Council:

Thursday 12th January 2023 at 7.30pm

TYDD ST GILES PARISH COUNCIL

Minutes of a Meeting of Tydd St Giles Parish Council held in the Community Centre on Wednesday 21st September 2022

Present - Cllr T Doyle (Chairman), Cllr C Brooks, Cllr M Carter, Cllr B Luck, Cllr G Mathias, Cllr A Renshaw, Cllr S King (CCC), Cllr C Seaton (FDC), D Gibbs (Clerk), 26 members of the public

Apologies for Absence - Cllr K Malin, Cllr S Clark (FDC)

Public Time - Mrs Ross mentioned the missing letters on the village entry signs on Church Lane, reported an issue when accessing the Council's website, expressed concern regarding recent trimming of the hedgerow in Broad Drove East and asked whether the MVAS speed monitoring sign could be relocated to Broad Drove East. The Chairman advised her that the entry signs had been reported, that the hedgerow work is unfinished and that it is intended that the MVAS will be used in Broad Drove East soon. The website issue requires further clarification.

039/22 Chairman's Announcements

Cllr Doyle welcomed everybody to the meeting and expressed his deep sorrow on behalf of the Council at the death of Her Majesty Queen Elizabeth II. He also thanked the Vice Chairman, the Clerk and the members of the Council for their support during his recent illness.

040/22 Urgent Items

None.

041/22 Confirmation of Minutes

- a) RESOLVED - that the minutes of the meeting held on Thursday 7th July 2022 be agreed and signed as a true and accurate record.
- b) RESOLVED - that the minutes of the Planning Committee meeting held on Thursday 21st July 2022 be agreed and signed as a true and accurate record.
- c) RESOLVED - that the minutes of the Planning Committee meeting held on Thursday 4th August 2022 be agreed and signed as a true and accurate record.

042/22 Matters Arising

- a) Drainage Issues - Work in progress.
- b) Parking in Church Lane - The Police are monitoring this on routine visits.
- c) Parking at Church Lane, Hockland Road, Kirkgate junction - The Police are monitoring the situation on routine visits to the village.
- d) Allotments - Cllr Mathias reported on the meeting that took place to clarify the level of demand. Only three of the households who expressed an interest have confirmed their wish to have an allotment. The Council will continue to explore potential sites.
- e) Footbridge on footpath 238/11 off Chapel Lane - The Clerk reported that remedial work has now taken place.

043/22 Police Matters

The Chairman and Clerk reported that they had met with the Neighbourhood Sergeant twice since the last meeting. Issues discussed included concern regarding the use of nitrous oxide, the Neighbourhood Watch Community Safety Charter and a new data gathering protocol that will help to define future priorities. It was noted that several of the recent burglaries in the village had not been reported to the Police, creating the impression that the Police need not visit the village.

044/22 Cambridgeshire County Councillor Report

Cllr King reported that the final report on the review of the Local Highway Improvement scheme will be discussed by the Highways and Transport Committee on 4th October. Applications for 2023/24 open on 31st October. Applications for 20mph limits will be addressed through a separate process and should not be submitted as an LHI bid. The criteria for the Just Transition Fund have been agreed, which may be a suitable funding source for the Community Centre improvements. Community Gritting Scheme registrations are required by 31st October. The County Council is seeking new reporting software for highways defects, which should be in use early next year. A resident asked whether a speed camera could be placed outside Kinderley School. Cllr King advised that speed cameras may only be placed in locations with a history of serious accidents.

045/22 Fenland District Councillor Reports

Cllr Seaton noted that Stagecoach had announced the withdrawal of 18 bus routes, but route 50 is not affected. The Combined Authority is now the Transport Authority and a paper will be discussed at the October meeting considering ways to bring back rural bus routes. The Boundary Commission's review of ward boundaries in Fenland has been completed. The number of councillors increases to 43. Gorefield will be moved from Roman Bank ward into Wisbech St Mary. Roman Bank ward will be renamed Leverington and Wisbech Rural and remain a three-member ward. Cabinet will consider the Walking, Cycling and Mobility strategy at their October meeting. The main focus is the towns, but villages will be considered in the rollout.

046/22 Clerk's Report

The Clerk reported on meetings attended and correspondence received, including a webinar with Anglian Water regarding their plans for a new reservoir. A traffic order has been issued for Hannath Road until January 2024 to facilitate the different elements of a surface dressing programme for the entire length of the road. Fenland District Council is offering energy support for residents and the County Council has funding for energy efficiency enhancements to homes. The national external audit contract is being retendered providing an invitation to opt out of the next central audit appointment from 2022/23. Members resolved not to opt out.

047/22 Play Equipment Working Group

The group will visit Clenchwarton to view their new playground and identify potential funding sources.

048/22 Data Gathering and Digital Mapping

Cllr Luck reported that mapping has identified more than 100 properties with a poor energy performance rating that makes them eligible for funded improvements under a national scheme. The District Council will write to the occupiers of these properties to advise them of their eligibility.

049/22 Member and Parishioner Issues

- a) Ragwort in field off Chapel Lane - Cllr Carter reported that he had identified the owner of the field as the Martha Trafford Trust, managed by Bowers solicitors. He met with the tenant and walked the field. The presence of ragwort was not as extensive as previously believed, but the tenant agreed to remove as much as he could by hand. The field is sown with an approved wild bird mix in an RPA scheme to 2023. The original access to the field between two properties in High Broadgate is now partially obstructed, preventing access for agricultural machinery.
- b) Fly-tipping in Field Avenue - The Clerk confirmed that most of the rubbish has been placed in a skip and this matter is now being monitored by Clarion Housing.
- c) Extra dog bin in Newgate Road - Members considered the request to install another dog bin at the junction of Newgate Road and Field Avenue, but decided that there was sufficient provision in this locality already.
- d) Former village school - Members discussed the ongoing deterioration of the school buildings and the danger they pose. Cllr Luck proposed that the Parish Council asks the District Council to issue a Section 215 notice requiring the owner either to secure the entire site to prevent access or to undertake the necessary works to make the site safe, which may now include the demolition of the remaining buildings. Members resolved to support the motion. The Clerk was asked to contact the District Council to inform them of this resolution.

050/22 Portfolio Responsibilities

The Chairman proposed that a separate meeting be held to discuss this.

051/22 Planning

Members considered the following applications:-

F/YR21/1517/O - Erect 1 x dwelling (outline application with all matters reserved) - Land West of The Cottage, Sees Lane, Four Gotes (re-consultation)

Members noted that they had previously expressed their support for this proposal when consulted in January. Members were pleased to note that the issues relating to the highway and public rights of way had been addressed to the satisfaction of officers and resolved to restate their support for this application.

F/YR22/0090/F - Erect 2-storey side and single-storey rear extensions to existing dwelling, detached garage and detached annexe to rear - 12 Newgate Road, Tydd St Giles (re-consultation)

Members noted that there had been some improvement to the design since the original application, but expressed concern regarding the scale of the proposed extension and its impact upon the street scene in Newgate Road. Members resolved not to support the application.

F/YR22/0906/F - Erect a first-floor extension to rear of existing dwelling - Blueheron, Hockland Road, Tydd St Giles

Members considered this application and resolved to offer no objection.

F/YR22/0935/O - Erect up to 4 x dwellings (outline application with matters committed in respect of access) - Land East of Shallon, Cats Lane, Tydd St Giles

One resident spoke against this application. Members then expressed their views. They felt that the proposal represents unsustainable development in the open countryside, outside the core built form of the village, contrary to policies LP12 and LP3. Cats Lane is a tree-lined lane with sporadic development and the introduction of a substantial row of executive houses would be out

of keeping with surrounding properties contrary to policy LP16 making neither a positive contribution to the local distinctiveness and character of the area, nor enhancing its local setting or improving the character of the local built environment. When refusing an appeal for a similar development in Cats Lane, the Planning Inspector described Cats Lane thus: “The presence of mature landscaping and trees, together with the significant gaps between the dwellings creates an attractive sylvan and distinctive semi-rural character to the locality. In my view, this part of Cats Lane marks a transition between the tighter grain development within the village and the open countryside beyond.” Members support this view and also questioned the suitability of the proposed vehicular access on a sharp bend with restricted visibility opposite a deep watercourse. Members resolved not to support this application.

F/YR22/0966/O - Erect up to 2 x dwellings and the formation of an access (outline application with matters committed in respect of access) - Land North of Windy Willows, Church Lane, Tydd St Giles

Cllr Brooks declared a non-pecuniary interest in this application as a neighbour of the site. There were no public comments on this application. Members noted that the applicant has submitted two previous applications for residential development at this location, both of which were refused. Whilst the scale of the current application is less than those that came before, the fundamental issues remain, namely that it is unsustainable development in the open countryside, outside the core built form of the village, contrary to policies LP12 and LP3. The proposed development would be out of keeping with surrounding properties and therefore harmful to the character of the locality. Members resolved not to support the application.

F/YR22/1005/VOC - Variation of condition 14 to enable amendment to approved plans of planning permission F/YR17/0886/F (Erection of a 3-storey 5/6 bed dwelling with attached double garage with gym/annexe over and formation of a new vehicular access) in relation to landscaping - Land North of Hollingworth House, Hockland Road, fronting Cats Lane, Tydd St Giles

Cllr Doyle declared a non-pecuniary interest in this application as a neighbour of the site. One resident spoke against this application. Members then expressed their views. They expressed their concern regarding the scale of the tree loss and its impact upon the traditional character of Cats Lane as a tree-lined lane. They felt that the proposed replacement programme is inadequate and that planting should reflect the varied character of the trees previously on the site. Members resolved not to support the application.

F/YR22/1035/F - Erect 2 x dwellings (2-storey, 4-bed) and change of use of land to form additional car park at Aayo Gurkhali - Land South of Aayo Gurkhali, Main Road, Tydd Gote

Members noted that the location is currently a neglected brownfield site that appears to be surplus to the requirements of the adjoining premises. Development of the site would improve the streetscape. On balance, members resolved to offer no objection to this proposal.

052/22 Finance

a) The Clerk presented the financial statement as at the end of August showing income of £11,067.56, expenditure of £11,035.86, resulting in a surplus of £31.70 and funds held of £31,795.59.

b) Members noted the following sums received since the last meeting:-

Fenland District Council (concurrent functions grant)	£ 2,791.00
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c) Members ratified the following payments made since the last meeting:-

The CGM Group (East Anglia) Ltd (grounds maintenance)	£ 303.82
NEST (pension contributions)	<u>£ 1,481.32</u>
	£ 1,785.14

d) Members approved the following payments:-

D Gibbs (salary August/September)	£ 1,339.10
Fenland District Council (street light recharge).....	£ 3,844.34
Fenland District Council (new bins)	£ 969.53
NEST (pension contributions)	£ 130.90
The CGM Group (East Anglia) Ltd (grounds maintenance)	£ 364.76
	£ 6,648.63

Cllr Mathias proposed that future invoices for grass cutting on the Recreation Ground be apportioned between the Council and the Community Centre charity according to ownership and tenancy ratios.

053/22 Speed Monitoring

Members reviewed the data provided by the Clerk from Kirkgate and Newgate Road. They noted that in Kirkgate, the vast majority of drivers kept to the speed limit, although a small minority continue to drive at excessive speeds. In Newgate Road, more than a quarter of all vehicle movements fell within the range for prosecution and seven vehicles were recorded travelling at more than twice the limit.

054/22 Reports from Members

- a) Highways - Cllr Mathias will inspect the roads and footpaths after the potato harvest. Suggestions are required for suitable projects for the next round of LHI funding.
- b) Street Lights - Cllr Luck reported one new fault and no faults repaired, leaving 4 faults outstanding.
- c) Churchyard - Cllr Doyle noted that a working party had trimmed the hedge around the green burial ground.
- d) Trees - nothing further to report.
- e) Foul Anchor - awaiting a visit from the Payback team.
- f) Community Centre - Cllr Carter reported that the caravan rally had been a great success and is likely to be repeated next year.
- g) Waterway Walk - The Clerk reported that the Tydd Pumping Station was open as part of the Heritage Open Weekend. The event remains popular and will be repeated next year.

055/22 Date of Next Meeting

The next meeting of the Parish Council will take place on Thursday 10th November 2022 at 7.30pm in the Community Centre.

The meeting closed at 9.10pm

TYDD ST GILES PARISH COUNCIL

Minutes of a meeting of the Planning Committee of Tydd St Giles Parish Council held in the Community Centre on Thursday 13th October 2022

Present - Cllr T Doyle (Chairman), Cllr C Brooks, Cllr M Carter, Cllr B Luck, Cllr G Mathias, Cllr A Renshaw, D Gibbs (Clerk), 5 members of the public

029/22 Apologies for Absence

Cllr K Malin

030/22 Planning Applications

F/YR22/0811/O - Erect up to 8 x dwellings (outline application with matters committed in respect of access) - Land South of Hall Bank, Tydd St Giles (re-consultation)

Cllr Luck declared a non-pecuniary interest in this application as a resident of Hall Bank. Members noted the addition of three passing places to the plans, two of which are outside the site boundary. However the fundamental issues remain, namely that this proposed development is outside the village and of a scale and nature that would be out of keeping with its setting, as well as establishing a precedent for similar unsupported development elsewhere in the locality. Members resolved not to support the application.

F/YR22/1075/F - Erect a detached annex (single-storey 1-bed) with car port ancillary to existing dwelling, involving demolition of existing outbuildings - Kirbdown Chapel, Cross Drove, Tydd St Giles

Members considered this application and expressed concern regarding the location of the proposed annexe set well away from the main dwelling and the scale of the kitchen, suggesting that this has the appearance of a self-contained dwelling. Members resolved not to support the application.

031/22 Update on Recent Planning Applications

F/YR21/1517/O at Land West of The Cottage, Sees Lane is pending, awaiting consideration by the Planning Committee.

F/YR22/0090/F at 12 Newgate Road was granted.

F/YR22/0368/F at Tydd Golf Club is pending.

F/YR22/0525/F at Kilhams Farm, Four Gotes is pending.

F/YR22/0724/F Retail development at Land South West of Sapphire Close is pending.

F/YR22/0746/O at Land East of Allenby Farm, Broad Drove West was considered by the FDC Planning Committee in August but is still listed as pending.

F/YR22/0776/F Annexe at The Bungalow, Grangehill Road was granted.

F/YR22/0811/O at Land South of Hall Bank is pending.

F/YR22/0816/F at The Hollies, Middle Broad Drove was granted.

F/YR22/0855/F at Hedgerows, Kirkgate was withdrawn.

F/YR22/0870/VOC at Land East of Field House, Hockland Road was withdrawn.

F/YR22/0875/F Equestrian facility at Park Villa, Park Road was granted.

F/YR22/0906/F at Blueheron, Hockland Road was granted.

F/YR22/0935/O at Land East of Shallon, Cats Lane is pending.

F/YR22/0966/O at Land North of Windy Willows, Church Lane is pending.

F/YR22/1005/VOC at Land North of Hollingworth House, Hockland Road is pending.

F/YR22/1035/F at Land South of Aayo Gurkhali, Main Road, Tydd Gote is pending.

032/22 Draft Fenland Local Plan Consultation

The Chairman explained that Fenland District Council is preparing a new Local Plan, which will replace the 2014 Local Plan as the development policy for Fenland. The new plan is intended to cover the period to 2040, so it is important that it meets the needs of the village.

Members expressed the following concerns:-

- i The village is described as a small settlement lacking amenities.
- ii The plan does not identify any sites for new development.
- iii The proposed settlement boundary is too restrictive and does not allow for new sites to be identified.
- iv The effect of the new hinterland proposals is unclear.

The description of the village fails to recognise the significant level of facilities enjoyed by residents, particularly in relation to the Tydd Golf facilities. The absence of a village shop is a factor, however this may soon be resolved.

The plan identifies one site for future development for seven large executive houses already nearing completion north of the Coach Works, Hockland Road. No other sites have been identified.

The proposed settlement boundary follows the line of the current built settlement, both outside and inside. Scope for future development is limited to a small number of garden plots. Around 30 new properties have been built in the village in the last ten years. The draft plan acknowledges that villages need to be allowed to grow in a sustainable fashion, yet the proposals for Tydd St Giles are for no further development for 18 years. Members consider this to be detrimental to the long-term future of the village as a viable settlement.

The definition of the hinterland provisions in relation to Tydd St Giles is open to different interpretations. A firmer definition is required to provide clarity to the Council and to landowners.

Members resolved to seek a meeting with a senior planning officer to outline their concerns, propose a wider settlement boundary and seek clarification of the potential for development outside the defined area.

033/22 Other Planning Matters

F/YR22/1070/SC - Screening Opinion: Installation of a solar farm - Land at Treading Field, Treading Drain, Tydd St Giles.

The Clerk advised members that an application will be submitted to install a large solar energy farm on land at the western end of the Parish. The purpose of a screening opinion application is to assess whether or not an environmental impact assessment will be required to support the planning application, when submitted. Fenland District Council has assessed the proposal and advised the applicant that no such assessment will be required.

DRAFT

Agenda Item No.	063/22	TYDD ST GILES PARISH COUNCIL
Meeting Date	10 November 2022	
Report Title	Clerk's Report	

1. Purpose of Report

To report on meetings attended and correspondence received.

2. Key Issues

Meetings attended:

Planning Training - Enforcement 15 September

Correspondence received:

Cambridgeshire & Peterborough Combined Authority - Member updates, Roadshow, Local Transport & Connectivity Plan newsletter

Cambridgeshire County Council - roadworks and events diary, Cambridgeshire Matters newsletter, Community Gritting Scheme applications, transport strategies public consultation, LHI new process launch

Fenland District Council - cost of living support events, free energy-saving home improvements, Pride in Fenland awards, Street Pride awards, polling districts and places review, community safety drop-ins, appeal for hosts for Ukrainian refugees, financial support for leisure centres, domestic abuse Q&A event, carol service invitation

NALC - bulletins and events

CAPALC - Monthly bulletin and training programme, national pay award 2022/23

Cambridgeshire & Peterborough Against Scams Partnership - newsletters and scam warnings

Cambridgeshire ACRE - staying in touch newsletter

Queen Elizabeth Hospital - modernising our hospital newsletter

Anglian Water - Fenland reservoir project

Pathfinder Clean Energy - Tydd Solar project

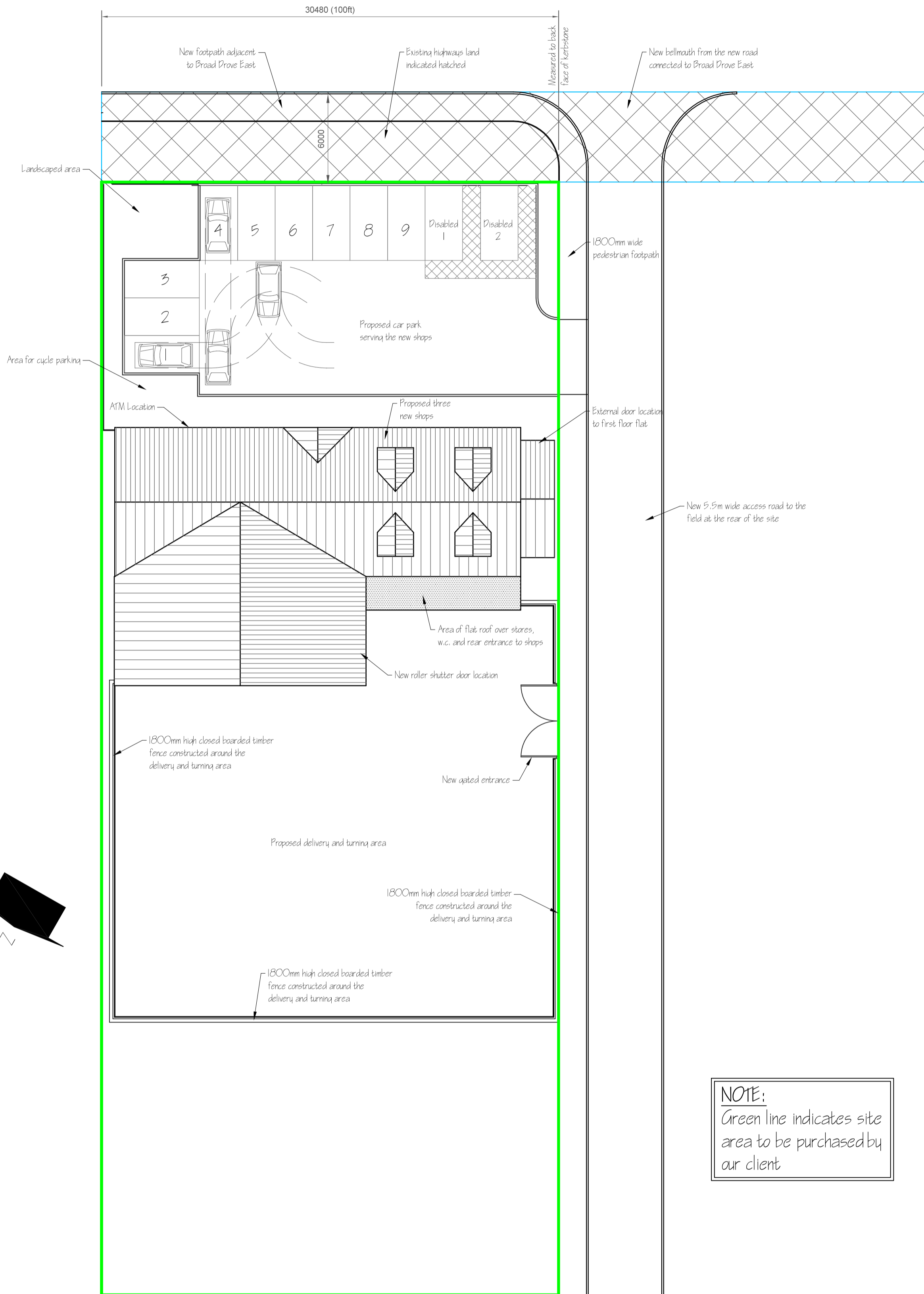
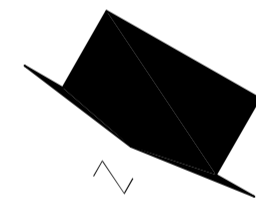
MVV Medworth - development consent order accepted by Planning Inspectorate for examination

3. Recommendations

Members note the report.

Report Author	Dave Gibbs
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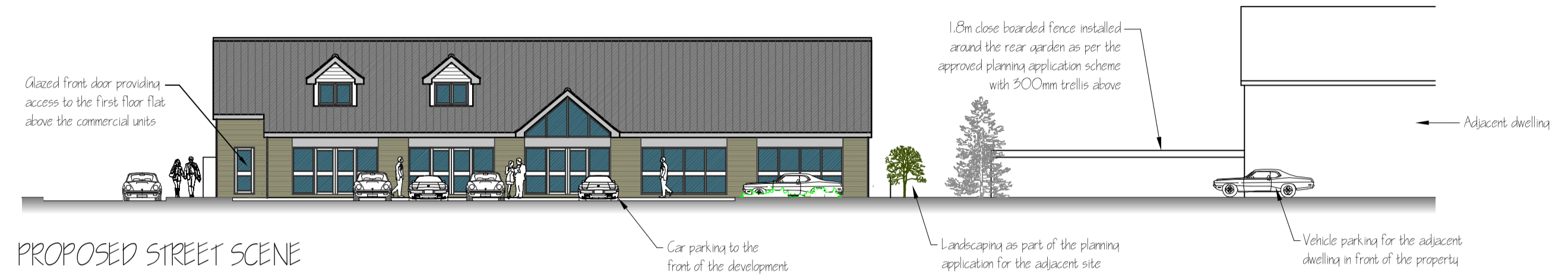
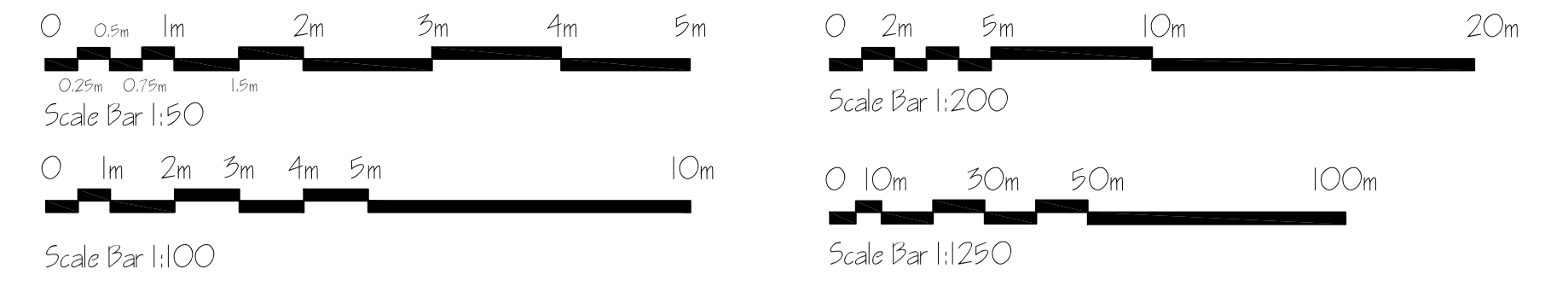
PROPOSED NEW COMMERCIAL DEVELOPMENT BROAD DROVE EAST, TYDD ST. GILES, WISBECH, PE13 5LN



PROPOSED SITE PLAN LAYOUT

NOTE:
Green line indicates site area to be purchased by our client.

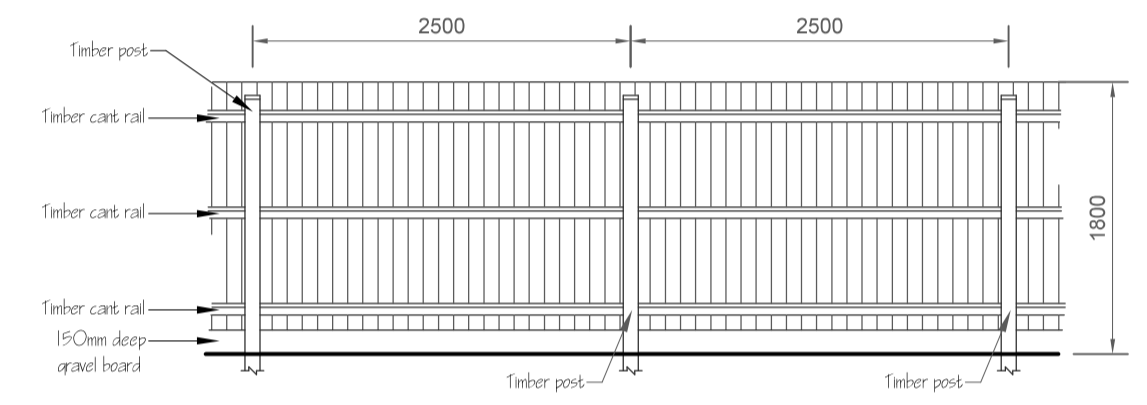
NOTE:
The wording 'DO NOT SCALE' has been removed from this drawing as requested by the planning department. This drawing has been drawn to the relevant scales as indicated by the scale bars on the drawing and the paper size indicated however we cannot hold responsible for the printing of this drawing.



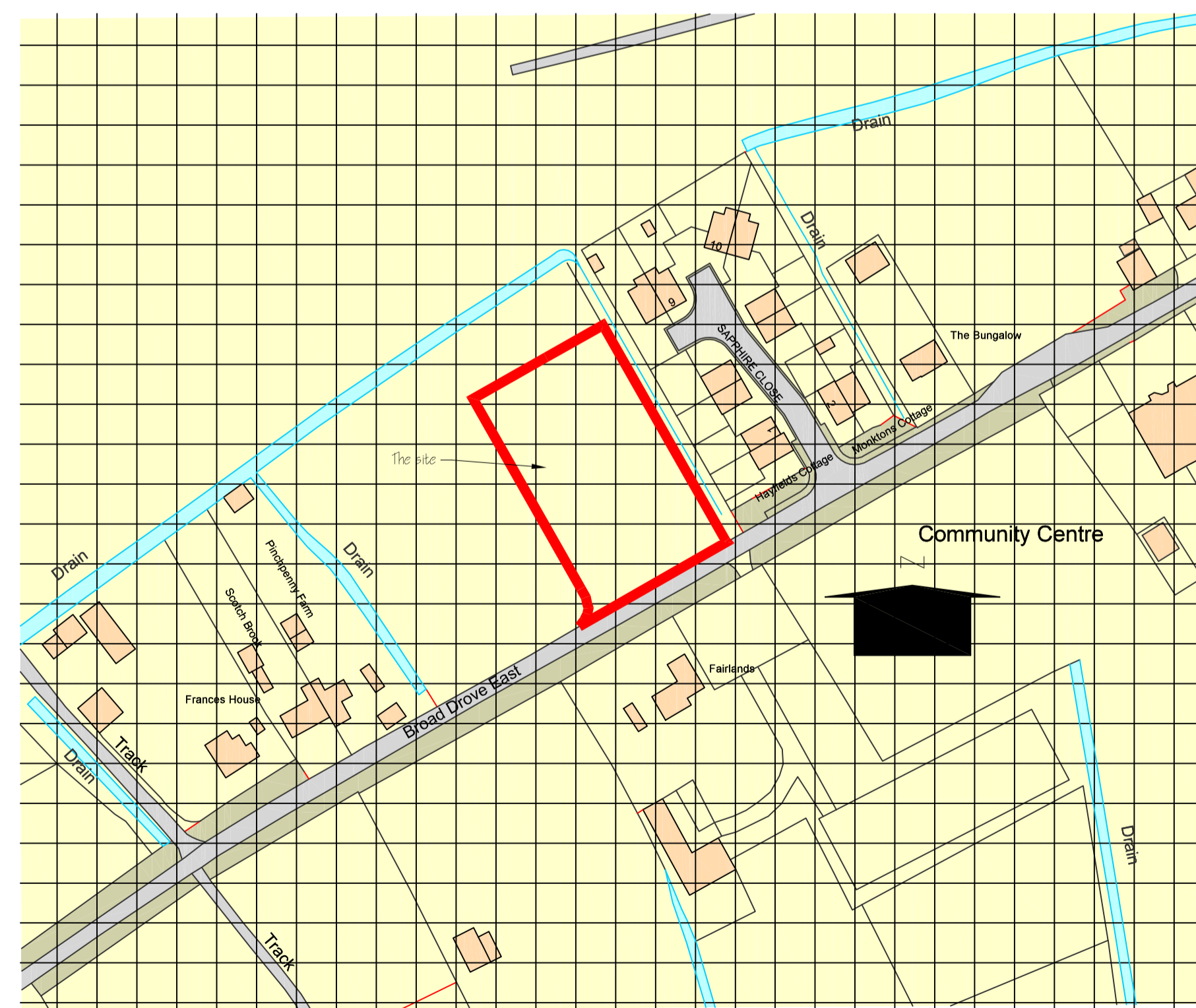
PROPOSED STREET SCENE

NOTE:
Information in relation to Sapphire Close indicated on the street scene has been obtained from the approved planning application for the development.

NOTE:
Detail of boundary treatment around the delivery and turning area and around the proposed new dwelling.



CLOSE BOARDED FENCE ELEVATION



PROPOSED LOCATION PLAN LAYOUT

E	15/10/22	PREPARED FOR THE CLIENT
D	15/10/22	PREPARED BY THE ARCHITECT
C	15/10/22	PREPARED BY THE ARCHITECT
B	15/10/22	PREPARED BY THE ARCHITECT
A	15/10/22	PREPARED BY THE ARCHITECT
DATE	15/10/22	15/10/22
CLIENT	MR. N. SUNDAYADRA	
PROJECT	PROPOSED NEW COMMERCIAL DEVELOPMENT	
PROJECT NO.	22/965 (GA) 1020 E	
STATUS	PRELIMINARY	

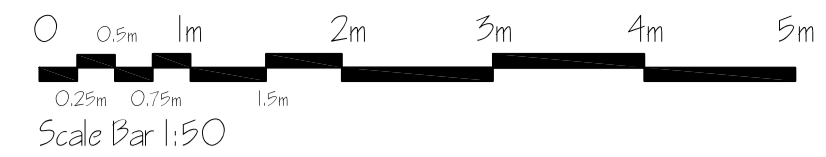
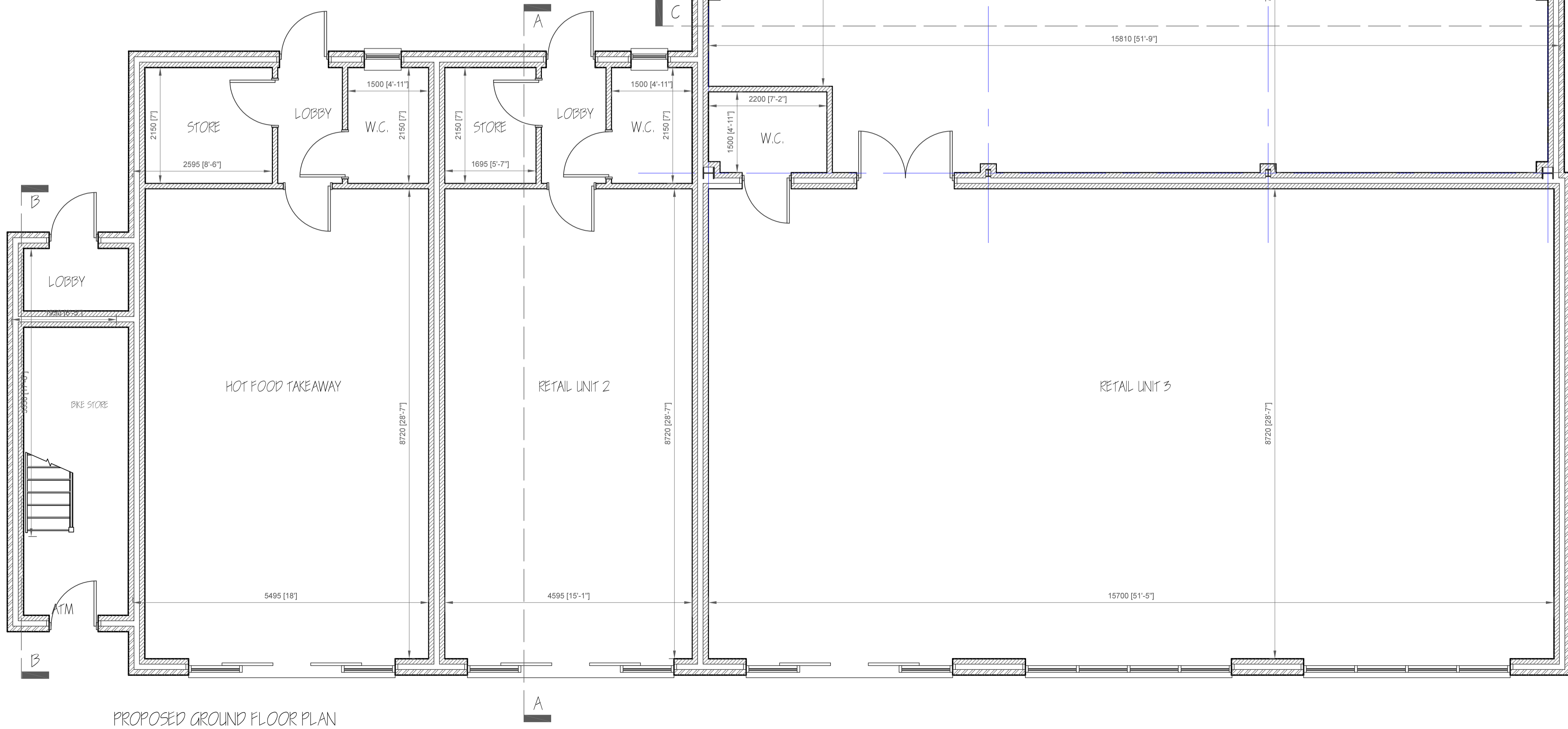
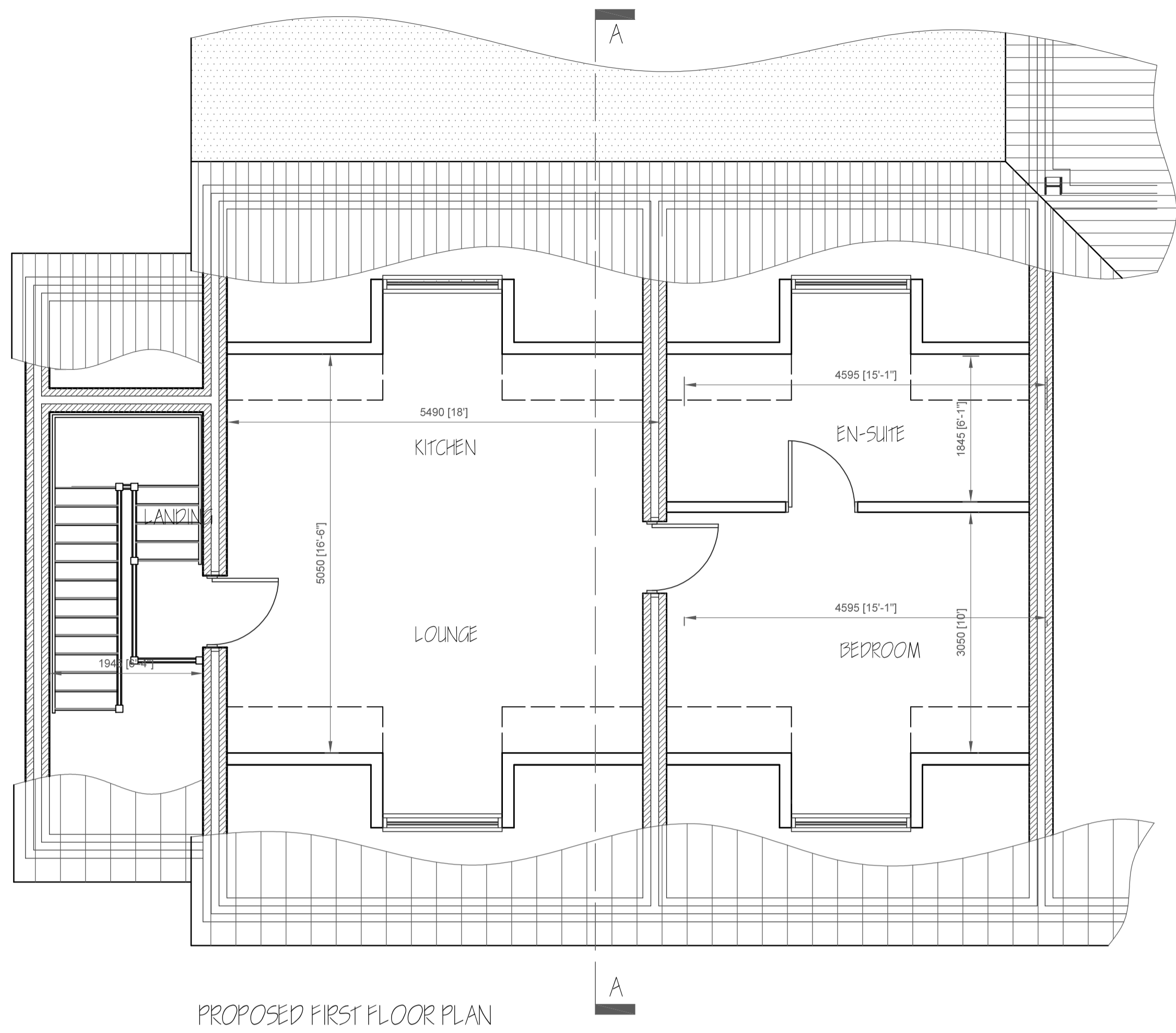
distinct DESIGN GROUP

MR. N. SUNDAYADRA
PROPOSED NEW COMMERCIAL DEVELOPMENT
PROPOSED SITE & LOCATION PLAN LAYOUTS, PROPOSED STREET SCENE AND CLOSE BOARDED FENCE ELEVATION

22/965 (GA) 1020 E

PRELIMINARY

PROPOSED NEW COMMERCIAL DEVELOPMENT BROAD DROVE EAST, TYDD ST. GILES, WISBECH, PE13 5LN



NOTE:
The wording 'DO NOT SCALE' has been removed from this drawing as requested by the planning department. This drawing has been drawn to the relevant scales as indicated by the scale bars on the drawing and the paper size indicated however we cannot hold responsible for the printing of this drawing.

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DESIGN US

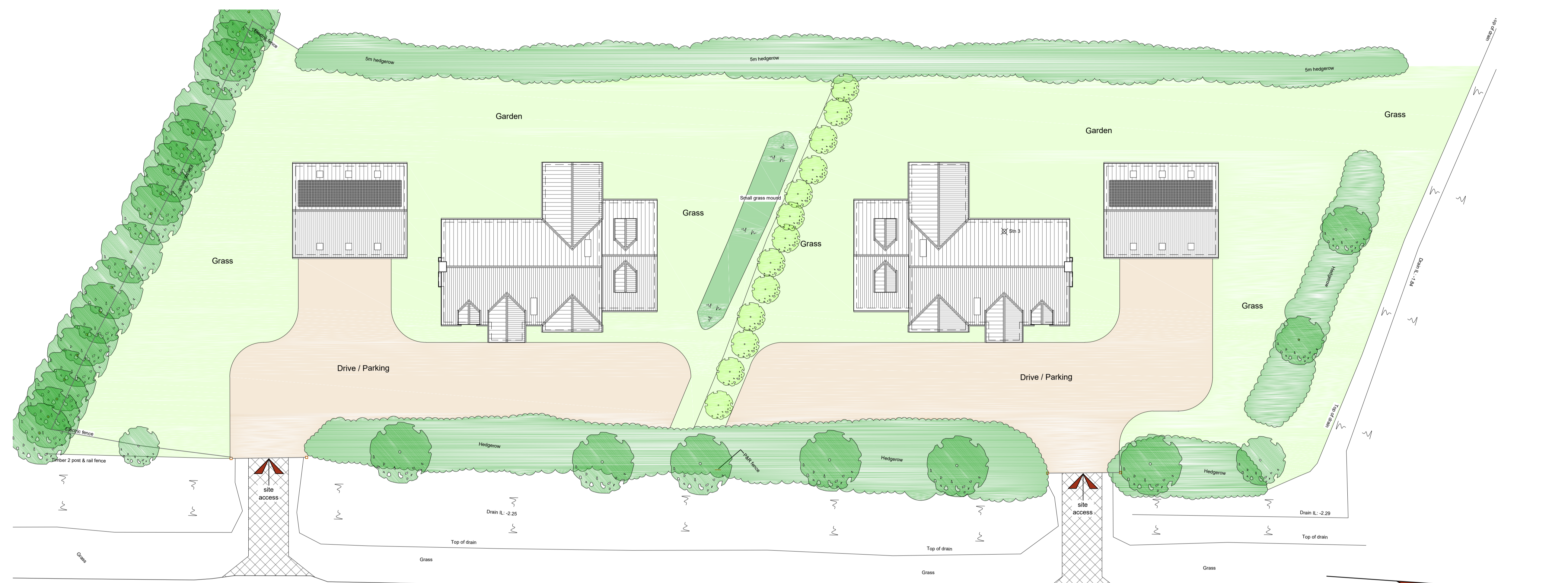
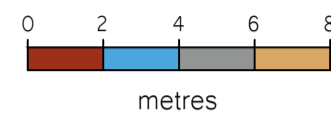
MR. N. SUNDAYADRA
PROPOSED NEW COMMERCIAL DEVELOPMENT
PROPOSED GROUND & FIRST FLOOR PLAN LAYOUTS

22/965 (GA) 1000 D

PRELIMINARY

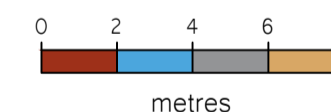


Indicative Street Scene
Scale: 1:200



B R O A D D R O V E W E S T

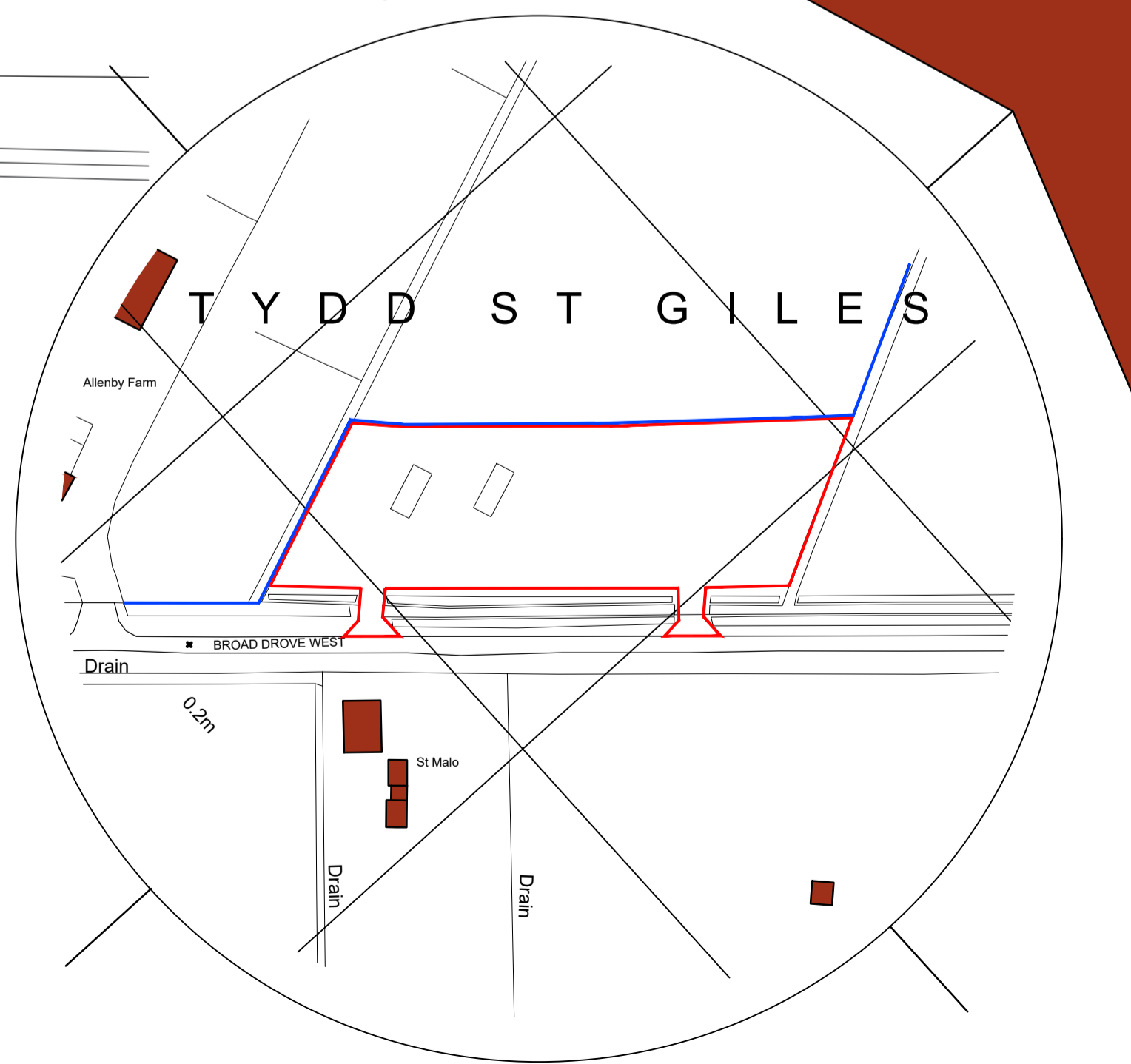
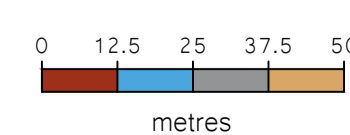
Indicative Site Plan
Scale: 1:200



SITE PLAN KEY

- Indicates proposed dwelling
- Indicates un-surveyed buildings taken from OS Map
- Indicates site access
- Indicates approximate position of surveyed trees and hedges
- Indicates approximate position of drastic terrain change
- Indicates proposed photovoltaic panels

Location Plan
Scale: 1:1250



General Notes
1. All dimensions are shown in 'mm' unless otherwise stated.
2. The contractor, sub-contractors and suppliers must verify all dimensions on site prior to the commencement of any work.
3. This drawing is to be read in conjunction with all relevant engineers and specialist sub-contractors drawings and specifications.
4. Any discrepancies are to be brought to the designers attention.

CONSTRUCTION DESIGN & MANAGEMENT REGULATIONS 2015
The following information must be read in conjunction with the project Risk register. This drawing highlights significant design related Health & Safety Risks present during Construction phase, and Residual Risks which remain post completion. Other Health & Safety Risks associated with Construction Activities may be present, and must be identified by the Principal Contractor prior to works commencing. Design Risks relating to specialist design items must be identified by the relevant specialist designers/ consultants and issued to the Principal Designer.



Status
FOR APPROVAL

SWANN EDWARDS
ARCHITECTURE

Swann Edwards Architecture Limited, Swann Edwards Architecture, Black Barn, Fen Road, Guyhirn, Wisbech, Cambs. PE13 4AA
t 01945 450694 e info@swannedwards.co.uk w www.swannedwards.co.uk

Job Title Proposed Residential Development Land Adj, Allenby Farm, Broad Dove West, Tydd St Giles For: Mr. T. Hopkin	Date October 2021	Drawn by GS Checked by GE
Drawing Title Outline Planning Site Plan, Location Plan and Street Scene	Job No. SE-1727	Sheet Size A1
	Dwg No. PP1000	Revision B

KEY

 Proposed tree planting

INDIVIDUAL TREES Total 30

Tree species

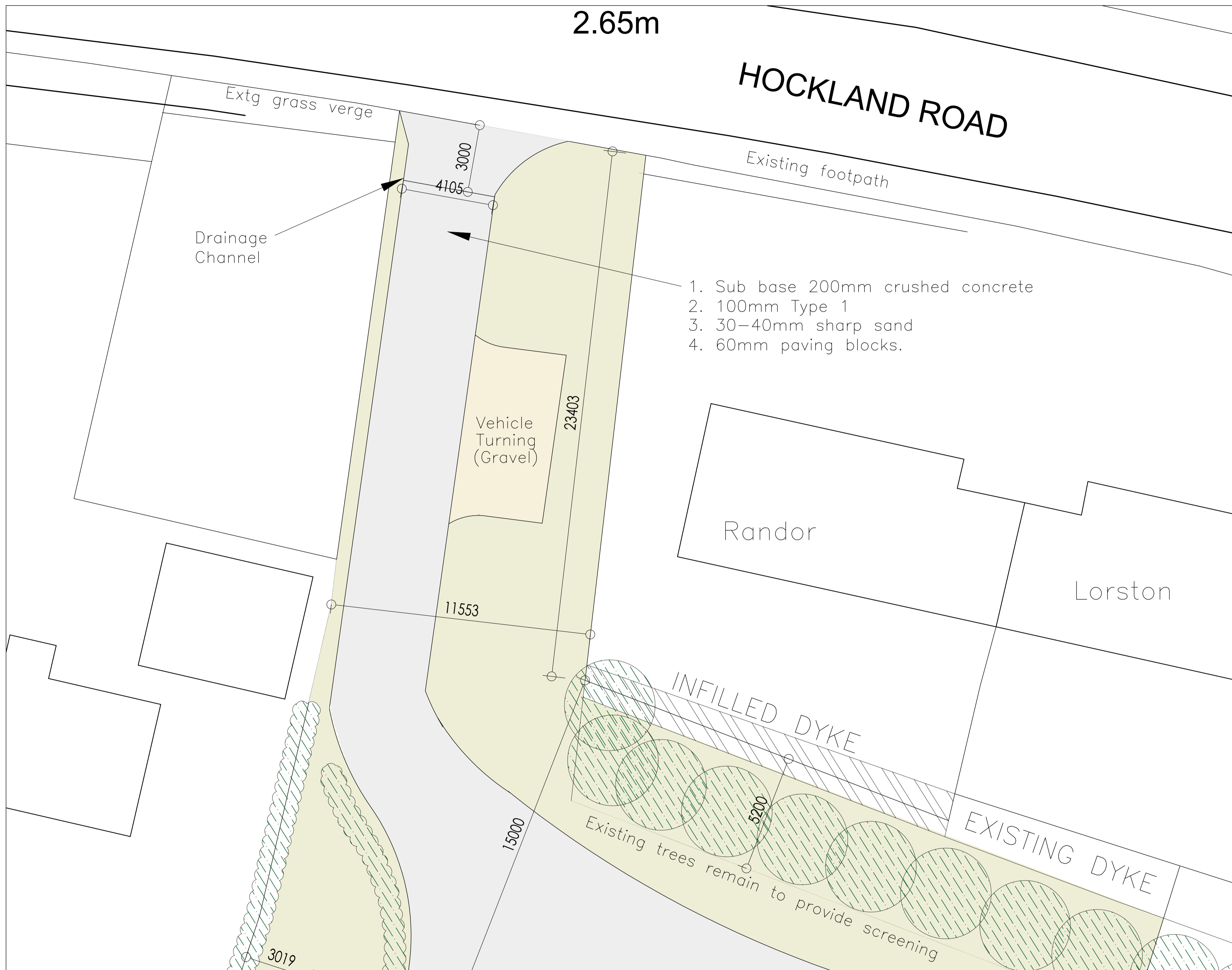
- 6 No. Fagus sylvatica 15l Pot 175-250 cm
- 3 No. Acer campestre 15l pot 175- 250 cm
- 12 No. Betula utilis jacquemontii 'Snow Queen' 10l pot 200- 250cm
- 9 No. Prunus avium pot 175-250cm

Individual trees shall be planted as follows:

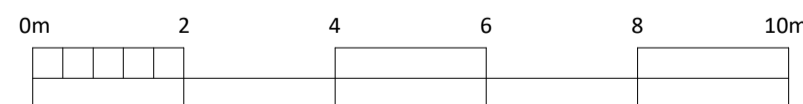
1. Planting best carried out between November and March
2. Trees should be planted in areas previously cleared of all weeds, grass and vegetation.
3. The trees are to be of selected size, see planting schedule above. Ensure adequate checks of stock are made as to BS 8545
4. Trees should be planted in planting holes at least 1.5 times length of root system to a depth of 900mm. Topsoil should be mixed with a minimum of 10 - 20 litres of suitable tree planting compost and mixed into the hole with slow release fertiliser and bone meal. Soil should be lightly compacted until planting depth is reached.
5. Trees are then placed into the planting hole to be level with root flare of soil level in pot. Further soil is then added and replaced carefully around the roots and lightly compacted every 150mm layer
6. Trees should be supported with a treated timber stake and rubber ties and protected from rabbit/ deer damage if required.
7. It is recommended that trees be maintained for a period of at least 3 years following planting. Ensure adequate watering, 50/100l per week, during dry periods May - October and fertilising is carried out to ensure good establishment. An area at the base of each tree of 1.5 metres must be maintained weed free.
8. Failed planting to be replaced up to a period of 5 years



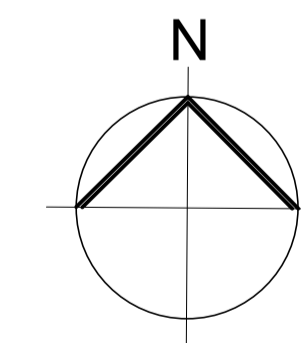
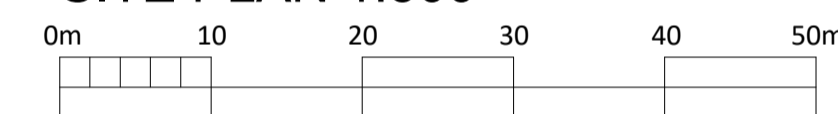
REV.	DATE	INITIALS	DETAILS
CLIENT Mr B Dawson		DWG. TITLE Tree Planting Plan	
SITE Land at Cats Ln, Tydd St Giles			
DRAWN BY SPM	CHECKED BY SPM	SCALE 1:200	DATE Oct 2022
DWG NO. OAS/21-016-SL01		REV A	



ACCESS DETAILS 1:100



SITE PLAN 1:500



REVISIONS



PETER HUMPHREY ASSOCIATES

ADDRESS: 2 CHAPEL ROAD, WISBECH, CAMBS, PE13 1RG.

TELEPHONE: 01945 466906
EMAIL: info@peterhumphrey.co.uk
WEB: www.peterhumphrey.co.uk

CLIENT

PHIL ADAMS

PROJECT

VARIATION OF CONDITION

SITE

CHARD HOUSE
HOCKLAND ROAD
TYDD ST GILES
WISBECH
PE13 5LF

DRAWING

ACCESS DETAILS

JOB NO.	PAPER SIZE	DATE
4952/COND	A1	JUNE 2022

Notes:

This drawing is the permission of Peter Humphrey Associates Ltd. and may not be reissued, loaned or copied in whole or part without written consent.

All dimensions shown on the drawing are in millimeters unless stated otherwise. If the drawing is received electronically (PDF) it is the recipient's responsibility to ensure it is printed to the correct paper size. All dimensions to be checked on site prior to commencing work and any discrepancies to be highlighted immediately.

The Construction (Design and Management) Regulations 2015:
Peter Humphrey Associates' form of appointment with the client confirms whether the agent is appointed as 'Designer' or 'Principal Designer' under these regulations. Nevertheless, the design phase has been carried out with due consideration for the safety during construction, occupation and maintenance of the finished project. No extraordinary hazards or risks were identified outside of the routine construction operations that would not already been apparent to a competent contractor.



PETER HUMPHREY
ASSOCIATES

Variation of Conditions Summary

Application: Land East of Field House Hockland Road Tydd St Giles Cambridgeshire.

Address: Field house, Hockland Road, Tydd St Giles, Cambridgeshire, PE13 5LF

Ref: **F/YR16/0258/O**

Approved: 22/07/2016

Condition 4 (Access)

Submitted with this application is 'Proposed PL15-ACCESS DETAILS.pdf' – this is the drawing showing the access details as built, as is how we would like this condition to be varied and discharged.

Schedule of Materials:

- Sub base 200mm crushed concrete
- 100mm Type 1
- 30-40mm sharp sand
- 60mm paving blocks.

Reason

Due to an anomaly between the outline conditions and reserved matters condition, and also due to the fact that the access was constructed not according to plan due to this confusion.

Condition 7 (layout, siting, drainage, parking, turning area)

As the layout and turning area has been amended, so must this condition according to the new drawings.

Condition 8 (approved plans)

As the approved plans has been amended, so must this condition according to the new drawings.

Ref: **F/YR19/0560/RM**

Approved: 17/10/2019

Condition 3 (parking/turning area layout/surfacing)

As the turning area layout/surfacing has been amended, so must this condition according to the new drawings.

Condition 5 (driveway/access)

As the layout of the driveway/access has been amended, so must this condition according to the new drawings.

Condition 9 (approved plans)

As the approved plans has been amended, so must this condition according to the new drawings.

Tydd St Giles Parish Council

Receipts & Payments Summary as at 31.10.22

Income	Year to Date	Budget	%
FDC Precept	£ 15,000.00	£ 15,000.00	100.00
FDC Concurrent Functions Grant	£ 2,791.00	£ 2,791.00	100.00
Allotment Rents	£ 5,682.50	£ 7,370.00	77.10
Allotment Rates	£ 401.44	£ 500.00	80.29
Community Centre	£ -	£ -	0.00
Grants	£ -	£ -	0.00
Donations	£ -	£ -	0.00
Recycling Credits	£ -	£ -	0.00
Bank Interest	£ 7.95	£ 2.00	395.52
VAT Refunds	£ -	£ 6,375.00	0.00
Miscellaneous	£ 775.00	£ -	#####
Total Income	£ 24,657.89	£ 32,038.00	76.96

Expenditure

Clerk's Salary	£ 6,546.33	£ 9,000.00	72.74
Fees	£ 375.00	£ 370.00	101.35
Subscriptions	£ 47.50	£ 530.00	8.96
Admin Expenses	£ 942.05	£ 300.00	314.01
Insurance	£ 478.80	£ 490.00	97.71
Drainage Rates	£ 520.66	£ 500.00	104.13
Recreation Ground	£ 935.18	£ 6,100.00	15.33
Churchyard	£ 1,539.25	£ 2,000.00	76.96
Community Centre	£ -	£ 8,360.00	0.00
Street Lights	£ 3,203.61	£ 9,550.00	33.55
Section 137 Payments	£ 300.00	£ 500.00	60.00
Parish Land	£ 180.80	£ 1,500.00	12.05
Foul Anchor	£ -	£ 1,540.00	0.00
Highways	£ 2,632.94	£ 1,550.00	169.87
Recoverable VAT	£ 1,342.28	£ -	#####
Total Expenditure	£ 19,044.40	£ 42,290.00	45.03

Summary

Total Income	£ 24,657.89
LESS Total Expenditure	£ 19,044.40
Net Surplus or Deficit	£ 5,613.49

Balance Sheet

Balance B/fwd 1.4.22	£ 31,763.89
Surplus or Deficit	£ 5,613.49
Balance C/fwd	£ 37,377.38

Represented by

Barclays Current Account	£ 16,653.70
Barclays Business Saver	£ 20,723.68
Cash / Cheques	£ -
	£ 37,377.38

Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Tydd St Giles Parish Council – CA0260

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

29/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

TYDD ST GILES PARISH COUNCIL COMPLAINTS PROCEDURE


1. Tydd St Giles Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - 3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
 - 3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 12 March 2020 and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of Fenland District Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Fenland Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary.
5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.
6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council.
8. The Clerk or the Council will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)

10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be reviewed by the full Council and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

Date of Adoption: 11 November 2021
Minute ref: 062/21(c)

Contact details for the Parish Clerk:


D Gibbs
Newton-in-the-Isle Parish Council
% 358 High Road
Newton-in-the-Isle
Wisbech
PE13 5HS

 - 01945 870083

 - clerk@tyddstgilesparishcouncil.org.uk

For Correspondence to the Chairman:

T Doyle
Paget Hall
Hockland Road
Tydd St Giles
Wisbech
PE13 5LF

 - 07740 306058

 - thomas.doyle@tyddstgilesparishcouncil.org.uk

TYDD ST GILES PARISH COUNCIL

GRIEVANCE POLICY

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice.¹ It also takes account of the ACAS guide on discipline and grievances at work.² It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
3. This policy confirms:
 - employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
 - the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
 - any changes to specified time limits must be agreed by the employee and the Council
 - an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final

¹. <http://www.acas.org.uk/index.aspx?articleid=2174>.

². https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf

- information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- Employees can use all stages of the grievance procedure if the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the Council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor. Employees cannot use the formal stages of the Council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of Fenland District Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the Council's grievance procedure (see paragraph 5)
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the Council's grievance procedure. However, whatever the complaint, the Council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination
- If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The Council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

Informal grievance procedure

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of the staffing committee or, if appropriate, another member of the staffing committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

Formal grievance procedure

5. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the staffing committee.
6. The staffing committee will appoint a sub-committee of three members to hear the grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

Investigation

7. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).
8. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

Notification

9. Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
 - the names of its Chairman and other members
 - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance
 - the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
 - a copy of the Council's grievance policy
 - confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting

- confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
- findings of the investigation if there has been an investigation
- an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

The grievance meeting

10. At the grievance meeting:

- the Chairman will introduce the members of the sub-committee to the employee
- the employee (or companion) will set out the grievance and present the evidence
- the Chairman will ask the employee questions about the information presented and will want to understand what action he/she wants the Council to take
- any member of the sub-committee and the employee (or the companion) may question any witness
- the employee (or companion) will have the opportunity to sum up the case
- a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

11. The Chairman will provide the employee with the sub-committee's decision, in writing, usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

The appeal

12. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the staffing committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.

13. Appeals may be raised on a number of grounds, e.g.

- a failure by the Council to follow its grievance policy
- the decision was not supported by the evidence
- the action proposed by the sub-committee was inadequate/inappropriate
- new evidence has come to light since the grievance meeting.

14. The appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the staffing committee. The appeal panel will appoint a Chairman from one of its members.

15. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.

16. At the appeal meeting, the Chairman will:
 - introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
 - explain the action that the appeal panel may take.
17. The employee (or companion) will be asked to explain the grounds of appeal.
18. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
19. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.
20. The decision of the appeal panel is final.

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TYDD ST GILES PARISH COUNCIL

DISCIPLINARY POLICY

Introduction

- 1 This policy is based on and complies with the 2015 ACAS Code of Practice.¹ It also takes account of the ACAS guide on discipline and grievances at work.²

The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

- 2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 3 This policy confirms:
 - informal coaching and supervision will be considered, where appropriate, to improve conduct and/or attendance
 - the Council will fully investigate the facts of each case
 - the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective.³
 - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
 - employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
 - employees may be accompanied or represented by a companion - a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case

¹ <http://www.acas.org.uk/index.aspx?articleid=2174>

² https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf

³ For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>

- the Council will give employees reasonable notice of any meetings in this procedure. Employees must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties.

Examples of misconduct

- 4 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct. The list is not exhaustive.
- unauthorised absence
 - poor timekeeping
 - misuse of the Council's resources and facilities including telephone, email and internet
 - inappropriate behaviour
 - refusal to follow reasonable instructions
 - breach of health and safety rules.

Examples of gross misconduct

- 5 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct. The list is not exhaustive
- bullying, discrimination and harassment
 - incapacity at work because of alcohol or drugs
 - violent behaviour
 - fraud or theft
 - gross negligence
 - gross insubordination
 - serious breaches of Council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
 - serious and deliberate damage to property
 - use of the internet or email to access pornographic, obscene or offensive material
 - disclosure of confidential information.

Suspension

- 6 If allegations of gross misconduct or serious misconduct are made, the Council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
- 7 While on suspension, the employee is required to be available during normal hours of work in the event that the Council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or Councillor.
- 8 The employee must not attend work. The Council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

- 9 The following list contains some examples of unsatisfactory work performance. The list is not exhaustive.
- inadequate application of management instructions/office procedures
 - inadequate IT skills
 - unsatisfactory management of staff
 - unsatisfactory communication skills.

The Procedure

- 10 Preliminary enquiries. The Council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

If the employee's manager believes there may be a disciplinary case to answer, the Council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

- 11 Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

Disciplinary investigation

- 12 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
- 13 If a formal disciplinary investigation is required, the Council will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a Councillor. If the Council considers that there are no Councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The Council will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
- the allegations or events that the investigation is required to examine
 - whether a recommendation is required
 - how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
 - who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.

- 14 The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).
- 15 The Council will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.
- 16 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
- 17 If there are other persons (e.g. employees, Councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 18 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Council whether or not disciplinary action should be considered under the policy.
- 19 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
 - the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
 - the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
 - the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.
- 20 The Investigator will submit the report to the Council which will decide whether further action will be taken.
- 21 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

- 22 If the Council decides that there is a case to answer, it will appoint a staffing committee of three Councillors, to formally hear the allegations. The staffing committee will appoint a Chairman from one of its members. The Investigator shall not sit on the committee.
- 23 No Councillor with direct involvement in the matter shall be appointed to the committee. The employee will be invited, in writing, to attend a disciplinary meeting. The committee's letter will confirm the following:
- the names of its Chairman and other two members
 - details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
 - a copy of the information provided to the committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
 - the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he/she has sufficient time to prepare for it
 - that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
 - that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chairman will introduce the members of the committee to the employee and explain the arrangements for the hearing
 - the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
 - the Chairman will invite the employee to present their account
 - the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
 - any member of the committee and the employee (or the companion) may question the Investigator and any witness
 - the employee (or companion) will have the opportunity to sum up
- 24 The Chairman will provide the employee with the committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.
- 25 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the committee.

Disciplinary action

26 If the committee decides that there should be disciplinary action, it may be any of the following:

First written warning

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Dismissal

The Council may dismiss:

- for gross misconduct
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

27 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal. If the committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The appeal

- 28 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.
- 29 The grounds for appeal include;
- a failure by the Council to follow its disciplinary policy
 - the committee's disciplinary decision was not supported by the evidence
 - the disciplinary action was too severe in the circumstances of the case
 - new evidence has come to light since the disciplinary meeting.
- 30 Where possible, the appeal will be heard by a panel of three members of the Council who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the Council who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members previously involved. The appeal panel will appoint a Chairman from one of its members.
- 31 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
- 32 At the appeal meeting, the Chairman will:
- introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
 - explain the action that the appeal panel may take.
- 33 The employee (or companion) will be asked to explain the grounds for appeal.
- 34 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
- 35 The appeal panel may decide to uphold the disciplinary decision of the Council, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
- 36 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 37 The appeal panel's decision is final.

Agenda Item No.	070/22(b)	TYDD ST GILES PARISH COUNCIL
Meeting Date	10 November 2022	
Report Title	MVAS Speed Data	

1. Purpose of Report

To update members on the data from speed monitoring in the village.

2. Key Issues

The following raw data has been taken from the MVAS speed monitoring device:

Church Lane with a speed limit of 30mph

Monitoring period 19-09-2022 to 02-10-2022 (12 days)

Number of vehicles - 13,766

Minimum speed - 5mph

Maximum speed - 86mph

Average speed - 29.2mph

85th percentile speed - 37mph

Number over speed limit - 46.55% - 6,408 vehicles

Number over prosecutable limit (10%+2 above limit) - 25.39% - 3,495 vehicles

Number over disqualification limit (30mph above limit) - 0.12% - 17 vehicles

Highest speeds recorded:

Saturday 24 September 2022	11:13	Departing	86mph
Saturday 01 October 2022	18:32	Arriving	79mph
Wednesday 21 September 2022	21:10	Departing	76mph
Wednesday 28 September 2022	20:04	Departing	75mph
Saturday 01 October 2022	19:14	Arriving	75mph
Sunday 02 October 2022	12:35	Arriving	71mph
Monday 26 September 2022	21:58	Arriving	70mph
Wednesday 21 September 2022	20:24	Departing	68mph
Wednesday 21 September 2022	12:12	Departing	64mph
Friday 30 September 2022	02:43	Arriving	64mph
Saturday 24 September 2022	12:16	Departing	63mph
Tuesday 27 September 2022	18:00	Departing	63mph
Tuesday 27 September 2022	20:59	Departing	62mph
Wednesday 28 September 2022	19:53	Departing	61mph
Friday 30 September 2022	01:32	Departing	61mph
Friday 23 September 2022	07:19	Departing	60mph
Sunday 02 October 2022	02:29	Arriving	60mph
Wednesday 21 September 2022	19:04	Departing	59mph
Saturday 24 September 2022	06:24	Departing	59mph
Saturday 24 September 2022	06:41	Arriving	59mph
Saturday 24 September 2022	17:35	Departing	58mph
Sunday 25 September 2022	12:48	Arriving	58mph
Tuesday 27 September 2022	04:09	Departing	58mph
Saturday 01 October 2022	22:06	Departing	58mph
Sunday 02 October 2022	15:28	Arriving	58mph

Continued overleaf...

Report Author	Dave Gibbs
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Sunday 02 October 2022	16:15	Departing	58mph
Wednesday 21 September 2022	19:30	Arriving	57mph
Saturday 24 September 2022	14:03	Arriving	57mph
Monday 26 September 2022	19:59	Departing	57mph
Thursday 29 September 2022	22:50	Arriving	57mph
Sunday 02 October 2022	09:55	Arriving	57mph
Sunday 02 October 2022	11:45	Departing	57mph
Friday 23 September 2022	10:33	Arriving	56mph
Saturday 24 September 2022	10:45	Arriving	56mph
Thursday 29 September 2022	18:28	Arriving	56mph
Thursday 22 September 2022	20:25	Arriving	55mph
Sunday 25 September 2022	16:07	Arriving	55mph
Wednesday 28 September 2022	22:23	Arriving	55mph
Saturday 01 October 2022	17:05	Arriving	55mph
Sunday 02 October 2022	16:45	Arriving	55mph
Tuesday 20 September 2022	06:41	Arriving	54mph
Friday 23 September 2022	07:03	Departing	54mph
Saturday 24 September 2022	08:44	Arriving	54mph
Sunday 25 September 2022	03:03	Arriving	54mph
Thursday 29 September 2022	07:13	Departing	54mph
Friday 30 September 2022	14:01	Departing	54mph
Friday 30 September 2022	18:25	Departing	54mph
Saturday 01 October 2022	16:39	Arriving	54mph
Sunday 02 October 2022	11:42	Arriving	54mph
Sunday 02 October 2022	11:44	Arriving	54mph
Monday 19 September 2022	22:29	Departing	53mph
Wednesday 21 September 2022	07:51	Arriving	53mph
Wednesday 21 September 2022	18:31	Departing	53mph
Friday 23 September 2022	08:02	Arriving	53mph
Friday 23 September 2022	17:32	Arriving	53mph
Monday 26 September 2022	22:39	Arriving	53mph
Friday 30 September 2022	14:34	Arriving	53mph
Saturday 01 October 2022	20:10	Departing	53mph
Tuesday 20 September 2022	06:59	Departing	52mph
Wednesday 21 September 2022	10:51	Departing	52mph
Thursday 22 September 2022	07:09	Departing	52mph
Thursday 22 September 2022	11:59	Departing	52mph
Thursday 22 September 2022	12:24	Arriving	52mph
Thursday 22 September 2022	22:22	Arriving	52mph
Thursday 22 September 2022	22:37	Departing	52mph
Friday 23 September 2022	07:02	Departing	52mph
Friday 23 September 2022	14:26	Arriving	52mph
Friday 23 September 2022	17:45	Departing	52mph
Friday 23 September 2022	21:49	Departing	52mph
Saturday 24 September 2022	04:49	Departing	52mph
Saturday 24 September 2022	10:00	Departing	52mph
Saturday 24 September 2022	15:11	Departing	52mph
Saturday 24 September 2022	18:46	Arriving	52mph

3. Recommendations

Members note the report