

# TYDD ST GILES PARISH COUNCIL

*Parrock View, 358 High Road, Newton-in-the-Isle, PE13 5HS*

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Clerk D Gibbs

6th January 2023

## **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 12<sup>th</sup> January 2023 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

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## **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.*

### **073/22 Chairman's Announcements**

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

### **074/22 Urgent Items**

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

### **075/22 Confirmation of Minutes**

- a) To consider and confirm the minutes of the Parish Council meeting held on 10<sup>th</sup> November 2022*
- b) To consider and confirm the minutes of the Planning Committee meeting held on 24<sup>th</sup> November 2022*
- c) To consider and confirm the minutes of the Planning Committee meeting held on 15<sup>th</sup> December 2022*

### **076/22 Matters Arising**

*To receive updates on the following items:*

- a) Drainage issues - minute 059/22 (a)*
- b) Former village school - minute 059/22(c)*

**077/22 Police Matters**

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

**078/22 Cambridgeshire County Councillor Report**

*To receive a report from Cllr Simon King.*

**079/22 Fenland District Councillor Report**

*To receive reports from Cllrs Samantha Clark and Chris Seaton.*

**080/22 Clerk's Report**

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

**081/22 Working Group**

*To receive a report from the Play Area Working Group.*

**082/22 Data Gathering and Digital Mapping**

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

**083/22 Member and Parishioner Issues**

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

- a) Width of Hall Bank at Poplar Close junction*
- b) Parish Council elections 4 May 2023 - timetable and preparations*
- c) Dog bin in Eaudyke Bank - possible relocation*

**084/22 Planning**

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

*F/YR22/1358/TRTPO - Works to 1no Oak Tree covered by TPO 14/1986 - The Hollies, Hannath Road, Tydd Gote*

*F/YR23/0011/F and F/YR23/0012/LB - Alterations to existing dwelling including 2 x replacement timber framed windows, insertion of a roof lantern, raising part of existing roof, and replacement of lean-to outbuilding roof - Hannath Hall, Hannath Road, Tydd Gote*

*b) To note the following application:-*

*F/YR22/1377/PNC04 - Change of use of agricultural store to 1 x dwelling (single-storey 1-bed) (Class Q (a) and (b)) - Building South of Windy Willows, Church Lane, Tydd St Giles*

**085/22 Finance**

*a) To receive an updated financial statement for the period to the end of December.*

*b) To note the following payments received since the last meeting:*

Barclays Bank (interest).....	£	11.55
H Squire (rent) .....	£	1,806.71

*c) To ratify the following payment issued since the last meeting:*

Geosphere Ltd (subscription) .....	£	86.40
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*d) To approve the following payments:*

D Gibbs (salary December and January) .....	£	1,418.76
D Gibbs (NIC Reimbursement) .....	£	49.42
Tydd St Giles CC & RG (hall hire) .....	£	56.25

*e) To consider and approve the budget for 2023-24 and to determine the level of precept required.*

**086/22 Policies and Procedures**

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

- a) Data Protection Policy*
- b) Publication Scheme*
- c) Code of Conduct*

**087/22 Highways**

*To receive a report from the Clerk on the application for funding from the County Council's Local Highway Improvement scheme for 2023/24.*

**088/22 Allotments**

*To receive an update on the search for a suitable location for the provision of allotments.*

**089/22 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*

**090/22 Date of Next Meeting**

*To confirm the date and time of the next meeting of the Council:  
Thursday 9<sup>th</sup> March at 7.30pm*

# TYDD ST GILES PARISH COUNCIL

## Minutes of a Meeting of Tydd St Giles Parish Council held in the Community Centre on Thursday 10<sup>th</sup> November 2022

**Present** - Cllr G Mathias (in the Chair), Cllr M Carter, Cllr B Luck, Cllr K Malin, Cllr A Renshaw, D Gibbs (Clerk), 20 members of the public

**Apologies for Absence** - Cllr C Brooks, Cllr T Doyle, Cllr S King (CCC), Cllr S Clark (FDC), Cllr C Seaton (FDC)

**Public Time** - Mr Horspool raised concerns regarding the measurement of parish land at Quaney Field and the inclusion of uncultivated areas in the tenancy agreement. The Clerk will investigate and respond accordingly.

Mr Grainger noted that items mentioned during conversations at a previous meeting were not recorded in the minutes. The Clerk advised him that the minutes are not a verbatim account of the proceedings.

### **056/22 Chairman's Announcements**

Cllr Mathias welcomed everybody to the meeting. In view of the public interest in the planning applications, he announced that agenda item 067/22 would be taken first.

### **057/22 Urgent Items**

None.

### **058/22 Confirmation of Minutes**

- a) RESOLVED - that the minutes of the meeting held on Wednesday 21<sup>st</sup> September 2022 be agreed and signed as a true and accurate record.
- b) RESOLVED - that the minutes of the Planning Committee meeting held on Thursday 13<sup>th</sup> October 2022 be agreed and signed as a true and accurate record.

### **059/22 Matters Arising**

- a) Drainage Issues - All drains in the village have been cleaned but some outlying ones may have been overlooked. Work is ongoing in Hockland Road.
- b) Allotments - A list of potential sites will be brought to the January meeting.
- c) Former village school - The Clerk reported that the District Council is considering the request to issue a notice under Section 215 of the Town & Country Planning Act.

### **060/22 Police Matters**

The Clerk reported that no meetings had taken place.

### **061/22 Cambridgeshire County Councillor Report**

Cllr King submitted a written report. Cats eyes on Church Lane will be replaced if they meet the Highways Operating Standards criteria. The rusty supporting post on the directional signs at the junction of Hockland Road and Cats Lane has been replaced. A new round of Cultivate Cambs grants has been launched with a deadline of 16 December.

## **062/22 Fenland District Councillor Reports**

Cllr Clark reported that the District Council was concerned about Home Office plans to place asylum seekers in the Rose and Crown Hotel. The decision will be challenged in the courts. Increases in energy costs have impacted upon the Council's leisure centres, particularly the swimming pools, and cost-cutting measures will be required, possibly including a reduction in opening hours and staffing levels.

## **063/22 Clerk's Report**

The Clerk reported on meetings attended and correspondence received, including a planning training session on enforcement, community gritting scheme applications, Fenland District Council cost of living support events and free energy-saving home improvements, community safety drop-ins, and the national pay award for local government for 2022/23.

## **064/22 Play Equipment Working Group**

Cllr Mathias will submit a report to the January meeting.

## **065/22 Data Gathering and Digital Mapping**

Cllr Luck reported that he is continuing to work with the online mapping system and will use it to assist the Clerk in measuring Quaney Field.

## **066/22 Member and Parishioner Issues**

- a) Request for dropped kerb at High Broadgate/Broad Drove East junction - The Clerk reported that a request had been received from a resident for a crossing to facilitate access to the Community Centre. To be considered under item 070/22 as a potential project for LHI funding.
- b) Parish Council elections 2023 - The Clerk reminded members that elections for the District and Parish Councils will take place on 4 May.

## **067/22 Planning**

Members considered the following applications:-

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)

Several local residents addressed the meeting, speaking both for and against the proposed development. Concerns raised by members of the Council and residents included the viability of the three shops, the concerns raised by the Police in respect of the ATM, the opening hours of the proposed hot food takeaway, ownership of the access road, and the need for lighting. Members were informed by the landowner that the applicant is an experienced businessman capable of delivering the proposed uses and that the access road to the development will remain the property of the landowner. In view of the Parish Council's desire to see a village shop return to the village and the level of public support for a village shop, members resolved to offer no objection.

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)

Members noted that they have previously considered this application twice under references F/YR21/1412/O and the current reference F/YR22/0746/O. On both occasions, they resolved not to support the applications. No material changes have been submitted for the re-consultation. Members' views have been consistent throughout. They consider the application to be an unwarranted incursion into open countryside, contrary to policies LP3 and LP12. The applicant

has not provided any evidence of need to mitigate the introduction of substantial executive-style housing in a remote location in a small village. The development would be detrimental to the open character of the location and would set a precedent for further unsustainable development. 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 (re-consultation)

Members noted that the site originally contained a continuous screen of mature trees to the rear and the planning consent granted in 2018 required these trees to be protected and retained. The plans also included the addition of a continuous hedgerow of mixed native species along the entire rear boundary of the site. The revised proposal still bears no resemblance to the agreed plans and for this reason, the Council is unable to support it.

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

Members resolved to offer no objection.

## 068/22 Finance

a) The Clerk presented the financial statement as at the end of October showing income of £24,657.89, expenditure of £19,044.40, resulting in a surplus of £5,613.49 and funds held of £37,377.38.

b) Members noted the National Agreement on Local Government Salaries for 2022/23 which includes an increase of £1 per hour for all grades.

c) Members noted the following sums 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
		<u>£13,590.33</u>

d) Members ratified 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
		<u>£ 1,490.81</u>

e) Members approved the following payments:-

The CGM Group (East Anglia) Ltd (grounds maintenance) .....	£	248.66
D Gibbs (salary November and backpay).....	£	988.49
NEST (pension contributions) .....	£	193.41
		<u>£ 1,430.56</u>

- f) Members reviewed the report of the External Auditor. No issues were raised requiring their attention.
- g) The Clerk reminded members of the need to consider items for inclusion in next year's budget, which will be finalised at the January meeting.

#### **069/22 Policies and Procedures**

Members reviewed the following policies and procedures and resolved to re-adopt them:

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

#### **070/22 Highways**

- a) Local Highway Improvement scheme 2023/24 - Members discussed three options; a third chicane in Church Lane, village gateway signage or a dropped kerb at the junction of High Broadgate and Broad Drove East. They resolved to submit an application for the dropped kerb. The Clerk will prepare and submit the application.
- b) Speed monitoring - The Clerk presented data from the MVAS device in Church Lane outside Kinderley School, as follows:
  - Speed limit - 30mph
  - 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

#### **071/22 Reports from Members**

- a) Highways - Cllr Mathias is inspecting and will report faults.
- b) Street Lights - Cllr Luck reported that there are 5 faults outstanding.
- c) Churchyard - It is hoped that the outstanding removal of vegetation can take place during the winter months.
- d) Trees - nothing further to report.
- e) Foul Anchor - awaiting a visit from the Payback team.
- f) Community Centre - Cllr Carter reported that the Christmas Fair will take place on 26 November. A fish and chip van will visit the Community Centre between 3.30 and 5.30 every Thursday.
- g) Waterway Walk - nothing to report.

#### **072/22 Date of Next Meeting**

The next meeting of the Parish Council will take place on Thursday 12<sup>th</sup> January 2023 at 7.30pm in the Community Centre.

The meeting closed at 8.55pm

# 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 24<sup>th</sup> November 2022

**Present** - Cllr T Doyle (Chairman), Cllr M Carter, Cllr B Luck, Cllr K Malin, Cllr G Mathias, D Gibbs (Clerk), 6 members of the public

### **034/22 Apologies for Absence**

Cllr C Brooks, Cllr A Renshaw

### **035/22 Planning Applications**

F/YR22/0935/O - Erect up to 3 x dwellings (outline application with matters committed in respect of access) - Land East of Shallon, Cats Lane, Tydd St Giles (re-consultation)

The applicant addressed the meeting to update members on highway matters. Members noted that the amended proposal to replace four dwellings with three larger dwellings failed to address any of their previous concerns, namely 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/YR22/1264/TRTPO - Works to 1 x Oak tree covered by TPO 14/86 - The Hollies, Hannath Road, Tydd Gote

Members resolved to offer no objection.

### **036/22 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/YR22/0368/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 is pending.

F/YR22/0811/O at Land South of Hall Bank was refused.

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 was granted.

F/YR22/1075/F at Kirbdown Chapel, Cross Drove was granted.

F/YR22/1223/VOC at Land East of Field House, Hockland Road is pending.

**037/22 Other Planning Matters**

None.

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# 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 15<sup>th</sup> December 2022

**Present** - Cllr T Doyle (Chairman), Cllr M Carter, Cllr B Luck, Cllr K Malin, Cllr G Mathias,  
D Gibbs (Clerk), 1 member of the public

### **038/22 Apologies for Absence**

Cllr A Renshaw

### **039/22 Planning Applications**

F/YR22/1312/F - Erect a first-floor front extension and a part first floor/part two-storey rear extension to existing dwellings - Hedgerows and Faydell, Kirkgate, Tydd St Giles

Members noted that the revised proposals provide a symmetry lacking from the previous application and this addresses their only previous concern. They resolved to offer no objection.

F/YR22/1336/F - Erect a single-storey side extension to existing dwelling - The Gatehouse, Kirkgate, Tydd St Giles

Members resolved to offer no objection.

F/YR22/1340/TRTPO - Felling of 1no Sycamore tree covered by TPO 04/1975 - Sycamore Lodge, Broad Drove East, Tydd St Giles

Members resolved to offer no objection but requested that a condition be included to provide a suitable replacement tree.

F/YR22/1355/TRTPO - Fell 3 no Cherry Trees covered by TPO 2/2016 - TPO at Land North of Hollingworth House, Hockland Road, fronting Cats Lane, Tydd St Giles

Members noted that, in the case of two of the three trees, the arboricultural survey submitted in support of the application contradicts the applicant's assertion that the trees should be removed. For this reason, members resolved not to support the application.

### **040/22 Update on Recent Planning Applications**

F/YR21/1517/O at Land West of The Cottage, Sees Lane was refused without being considered by the Planning Committee.

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 is pending.

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 was refused.

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

F/YR22/1223/VOC at Land East of Field House, Hockland Road is pending.

F/YR22/1264/TRTPO at The Hollies, Hannath Road, Tydd Gote is pending.

**041/22 Other Planning Matters**

None.

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<b>Agenda Item No.</b>	080/22	<b>TYDD ST GILES PARISH COUNCIL</b>
<b>Meeting Date</b>	12 January 2023	
<b>Report Title</b>	Clerk's Report	

## 1. Purpose of Report

To report on meetings attended and correspondence received.

## 2. Key Issues

### Meetings attended:

Planning Training - Housing - 17 November  
 FDC Cost of Living Support Event - Oasis Centre - 28 November  
 Golden Age Fair - Rosmini Centre - 14 December

### Correspondence received:

Cambridgeshire & Peterborough Combined Authority - Member updates

Cambridgeshire County Council - roadworks and events diary, Cambridgeshire Matters newsletter, Community Gritting Scheme registration, Coronation street parties, communities prepared winter webinars, watercourse guidance, furniture disposal, Newgate Road closure 6-8 March

Fenland District Council - cost of living support events, community safety newsletters, Rose & Crown court case, Elme Hall Hotel Home Office decision, support for renters with mould in homes, new transport planning guide, council tax and business plan consultation

NALC - bulletins, newsletters, events and legal updates

CAPALC - monthly bulletin and training programme, special general meeting

Cambridgeshire & Peterborough Against Scams Partnership - newsletters and scam warnings

Cambridgeshire ACRE - staying in touch newsletter, community led housing webinar

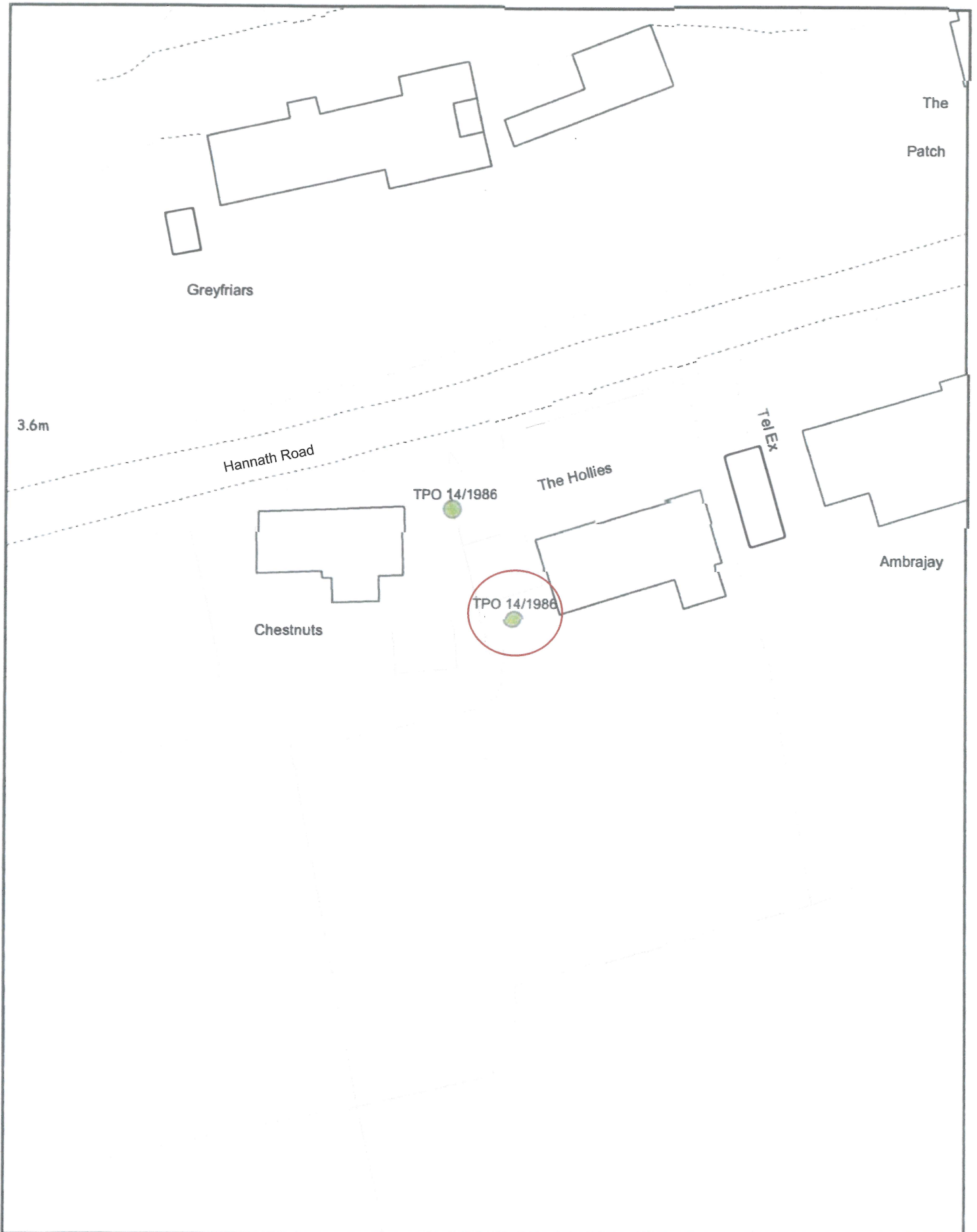
Queen Elizabeth Hospital - modernising our hospital newsletter

Smaller Authorities Audit Appointments - confirmation of external auditor

## 3. Recommendations

Members note the report.

<b>Report Author</b>	Dave Gibbs
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## **7. Identification of Tree(s) and Description of Works.**

I understand it is a European Oak.

It is situated behind the garage of the Hollies, Hannath Road, Tydd Gote, PE13 5NB.

It sits on the boundary between the Hollies and Chestnut Cottage next door.

### **Work requested.**

a). Canopy reduction. Best growth points i.e. Previous cut line or up to one metre beyond historic cuts.

b). Crown lift to 6 metres or best growth point.

c). Thin out crown to allow more light to pass through and remove dead or, dying and crossing or rubbing limbs. (I understand this helps promote and maintain a healthy tree).

### **Notes.**

a). I can supply a letter from my neighbour with regards their concerns of the said tree e.g. Overhand, blocking light etc.

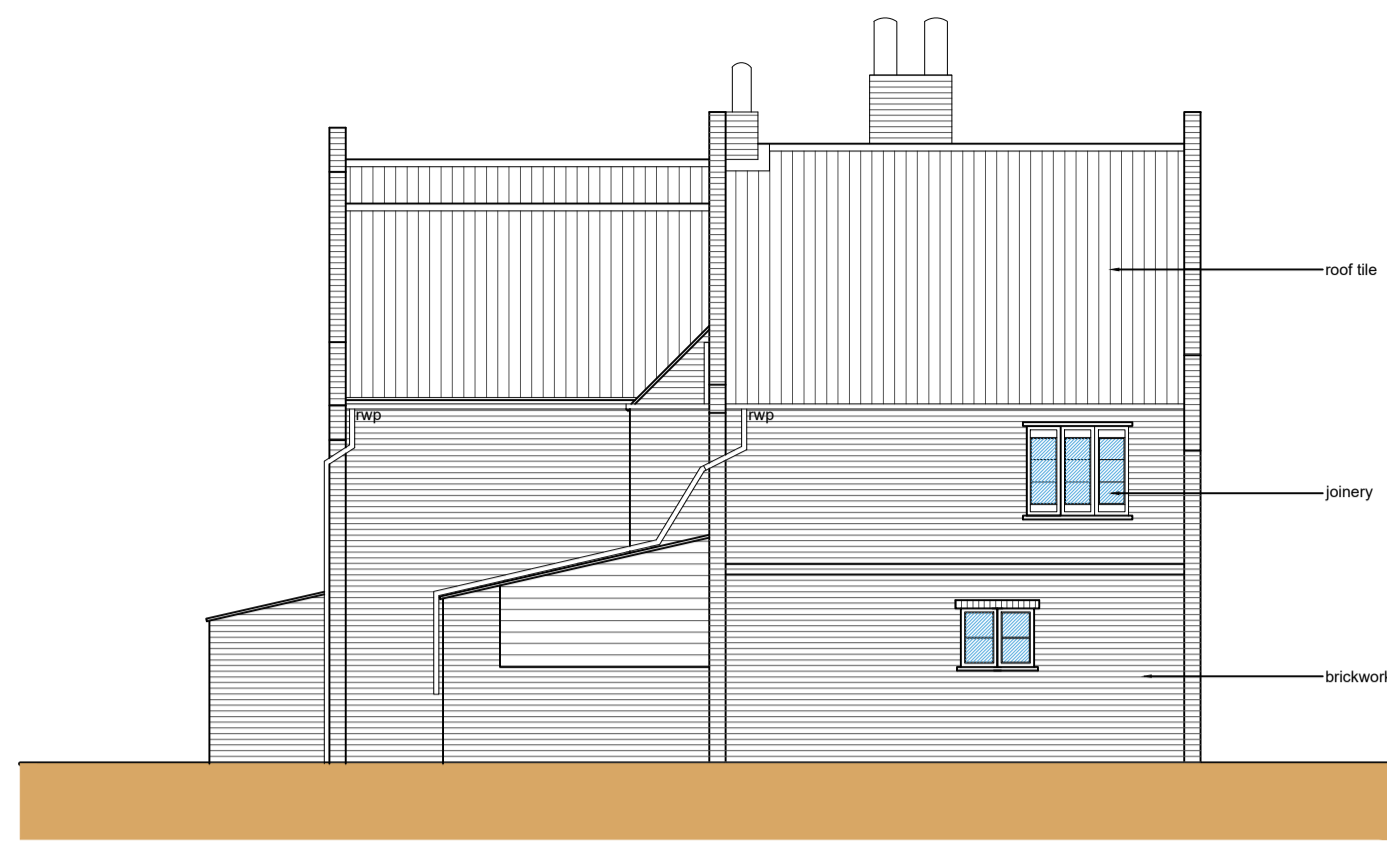
b). I understand that the last time the tree had work carried out was in February 2012 (approx 12 years ago).

Ref. F/yr12/0138/TRTPO

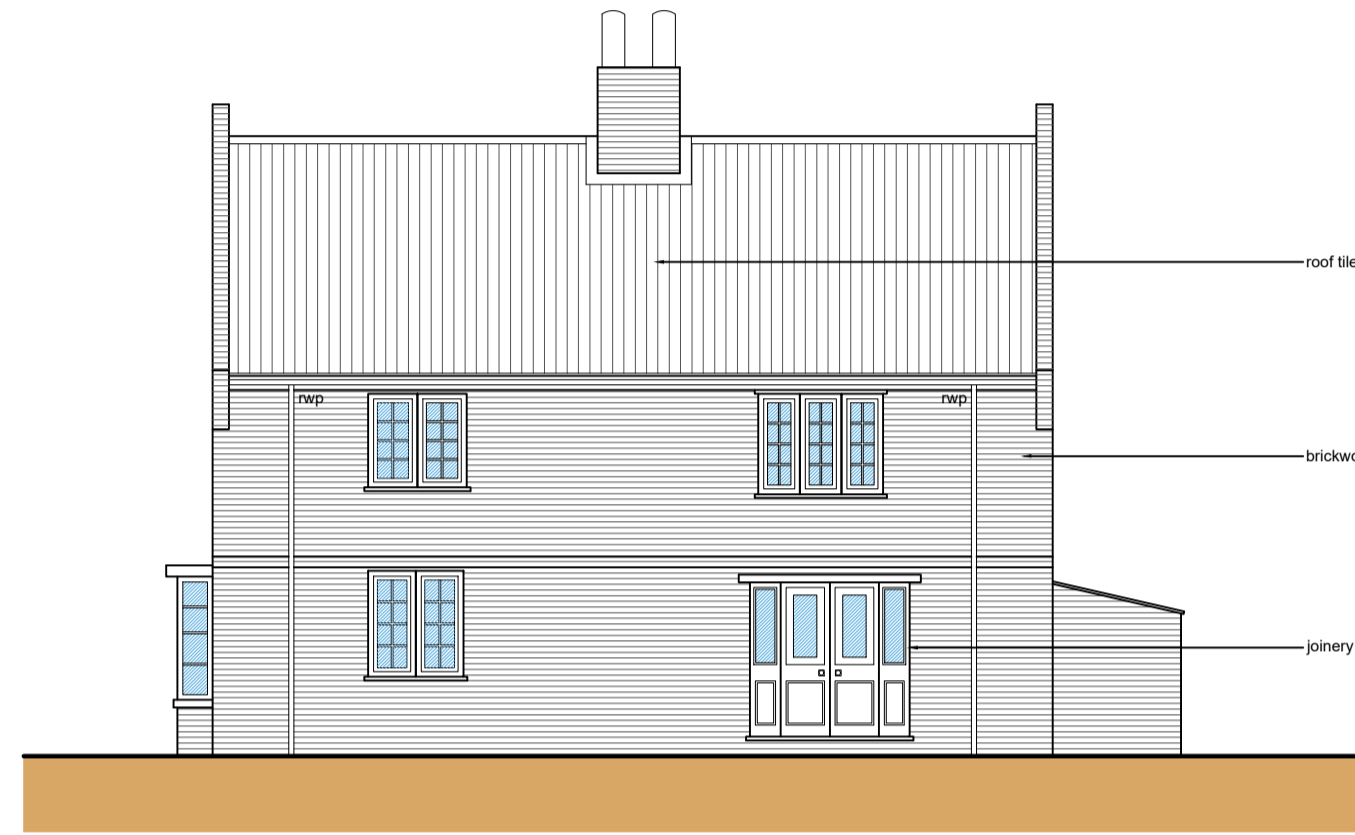
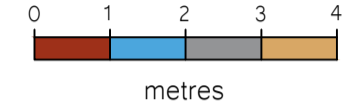
c). Original Owner Mr. R Finch.

d). House purchased by Mr and Mrs Crawford December 2020.

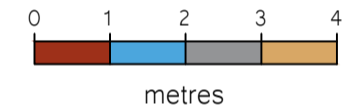




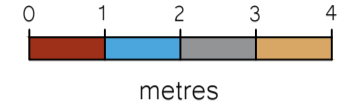
Side Elevation (N)  
Scale: 1:100



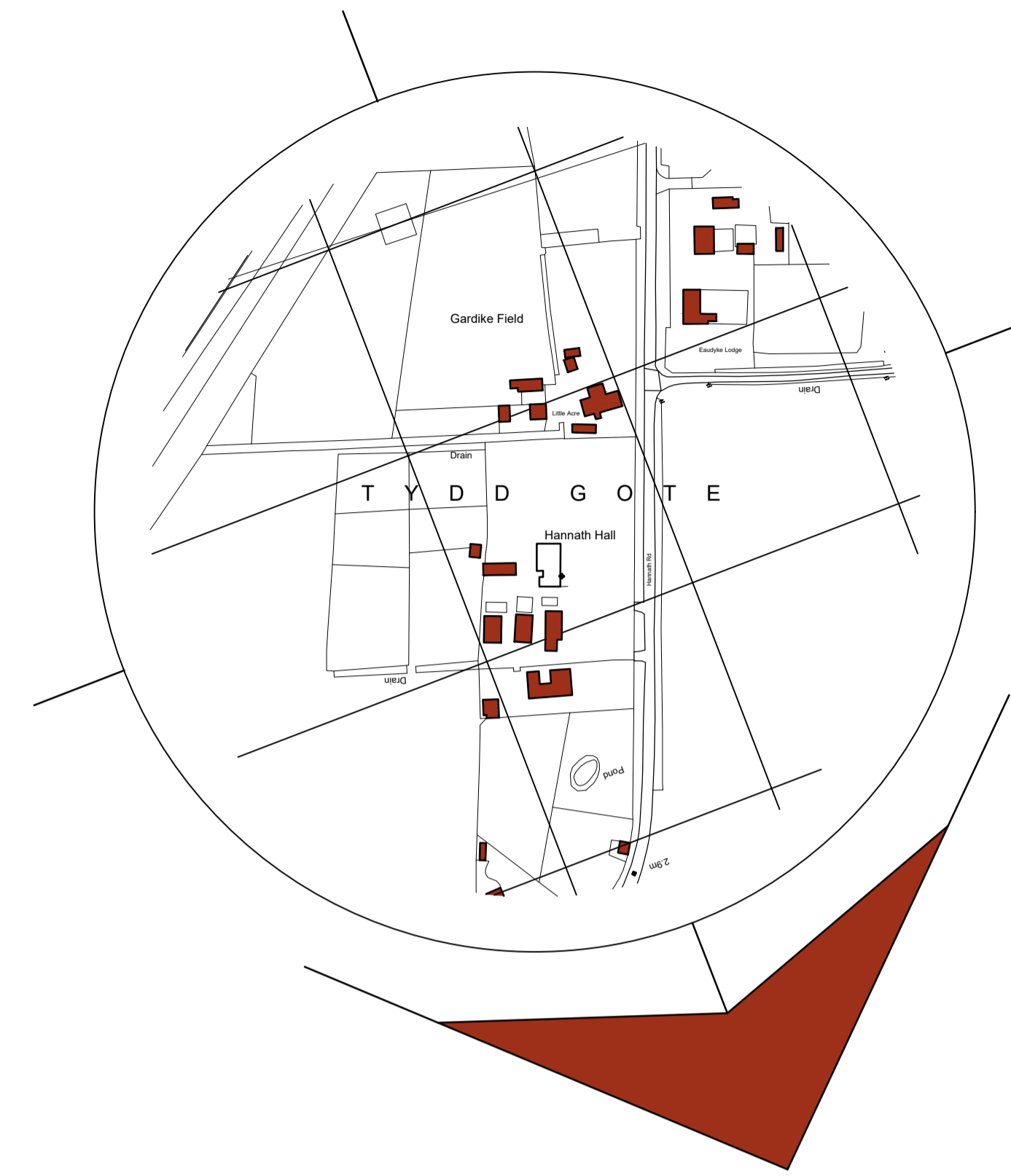
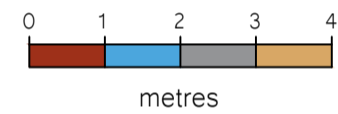
Side Elevation (S)  
Scale: 1:100



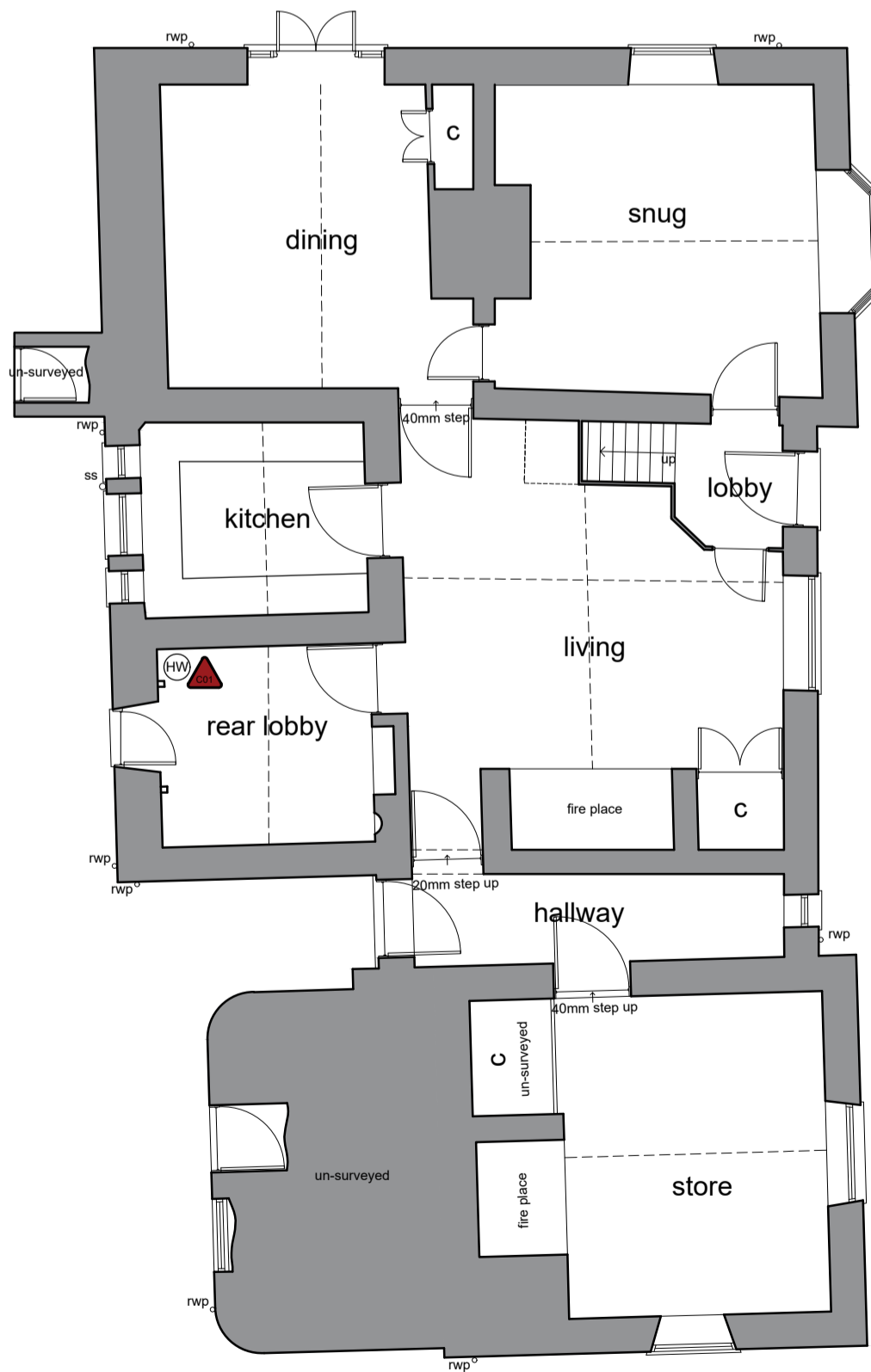
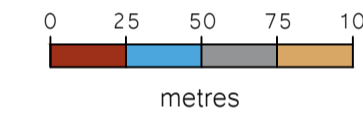
Front Elevation (W)  
Scale: 1:100



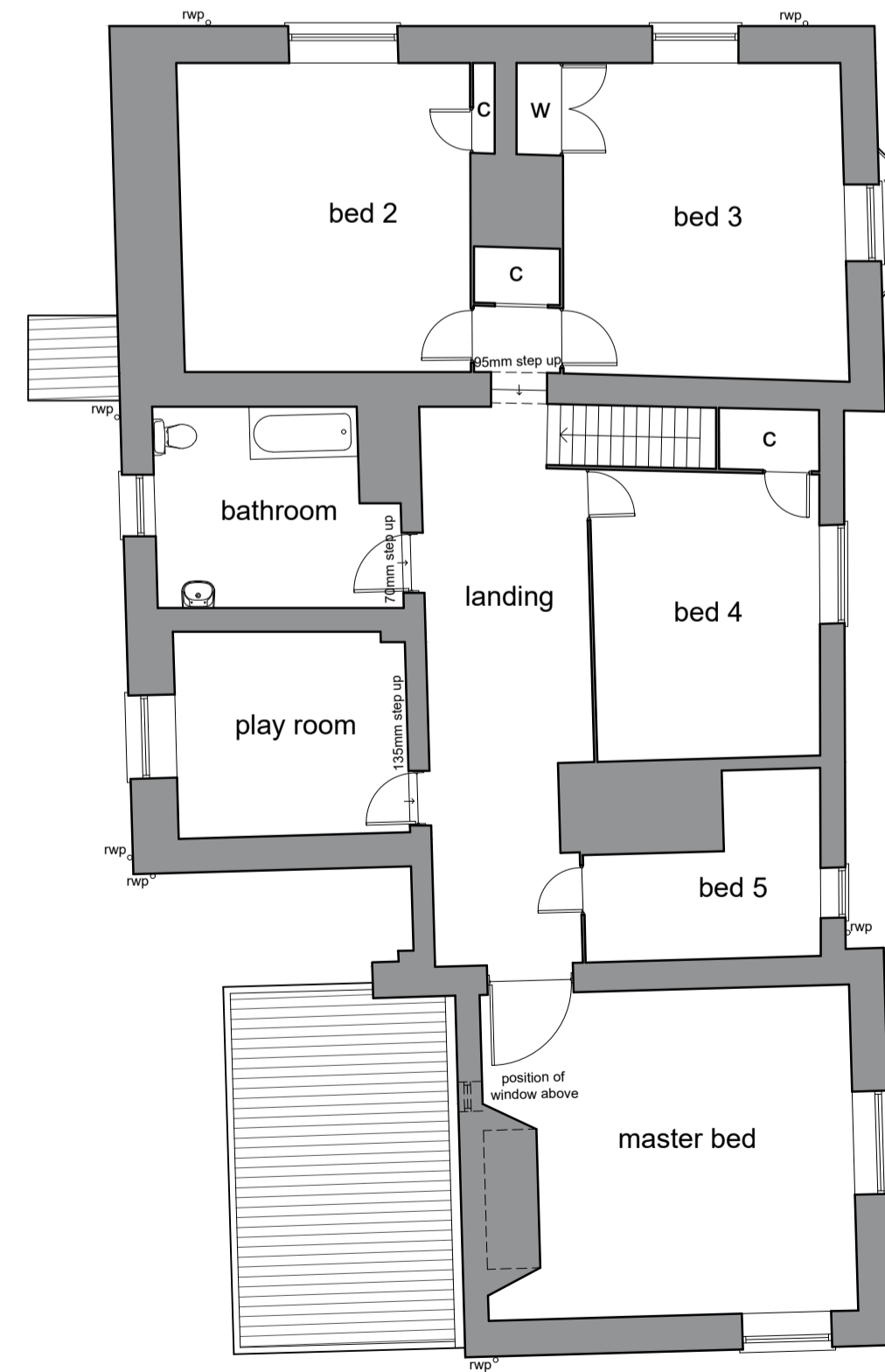
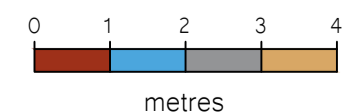
Rear Elevation (E)  
Scale: 1:100



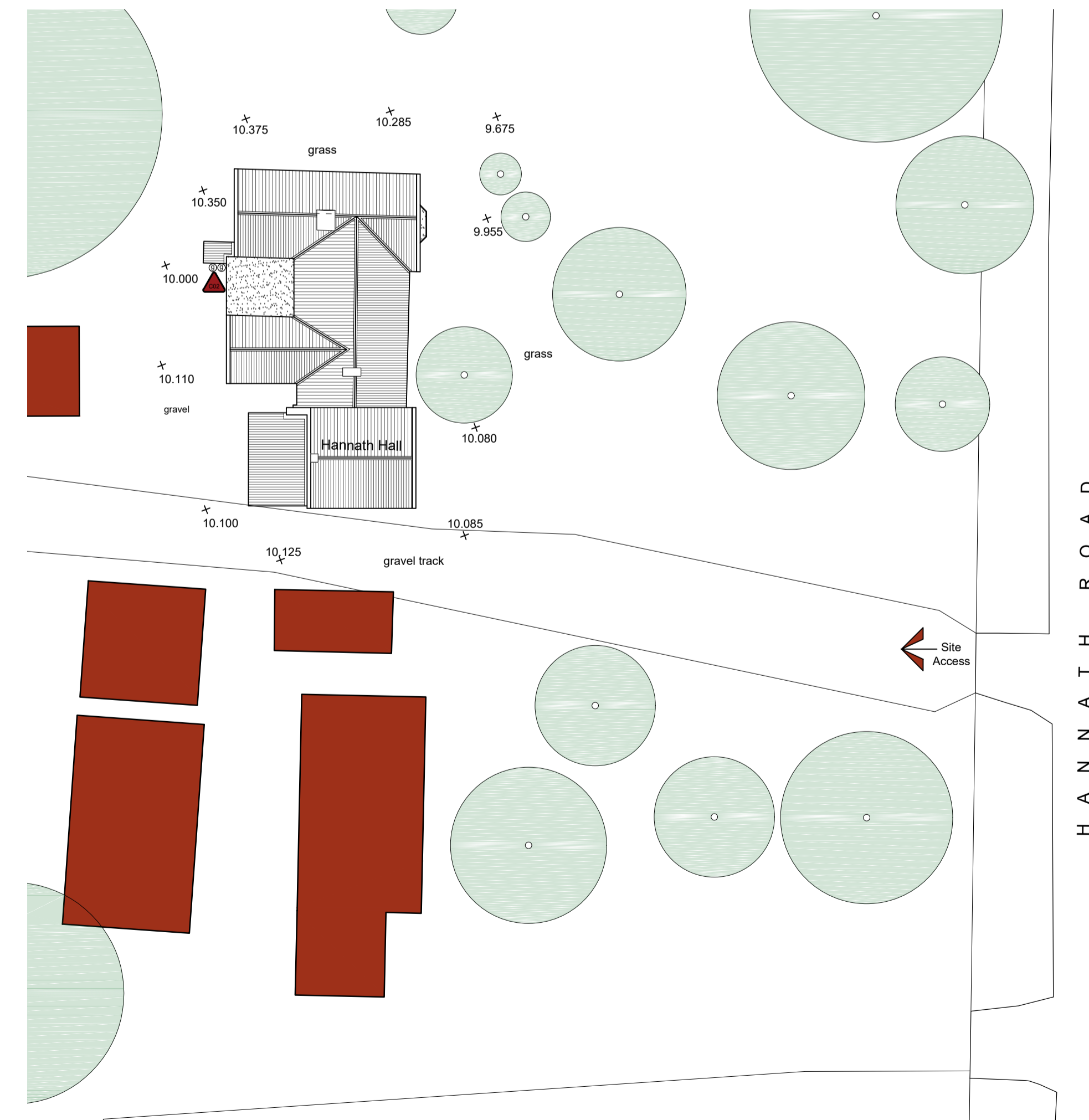
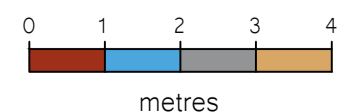
Location Plan  
Scale: 1:2500



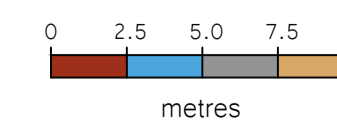
Ground Floor Plan  
Scale: 1:100



First Floor Plan  
Scale: 1:100



Site Plan  
Scale: 1:250

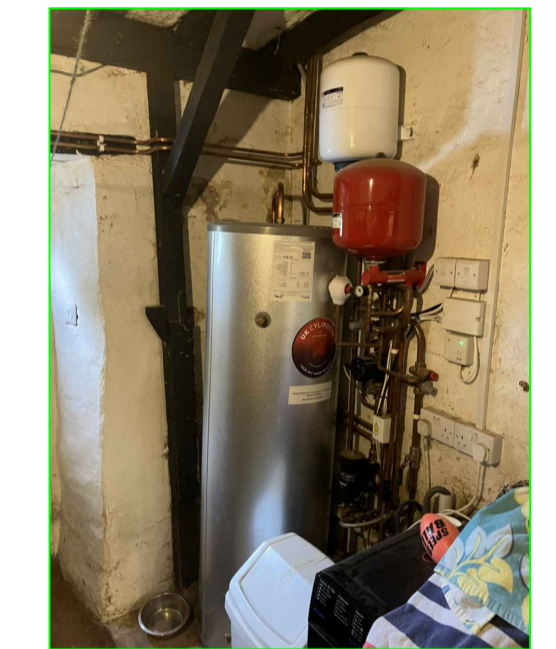


- General Notes
1. All dimensions are shown in 'mm' unless otherwise stated.
  2. The contractor, sub-contractors and suppliers must verify all dimensions on site prior to the commencement of any work.
  3. This drawing is to be read in conjunction with all relevant engineers and specialist sub-contractors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

SITE PLAN KEY

- Indicates existing building
- Indicates existing un-surveyed buildings taken from OS Plan
- Indicates approximate position of vegetation
- Indicates access to site
- Indicates existing site levels

C01	Hot Water Tank
-----	----------------



C02	Gas Cylinders
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Revisions	
B	Jan 2022 Revisions made following planning comments

Status  
**AS EXISTING**

**SWANN EDWARDS**  
ARCHITECTURE

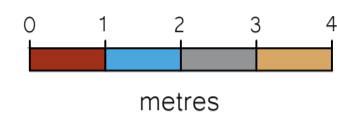
Swann Edwards Architecture Limited, Swann Edwards Architecture, Black Barn, Fen Road, Guyhirn, Wisbech, Cambs. PE13 4AA  
t 01945 450694 e info@swannedwards.co.uk w www.swannedwards.co.uk

Job Title Proposed Internal Alterations Hannath Hall, Hannath Road, Tydd Gote, Wisbech	Date September 2022	Drawn by GT Checked by JBU
Drawing Title Survey Drawing	Job No. SE-1871 Dwg No. 100	Sheet Size A1 Revision B

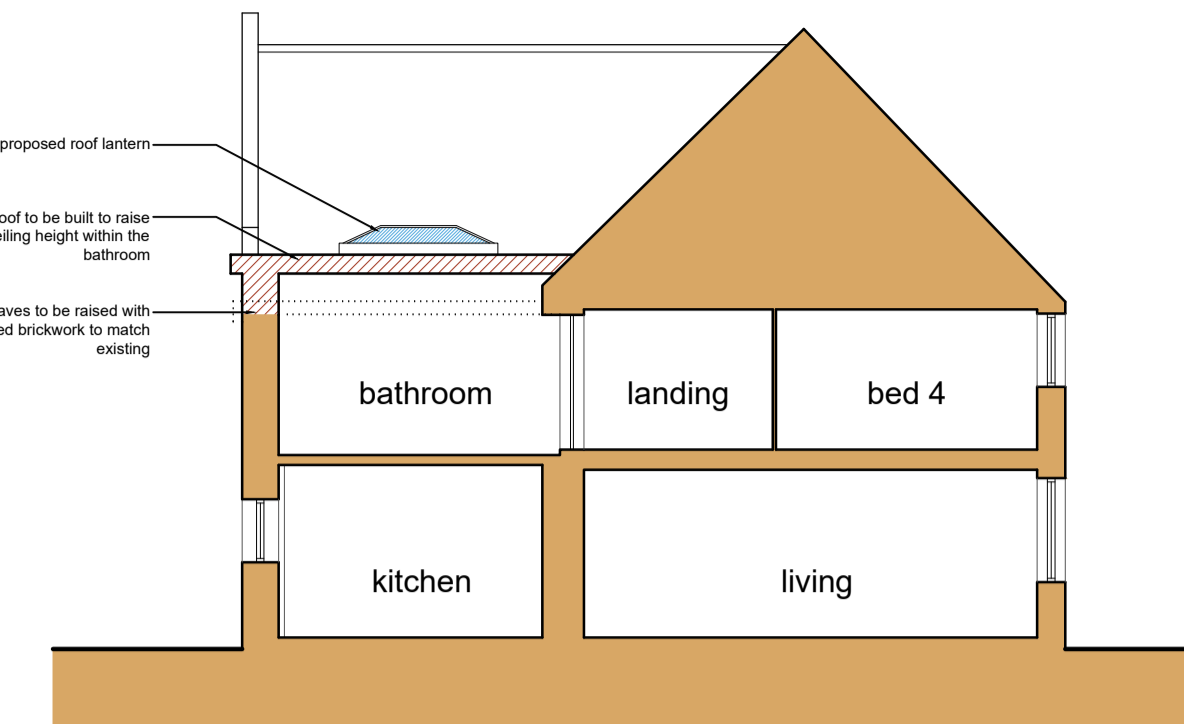
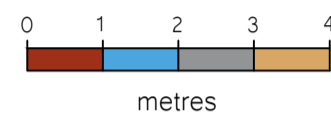




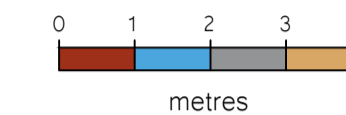
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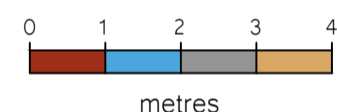
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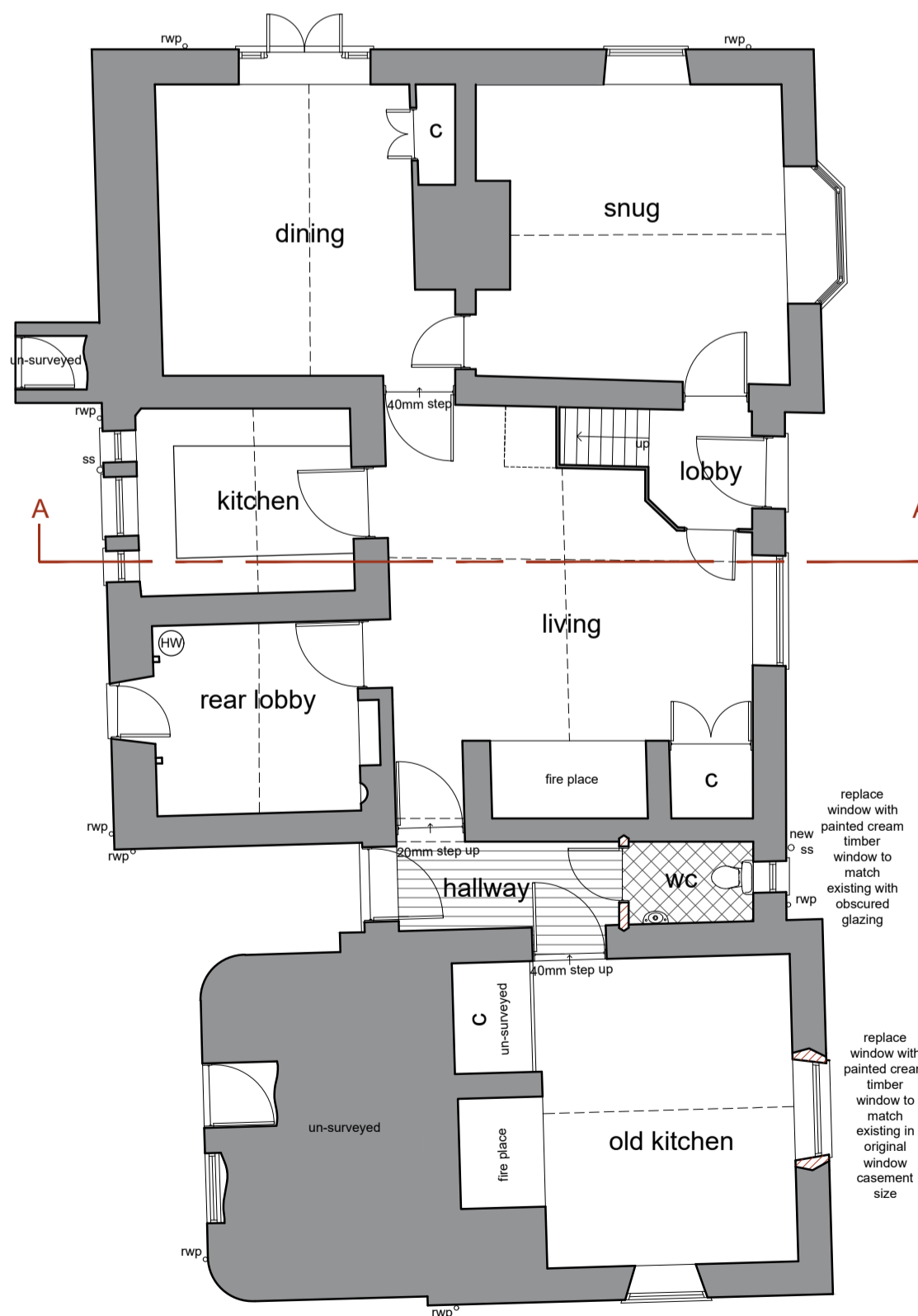
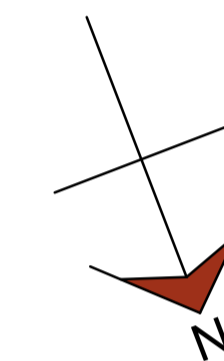
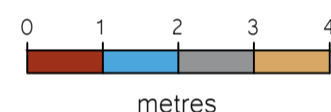
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Scale: 1:100



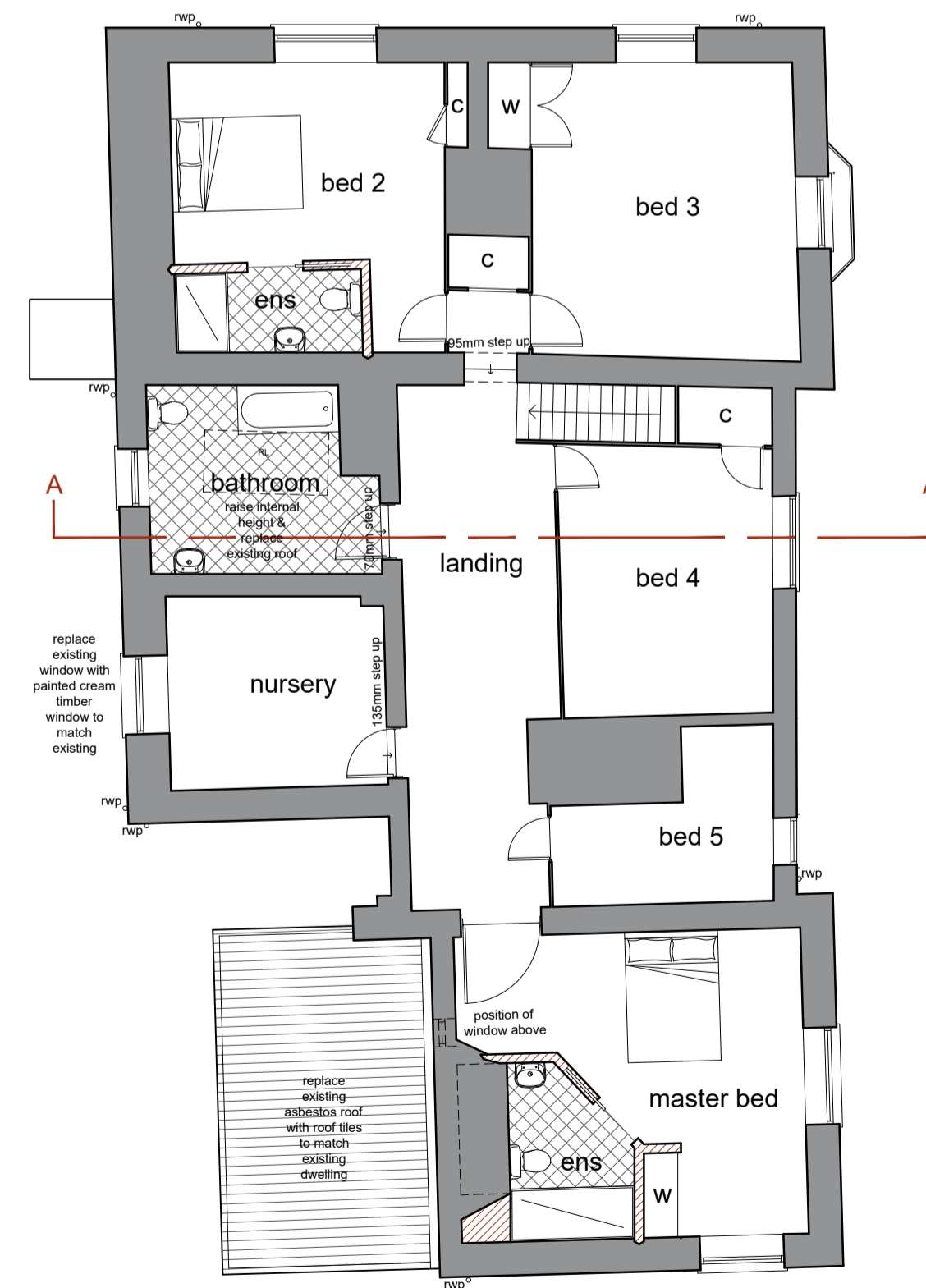
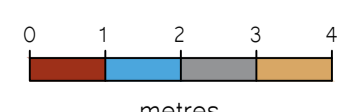
Side Elevation (S)  
Scale: 1:100



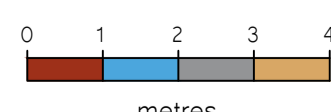
Rear Elevation (E)  
Scale: 1:100



Ground Floor Plan  
Scale: 1:100



First Floor Plan  
Scale: 1:100



WALL KEY

	Indicates existing wall
	Indicates proposed wall
	Indicates existing wall to be demolished

- 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.

Revisions

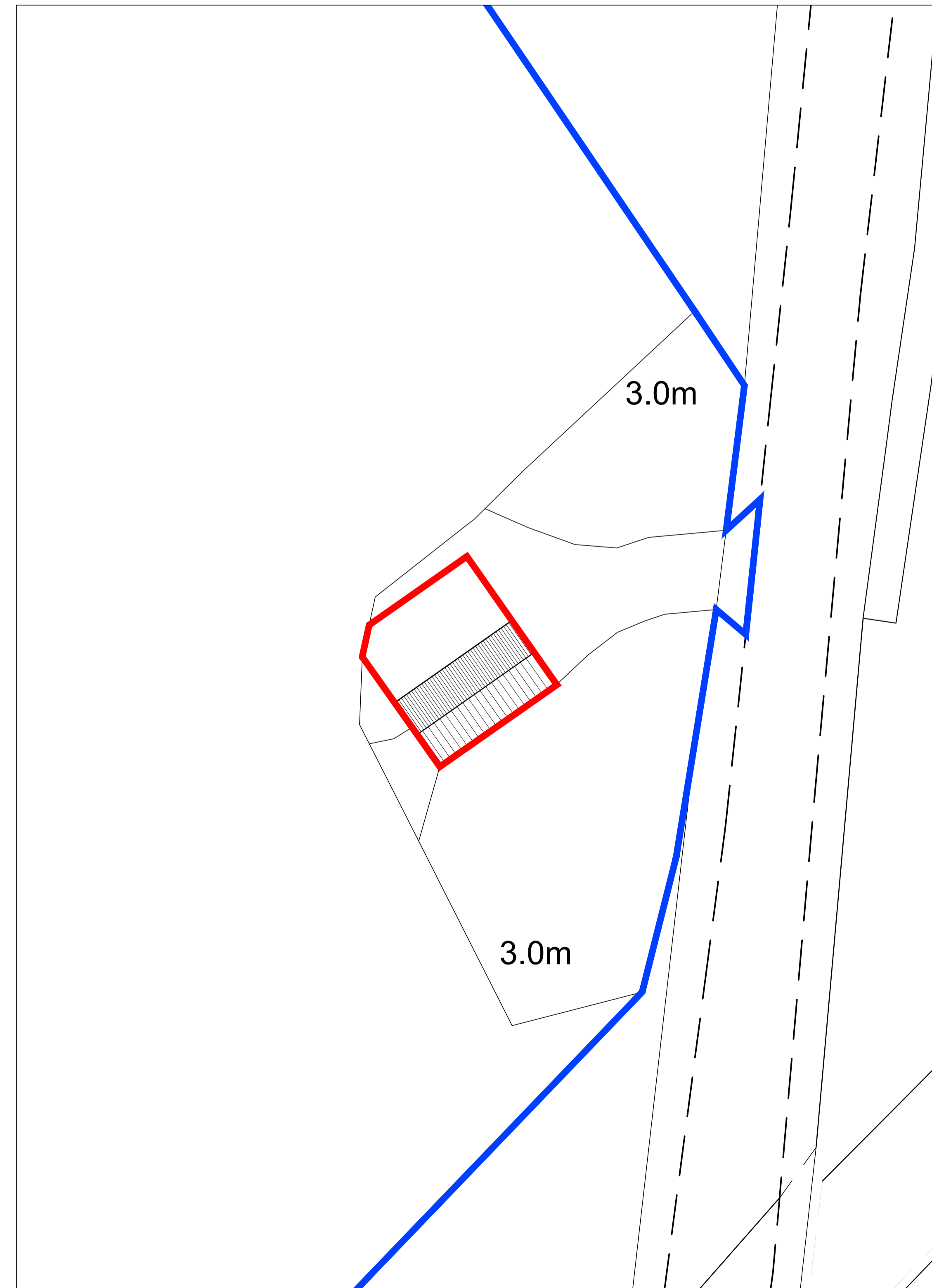
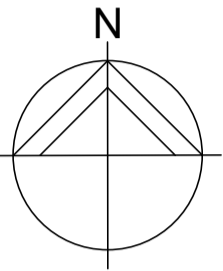
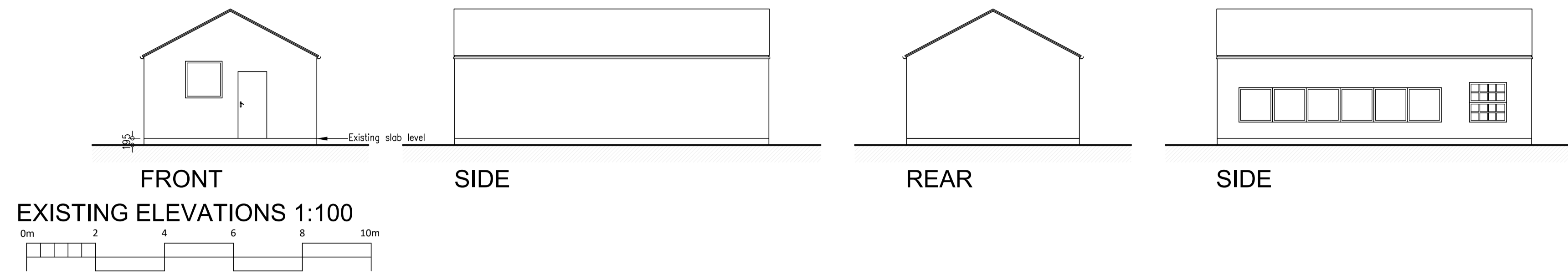
A	Jan 2022	Revisions made following planning comments
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Status  
**FOR APPROVAL**

**SWANN EDWARDS ARCHITECTURE**

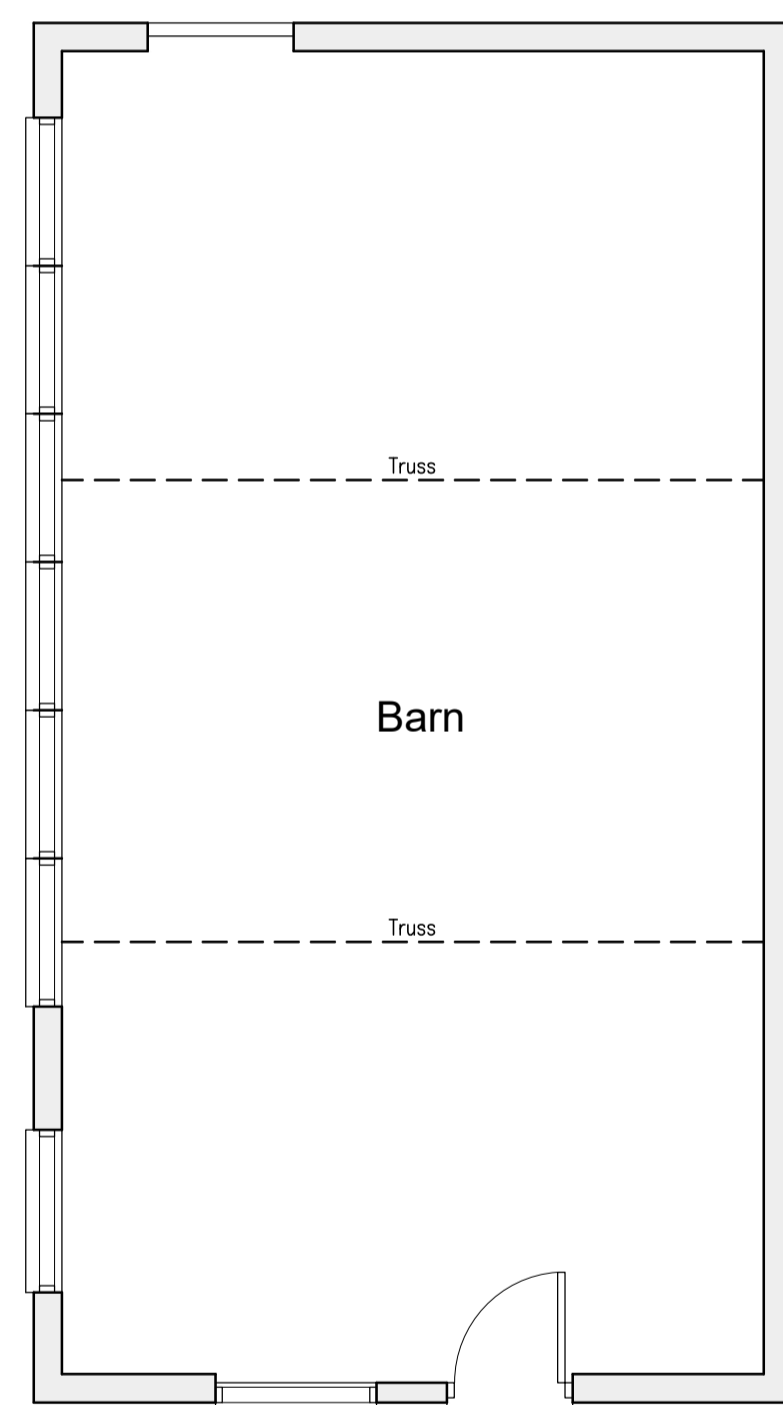
Swann Edwards Architecture Limited, Swann Edwards Architecture, Black Barn, Fen Road, Guyhirn, Wisbech, Cambs. PE13 4AA  
t 01945 450694 e info@swannedwards.co.uk w www.swannedwards.co.uk

Job Title Proposed Alterations Hannath Hall, Hannath Road, Tydd Gote, Wisbech For: Mr. & Mrs. Watson	Date November 2022	Drawn by SHE Checked by GE
Drawing Title Planning Drawing Floor Plans, Elevations & Section A-A	Job No. SE-1871 Dwg No. PP1100	Sheet Size A1 Revision A



EXISTING SITE PLAN 1:200

0m 5 10 15 20m



EXISTING FLOOR PLAN 1:50

0m 1 2 3 4 5m



LOCATION PLAN 1:1250

0m 25 50 75 100 125m

REVISIONS



**PETER HUMPHREY ASSOCIATES**

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 TELEPHONE: 01945 466966  
 E-MAIL: info@peterhumphrey.co.uk  
 WEB: www.peterhumphrey.co.uk

CLIENT  
 ROGER HORSPOOL

PROJECT  
 PROPOSED BARN CONVERSION

SITE  
 LAND SOUTH OF WINDY WILLOWS  
 CHURCH LANE  
 TYDD ST GILES  
 PE13 5LG

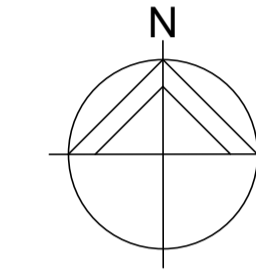
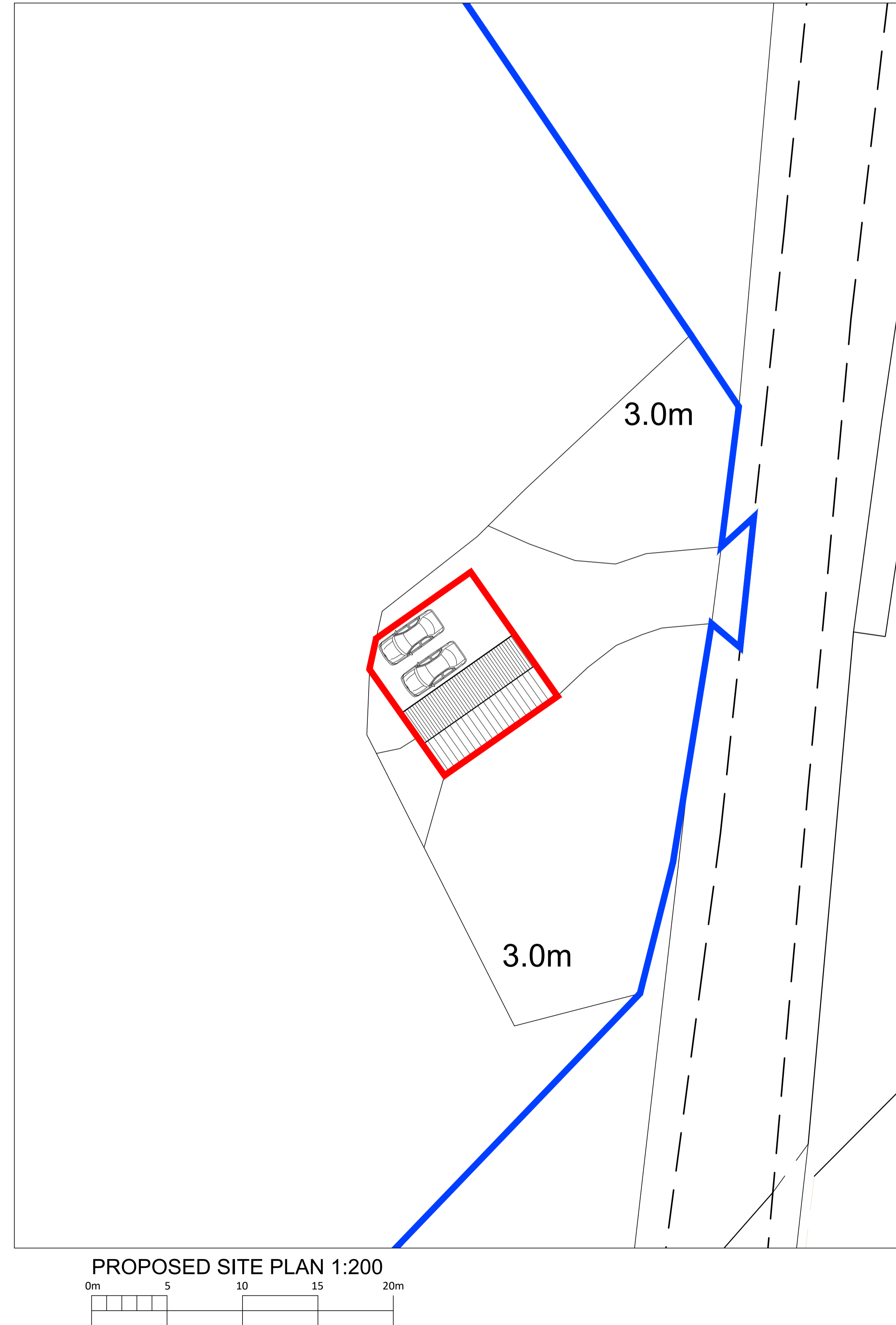
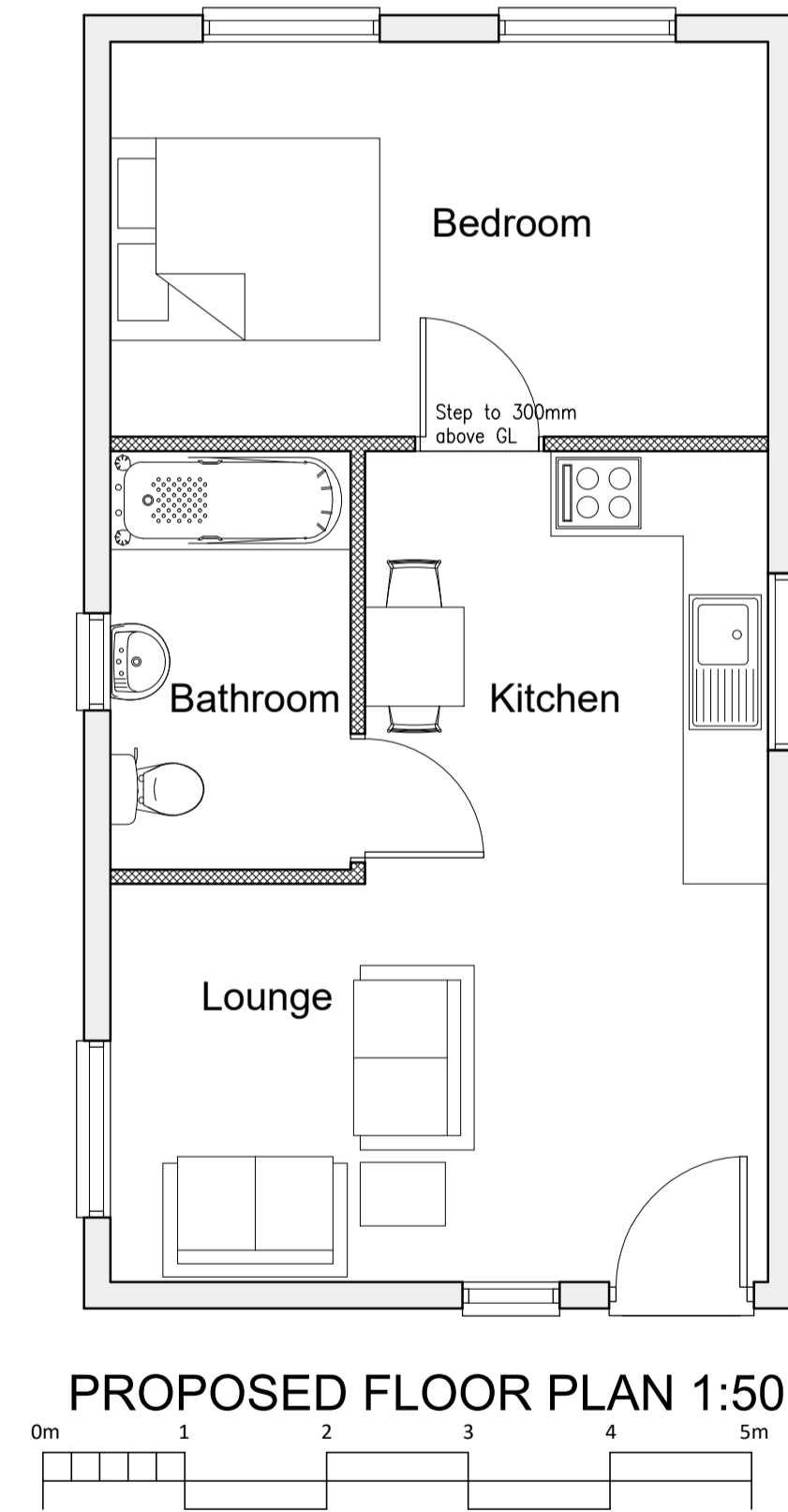
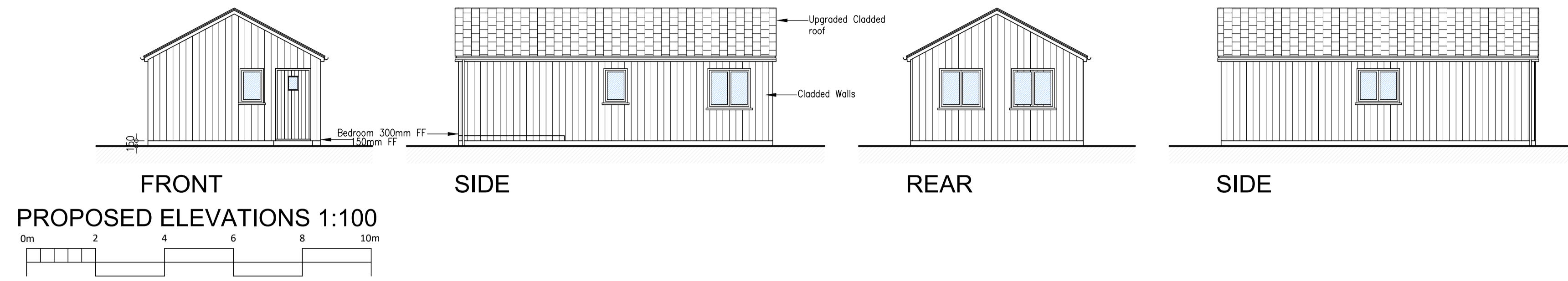
DRAWING  
 EXISTING DRAWING

JOB NO. 6676/EX01	PAPER SIZE A1	DATE NOV 2022
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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 be apparent to a competent contractor.



REVISIONS



**PETER HUMPHREY ASSOCIATES**

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E-MAIL: info@peterhumphrey.co.uk

WEB: www.peterhumphrey.co.uk

CLIENT

ROGER HORSPOL

PROJECT

PROPOSED BARN CONVERSION

SITE

LAND SOUTH OF WINDY WILLOWS

CHURCH LANE

TYDD ST GILES

PE13 5LG

DRAWING

PROPOSED DRAWING

JOB NO.

6676/SK01

PAPER SIZE

A1

DATE

DEC 2022

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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 be apparent to a competent contractor.

# Tydd St Giles Parish Council

## Receipts & Payments Summary as at 31.12.22

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	£ 7,489.21	£ 7,370.00	101.62
Allotment Rates	£ 401.44	£ 500.00	80.29
Community Centre	£ -	£ -	0.00
Grants	£ -	£ -	0.00
Donations	£ -	£ -	0.00
Recycling Credits	£ -	£ -	0.00
Bank Interest	£ 19.50	£ 2.00	970.15
VAT Refunds	£ -	£ 6,375.00	0.00
Miscellaneous	£ 775.00	£ -	#####
<b>Total Income</b>	<b>£ 26,476.15</b>	<b>£ 32,038.00</b>	<b>82.64</b>

### Expenditure

Clerk's Salary	£ 7,804.52	£ 9,000.00	86.72
Fees	£ 375.00	£ 370.00	101.35
Subscriptions	£ 47.50	£ 530.00	8.96
Admin Expenses	£ 1,014.05	£ 300.00	338.01
Insurance	£ 478.80	£ 490.00	97.71
Drainage Rates	£ 520.66	£ 500.00	104.13
Recreation Ground	£ 1,002.65	£ 6,100.00	16.44
Churchyard	£ 1,657.50	£ 2,000.00	82.87
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	£ 21.50	£ 1,540.00	1.40
Highways	£ 2,632.94	£ 1,550.00	169.87
Recoverable VAT	£ 1,398.12	£ -	#####
<b>Total Expenditure</b>	<b>£ 20,637.65</b>	<b>£ 42,290.00</b>	<b>48.80</b>

### Summary

Total Income	£ 26,476.15
LESS Total Expenditure	£ 20,637.65
<b>Net Surplus or Deficit</b>	<b>£ 5,838.50</b>

### Balance Sheet

Balance B/fwd 1.4.22	£ 31,763.89
Surplus or Deficit	£ 5,838.50
<b>Balance C/fwd</b>	<b>£ 37,602.39</b>

### Represented by

Barclays Current Account	£ 16,867.16
Barclays Business Saver	£ 20,735.23
Cash / Cheques	£ -
	<b>£ 37,602.39</b>

**Tydd St Giles Parish Council  
Budget Calculation 2023/24**

	2020/21		2021/22		2022/23			2023/24
Income	Budget	Actual	Budget	Actual	Budget	Actual 31.12.22	Anticipated Year End	Budget
FDC Precept	£ 1,000.00	£ 1,000.00	£ 12,000.00	£ 12,000.00	£ 15,000.00	£ 15,000.00	£ 15,000.00	£ 15,000.00
FDC Concurrent Functions Grant	£ 1,993.00	£ 2,790.00	£ 2,791.00	£ 2,791.00	£ 2,791.00	£ 2,791.00	£ 2,791.00	£ 2,791.00
Allotment Rents	£ 5,890.00	£ 4,093.30	£ 5,221.00	£ 5,224.10	£ 7,370.00	£ 7,489.21	£ 7,489.21	£ 8,844.00
Allotment Rates	£ 455.00	£ 460.20	£ 482.15	£ 426.96	£ 500.00	£ 401.44	£ 401.44	£ 550.00
Community Centre	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Grants	£ -	£ 9,970.00	£ -	£ -	£ -	£ -	£ -	£ -
Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Recycling Credits	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Bank Interest	£ 50.00	£ 18.59	£ 2.30	£ 2.46	£ 2.00	£ 19.50	£ 25.00	£ 25.00
VAT Refunds	£ 2,529.52	£ 2,728.05	£ 3,924.77	£ -	£ 6,375.00	£ -	£ 6,514.58	£ 1,468.12
Miscellaneous	£ -	£ 357.29	£ -	£ -	£ -	£ 775.00	£ 775.00	£ -
<b>Total Income</b>	<b>£ 11,917.52</b>	<b>£ 21,417.43</b>	<b>£ 24,421.22</b>	<b>£ 20,444.52</b>	<b>£ 32,038.00</b>	<b>£ 26,476.15</b>	<b>£ 32,996.23</b>	<b>£ 28,678.12</b>
<b>Expenditure</b>								
Clerk's Salary	£ 5,350.00	£ 6,194.67	£ 8,700.00	£ 8,749.24	£ 9,000.00	£ 7,804.52	£ 11,301.27	£ 10,485.00
Fees	£ 330.00	£ 765.00	£ 370.00	£ 370.00	£ 370.00	£ 375.00	£ 375.00	£ 400.00
Subscriptions	£ 500.00	£ 506.35	£ 516.18	£ 989.22	£ 530.00	£ 47.50	£ 535.00	£ 550.00
Admin Expenses	£ 300.00	£ 252.71	£ 625.00	£ 1,335.93	£ 300.00	£ 1,014.05	£ 1,460.00	£ 700.00
Insurance	£ 900.00	£ 478.80	£ 478.80	£ 478.80	£ 490.00	£ 478.80	£ 478.80	£ 490.00
Drainage Rates	£ 455.00	£ 460.19	£ 482.15	£ 482.15	£ 500.00	£ 520.66	£ 520.66	£ 550.00
Recreation Ground	£ 1,300.00	£ 1,425.16	£ 1,004.16	£ 1,698.79	£ 6,100.00	£ 1,002.65	£ 1,002.65	£ 1,100.00
Churchyard	£ 2,000.00	£ 2,330.00	£ 5,790.00	£ 5,800.00	£ 2,000.00	£ 1,657.50	£ 1,747.50	£ 1,800.00
Community Centre	£ 350.00	£ 593.48	£ 353.60	£ 351.78	£ 8,360.00	£ -	£ -	£ -
Street Lights	£ 23,500.00	£ 2,607.59	£ 20,815.37	£ 4,365.37	£ 9,550.00	£ 3,203.61	£ 3,203.61	£ 3,500.00
Section 137 Payments	£ -	£ 300.00	£ -	£ -	£ 500.00	£ 300.00	£ 300.00	£ 500.00
Parish Land	£ -	£ 12,346.97	£ -	£ 50.00	£ 1,500.00	£ 180.80	£ 180.80	£ -
Foul Anchor	£ -	£ 20.00	£ 40.00	£ -	£ 1,540.00	£ 21.50	£ 41.50	£ 40.00
Highways	£ 1,500.00	£ 126.68	£ -	£ 528.00	£ 1,550.00	£ 2,632.94	£ 2,632.94	£ 2,000.00
Recoverable VAT	£ -	£ 3,924.77	£ -	£ 2,589.81	£ -	£ 1,398.12	£ 1,468.12	£ 1,330.00
<b>Total Expenditure</b>	<b>£ 36,485.00</b>	<b>£ 32,332.37</b>	<b>£ 39,175.26</b>	<b>£ 27,789.09</b>	<b>£ 42,290.00</b>	<b>£ 20,637.65</b>	<b>£ 25,247.85</b>	<b>£ 23,445.00</b>
<b>Summary</b>								
Total Income		£ 21,417.43	£ 24,421.22	£ 20,444.52	£ 32,038.00	£ 26,476.15	£ 32,996.23	£ 28,678.12
LESS Total Expenditure		£ 32,332.37	£ 39,175.26	£ 27,789.09	£ 42,290.00	£ 20,637.65	£ 25,247.85	£ 23,445.00
<b>Net Surplus or Deficit</b>		<b>-£ 10,914.94</b>	<b>-£ 14,754.04</b>	<b>-£ 7,344.57</b>	<b>-£ 10,252.00</b>	<b>£ 5,838.50</b>	<b>£ 7,748.38</b>	<b>£ 5,233.12</b>

**NOTES**

Balance as at 31.3.22	£ 31,763.89
Anticipated surplus for 2022/23	£ 7,748.38
Anticipated carry forward from 2022/23	£ 39,512.27
Budget 2023/24	£ 5,233.12
Anticipated year end 2023/24	£ 44,745.39
Additional items	£ -
Final anticipated year end 2023/24	£ 44,745.39

Anticipated liabilities and suggested expenditure

Play Areas	£ -
Community Centre	£ -
Tree works (Churchyard quote £3,880)	£ -
Community Allotment	£ -
Training	£ -
Street Lights	£ -
Foul Anchor (Bench, bin, reseed etc)	£ -
	£ -

## **TYDD ST GILES PARISH COUNCIL**

### **DATA PROTECTION POLICY**

Purpose	2
Definitions	2
Data protection principles	2
Processing	3
Individual rights	5
Data security	6
Training	8

## **Purpose**

The council is committed to being transparent about how it collects and uses the personal data of staff, and to meeting our data protection obligations. This policy sets out the council's commitment to data protection, and your rights and obligations in relation to personal data in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

This policy applies to the personal data of current and former job applicants, employees, workers, contractors, and former employees, referred to as HR-related personal data. This policy does not apply to the personal data relating to members of the public or other personal data processed for council business.

The council has appointed David Gibbs, Clerk and Responsible Financial Officer, as the person with responsibility for data protection compliance within the council. Questions about this policy, or requests for further information, should be directed to him.

## **Definitions**

"Personal data" is any information that relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information. It includes both automated personal data and manual filing systems where personal data are accessible according to specific criteria. It does not include anonymised data.

"Processing" is any use that is made of data, including collecting, recording, organising, consulting, storing, amending, disclosing or destroying it.

"Special categories of personal data" means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic or biometric data as well as criminal convictions and offences.

"Criminal records data" means information about an individual's criminal convictions and offences, and information relating to criminal allegations and proceedings.

## **Data protection principles**

The council processes HR-related personal data in accordance with the following data protection principles. The council:

- processes personal data lawfully, fairly and in a transparent manner
- collects personal data only for specified, explicit and legitimate purposes
- processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing

- keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay
- keeps personal data only for the period necessary for processing
- adopts appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage

The council will tell you of the personal data it processes, the reasons for processing your personal data, how we use such data, how long we retain the data, and the legal basis for processing in our privacy notices.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it. The council will not process your personal data if it does not have a legal basis for processing.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

## **Processing**

### Personal data

The council will process your personal data (that is not classed as special categories of personal data) for one or more of the following reasons:

- it is necessary for the performance of a contract, e.g., your contract of employment (or services); and/or
- it is necessary to comply with any legal obligation; and/or
- it is necessary for the council's legitimate interests (or for the legitimate interests of a third party), unless there is a good reason to protect your personal data which overrides those legitimate interests; and/or
- it is necessary to protect the vital interests of a data subject or another person; and/or
- it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

If the council processes your personal data (excluding special categories of personal data) in line with one of the above bases, it does not require your consent. Otherwise, the council is required to gain your consent to process your personal data. If the council asks for your consent to process personal data, then we will explain the reason for the request. You do not need to consent or can withdraw consent later.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.



Personal data gathered during the employment is held in your personnel file in hard copy and electronic format on HR and IT systems and servers. The periods for which the council holds your HR-related personal data are contained in our privacy notices to individuals.

Sometimes the council will share your personal data with contractors and agents to carry out our obligations under a contract with the individual or for our legitimate interests. We require those individuals or companies to keep your personal data confidential and secure and to protect it in accordance with Data Protection law and our policies. They are only permitted to process that data for the lawful purpose for which it has been shared and in accordance with our instructions.

The council will update HR-related personal data promptly if you advise that your information has changed or is inaccurate. You may be required to provide documentary evidence in some circumstances.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

#### Special categories of data

The council will only process special categories of your personal data (see above) on the following basis in accordance with legislation:

- where it is necessary for carrying out rights and obligations under employment law or a collective agreement;
- where it is necessary to protect your vital interests or those of another person where you are physically or legally incapable of giving consent;
- where you have made the data public;
- where it is necessary for the establishment, exercise or defence of legal claims;
- where it is necessary for the purposes of occupational medicine or for the assessment of your working capacity;
- where it is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates to only members or former members provided there is no disclosure to a third party without consent;
- where it is necessary for reasons for substantial public interest on the basis of law which is proportionate to the aim pursued and which contains appropriate safeguards;
- where it is necessary for reasons of public interest in the area of public health; and
- where it is necessary for archiving purposes in the public interest or scientific and historical research purposes.

If the council processes special categories of your personal data in line with one of the above bases, it does not require your consent. In other cases, the council is required to gain your consent to process your special categories of personal data. If the council asks for your consent to process a special category of personal data, then we will explain the reason for the request. You do not have to consent or can withdraw consent later.

## **Individual rights**

As a data subject, you have a number of rights in relation to your personal data.

### Subject access requests

You have the right to make a subject access request. If you make a subject access request, the council will tell you:

- whether or not your data is processed and if so why, the categories of personal data concerned and the source of the data if it is not collected from yourself;
- to whom your data is or may be disclosed, including to recipients located outside the European Economic Area (EEA) and the safeguards that apply to such transfers;
- for how long your personal data is stored (or how that period is decided);
- your rights to rectification or erasure of data, or to restrict or object to processing;
- your right to complain to the Information Commissioner if you think the council has failed to comply with your data protection rights; and
- whether or not the council carries out automated decision-making and the logic involved in any such decision-making.

The council will also provide you with a copy of your personal data undergoing processing. This will normally be in electronic form if you have made a request electronically, unless you agree otherwise.

If you want additional copies, the council may charge a fee, which will be based on the administrative cost to the council of providing the additional copies.

To make a subject access request, you should send the request to the Clerk or Chairman of the Council. In some cases, the council may need to ask for proof of identification before the request can be processed. The council will inform you if we need to verify your identity and the documents we require.

The council will normally respond to a request within a period of one month from the date it is received. Where the council processes large amounts of your data, this may not be possible within one month. The council will write to you within one month of receiving the original request to tell you if this is the case.

If a subject access request is manifestly unfounded or excessive, the council is not obliged to comply with it. Alternatively, the council can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which the council has already responded. If you submit a request that is unfounded or excessive, the council will notify you that this is the case and whether or not we will respond to it.

### Other rights

You have a number of other rights in relation to your personal data. You can require the council to:

- rectify inaccurate data;
- stop processing or erase data that is no longer necessary for the purposes of processing;
- stop processing or erase data if your interests override the council's legitimate grounds for processing data (where the council relies on our legitimate interests as a reason for processing data);
- stop processing or erase data if processing is unlawful; and
- stop processing data for a period if data is inaccurate or if there is a dispute about whether or not your interests override the council's legitimate grounds for processing data.
- complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website ([www.ico.org.uk](http://www.ico.org.uk)).

To ask the council to take any of these steps, you should send the request to the Clerk or Chairman of the Council.

### **Data security**

The council takes the security of HR-related personal data seriously. The council has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by employees in the proper performance of their duties.

Where the council engages third parties to process personal data on our behalf, such parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

### Data breaches

The council has robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur the council must take notes and keep evidence of that breach.

If you are aware of a data breach you must contact the Clerk or Chairman of the Council immediately and keep any evidence, you have in relation to the breach.

If the council discovers that there has been a breach of HR-related personal data that poses a risk to the rights and freedoms of yourself, we will report it to the Information Commissioner within 72 hours of discovery. The council will record all data breaches regardless of their effect.

If the breach is likely to result in a high risk to the rights and freedoms of individuals, we will tell you that there has been a breach and provide you with information about its likely consequences and the mitigation measures we have taken.

### International data transfers

The council will not transfer HR-related personal data to countries outside the EEA.

### Individual responsibilities

You are responsible for helping the council keep your personal data up to date. You should let the council know if data provided to the council changes, for example if you move to a new house or change your bank details.

Everyone who works for, or on behalf of, the council has some responsibility for ensuring data is collected, stored and handled appropriately, in line with the council's policies.

You may have access to the personal data of other individuals and of members of the public in the course of your work with the council. Where this is the case, the council relies on you to help meet our data protection obligations to staff and members of the public. Individuals who have access to personal data are required:

- to access only data that you have authority to access and only for authorised purposes;
- not to disclose data except to individuals (whether inside or outside the council) who have appropriate authorisation;
- to keep data secure (for example by complying with rules on access to premises, computer access, including password protection, locking computer screens when away from desk, and secure file storage and destruction including locking drawers and cabinets, not leaving documents on desk whilst unattended);

- not to remove personal data, or devices containing or that can be used to access personal data, from the council's premises without prior authorisation and without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device; and
- not to store personal data on local drives or on personal devices that are used for work purposes.
- to never transfer personal data outside the European Economic Area except in compliance with the law and with express authorisation from the Clerk or Chair of the Council
- to ask for help from the council's data protection lead if unsure about data protection or if you notice a potential breach or any areas of data protection or security that can be improved upon.

Failing to observe these requirements may amount to a disciplinary offence, which will be dealt with under the council's disciplinary procedure. Significant or deliberate breaches of this policy, such as accessing personal data without authorisation or a legitimate reason to do so or concealing or destroying personal data as part of a subject access request, may constitute gross misconduct and could lead to dismissal without notice.

### **Training**

The council provides training to all individuals about their data protection responsibilities.

If your roles require you to have regular access to personal data, or you are responsible for implementing this policy or responding to subject access requests under this policy, you will receive additional training to help you understand your duties and how to comply with them.

This is a non-contractual policy and procedure which will be reviewed from time to time.

Adopted by the Council - January 2022

To be reviewed annually



## Information available from Tydd St Giles Parish Council under the ICO model publication scheme

### **Background**

The Freedom of Information Act 2000 received Royal Assent on 30th November 2000. The Act defines the public authorities that are covered by the Act and so are required to adopt and maintain a publication scheme. Paragraph 7, Part II of Schedule 1 of the Freedom of Information Act defined a "local council" within the meaning of the Local Government Act 1972 as a public authority.

### **What is a Publication Scheme?**

Under the Act, every public authority is required to adopt and maintain a Publication Scheme. This scheme provides the public with a structured listing of any information released, with authorities undertaking a commitment to make it available to all. The scheme must set out how the Parish Council intends to charge for providing the information. In this scheme, the term "publication" refers to documents available in a variety of formats.

## **Model Scheme**

Tydd St Giles Parish Council's publication scheme defines information that the Parish Council holds, and which is accessible to members of the public. The Parish Council strives to be as open as possible with local government information and the work it does. The Parish Council wishes to introduce greater openness and to continue to seek ways to make even more information available to the public.

## **What Charges are there?**

Where a member of the public is seeking to obtain a copy of information included in this Parish Council's publication scheme, the Council may set reasonable charges for this. Costs are shown in this document or are available on application to the Clerk and may include photocopying costs, postage (where incurred) and staff time.

## **Confidentiality Notice**

Tydd St Giles Parish Council's policy is to be as open as possible and to supply the information requested, but the Parish Council may withhold any information if it considers its release not to be in the public interest and could cause significant harm. Any sensitive and confidential information is exempt from public dissemination.

## **Requests for Information**

Requests for information should be made to the clerk: Dave Gibbs, 358 High Road, Newton-in-the-Isle, Wisbech, PE13 5HS. Email [clerk@tyddstgilesparishcouncil.org.uk](mailto:clerk@tyddstgilesparishcouncil.org.uk)

The request must include details of the applicant's address in the Parish and the information sought.

The Parish Council will respond within 20 days of the request. If a fee is required, the Parish Council can extend this period up to 3 months until the fee is paid.

<b>Information available</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website	Free
<b>Class 2 - What we spend and how we spend it</b>		
Annual return form and report by auditor	Website / notice board	Free
Finalised budget	Website	Free
Precept (from budget)	Website (budget)	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website (accounts)	Free
Members' allowances and expenses	Website (accounts)	Free
<b>Class 3 - What our priorities are and how we are doing</b>		
Annual Report to Parish or Community Meeting	Website	Free



<b>Class 4 - How we make decisions</b>		
Timetable of meetings	Website	Free
Agendas of meetings	Website / notice board	Free
Minutes of meetings	Website / notice board	Free
Reports presented to council meetings	Website	Free
Responses to consultation papers	Clerk (email)	Free
Responses to planning applications	Website (minutes)	Free
<b>Class 5 - Our policies and procedures</b>		
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <li>▪ Procedural standing orders</li> <li>▪ Committee and sub-committee terms of reference</li> <li>▪ Code of Conduct</li> <li>▪ Policy statements</li> <li>▪ Equality and diversity policy</li> <li>▪ Health and safety policy</li> <li>▪ Policies and procedures for handling requests for information</li> <li>▪ Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Awaiting publication</p> <p>Awaiting publication</p> <p>Website</p> <p>Website</p>	<p>Free</p> <p>Free</p> <p>Free</p> <p>Free</p> <p></p> <p></p> <p>Free</p> <p>Free</p>
Information security policy	Awaiting publication	

Records management policies (records retention, destruction and archive)	Awaiting publication	
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	Website	Free
<b>Class 6 - Lists and Registers</b>		
Assets register	Website	Free
Register of members' interests	Website	Free
<b>Class 7 - The services we offer</b>		
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Clerk	Free
Seating, litter bins, clocks, memorials and lighting	Clerk	Free
Bus shelters	Clerk	Free
<b>Additional Information</b>		
Other information that is not itemised in the lists above	Clerk	Varies

**Contact details:** Dave Gibbs (Clerk & RFO)  
 358 High Road  
 Newton-in-the-Isle  
 Wisbech PE13 5HS

[clerk@tyddstgilesparishcouncil.org.uk](mailto:clerk@tyddstgilesparishcouncil.org.uk)

01945 870083

### Schedule of Charges

<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
<b>Disbursement cost</b>	A4 Photocopying @ 3p per sheet (black & white)	Actual cost
	A4 Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Royal Mail standard 2 <sup>nd</sup> class
<b>Staff time</b>	Where appropriate @ £20 per hour (minimum ½ hour)	Time spent

# Tydd St Giles Parish Council

## Code of Conduct for Members

**Adopted by the Council on 12 March 2020**

The Members' Code of Conduct is intended to promote high standards of behaviour amongst the elected and co-opted members of the Council.

The Code is underpinned by the following principles of public life which should borne in mind when interpreting the meaning of the Code:-

- i **Selflessness.** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- ii **Integrity.** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- iii **Objectivity.** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- iv **Accountability.** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- v **Openness.** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- vi **Honesty.** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- vii **Leadership** Holders of public office should promote and support these principles by leadership and example.

## Part 1

### General Provisions

#### 1. Introduction and Interpretation

- 1.1 This Code applies to **you** as a member of Tydd St Giles Parish Council (the Council).
- 1.2 The term “**the Authority**” used in this Code refers to the Council.
- 1.3 “**Member**” means any person being an elected or co-opted member of the Authority.
- 1.4 It is **your** responsibility to comply with the provisions of this Code.
- 1.5. In this Code –

“**Meeting**” means any meeting of:-

- a) The Authority;
  - b) Any meetings with the Council’s officers;
  - c) Any of the Authority’s Committees, sub-committees, joint committees, joint sub-committees, or area committees;
  - d) Any site visits to do the business of the Authority;
  - e) Any of the Authority’s advisory groups and, working parties and panels.
- 1.6. In this Code “relevant authority” has the meaning given to it by section 27(6) of the Localism Act 2011.

#### 2. Scope

- 2.1 You must comply with this Code whenever you act, claim to act or give the impression you are acting in your official capacity as a Member of the Authority.
- 2.2 Where you act as a representative of the Authority:-
- a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
  - b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

#### 3. General Obligations

- 3.1 You must treat others with respect.
- 3.2 You must not:-
- a) do anything, which may cause the Authority to breach UK equalities legislation.

- b) bully any person.
- c) intimidate or attempt to intimidate any person who is or is likely to be:-
  - (i) a complainant,
  - (ii) a witness, or
  - (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a Member (including yourself) has failed to comply with his or her authority's code of conduct.
- d) do anything, which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Authority.
- e) conduct yourself in a manner, which could reasonably be regarded as bringing your office or authority into disrepute.

**4.** You must not:-

- 4.1 disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:-
  - a) you have the consent of a person authorised to give it;
  - b) you are required by law to do so;
  - c) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
  - d) the disclosure is:-
    - (i) reasonable and in the public interest; and
    - (ii) made in good faith and in compliance with the reasonable requirements of the authority.
- 4.2. prevent another person from gaining access to information to which that person is entitled by law.

**5.** You must not:-

- 5.1 use or attempt to use your position as a member improperly to confer on, or secure for yourself or any other person, an advantage or disadvantage.

**6.** You must:-

- 6.1 when using or authorising the use by others of the resources of the Authority:-
  - a) act in accordance with your Authority's reasonable requirements;
  - b) ensure that such resources are not used improperly for political purposes (including party political purposes); and
- 6.2. have regard to any Local Authority Code of Publicity made under the Local Government Act 1986.

## Part 2 Interests

### 7. Disclosable Pecuniary Interests

- 7.1. Breaches of the rules relating to Disclosable Pecuniary Interests may lead to criminal sanctions.
- 7.2. You have a Disclosable Pecuniary Interest if it is of a description specified in Regulations made by the Secretary of State (Appendix A) and either:
- (a) it is an interest of yours, or
  - (b) it is an interest of:
    - (i) your spouse or civil partner,
    - (ii) a person with whom you are living as husband and wife, or
    - (iii) a person with whom you are living as if you were civil partners,

and you are aware that that other person has the interest.

### 8. Registration of Disclosable Pecuniary Interests

- 8.1. Subject to paragraph 12 (sensitive interests), **you must**, within 28 days of:
- (a) this Code being adopted or applied by the Authority; or
  - (b) your election or appointment (where that is later),
- notify the Authority's Monitoring Officer in writing of any Disclosable Pecuniary Interests you have at that time.
- 8.2. Subject to paragraph 12 (sensitive interests), **you must**, within 28 days of becoming aware of any new Disclosable Pecuniary Interest or any change to any such interest, notify the Authority's Monitoring Officer in writing of that new Disclosable Pecuniary Interest or change.

### 9. Disclosable Pecuniary Interests in matters considered at meetings

- 9.1. If you attend a meeting and have and are aware that you have a Disclosable Pecuniary Interest in any matter to be considered, or being considered, at that meeting, -
- (a) **you must disclose** to the meeting the fact that you have a Disclosable Pecuniary Interest in that matter. **If you have not already done so, you must notify the Authority's Monitoring Officer** of the interest before the end of 28 days beginning with the date of the disclosure, and
  - (b) whether the interest is registered or not you **must not** - unless you have obtained a dispensation from the Authority's Monitoring Officer -
    - (i) participate, or participate further, in any discussion of the matter or vote at the meeting; or
    - (ii) remain in the meeting room whilst the matter is being debated or participate in any vote taken on the matter at the meeting.

**Note: Council Procedure Rule 13 requires you to leave the room where the meeting is held while any discussion or voting takes place.**

## **10. Other Interests**

10.1. In addition to the requirements of Paragraph 3, if you attend a meeting at which any item of business is to be considered and you are aware that you have a "non-pecuniary interest" in that item, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent

10.2. You have a "non-pecuniary interest" in an item of business of your authority where -

- (a) a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or
- (b) it relates to or is likely to affect any of the interests listed in the Table in the Appendix to this Code, but in respect of a member of your family (other than a "relevant person") or a person with whom you have a close association and that interest is not a disclosable pecuniary interest.

## **11. Sensitive Interests**

11.1 Where you consider (and the Authority's Monitoring Officer agrees) that the nature of a Disclosable Pecuniary or Personal Interest is such that disclosure of the details of the interest could lead to you or a person connected with you being subject to intimidation or violence, it is a "sensitive interest" for the purposes of the Code, and the details of the sensitive interest do not need to be disclosed to a meeting, although the fact that you have a sensitive interest must be disclosed, in accordance with paragraphs 8, 9 and 10.

### **Note: Register of Interests**

Interests under paragraph 8 will be notified to the Monitoring Officer on a form approved for the purpose by the Monitoring Officer and for this purpose will be deemed the "register of interests". A copy of the register will be available for public inspection and will be published on the authority's website.

## **12 Gifts and Hospitality**

12.1 You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £100 which you have accepted as a member from any person or body other than the authority.



## Appendix A

### Disclosable Pecuniary Interests

This note explains the requirements of the Localism Act 2011 (Ss 29-34) in relation to Disclosable Pecuniary Interests. These provisions are enforced by criminal sanction. They come into force on 1 July 2012.

#### Notification of Disclosable Pecuniary Interests

<i>Disclosable Pecuniary Interest</i>	<i>description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority -</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land, which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to M's knowledge) -</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where -</p> <p>(a) that body (to M's knowledge) has a place of business or land in the area of the relevant</p>

authority; and

(b) either -

(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

These descriptions on interests are subject to the following definitions:

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land, which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“Member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

### **Offences**

It is a criminal offence to

- Fail to notify the Monitoring Officer of any Disclosable Pecuniary Interest within 28 days of election
- Fail to disclose a Disclosable Pecuniary Interest at a meeting if it is not on the register
- Fail to notify the Monitoring Officer within 28 days of a Disclosable Pecuniary Interest that is not on the register that you have disclosed to a meeting
- Participate in any discussion or vote on a matter in which you have a Disclosable Pecuniary Interest (without a dispensation)

- Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer of a Disclosable Pecuniary Interest or in disclosing such interest to a meeting

**The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a Councillor for up to 5 years.**