

TYDD ST GILES PARISH COUNCIL

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

Tel 01945 870083 ~ Mobile 07932 191050 ~ Email clerk@tyddstgilesparishcouncil.org.uk

Clerk D Gibbs

3rd March 2023

To 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 9th March 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

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.

091/22 Chairman's Announcements

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

092/22 Urgent Items

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

093/22 Confirmation of Minutes

To consider and confirm the minutes of the Parish Council meeting held on 12th January 2023

094/22 Matters Arising

To receive updates on the following items:

- a) Drainage issues - minute 076/22 (a)*
- b) Dog bin in Eaudyke Bank - minute 083/22(c)*

095/22 Police Matters

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

096/22 Cambridgeshire County Councillor Report

To receive a report from Cllr Simon King.

097/22 Fenland District Councillor Report

To receive reports from Cllrs Samantha Clark and Chris Seaton.

098/22 Clerk's Report

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

099/22 Play Area Working Group

To receive a report from the Play Area Working Group.

100/22 Data Gathering and Digital Mapping

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

101/22 Member and Parishioner Issues

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

- a) Sewage pumping system, Newgate Road - recent failures*
- b) Defibrillators - responsibility for maintenance*

102/22 Planning

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

F/YR23/0136/F - Erect a part 2-storey/single storey rear extension to existing dwelling - The Coach House, Main Road, Tydd Gote

F/YR23/0186/TRTPO - Works to 1no Holme Oak tree covered by TPO 10/1990 - The Gatehouse, Kirkgate, Tydd St Giles

b) To note the following application:-

F/YR23/0162/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

103/22 Finance

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

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

NEST (pension contributions) £ 277.60

c) To approve the following payments:

D Gibbs (salary February and March) £ 1,418.76

D Gibbs (expenses) £ 712.08

d) To consider a quotation for the repairs to the narrow path to St Giles Church from Church Lane.

e) To consider quotations for the replacement of street light Newgate Road PC4.

f) To consider grants to local charities and voluntary organisations under Section 137 of the Local Government Act.

g) To review and resolve on the Council's banking arrangements.

104/22 Policies and Procedures

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

- a) Equality and diversity policy.*
- b) Homeworking policy.*
- c) Expenses policy.*

105/22 Annual Parish Meeting

To confirm the date of the Annual Parish Meeting and to agree the format and content. Thursday 27th April is suggested.

106/22 Allotments

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

107/22 Reports from Members

To receive the following updates from members of the Council:

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

108/22 Local Council Elections

To report on the arrangements, process and timetable for the forthcoming elections.

109/22 Date of Next Meeting

*To confirm the date and time of the next meeting of the Council:
Thursday 11th May 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 12th January 2023

Present - Cllr T Doyle (Chairman), Cllr M Carter, Cllr B Luck, Cllr G Mathias, Cllr S Clark (FDC), Cllr C Seaton (FDC), D Gibbs (Clerk), 13 members of the public

Apologies for Absence - Cllr K Malin, Cllr A Renshaw, Cllr S King (CCC)

Public Time - Mr Cooper outlined recent issues with the sewage pumping system serving Church Lane and Newgate Road. Pump failures had caused the system to overflow. He also noted that some landowners were not maintaining dykes, preventing surface water from running off the roads.

Concern was expressed about pavement parking in Newgate Road, both in relation to the current building works and at other locations. Members of the Council will monitor this.

It was reported that dog waste bags are being discarded in dykes alongside Kirkgate. The Clerk will investigate.

073/22 Chairman's Announcements

The Chairman welcomed everybody to the meeting. He announced that Cllr Caroline Brooks had resigned from the Council when she moved away from the village. With elections due in May, the position will not be filled.

074/22 Urgent Items

None.

075/22 Confirmation of Minutes

- a) RESOLVED - that the minutes of the meeting held on Thursday 10th November 2022 be agreed and signed as a true and accurate record.
- b) RESOLVED - that the minutes of the Planning Committee meeting held on Thursday 24th November 2022 be agreed and signed as a true and accurate record.
- c) RESOLVED - that the minutes of the Planning Committee meeting held on Thursday 15th December 2022 be agreed and signed as a true and accurate record.

076/22 Matters Arising

- a) Drainage Issues - Work is ongoing in Hockland Road.
- b) Former village school - The Clerk reported that the District Council has written to the owner of the site, but has not issued a notice under Section 215 of the Town and Country Planning Act 1990.

077/22 Police Matters

The Clerk reported that no meetings had taken place.

078/22 Cambridgeshire County Councillor Report

Cllr King submitted a written report. The replacement of cats eyes on Church Lane is being considered against the Highways Operating Standards criteria. The new process for applying

for funding to introduce 20mph speed limits will open in February and run until April. This is separate from the current LHI process.

079/22 Fenland District Councillor Reports

Cllr Seaton reported that the District Council has launched a consultation on the budget and business plan, including a proposal not to increase their share of the Council Tax. Other elements of the Council Tax will increase, so bills will be higher. The District Council has published a new transport planning guide. District Council elections will be held on 4th May, with the new ward boundaries determined under the recent boundary review. Cllrs Clark and Seaton will be seeking re-election in the new Leverington and Wisbech Rural ward, which includes Tydd St Giles.

080/22 Clerk's Report

The Clerk reported on meetings attended and correspondence received, including a planning training session on housing, a cost of living support event, a forthcoming closure of Newgate Road, District Council support for renters experiencing mould in their homes, and the confirmation of the appointment of the external auditor.

081/22 Play Area Working Group

Cllr Mathias provided an update on the recent work of the Working Group.

082/22 Data Gathering and Digital Mapping

Cllr Luck reported that some of the data from the 2021 National Census has been released, but the parish data is not yet available.

083/22 Member and Parishioner Issues

- a) Width of Hall Bank at Poplar Close junction - The Clerk reported that the entrance to the new development has been constructed in accordance with the agreed plans.
- b) Parish Council elections 2023 - The Clerk advised members that elections for the District and Parish Councils will be called on 20th March and take place on 4th May.
- c) Dog bin in Eaudyke Bank - It has been suggested that one of the bins could be relocated to a more usable location. The Clerk will investigate.

084/22 Planning

Members considered the following applications:-

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

This application has been withdrawn.

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

Members resolved to offer no objection.

Members noted 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

The Parish Council is not a consultee on Class Q applications.

085/22 Finance

a) The Clerk presented the financial statement as at the end of December showing income of £26,476.15, expenditure of £20,637.65, resulting in a surplus of £5,838.50 and funds held of £37,602.39.

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

Barclays Bank (interest).....	£ 11.55
H Squire (rent)	<u>£ 1,806.71</u>
	£ 1,818.26

c) Members ratified the following payment issued since the last meeting:-

Geosphere Ltd (subscription)	£ 86.40
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d) Members approved 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)	<u>£ 56.25</u>
	£ 1,524.43

e) Members reviewed the draft budget. They resolved to add the following provisions:

Churchyard path or trees	£ 5,000
Street lights	£ 2,500
Play equipment	£ 500
Community Centre	£ 1,000 *
Allotments	£ 500
Training for councillors	£ 500
Foul Anchor project	£ 1,000
Coronation celebrations	<u>£ 1,000</u>
	£ 12,000

* For disabled toilet installation, if required.

Members resolved to maintain the precept at the current level of £15,000 for the 2023-24 financial year.

086/22 Policies and Procedures

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

- Data Protection Policy
- Publication Scheme
- Code of Conduct

087/22 Highways

The Clerk reported that he had submitted an application for funding under the County Council's Local Highway Improvement scheme for 2023/24. The project aims to install a dropped kerb at the junction of High Broadgate and Broad Drove East.

088/22 Allotments

Cllr Mathias reported that he is investigating suitable potential sites.

089/22 Reports from Members

- a) Highways - Cllr Mathias reported that he has carried out an inspection and submitted a report to Highways.
- b) Street Lights - Cllr Luck reported that 5 faults are outstanding. He expressed concern at the lengthy delays in response times from the contractor. Cllr Seaton has offered to investigate.
- c) Churchyard - The narrow path to the front of the church is breaking up. The Clerk was asked to obtain a quote for relaying the path. Money allocated for the remaining tree works could be used to repair the path.
- d) Trees - nothing further to report.
- e) Foul Anchor - awaiting a visit from the Payback team.
- f) Community Centre - Cllr Carter reported that the Community Centre charity's Annual General Meeting will take place on the evening of 25th January.
- g) Waterway Walk - The enclosed sections of the permissive path will be closed for the month of February in accordance with the access agreement.

090/22 Date of Next Meeting

The next meeting of the Parish Council will take place on Thursday 9th March 2023 at 7.30pm in the Community Centre.

The meeting closed at 8.30pm

Agenda Item No.	098/22	TYDD ST GILES PARISH COUNCIL
Meeting Date	9 March 2023	
Report Title	Clerk's Report	

1. Purpose of Report

To report on meetings attended and correspondence received.

2. Key Issues

Meetings attended:

Community Led Housing webinar - 19 January
 Village Halls Energy Costs webinar - 24 January
 Tydd St Giles Community Centre and Recreation Ground AGM - 25 January
 County Council Senior Flood Risk Officer re Hockland Road - 30 January
 FDC Cost of Living Support Event - Queen Mary Centre - 6 February
 FDC Election Briefing - 27 February

Correspondence received:

Cambridgeshire & Peterborough Combined Authority – Local Transport and Connectivity Plan update, Member updates

Cambridgeshire County Council – Cambridgeshire Matters newsletter, Armed Forces Covenant meeting, roadworks and events diary, ESOL Grammar Booster at Wisbech Library, visits to the Waste Education Centre, Newgate Road closure 6 March, 20mph scheme application process, Easter Holiday Activities and Food (HAF) Programme

Fenland District Council – community safety visits and survey, voter ID information, free Run for Fun sessions, election briefing, College of West Anglia Multiply courses, new walking and cycling map for Wisbech, Fenland to benefit from £1.2million from Shared Prosperity Fund, Wisbech wellbeing walks, polling station vacancies, council tax reduction, Support Cambridgeshire survey, Grants of up to £75,000 on offer to Fenland businesses

NALC – bulletins, newsletters, events

CAPALC – monthly bulletin and training programme

Cambridgeshire & Peterborough Against Scams Partnership - newsletters and scam warnings

Cambridgeshire ACRE – Staying in Touch newsletter, Healthier Parks, Healthier Planet, Healthier People event, Cambridgeshire Home Energy Support Service Plus launch

NHS Cambridgeshire and Peterborough – Feel Brighter campaign

Queen Elizabeth Hospital – modernising our hospital newsletter

Keep Britain Tidy – Great British Spring Clean

3. Recommendations

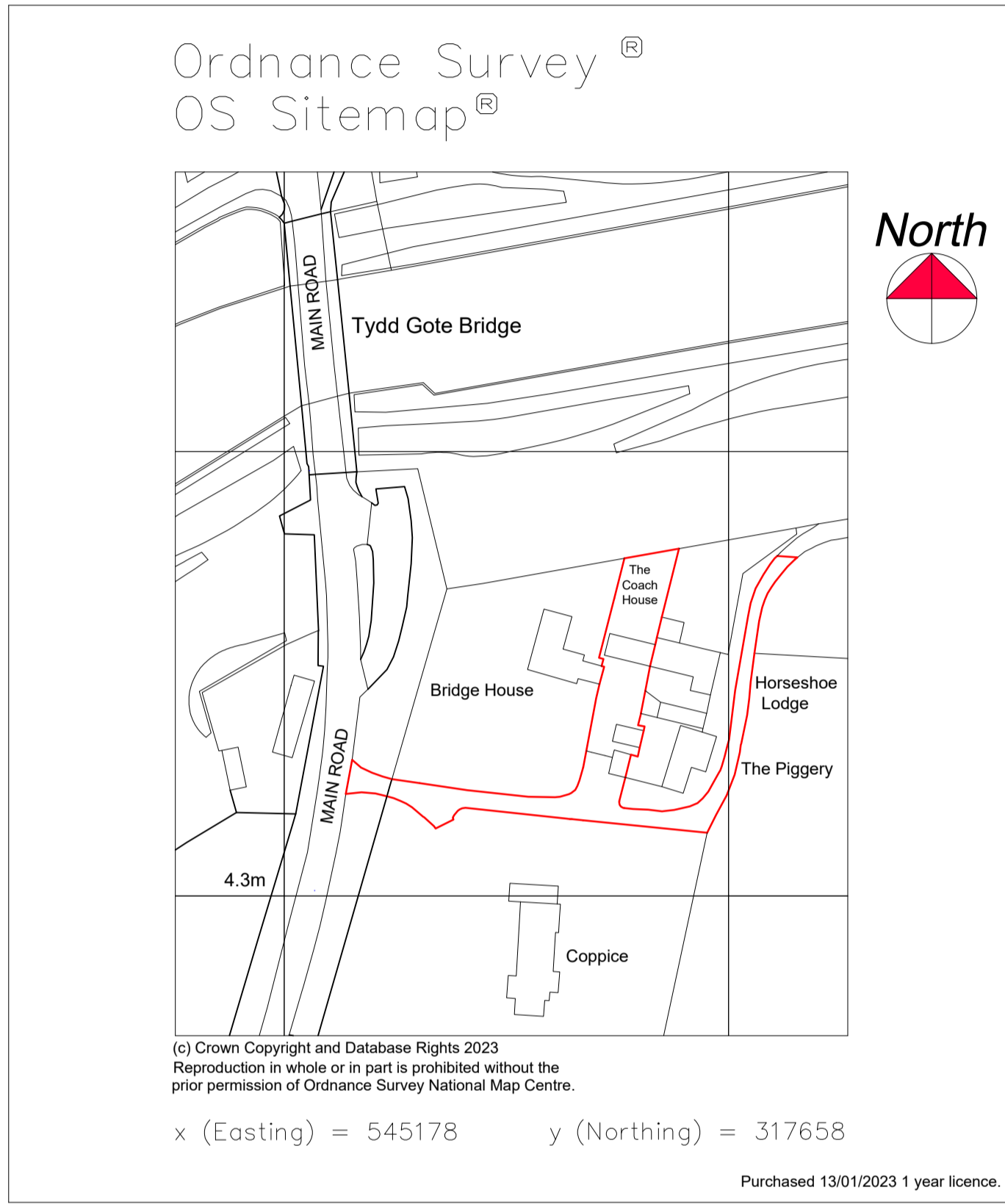
Members note the report.

Report Author	Dave Gibbs
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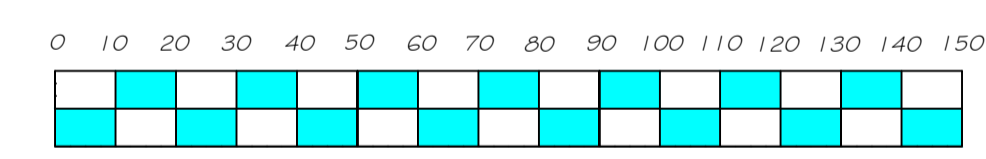
NOTES

The proposed development shall be finished externally in materials to match existing building to safeguard the visual amenities of the area.

Please note that all construction details shall be adhered to and only specified materials are to be used

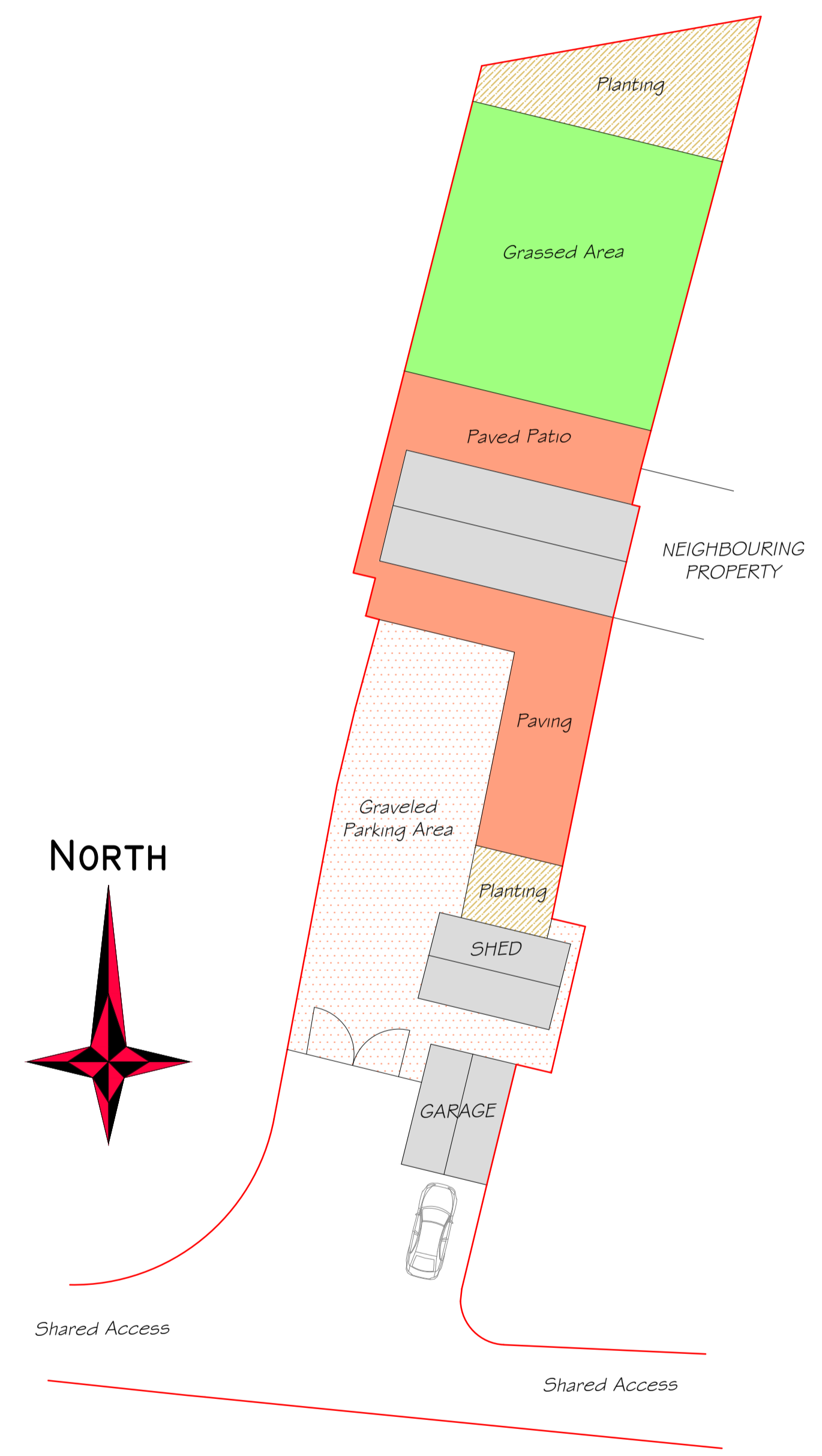


LOCATION PLAN
1:1250

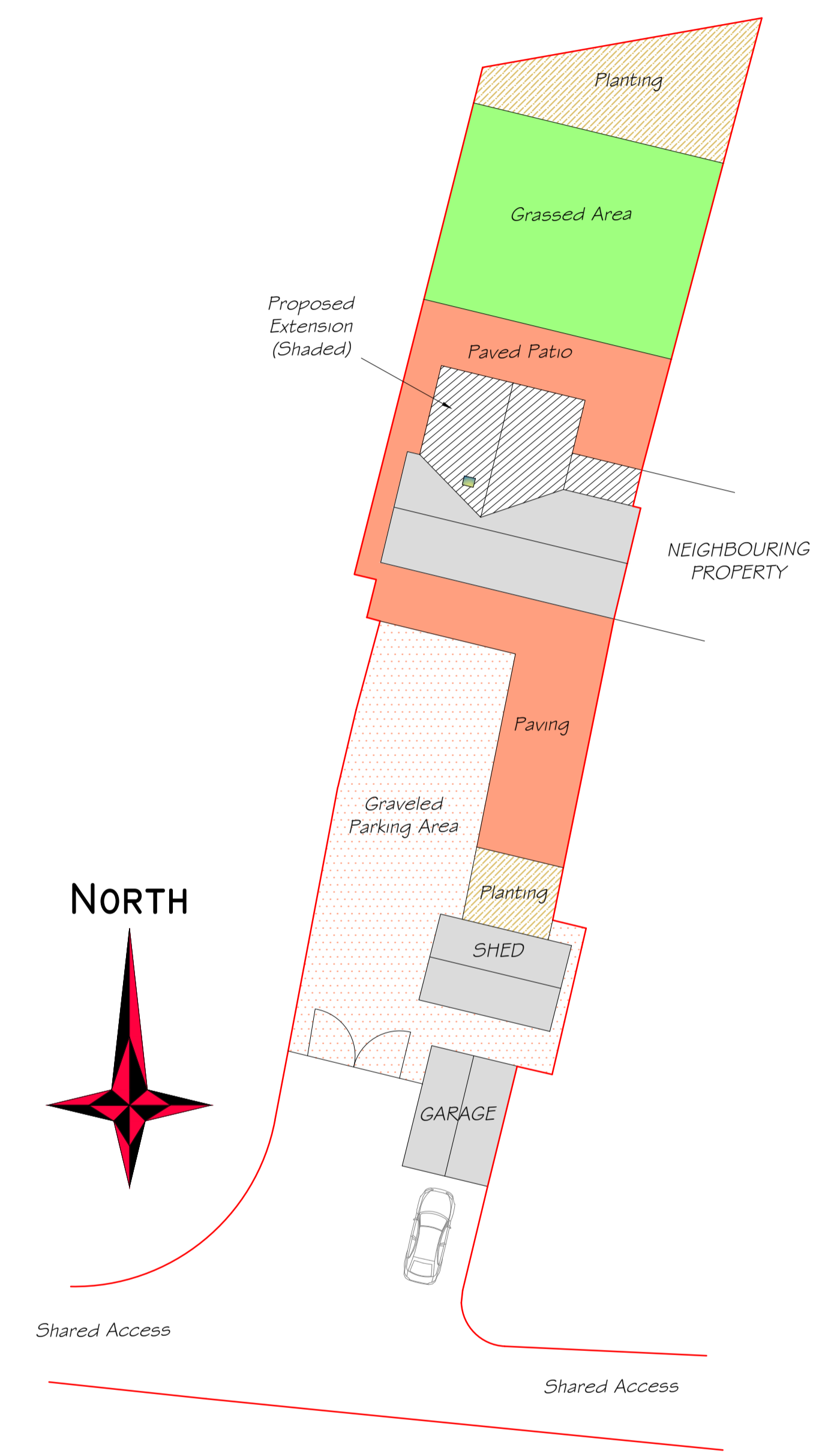


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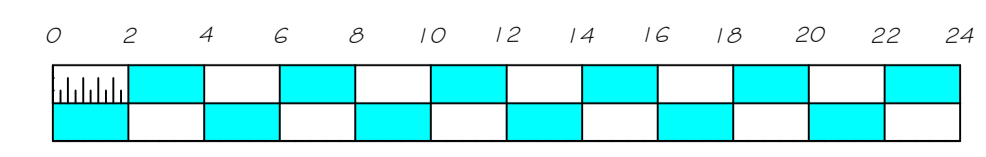
NB. Site levels remain unchanged (Level)



EXISTING BLOCK PLAN
1:200



PROPOSED BLOCK PLAN
1:200



1:200 Scale Bar (m)

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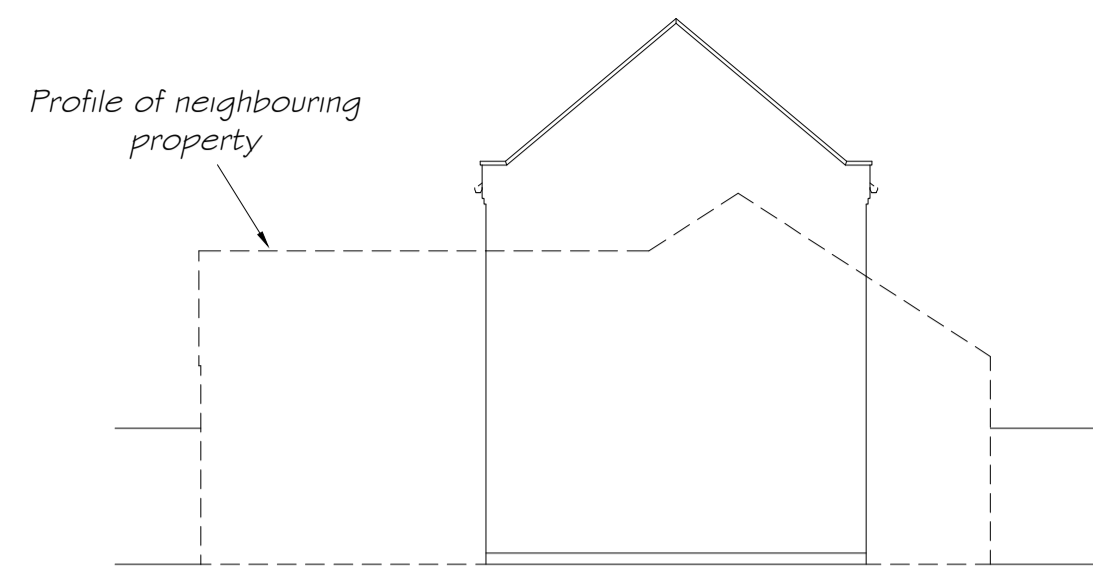
REV	DESCRIPTION	DATE

FENDRAW
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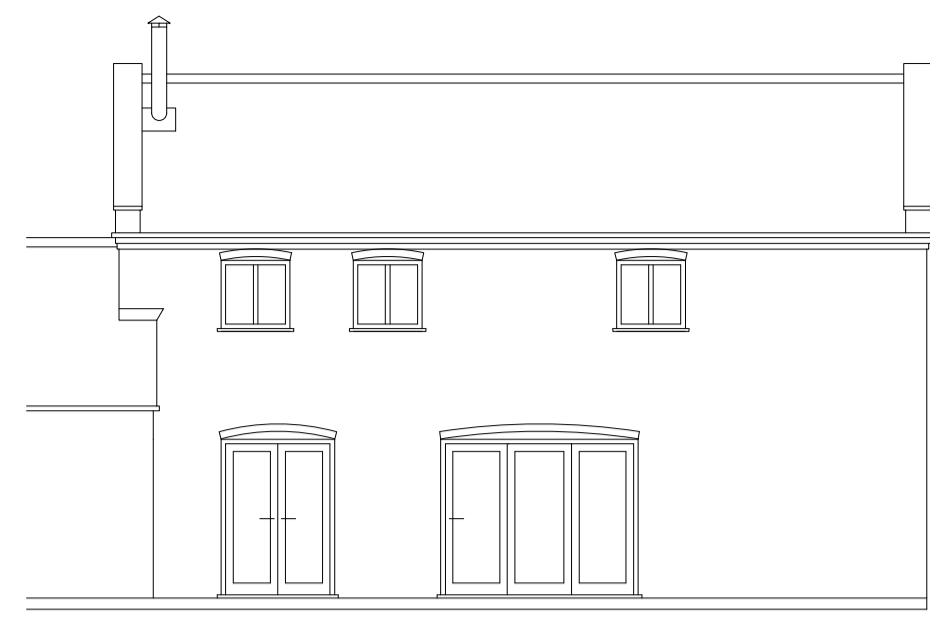
Client
Miss Amy Featherstone
The Coach House, Main Rd, Tydd Gote
Wisbech PE13 5RG

Drawing Title
Single Storey Extension And
Two Storey Extension
To Rear of Dwelling

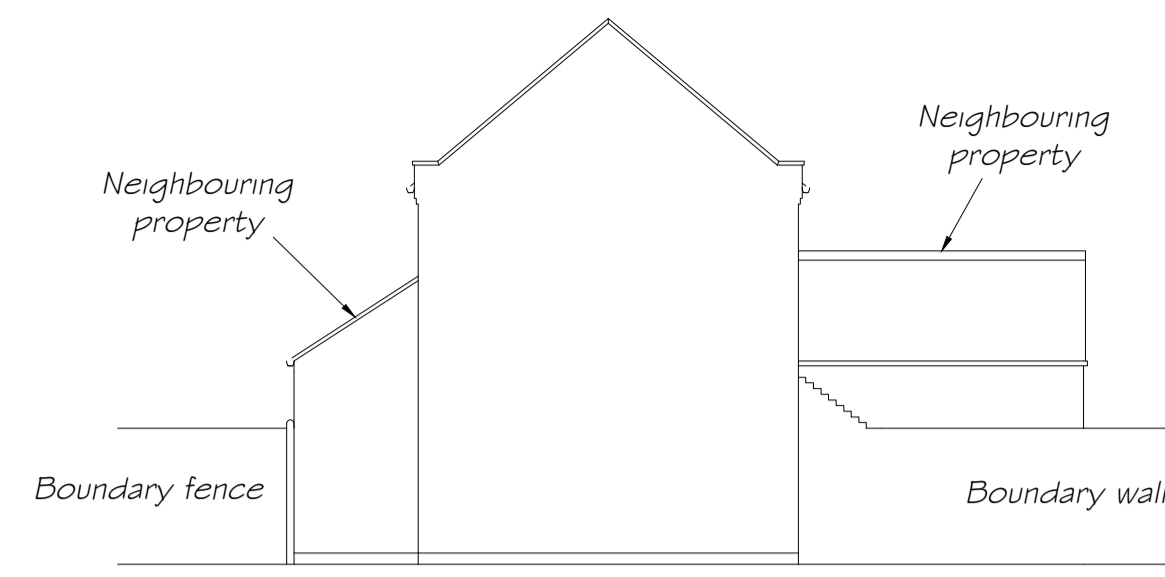
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Date Jan 2023	Scale 1:200, 1250 @ A1
Drawing number FD-F-PE135RG-1	Revision



EXISTING SIDE ELEVATION (SOUTH EAST)



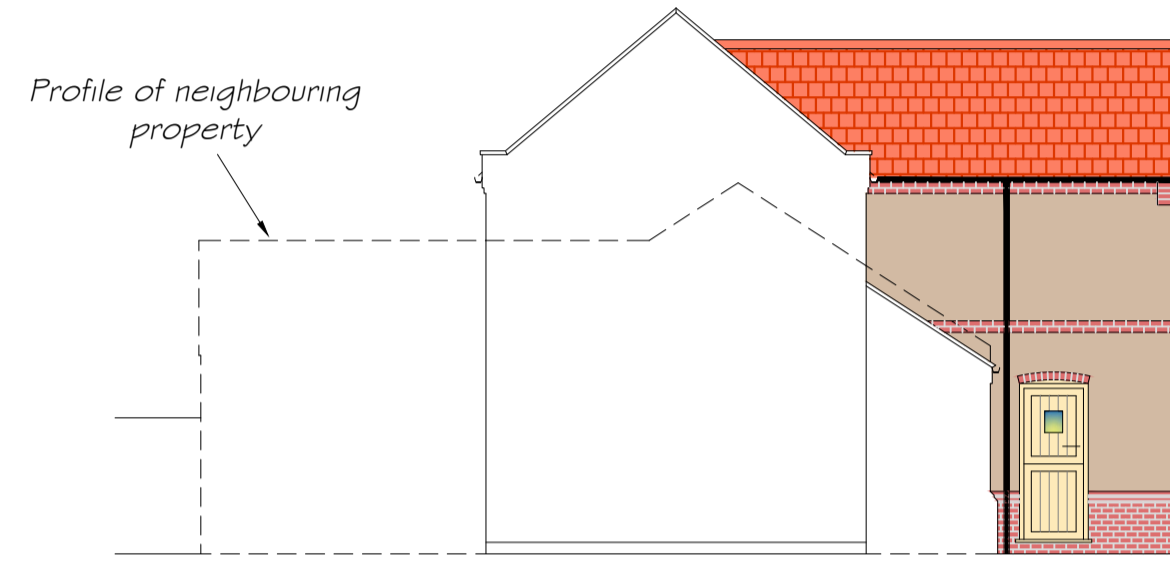
EXISTING REAR ELEVATION (NORTH EAST) 1:100



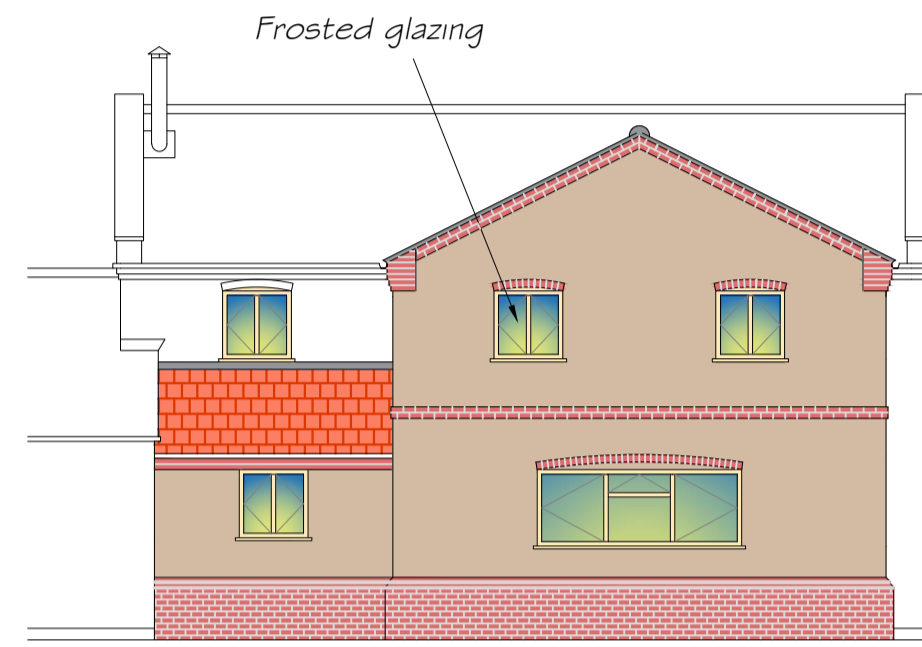
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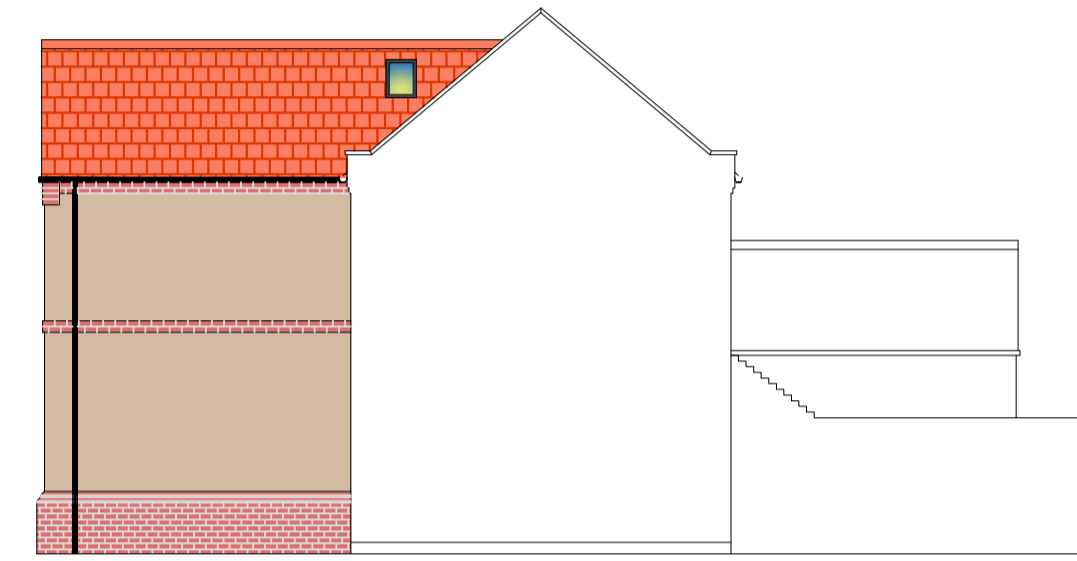
EXISTING FRONT ELEVATION (SOUTH WEST)



PROPOSED SIDE ELEVATION (SOUTH EAST)



PROPOSED REAR ELEVATION (NORTH EAST) 1:100

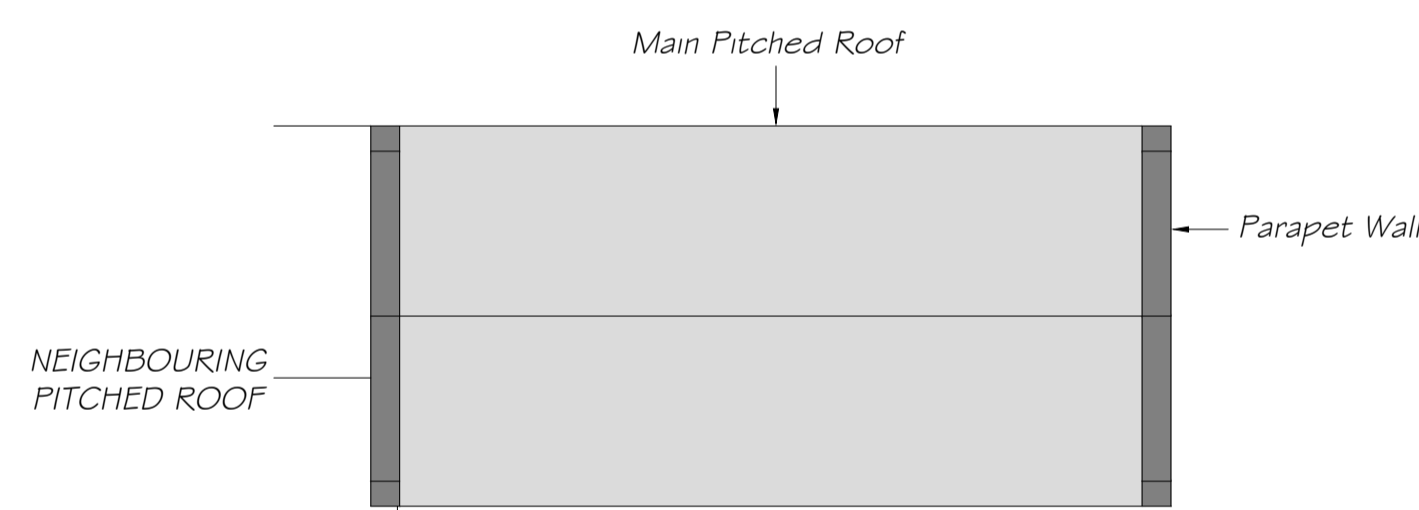


PROPOSED SIDE ELEVATION (NORTH WEST)

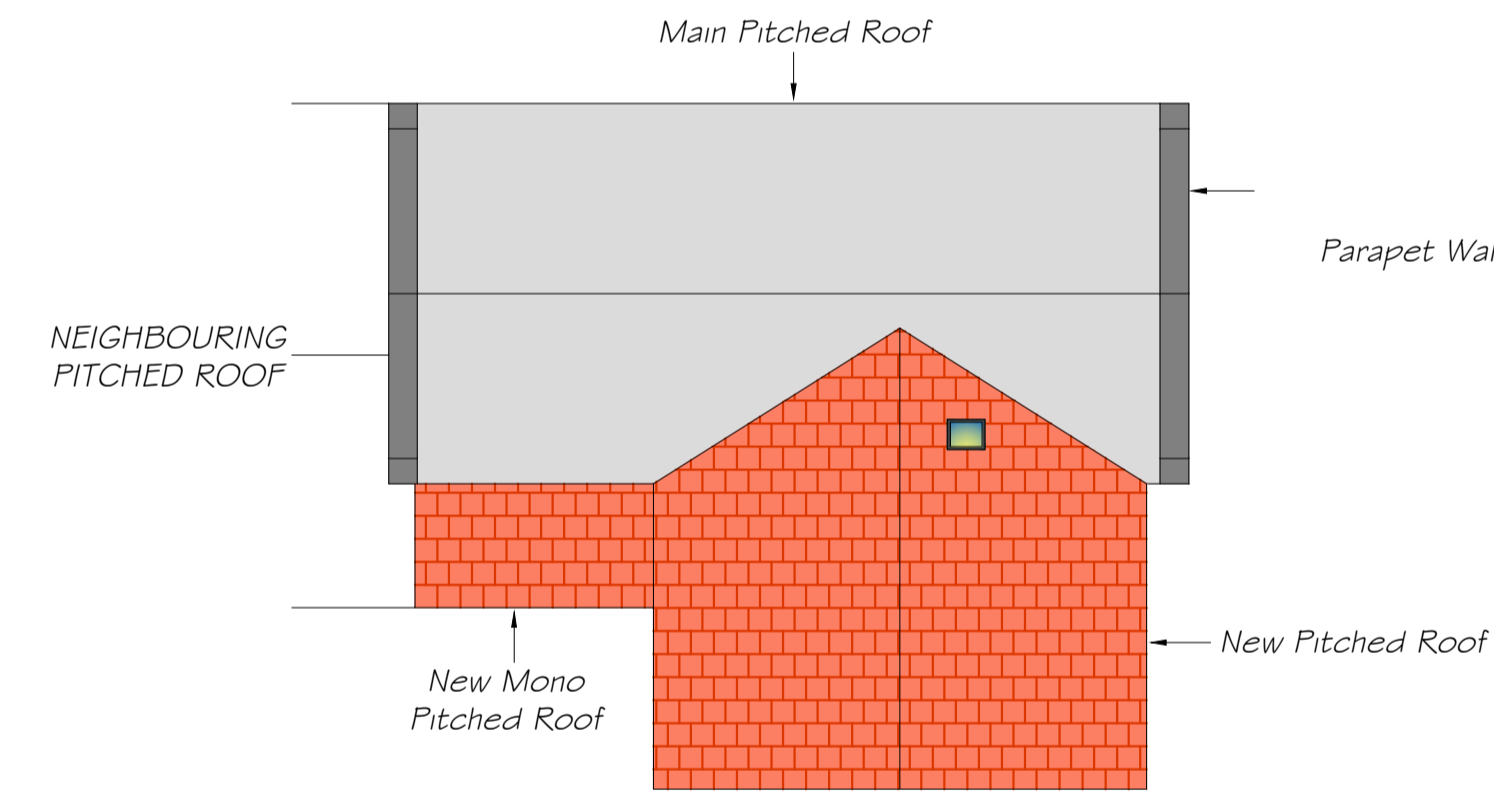


PROPOSED FRONT ELEVATION (SOUTH WEST)

New doors and windows to this elevation with same configuration as existing



EXISTING ROOF PLAN 1:100



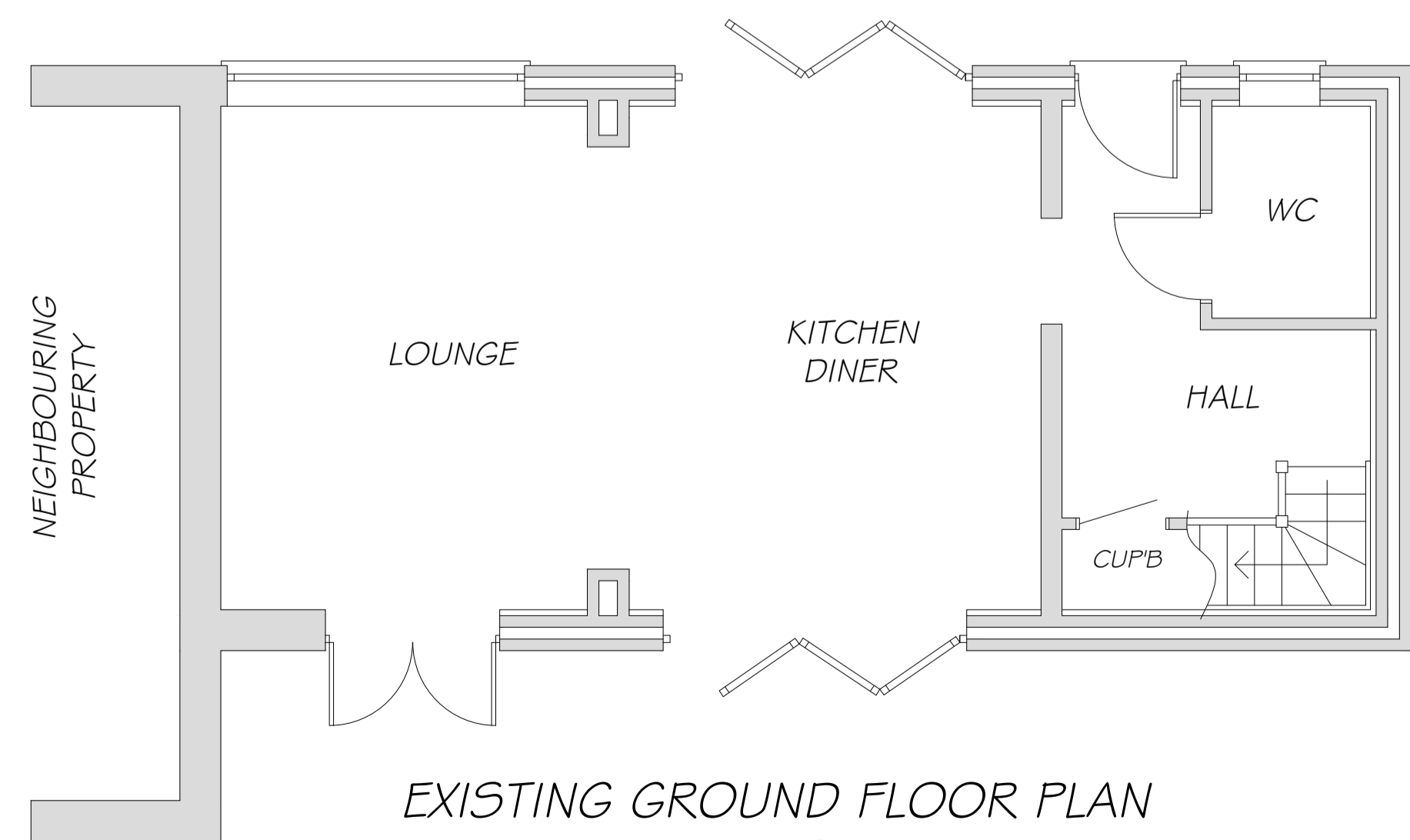
PROPOSED ROOF PLAN 1:100

EXISTING EXTERNAL MATERIALS

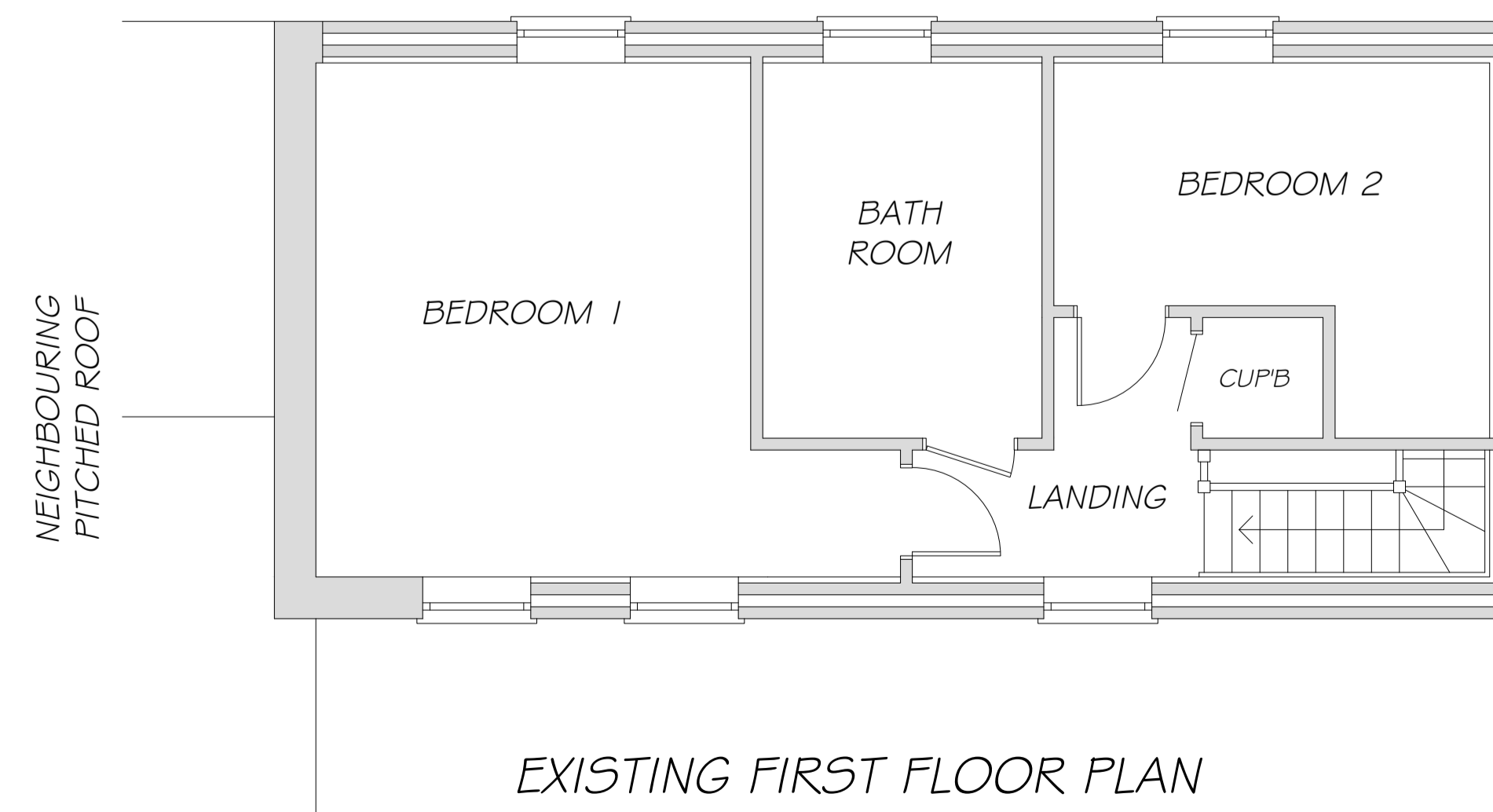
- Walls - Multi Heritage Stock Facings
- Roof - Red Norfolk Pantiles
- Doors - Pale Grey Painted Hardwood
- Windows - Pale Grey Painted Hardwood
- Rainwater Goods - Black Cast Iron Fittings

PROPOSED EXTERNAL MATERIALS

- Part Walls - Multi Heritage Stock Facings
- Part Walls - Mocha Render
- Roof - Red Norfolk Pantiles
- Doors - Cream UPVC
- Windows - Cream UPVC
- Rainwater Goods - Black Cast Iron Fittings



EXISTING GROUND FLOOR PLAN 1:50



EXISTING FIRST FLOOR PLAN 1:50

NOTES

The proposed development shall be finished externally in materials to match existing building to safeguard the visual amenities of the area.

Please note that all construction details shall be adhered to and only specified materials are to be used

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REV	DESCRIPTION	DATE
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Registered Associate of the Chartered
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Client

Miss Amy Featherstone
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Drawing Title

Single Storey Extension And
Two Storey Extension
To Rear of Dwelling

Drawn

M Bonner ACABE

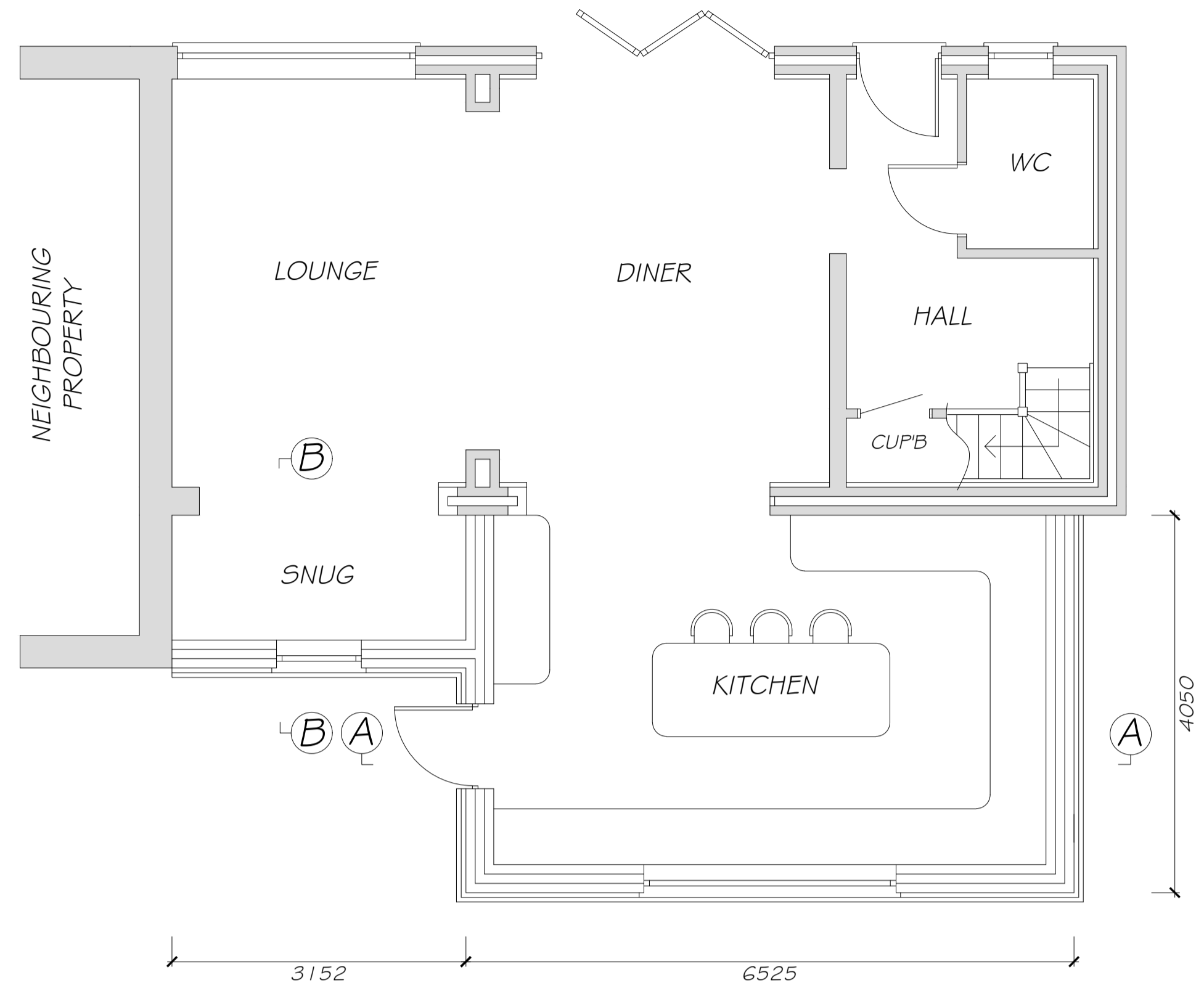
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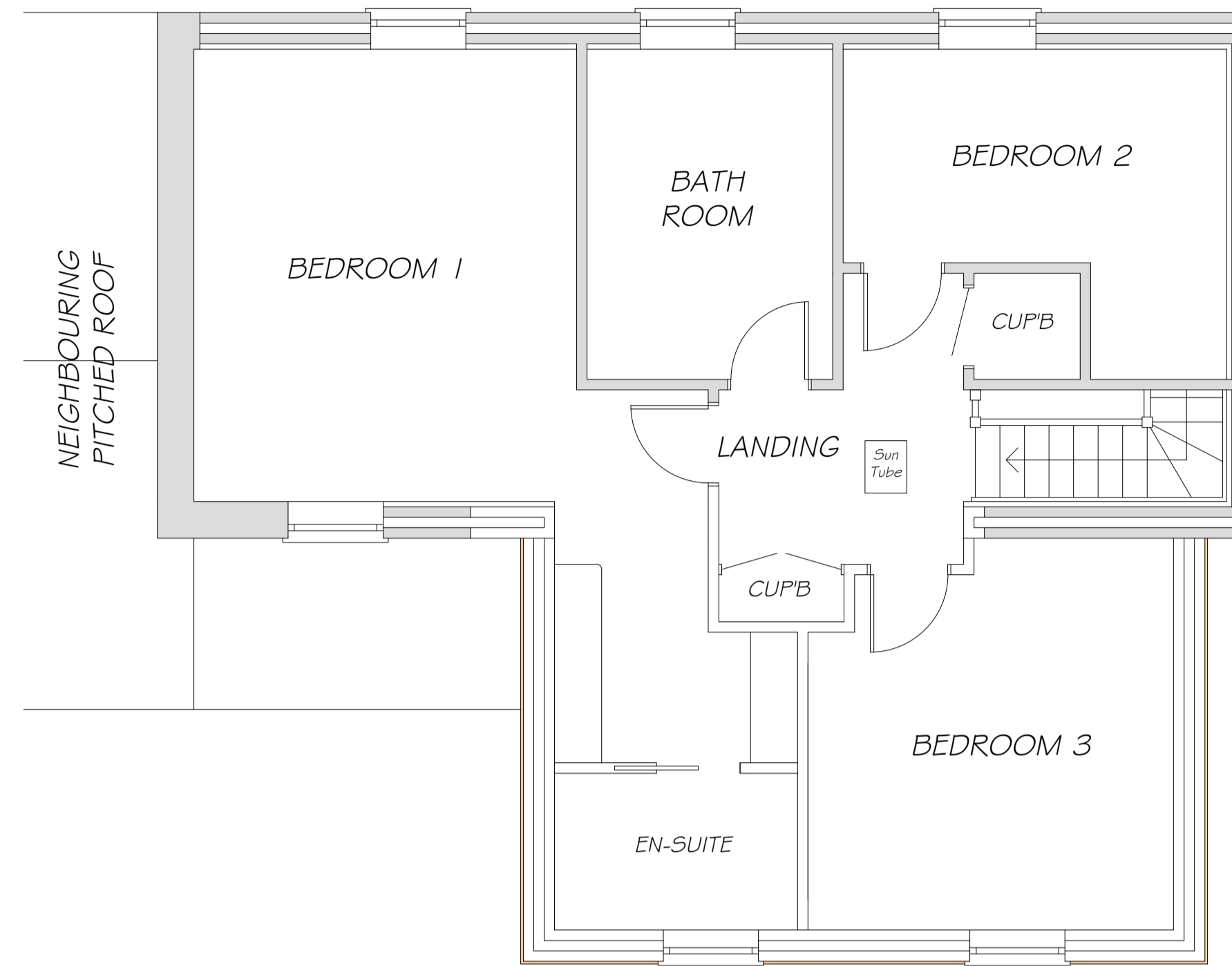
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Revision

FD-F-PE135RG-2



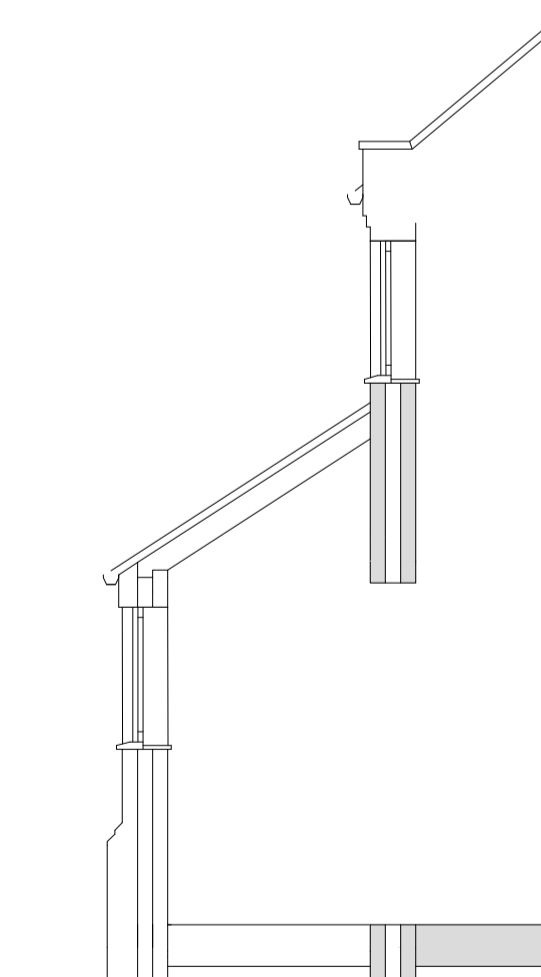
PROPOSED GROUND FLOOR PLAN 1:50



PROPOSED FIRST FLOOR PLAN 1:50



SECTION AA 1:50



SECTION BB 1:50

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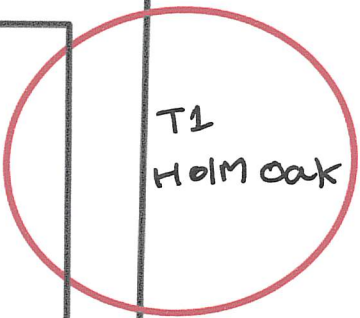
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Drawing Title
Single Storey Extension And
Two Storey Extension
To Rear of Dwelling

Drawn M Bonner ACABE	
Date Jan 2023	Scale 1:50 @ A1
Drawing number FD-F-PE135RG-3	Revision

Neighbouring
Property



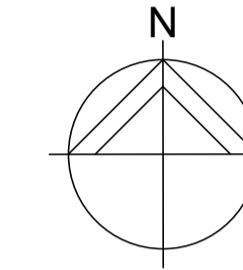
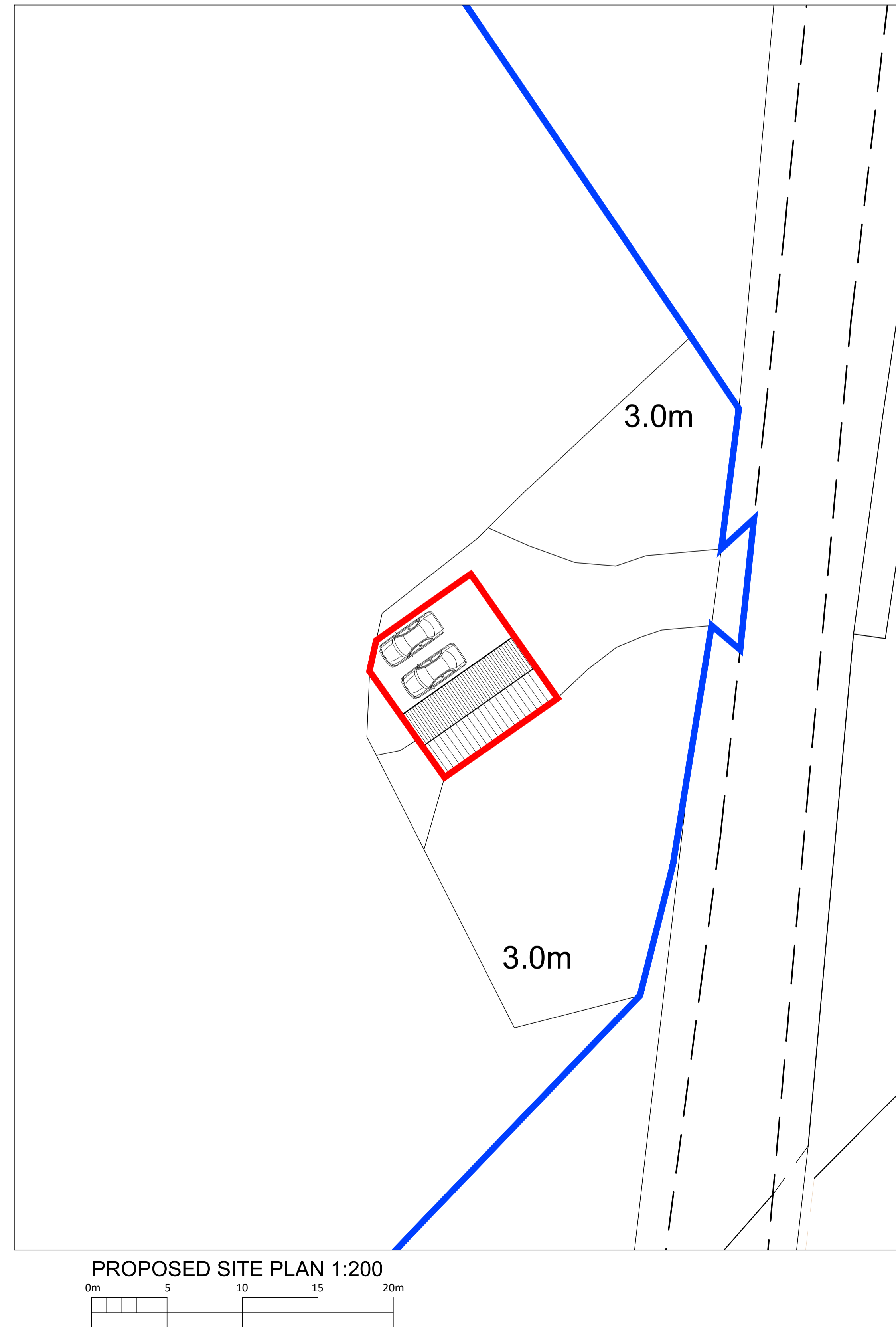
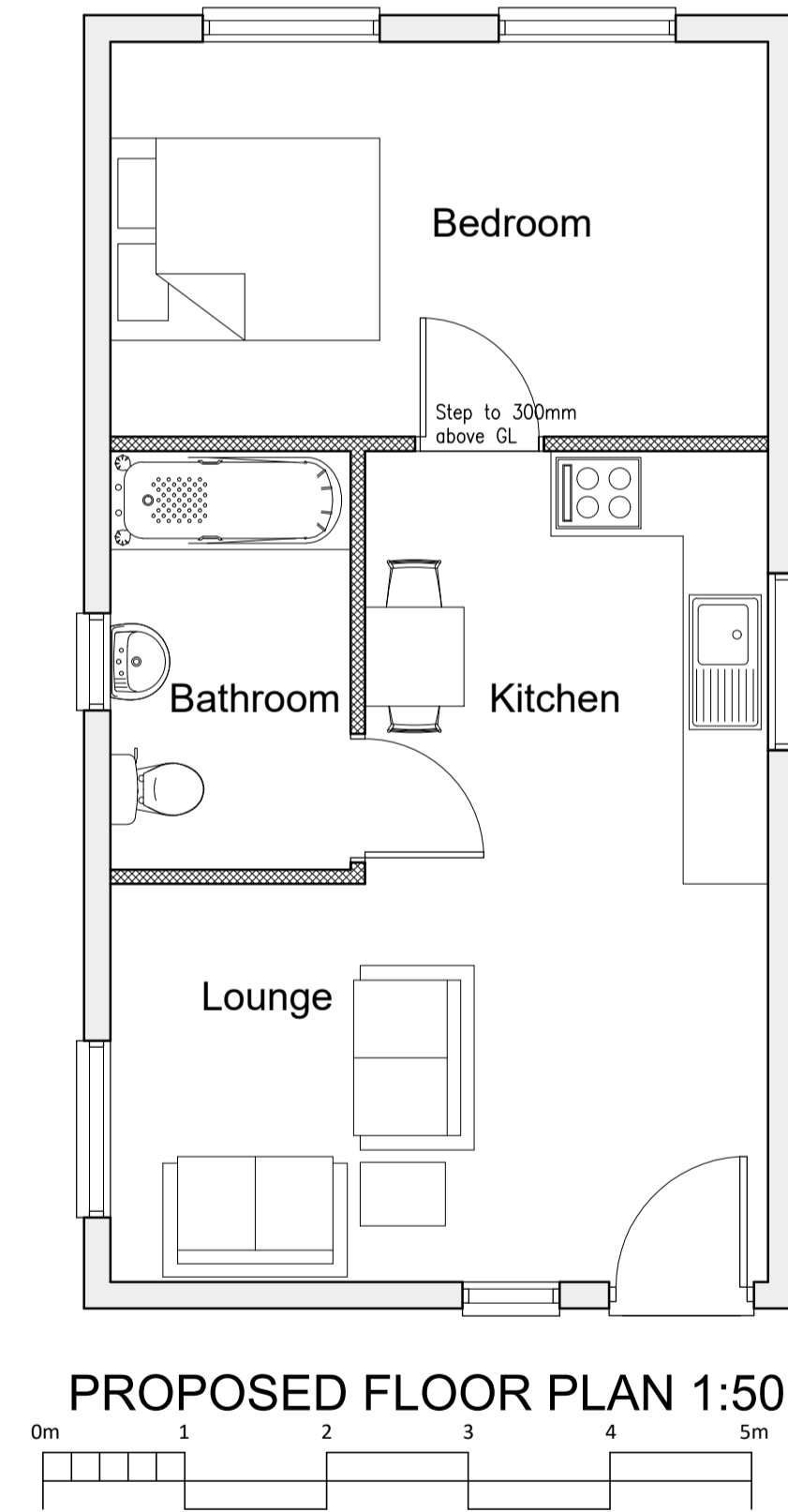
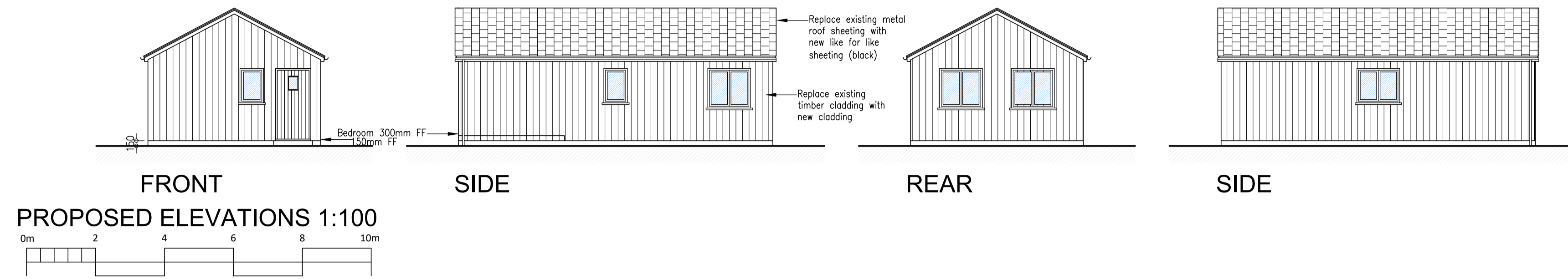
T1
HOLM OAK

The gate
House
PE13 5NE

Garage

electrical
Gate way

Kirk gate



REVISIONS



PETER HUMPHREY ASSOCIATES

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

TELEPHONE: 01945 466966

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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Tydd St Giles Parish Council

Receipts & Payments Summary as at 28.2.23

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	£ 7,370.00	£ 7,370.00	100.00
Allotment Rates	£ 520.65	£ 500.00	104.13
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	£ -	#####
Total Income	£ 26,476.15	£ 32,038.00	82.64

Expenditure

Clerk's Salary	£ 9,550.30	£ 9,000.00	106.11
Fees	£ 375.00	£ 370.00	101.35
Subscriptions	£ 47.50	£ 530.00	8.96
Admin Expenses	£ 1,070.30	£ 300.00	356.75
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	£ -	#####
Total Expenditure	£ 22,439.68	£ 42,290.00	53.06

Summary

Total Income	£ 26,476.15
LESS Total Expenditure	£ 22,439.68
Net Surplus or Deficit	£ 4,036.47

Balance Sheet

Balance B/fwd 1.4.22	£ 31,763.89
Surplus or Deficit	£ 4,036.47
Balance C/fwd	£ 35,800.36

Represented by

Barclays Current Account	£ 15,065.13
Barclays Business Saver	£ 20,735.23
Cash / Cheques	£ -
	£ 35,800.36

Tydd St Giles Parish Council PC4 - Newgate Road



Option 1 - Approx 5m from current pole location, cut through grass verge only.

Option 2 - Approx 20m from current pole location, cut through concrete footpath and tarmac driveway.

TYDD ST GILES PARISH COUNCIL EQUALITY AND DIVERSITY POLICY

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Our commitment

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics."

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

Dignity at work

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

Training

The council will raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will raise the awareness of all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.

Your responsibilities

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law.

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

Adopted by the Council - March 2022

To be reviewed annually

TYDD ST GILES PARISH COUNCIL

HOMEWORKING POLICY

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Policy

The Council recognises the advantages of home-based working although it doesn't suit everyone, and some job roles may not be appropriate to undertake at home.

This policy describes the working arrangements and expectations that will apply if you work from home.

Scope of this policy

It applies to all staff who are home-based whether full time, part time or fixed term. It does not apply to office-based staff who work from home on an ad-hoc basis.

Safe working environment

Health and safety for home-based staff applies in the same way as office-based staff, insofar as is reasonably practicable, that you work in a safe manner and that you follow all health and safety instructions issued by us.

You must complete and submit a 'Home Based Workers Risk Assessment' to the Clerk (or the Chair in the case of the Clerk). This is a checklist for you to identify any possible hazards in your home working area. Following completion of the checklist, measures may need to be taken to control any risks identified. This checklist should be completed annually, or more frequently if there are any changes to your arrangements such as new equipment or changes to your home-office space.

You must complete and submit a workstation risk assessment and ensure that this remains up-to-date. If you have any questions about the risk assessment, or if you identify any potential risks when carrying out the assessment, you should refer these to the Clerk (or the Chair in the case of the Clerk) in the first instance.

Some of the most important considerations include: -

- If possible, an area should be set aside from the rest of your living space to ensure that you are able to work from home without distractions,
- Your home office should have adequate space for you to work safely and comfortably,
- Your desk should be large enough to accommodate your equipment and paperwork,
- You should have sufficient storage and your workspace should be organised so equipment is close to hand,
- Your work area should be well lit, with natural lighting if possible,
- Equipment and sockets should be situated to avoid potential trip hazards, and,
- You must also ensure that you visually check the cables of any electronic equipment supplied to you regularly (and at least every 6 months) and report any defects.

We reserve the right to visit you at home at agreed times for work-related purposes, including health and safety matters and to inspect, service or repair equipment (e.g. for PAT testing).

Hours of work

As a home-based worker, your contract of employment will specify the hours when we expect you to be at work and contactable by telephone or email. There may be times during

the working day when you are not available in which case these should be flagged to the Clerk (or the Chair of the Council) with prior authorisation.

You must be mindful to take adequate rest breaks which should be, as a minimum:

- A break of at least 20 minutes during each working day over 6 hours,
- A daily rest break of at least 11 continuous hours, i.e. the time between stopping work one day and beginning work the next day, and,
- At least one complete day each week when no work is done.

Potential conflicts of interest

During your hours of work, the Council expects that your work environment enables you to work effectively and that you are not distracted by domestic matters. It is not appropriate to combine homeworking with caring for a dependant.

If there is an emergency and you need to attend to a non-work matter, then you should notify the Clerk (or the Chair in the case of the Clerk).

Data protection

As a home-worker you are responsible for keeping all documents and information associated with the Council secure at all times. Specifically, homeworkers are under a duty to:

- Keep filing cabinets and drawers locked when they are not being used,
- Keep all documentation belonging to us in the locked filing cabinet at all times except when in use,
- Set up and use a unique password for the laptop computer, and
- Ensure that documents are saved to the server rather than the computer's hard drive.

If you have a telephone conversation where you are discussing confidential work matters, you should ensure that such calls take place in privacy to avoid inadvertent breach of confidentiality.

Visits to work premises

On occasions you may need to attend other locations for training, performance assessment meetings, team briefings etc. This will normally not be frequent, and the dates and times of such visits will be agreed in advance.

Insurance, mortgage or rental agreements

Whilst our Employer's Liability Insurance extends to home based staff, and any Council equipment installed in your home will also be covered, you should ensure that any agreement with your landlord or mortgage lender allows you to work from home, and that your house buildings and contents insurance will not be invalidated by you working from home.

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

Adopted by the Council - March 2022

To be reviewed annually

TYDD ST GILES PARISH COUNCIL

EXPENSES POLICY

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Purpose

This policy sets out the Council's rules on how employees can claim for expenses incurred in the performance of their duties for the Council. The purpose of this policy is to ensure that employees are properly reimbursed for legitimate business expenses and to ensure that these expenses are treated appropriately for tax purposes. It does not apply to councillors.

General procedure

The Council will reimburse you for actual expenditure that is incurred wholly, necessarily and exclusively in connection with authorised duties that you undertake in the course of your employment. To claim for expenses, you must use the Council's expenses claim forms and set out the reasons why the expense was incurred on the claim form. If you are unsure whether an expense can be claimed, you must seek prior written authorisation from the Clerk (or the Chair in the case of the Clerk).

Expenses will not be paid unless supporting evidence is provided, together with a completed expense claim form. This should include original receipts or invoices with the date and time of the transaction (unless you are claiming for mileage). When claiming for travel expenses on public transport, you should enclose the tickets showing the departure point and destination of your journey, where possible. Credit and debit card statements will not be accepted. Where you are submitting a VAT receipt, you should set out:

- the name and VAT registration number of the retailer or service provider;
- the goods and services provided; and
- the amount of VAT payable.

Once completed and signed, you should submit your expense claim form to the Clerk (or the Chair in the case of the Clerk) for approval. Once approved the claim form should be submitted to the RFO for payment.

Expenses claims must be submitted within 3 months of the expense being incurred. If this is not practical, written approval for any extension will be required from the Clerk (or the Chair in the case of the Clerk). The Council reserves the right to withhold any payment where prior written approval has not been given.

The Council may return an expense claim form to you without payment if it is completed incorrectly or lacks supporting evidence.

The Council will pay claims for authorised expenses by cheque or BACS transfer into the same bank account into which your salary is paid.

In general, you should not incur expenses other than in the categories listed below. However, if you have claims for expenditure other than for those categories listed below, you should seek written approval from the Clerk (or the Chair in the case of the Clerk) before incurring the expense. The Council will accept email as written approval where it is required in this policy.

Any queries in relation to this policy should be directed to the RFO or the Chair.

Homeworkers

If you are a Homeworker, your normal place of work as stated in your contract will be your home. The council will reimburse all reasonable expenses incurred by homeworkers in the course of their duties upon receipt of satisfactory claims.

The council will agree with homeworkers a suitable sum to cover use of their own equipment.

The council should also pay the employee for the costs associated with heating, lighting, etc. HMRC rules allow for some of these expenses to be paid tax-free (see HMRC guidance: www.gov.uk/expenses-and-benefits-homeworking/whats-exempt).

Training

When attending training courses all employees should be able to claim travel expenses for the difference in the usual home to work costs. Where the training takes place outside contracted daily hours, part-time employees should be paid on the basis as time spent on training is working time.

Some training can be very expensive and as a condition for funding training, the council requires full repayment of all costs incurred for any training course in excess of £500 should an employee not complete the training or leave the council within a year of completion. Repayment of costs reduces to 50% reimbursement in the second year.

Travel

Employees and managers should consider whether or not travel is necessary or if there are more appropriate means (for example tele-conferencing or video-conferencing).

Rail

You may claim for standard class rail fares only. Where possible, rail journeys should be booked well in advance to benefit from any discounts for early booking.

Use of your own car

It may be appropriate and cost-effective to use your own car when travelling on business, for example if you are travelling with other staff or councillors or, where there is limited public transport to your destination, or the journey time is significantly shorter than using public transport. Any use of your own car on business is subject to you:

- holding a full UK driving licence;
- ensuring that your car is roadworthy and fully registered; and
- holding comprehensive motor insurance that provides for business use.

Prior authorisation should be sought from the Clerk (or the Chair in the case of the Clerk), before using your own car on business. The Council accepts no liability for any accident, loss, damage or claim arising out of any journey that you make on business. The Council will not pay for the cost of any insurance policy on your own car.

To claim for petrol expenditure, you should set out the distance of the journey undertaken on your expenses claim form. The Council will pay you a mileage allowance of 45p per mile for mileage under 10,000 miles and 25p per mile for mileage over 10,000 miles, or such other rate as set out from time to time by HM Revenue and Customs. The Council will pay for tolls, congestion charges and parking costs incurred, where applicable.

Use of bicycle or Motorcycle

If use of your bicycle or motorcycle is approved, you can claim a mileage allowance of 20p or 24p per mile respectively. Any use of your own motorcycle on business is subject the same requirements as a car (see above).

Taxis

Any use of taxis will require prior approval and only in limited circumstances. These are:

- where taking a taxi would result in a significantly shorter travel time than using public transport;
- where there are several employees travelling together; or
- where personal security and safety of employees is an issue, for example taxis may be permitted after 9.30pm.

You must obtain a receipt with details of the date, place of departure and destination of the journey.

Overnight accommodation

As a guideline for travel on council business you should book accommodation equivalent to three-star standard or less. You may book hotel accommodation of up to £120 maximum in a major city and £100 elsewhere. It is your responsibility to ensure that any hotel reservations are cancelled within the required cancellation period if they are no longer required.

Meals

If you are required to be away from home on council business, you may claim up to:

- £10 for breakfast (if this is not included in the hotel room rate);
- £15 for lunch;
- £20 for dinner

The maximum amounts above are inclusive of drinks. Alcohol cannot be reclaimed under any circumstances.

You should supply receipts and invoices for all hotel and meal expenses other than for the daily allowance, where no receipt is required.

Entertainment/gifts

The Council has strict rules about offering or receiving both entertainment and gifts. Any gifts, rewards or entertainment offered to you should be reported immediately to the Clerk (or the Chair in the case of the Clerk). As a general rule, small tokens of appreciation, for example flowers or a bottle of wine, may be retained by employees.

Annual events

The Council may decide to hold a staff event, such as a Christmas meal or other celebration. Except where agreed to the contrary, attendance is not compulsory, and you will remain responsible for any expenses you incur.

Expenses that will not be reimbursed

The Council will not reimburse you for:

- the cost of any travel between your home and usual place of work (except in exceptional circumstances for early morning/late night transport as set out above);
- the cost of any travel undertaken for personal reasons;
- the cost of any travel for your partner or spouse;
- any fines or penalties incurred while on council business for whatever reason, including penalties for not paying for a rail ticket in advance of boarding the train and penalties or fines associated with motoring offences, including speeding or parking fines, clamping or vehicle recovery charges;
- alcohol; and
- cash advances or withdrawals from an ATM machine.

You are required to pay for any travel costs incurred by your partner or spouse in the event that he or she accompanies you on business. Your spouse or partner must have adequate travel insurance for that journey.

False claims

If the Council considers that any expenditure claimed was not legitimately incurred on behalf of the Council, it may request further details from you. The Council will thoroughly investigate and check any expenses claim as it sees fit. It may withhold payment where insufficient supporting documents have been provided. Where payment has been made to you prior to the discovery that the claim was not legitimate or correct, it may deduct the value of that claim from your salary.

Any abuse of the Council's expenses policy will not be tolerated. This includes, but is not limited to:

- false expenses claims;
- claims for expenses that were not legitimately incurred;
- claims for personal gain;
- claims for hospitality and/or gifts without them having been declared; and
- receipt by you of hospitality and/or gifts from contacts that may be perceived to influence your judgment.

The Council will take disciplinary action where appropriate and, in certain circumstances, may treat a breach of this policy as gross misconduct, which may result in your summary dismissal. In addition, the Council may report the matter to the police for investigation and criminal prosecution.

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

Adopted by the Council - March 2022

To be reviewed annually