

TYDD ST GILES PARISH COUNCIL

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Clerk D Gibbs

5th January 2024

To all Members of the Public and Press

You are invited to attend a meeting of Tydd St Giles Parish Council, which will be held in the Community Centre on **Thursday 11th January 2024 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.

070/23 Chairman's Announcements

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

071/23 Public Forum

To receive representations from members of the public regarding issues pertinent to the Council.

072/23 Urgent Items

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

073/23 Neighbourhood Watch

A presentation by Dal Roy, Fenland Neighbourhood Watch Co-ordinator and consideration of the establishment of a Neighbourhood Watch scheme in Tydd St Giles.

074/23 Confirmation of Minutes

- a) *To consider and confirm the minutes of the Parish Council meeting held on 9th November.*
- b) *To consider and confirm the minutes of the Planning Committee meeting held on Wednesday 29th November.*

075/23 Matters Arising

To receive updates on the following items:

- a) Drainage issues - minute 059/23(a)
- b) Bus service - minute 059/23(c)
- c) Trees in Hannath Road - minute 059/23(d)
- d) Carveley's Lane - minute 059/23(e)
- e) Hockland Road pavement barrier - minute 059/23(f)
- f) Food waste processing plant - minute 059/23(j)

076/23 Police Matters

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

077/23 Cambridgeshire County Councillor Report

To receive a report from Cllr Simon King.

078/23 Fenland District Councillor Report

To receive reports from Cllrs Brenda Barber, Samantha Clark and Chris Seaton.

079/23 Clerk's Report

To receive a report on meetings attended and correspondence received.

080/23 Reports from Members

To receive updates on the following matters from the Clerk and members of the Council:

- a) Cllr Allen - Communications, Foul Anchor & Four Gotes
- b) Cllr Carter - Community Centre and Play equipment
- c) Cllr Connell - Highways
- d) Cllr Malin - Armed forces, flooding, Kinderley School
- e) Cllr Renshaw - Public rights of way, churchyard, trees
- f) Cllr Slade - Street lights, parish assets

081/23 Member and Parishioner Issues

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

- a) Roadside verges - alternative management arrangements
- b) Roger's Drove - condition of footpath and access to property
- c) Foul Anchor bench - vehicle damage
- d) Annual Parish Meeting - to consider the format and agenda for the meeting

082/23 Highways

- a) *To approve the Local Highway Improvement application for 2024/25 and agree the Council's contribution.*
- b) *To receive a data report from the MVAS speed monitoring sign*

083/23 Finance

- a) *To receive an updated financial statement for the period to the end of December.*
- b) *To note the following sums received since the last meeting:*
 - H Squire (rent) £ 2,155.50
 - Barclays Bank (interest)..... £ 62.29
- c) *To ratify the following payments issued since the last meeting:*
 - NEST (pension contributions) £ 277.58
 - Land Registry (title searches) £ 12.00
- d) *To approve the following payments:*
 - D Gibbs (salary December and January) £ 1,489.34
 - Tydd St Giles CC & RG (hall hire) £ 92.00
- e) *To receive a report on the closure of the Barclays Bank accounts.*
- f) *To consider and approve the budget for 2024-25 and to determine the level of precept required.*

084/23 Policies and Procedures

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

- i) Data Protection Policy*
- ii) Publication Scheme*
- iii) Code of Conduct*

085/23 Date of Next Meeting

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

Thursday 14th March at 7.30pm is suggested.

TYDD ST GILES PARISH COUNCIL

Minutes of a Meeting of Tydd St Giles Parish Council held in the Community Centre on Thursday 9th November 2023

Present - Cllr T Brown (Chairman), Cllr B Allen, Cllr M Carter, Cllr M Connell, Cllr K Malin, Cllr A Renshaw, Cllr L Slade, Cllr S King (CCC), Cllr B Barber (FDC), Cllr S Clark (FDC), D Gibbs (Clerk), 11 members of the public

Apologies for Absence - Cllr C Seaton (FDC)

055/23 Chairman's Announcements

The Chairman welcomed everybody to the meeting. He reminded the members of the public of the opportunity to talk to the Parish Council at the monthly surgeries. He also reported that he had invited the Fenland Neighbourhood Watch Coordinator to attend a meeting to discuss the possibility of establishing a Neighbourhood Watch scheme in the village.

056/23 Public Forum

Mrs Newham thanked the Parish Council for promoting the welfare of hedgehogs.

057/23 Urgent Items

None.

058/23 Confirmation of Minutes

RESOLVED - that the minutes of the meeting held on Thursday 14th September 2023 be agreed and signed as a true and accurate record.

059/23 Matters Arising

- a) Drainage issues - The Clerk is awaiting clarification from the County Council regarding the availability of funding.
- b) Sewage pumping plant - The contractor has completed the works required to address the known issues. A camera survey is planned to check the condition of the underground pipes.
- c) Bus service - The meeting with neighbouring Councils will take place shortly.
- d) Trees in Hannath Road - No further progress.
- e) Carveley's Lane - The clearance work is scheduled to be completed before the end of this month.
- f) Hockland Road pavement barrier - The new barriers will be installed before the end of this month.
- g) Highway weed killing - The Clerk has responded to the County Council's consultation.
- h) Sapphire Close - damage to vacant property - The repairs have been completed and the property is now occupied
- i) Benches by village sign - The benches have been repaired but will require replacement soon.

- j) Food waste processing plant - No further update.
- k) Hedgehog Highway project - A number of residents responded to the offer and the remaining highway surrounds are in the church for people to collect.

060/23 Police Matters

The Chairman reported that no meetings have taken place. Two vehicles have been reported for speeding in the village.

The Clerk informed members that nitrous oxide has been reclassified as a Class C drug under the Misuse of Drugs Act 1971, placing restrictions on the sale and possession, which should lead to a reduction in the number of empty canisters being dumped around the parish.

061/23 Cambridgeshire County Councillor Report

Cllr King advised the Council that a motion at the October County Council meeting to recommence the cyclical spraying of weeds on the public highway was defeated, however a report will be submitted to the January meeting of the Highways and Transport Committee with a range of options for future weed treatment. The widespread concern about this policy will probably result in change. He suggested that individual parish councils might be allowed to determine the approach to weed killing in their parish.

Cllr King reminded members that community groups may submit bids for Local Highway Improvement funding alongside the Council's bids and the deadline for applications for 2024/25 is 12th January. A further round of 20mph applications will open thereafter.

062/23 Fenland District Councillor Reports

Cllr Clerk reported that she had received an email from the North Level District Internal Drainage Board regarding dogs off leads on the permissive path on the bank of the North Level Main Drain. All dogs must be on a lead to protect the sheep and wildlife and further incidents will result in the closure of the path.

Cllr Barber informed the meeting that Mr and Mrs Hodder had stepped down from their roles in the Street Pride group and that she and her husband had volunteered to fulfil these roles in future. She encouraged those present to join them for the next litter pick with free coffee and mince pies on offer.

The Chairman thanked Mr and Mrs Hodder for their many years of service on Street Pride and also Cllr and Mr Barber for stepping up to take over.

063/23 Clerk's Report

The Clerk reported on meetings attended and correspondence received, including a meeting with Cambridgeshire Police regarding motorbike and moped related anti-social behaviour and Fenland District Council's Golden Age 20th Anniversary celebration. Correspondence included the County Council's Steady On Your Feet falls prevention programme, the District Council's new hate crime resources pack, and the local government pay award for 2023/24.

064/23 Reports from Members

The Chairman explained that members of the Council had been allocated individual responsibilities to oversee and report on specific elements of the work of the Council and that this agenda item would form part of every meeting.

- a) Cllr Allen - Communications, Foul Anchor and Four Gotes - Considering engagement with residents of Four Gotes, possibly via a notice board. Also looking at website security certification. Mr Mallett asked whether the Council has been able to resolve the lack of a power supply to the phone box for the Foul Anchor defibrillator. The Clerk advised him that he is still pursuing this, but without success at this stage.
- b) Cllr Carter - Community Centre and Play Equipment - A smart meter has now been fitted at the Community Centre to ensure accurate billing. The funding application for the new heating system has passed stage one and a full application with quotes from contractors is required by 15th December. The Christmas Fair takes place on 25th November.

The matting under the junior play tower has become loose and the whole unit is coming to the end of its life. An equivalent unit would cost in the region of £7,200 plus soft play surfacing. The Grange Wind Farm Community Fund could contribute up to £5,000. Members agreed to submit an application in the next round of funding.

The swing seats have perished and need replacing. Cost approximately £250. Many of the plastic protective covers on the play equipment have been removed. Replacements are available and will need to be glued in place. The remains of the former wooden shelter need to be removed.

- c) Cllr Connell - Highways - Has started recording and reporting potholes and other defects.
- d) Cllr Malin - Armed forces, flooding, Kinderley School - Hoping to compile a register of veterans to promote fellowship. Learning about flood risk, especially sea flooding. The Headteacher of Kinderley School has left and a potential federation with Friday Bridge School did not come to fruition. Now seeking a fulltime Headteacher. Vacancies exist for Governors.
- e) Cllr Renshaw - Public rights of way, churchyard and trees - Ready to investigate rights of way issues. Grass cutting in the churchyard ceased for no apparent reason and further cuts will be required to remedy the situation. Investigating fallen trees and branches.

The Chairman mentioned that new signage is to be installed in the churchyard highlighting the requirement for dog to be kept on leads.

- f) Cllr Slade - Street lights and parish assets - Has located and identified all street lights and will be monitoring them to identify faults. The Clerk reported that the light outside 9 High Broadgate had been repaired with a new LED head fitted, but the light outside 43 High Broadgate is now not working. The long-awaited replacements outside 33 Newgate Road and 6 Cornfields have not appeared. Old bracket lights outside 11 Newgate Road and opposite the Golf Course also need to be replaced.

065/23 Member and Parishioner Issue

- a) Roadside verges - alternative management arrangements - Mrs Newham presented a proposal to introduce wildflower planting on some roadside verges around the village. Several locations in Newgate Road, Field Avenue and around the Community Centre were mentioned. Potential funding sources and advice providers were identified at a recent event organised by the District Council. Permission would be required from the County Council for any work on the public highway. Members agreed to support the project in principle, but more detailed information is required.
- b) Department for Health & Social Care Community Defibrillator Fund application - The Chairman explained that an application had been submitted for an additional defibrillator

to be located in the centre of the village. The Clerk announced that the application had been successful and a fully-funded defibrillator and cabinet had been awarded. Once installed, another training course will be offered.

- c) Kirkgate hedge removal outside new properties - A resident has reported that old hedgerows along Kirkgate had been removed in a breach of planning conditions for the properties that required them to be retained in perpetuity. The Clerk has reported this to the planning authority, but it is unlikely that any action will be taken.
- d) Local Highway Improvement funding - Cllr King advised members that it is now possible for community organisations in the parish to submit applications, so more than one application may be submitted. Suggestions from members included a 30mph speed limit in Kirkgate, a pavement in Cats Lane and the provision of lighting at the crossing point outside the Manor House in Kirkgate. The Clerk expressed concern regarding the likely cost of a new pavement in Cats Lane. Members agreed to delegate the final decision to the Chairman and the Clerk, once approximate costings had been clarified.

066/23 Finance

- a) The Clerk presented the financial statement as at the end of October showing income of £26,260.78, expenditure of £20,426.22, resulting in a surplus of £5,834.56 and funds held of £45,769.19.

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

Fenland District Council (precept).....	£ 7,500.00
R Horspool (rent).....	£ 2,883.58
H and C Howlett (rent)	£ 4,374.87
Fenland District Council (recycling credits).....	£ 132.30
Barclays Bank (interest).....	£ 55.74

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

NEST (pension contributions)	£ 277.60
HMRC (national insurance).....	£ 5.41

- d) Members approved the following payments:-

D Gibbs (salary October and November plus backpay).....	£ 1,737.69
The CGM Group (East Anglia) Ltd (grounds maintenance)	£ 384.78
Tydd St Giles CC & RG (hall hire)	£ 116.00
Brigstock & Wrens Charity (rent).....	£ 135.00
Royal British Legion Wisbech (poppy wreaths).....	£ 40.00
CPRE (subscription)	£ 36.00

- e) Members agreed to close the Barclays Bank accounts and to transfer the remaining balances to the NatWest current account.
- f) Members discussed potential projects for inclusion in the budget for 2024/25. Suggestions included a fund for the maintenance and replacement of the children's play equipment, further street light renewals, the necessary funding to cover the shortfall in the cost of the new Community Centre heating system if the grant application is successful, and the next phase of works to the churchyard trees. The budget will be considered and agreed at the next meeting, following which the level of precept required will be determined.

067/23 Policies and Procedures

- a) Members reviewed the following policies and procedures and resolved to re-adopt them:
 - i) Complaints Procedure
 - ii) Grievance Policy
 - iii) Disciplinary Policy
- b) Members considered the draft Safeguarding Policy prepared by the Clerk and resolved to adopt it.

068/23 Confidential Item

Members resolved to exclude the press and public from the meeting by reason of the confidential nature of the business to be transacted, in accordance with the Public Bodies (Admission to Meetings) Act 1960, paragraph 1(2).

Members discussed the advice received from their professional advisers regarding the current agreements and resolved to take no action. The Clerk will contact tenants failing to comply with the terms of their agreement to remind them of their obligations. Letters will be sent by recorded delivery. Any further actions will be agreed by the Chairman.

069/23 Date of Next Meeting

The next meeting of the Parish Council will take place on Thursday 11th January 2024 at 7.30pm in the Community Centre. Cllrs Malin and Renshaw submitted their apologies.

The meeting closed at 9.25pm

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 Wednesday 29th November 2023

Present - Cllr T Brown (Chairman), Cllr B Allen, Cllr M Carter, Cllr M Connell, Cllr K Malin, Cllr A Renshaw, Cllr L Slade, D Gibbs (Clerk), 6 members of the public

010/23 Apologies for Absence

None

011/23 Planning Applications

a) Members considered six applications and resolved as follows:-

F/YR23/0917/TRTPO - Works to 4 x Ash trees covered by TPO 4/75 - The Two J's, 5 High Broadgate, Tydd St Giles

Members considered this application and resolved to offer no objection.

F/YR23/0920/O - Erect up to 2 x dwellings (outline application with matters committed in respect of access) - Land East of Shallon, Cats Lane, Tydd St Giles

Although the number of dwellings proposed has decreased from 3 to 2, members considered this application to contain no other material change from application F/YR22/0935/O rejected earlier this year. They resolved to raise the same objections, 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.

F/YR23/0935/O - Erect 1 x dwelling (outline application with matters committed in respect of access) and the formation of an access - Land North of Greenacres, Hannath Road, Tydd Gote

Members agreed that the proposal represents unsustainable development in the open countryside, outside the core built form of the settlement of Tydd Gote, contrary to policies LP12 and LP3. The proposed dwelling 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. They resolved not to support the application.

F/YR23/0958/O - Erect up to 8 x dwellings and the formation of an access (outline application with matters committed in respect of access) - Land South of Hall Bank, Tydd St Giles

Members noted that this is a resubmission of an application submitted and refused last year under reference F/YR22/0811/O with minor amendments. They felt that the

amendments fail to address the fundamental issues, namely that the proposed development is situated outside the village and of a scale and nature that would be out of keeping with its setting, contrary to policies LP3 and LP12 of the Local Plan. Hall Bank is a single carriageway road along the edge of the Shire Drain and the access point for eight dwellings and the field behind being situated on a bend in the road would be hazardous to traffic. Whilst a footpath is shown along the front of the development, it would not be possible to connect this to existing footpaths in the village. They resolved not to support the application.

F/YR23/0970/F - Erect a hay barn for agricultural purposes - Land East of Chard House, Hockland Road, Tydd St Giles

Members considered this application and resolved to offer no objection.

F/YR23/0971/F - Installation of 20 x ground mounted solar panels - Land East of Chard House, Hockland Road, Tydd St Giles

Members considered this application and resolved to offer no objection.

b) Members considered the following planning appeal:-

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

They resolved not to submit additional comments.

012/23 Update on Recent Planning Applications

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

F/YR22/0724/F Retail development at Land South West of Sapphire Close was granted.

F/YR22/1005/VOC at Land North of Hollingworth House, Hockland Road was refused.

F/YR23/0186/TRTPO at The Gatehouse, Kirkgate was granted.

F/YR23/0264/F - at Land South East of Cherry Grove, Swallow Lane, Four Gotes was granted.

F/YR23/0280/F - at Land South of Elton House, Church Lane was granted.

F/YR23/0439/F at Land north of Sunnyside, Hockland Road was refused.

F/YR23/0465/F at Cassiobury, 25 High Broadgate was granted.

F/YR23/0520/F at Homelea, Church Lane was granted.

F/YR23/0523/F at Land East of Windy Roost, Bythorne Bank was granted.

013/23 Other Planning Matters

Members discussed whether to utilise the opportunity to present their views regarding application F/YR22/0368/F to the District Council's Planning Committee meeting when the application is under consideration. They agreed that a representative would attend the meeting to outline their objections to the proposal.

The meeting closed at 8.05pm.

From: [Simon King](#)
To: [Dave Gibbs - Tydd St Giles Parish Council](#); [Adam Renshaw \(TSG\)](#); [Kearn Malin \(TSG\)](#); [Malcolm Carter \(TSG\)](#); [terry.brown@tyddstgilesparishcouncil.org.uk](#); [benedict.allen@tyddstgilesparishcouncil.org.uk](#); [marcia.connell@tyddstgilesparishcouncil.org.uk](#); [lynn.slade@tyddstgilesparishcouncil.org.uk](#)
Cc: [Sam Clark](#); [Chris Seaton](#); [Cllr Brenda Barber](#)
Subject: Tydd St Giles County Council Report 11/1/24
Date: 11 January 2024 06:50:04

Local Highway Improvement Bids for 2024/2025

Community groups may also submit bids. As promised I asked the Group Manager Design & Delivery this question:

“Tydd St Giles parish council are considering submitting an LHI bid for a footpath. Would it be possible for the parish council to submit an application for one section and a community group to submit an application for another section?”

This was his response:

“Yes, I see no reason why this couldn't happen” The deadline for submissions is 5.00pm on 12th January.

There will also be additional opportunities for the parish council or community groups to submit bids for 20mph speed limits only from Monday 15 January 2024 to 5pm on Friday 15 March 2024.

Update on the Local Highway Improvement bid for Bellamy's Bridge for information

From the Gorefield parish council minutes:

“Bellamy Bridge – as Wisbech St Mary PC and Parson Drove PC have already agreed their applications Gorefield PC could put in an application for signage improvements. Councillor King will confirm with the other Parish Councils that they will be willing to contribute on a per capita basis as happened with the previous application. The application must be in by 12th January 2024 so it can be agreed at the next meeting”

As Parson Drove and Wisbech St Mary have confirmed they are happy to contribute to the third party costs on a per capita basis, Gorefield Parish Council agreed to submit a bid using these suggestions from the Group Manager Design & Delivery:

“Signage improvements, including to directional and warning signs with potential advisory speed limit and/or mandatory speed limit change, potential 40 or 50mph limit depending on existing speed data when collected”

Once this scheme is designed, I will consult the parish councils concerned.

Agenda Item No.	079/23	TYDD ST GILES PARISH COUNCIL
Meeting Date	11 January 2024	
Report Title	Clerk's Report	

1. Purpose of Report

To report on correspondence received.

2. Key Issues

Correspondence received:

Cambridgeshire County Council

Roadworks and events bulletin
 #BeWinterWise toolkit
 Road closure B1165 4-6 March
 Cambridgeshire Matters newsletter
 Budget briefing with Town and Parish Councils
 The Library Presents consultation

Fenland District Council

Changing Views grants
 Garden waste service subscriptions
 Grants for Fenland businesses
 Winter dog fouling enforcement
 Emergency cold weather support for rough sleepers
 Fenlander newsletter
 Free exercise, wellness and social activity sessions
 Pride in Fenland awards
 Draft budget and business plan consultation

Cambridgeshire & Peterborough Combined Authority

Local Transport and Connectivity Plan approved

National Association of Local Councils

Newsletter, bulletin and events

Cambridgeshire & Peterborough Association of Local Councils

Training courses and bulletin

NHS - Integrated Care System newsletter

Cambridgeshire ACRE - Staying in Touch newsletter

Keep Britain Tidy - Buy Nothing New Month 2024

Queen Elizabeth Hospital - modernising our hospital newsletter

LEAP - Free energy advice service

3. Recommendations

Members note the report.

Report Author	Dave Gibbs
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Agenda Item No.	082/23(b)	TYDD ST GILES PARISH COUNCIL
Meeting Date	11 January 2024	
Report Title	MVAS Speed Data	

1. Purpose of Report

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

2. Key Issues

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

Church Lane with a speed limit of 30mph

Monitoring period 29-10-2023 to 10-01-2024 (72 days)

Number of vehicles - 20,595

Minimum speed - 5mph

Maximum speed - 198mph

Average speed - 27.24mph

85th percentile speed - 34mph

Number over speed limit - 35.68% - 7,348 vehicles

Number over prosecutable limit (10%+2 above limit) - 14.77% - 3,042 vehicles

Number over disqualification limit (30mph above limit) - 0.16% - 33 vehicles

Highest speeds recorded:

Monday 06 November	10:26	Arriving	198mph
Monday 06 November	10:28	Departing	198mph
Monday 06 November	10:23	Departing	195mph
Monday 06 November	10:25	Arriving	195mph
Monday 06 November	10:26	Arriving	195mph
Monday 06 November	10:28	Departing	190mph
Monday 06 November	10:25	Arriving	187mph
Monday 06 November	10:26	Departing	187mph
Monday 06 November	10:28	Departing	187mph
Monday 06 November	10:24	Departing	185mph
Monday 06 November	10:24	Departing	182mph
Monday 06 November	10:26	Departing	177mph
Monday 06 November	10:27	Departing	177mph
Monday 06 November	10:29	Arriving	177mph
Monday 06 November	10:30	Departing	167mph
Monday 06 November	10:24	Arriving	163mph
Monday 06 November	10:24	Arriving	157mph
Monday 06 November	10:23	Arriving	154mph
Monday 06 November	10:27	Arriving	136mph
Monday 06 November	10:27	Arriving	129mph
Tuesday 07 November	18:08	Arriving	87mph
Friday 17 November	22:30	Departing	79mph
Sunday 05 November	03:43	Arriving	73mph
Tuesday 14 November	18:53	Departing	67mph
Sunday 05 November	14:31	Departing	66mph

Continued overleaf...

Report Author	Dave Gibbs
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Wednesday 15 November	06:54	Arriving	65mph
Wednesday 15 November	23:16	Departing	65mph
Thursday 02 November	20:55	Arriving	63mph
Thursday 09 November	07:47	Departing	63mph
Friday 10 November	17:36	Arriving	63mph
Sunday 05 November	14:20	Arriving	62mph
Thursday 16 November	07:42	Arriving	61mph
Sunday 12 November	01:13	Arriving	60mph
Wednesday 08 November	23:59	Departing	59mph
Sunday 29 October	17:43	Arriving	58mph
Tuesday 31 October	17:42	Departing	58mph
Wednesday 08 November	05:49	Departing	58mph
Tuesday 14 November	19:45	Arriving	58mph
Saturday 04 November	16:02	Departing	57mph
Friday 10 November	08:03	Arriving	57mph
Saturday 11 November	21:56	Arriving	57mph
Sunday 12 November	16:49	Departing	57mph
Sunday 12 November	23:42	Arriving	57mph
Saturday 04 November	00:59	Departing	56mph
Thursday 09 November	11:41	Arriving	56mph
Friday 10 November	17:41	Arriving	56mph
Sunday 12 November	12:51	Arriving	56mph
Monday 13 November	13:48	Arriving	56mph
Tuesday 14 November	23:28	Arriving	56mph
Wednesday 15 November	06:14	Departing	56mph
Tuesday 31 October	07:48	Departing	55mph
Wednesday 01 November	19:26	Departing	55mph
Thursday 02 November	23:53	Departing	55mph
Sunday 05 November	16:17	Departing	55mph
Sunday 12 November	10:02	Arriving	55mph
Monday 13 November	07:48	Departing	55mph
Wednesday 15 November	08:24	Departing	55mph
Wednesday 15 November	18:28	Departing	55mph
Wednesday 01 November	20:07	Departing	54mph
Thursday 02 November	07:26	Departing	54mph
Monday 06 November	19:33	Arriving	54mph
Tuesday 07 November	19:44	Departing	54mph
Thursday 09 November	17:38	Arriving	54mph
Saturday 11 November	22:34	Departing	54mph
Wednesday 15 November	19:03	Arriving	54mph
Tuesday 31 October	13:45	Arriving	53mph
Wednesday 08 November	18:52	Arriving	53mph
Sunday 12 November	12:28	Departing	53mph
Monday 30 October	19:15	Arriving	52mph
Saturday 04 November	16:38	Arriving	52mph
Monday 06 November	17:18	Departing	52mph
Wednesday 08 November	02:36	Arriving	52mph
Saturday 11 November	10:55	Departing	52mph

Newgate Road with a speed limit of 30mph

Monitoring period 29-10-2023 to 10-01-2024 (72 days)

Number of vehicles - 19,078

Minimum speed - 5mph

Maximum speed - 72mph

Average speed - 27.77mph

85th percentile speed - 36mph

Number over speed limit - 39.93% - 7,618 vehicles

Number over prosecutable limit (10%+2 above limit) - 18.96% - 3,617 vehicles

Number over disqualification limit (30mph above limit) - 0.03% - 6 vehicles

Highest speeds recorded:

Sunday 05 November	19:55	Departing	72mph
Tuesday 31 October	15:54	Arriving	66mph
Monday 30 October	16:21	Arriving	64mph
Saturday 18 November	21:31	Arriving	64mph
Monday 30 October	10:58	Departing	63mph
Monday 13 November	20:20	Departing	61mph
Friday 17 November	08:50	Departing	59mph
Sunday 26 November	11:33	Departing	59mph
Thursday 02 November	22:37	Arriving	58mph
Friday 03 November	20:29	Arriving	58mph
Sunday 05 November	19:24	Departing	58mph
Sunday 19 November	11:13	Departing	58mph
Friday 10 November	21:43	Departing	57mph
Sunday 12 November	11:28	Departing	57mph
Monday 30 October	12:33	Departing	56mph
Sunday 05 November	14:20	Arriving	56mph
Sunday 12 November	11:21	Departing	56mph
Saturday 18 November	14:19	Departing	56mph
Friday 24 November	18:47	Departing	56mph
Friday 24 November	19:51	Departing	56mph
Friday 03 November	16:19	Arriving	55mph
Saturday 04 November	21:16	Arriving	55mph
Wednesday 08 November	07:02	Departing	55mph
Friday 17 November	19:00	Arriving	55mph
Tuesday 31 October	14:40	Arriving	54mph
Saturday 04 November	21:02	Departing	54mph
Sunday 05 November	11:22	Arriving	54mph
Monday 06 November	17:07	Arriving	54mph
Monday 06 November	18:31	Departing	54mph
Wednesday 08 November	14:36	Departing	54mph
Sunday 12 November	21:55	Departing	54mph
Wednesday 15 November	17:26	Arriving	54mph
Sunday 19 November	11:49	Departing	54mph
Wednesday 29 November	04:55	Departing	54mph
Saturday 04 November	12:40	Departing	53mph
Tuesday 07 November	14:20	Departing	53mph
Thursday 09 November	15:02	Departing	53mph
Monday 13 November	20:03	Departing	53mph

Wednesday 15 November	11:21	Arriving	53mph
Friday 24 November	13:12	Departing	53mph
Friday 24 November	20:16	Arriving	53mph
Monday 30 October	14:25	Departing	52mph
Wednesday 01 November	17:32	Departing	52mph
Friday 03 November	20:25	Departing	52mph
Sunday 05 November	13:35	Departing	52mph
Saturday 18 November	10:00	Departing	52mph
Saturday 18 November	13:44	Arriving	52mph
Sunday 19 November	11:45	Arriving	52mph
Sunday 19 November	16:47	Departing	52mph
Thursday 23 November	13:33	Arriving	52mph
Monday 30 October	13:56	Departing	51mph
Tuesday 31 October	08:00	Arriving	51mph
Wednesday 01 November	20:02	Arriving	51mph
Friday 03 November	16:16	Departing	51mph
Monday 06 November	14:55	Departing	51mph
Sunday 12 November	13:12	Arriving	51mph
Sunday 12 November	19:01	Departing	51mph
Thursday 23 November	09:24	Departing	51mph
Friday 24 November	16:10	Departing	51mph
Wednesday 01 November	14:36	Arriving	50mph
Saturday 04 November	14:22	Arriving	50mph
Saturday 04 November	15:03	Arriving	50mph
Tuesday 07 November	10:32	Arriving	50mph
Thursday 09 November	16:16	Departing	50mph
Wednesday 15 November	17:39	Arriving	50mph
Friday 17 November	13:50	Arriving	50mph
Thursday 23 November	13:18	Departing	50mph
Monday 27 November	12:42	Arriving	50mph
Monday 27 November	17:05	Departing	50mph
Tuesday 28 November	14:06	Arriving	50mph
Monday 30 October	14:26	Departing	49mph
Monday 30 October	21:36	Arriving	49mph
Tuesday 31 October	12:20	Departing	49mph

3. Recommendations

Members note the report

Tydd St Giles Parish Council

Income & Expenditure Summary as at 31.12.23

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	£ 8,844.00	£ 8,844.00	100.00
Allotment Rates	£ 569.95	£ 550.00	103.63
Community Centre	£ -	£ -	0.00
Grants	£ -	£ -	0.00
Donations	£ 500.00	£ -	#####
Recycling Credits	£ 132.30	£ -	#####
Bank Interest	£ 161.32	£ 25.00	645.02
VAT Refunds	£ -	£ 1,491.10	0.00
Miscellaneous	£ 480.00	£ -	#####
Total Income	£ 28,478.57	£ 28,701.10	99.22

Expenditure

Clerk's Salary	£ 7,248.56	£ 10,485.00	69.13
Fees	£ 395.00	£ 400.00	98.75
Subscriptions	£ 580.66	£ 550.00	105.57
Admin Expenses	£ 2,304.70	£ 2,200.00	104.76
Insurance	£ 544.54	£ 490.00	111.13
Drainage Rates	£ 569.95	£ 550.00	103.63
Recreation Ground	£ 1,269.18	£ 1,600.00	79.32
Churchyard	£ 4,469.00	£ 6,800.00	65.72
Community Centre	£ -	£ 1,000.00	0.00
Street Lights	£ 3,621.02	£ 6,000.00	60.35
Section 137 Payments	£ -	£ 500.00	0.00
Parish Land	£ -	£ 500.00	0.00
Foul Anchor	£ 21.50	£ 1,040.00	2.07
Highways	£ 128.25	£ 2,000.00	6.41
Recoverable VAT	£ 2,245.21	£ -	#####
Total Expenditure	£ 23,397.57	£ 34,115.00	68.58

Summary

Total Income	£ 28,478.57
LESS Total Expenditure	£ 23,397.57
Net Surplus or Deficit	£ 5,081.00

Balance Sheet

Balance B/fwd 1.4.23	£ 39,934.63
Surplus or Deficit	£ 5,081.00
Balance C/fwd	£ 45,015.63

Represented by

Barclays Current Account	£ 13,486.04
Barclays Business Saver	£ 17,922.28
NatWest Current Account	£ 13,607.31
Cash / Cheques	£ -
	£ 45,015.63

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

	2021/22		2022/23		2023/24			2024/25		
Income	Budget	Actual	Budget	Actual	Budget	Actual 31.12.23	Anticipated Year End	Budget	Adjustments	Total
FDC Precept	£ 12,000.00	£ 12,000.00	£ 15,000.00	£ 15,000.00	£ 15,000.00	£ 15,000.00	£ 15,000.00	£ 15,000.00	£ -	£ 15,000.00
FDC Concurrent Functions Grant	£ 2,791.00	£ 2,791.00	£ 2,791.00	£ 2,791.00	£ 2,791.00	£ 2,791.00	£ 2,791.00	£ 2,791.00	£ -	£ 2,791.00
Allotment Rents	£ 5,221.00	£ 5,224.10	£ 7,370.00	£ 7,370.00	£ 8,844.00	£ 8,844.00	£ 8,844.00	£ 8,844.00	£ -	£ 8,844.00
Allotment Rates	£ 482.15	£ 426.96	£ 500.00	£ 520.65	£ 550.00	£ 569.95	£ 569.95	£ 600.00	£ -	£ 600.00
Community Centre	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Grants	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Donations	£ -	£ -	£ -	£ -	£ -	£ 500.00	£ 500.00	£ -	£ -	£ -
Recycling Credits	£ -	£ -	£ -	£ -	£ -	£ 132.30	£ 132.30	£ -	£ -	£ -
Bank Interest	£ 2.30	£ 2.46	£ 2.00	£ 45.23	£ 25.00	£ 161.32	£ 225.00	£ 200.00	£ -	£ 200.00
VAT Refunds	£ 3,924.77	£ -	£ 6,375.00	£ 6,516.98	£ 1,491.10	£ -	£ 1,491.10	£ 2,450.00	£ -	£ 2,450.00
Miscellaneous	£ -	£ -	£ -	£ 775.00	£ -	£ 480.00	£ 480.00	£ -	£ -	£ -
Total Income	£ 24,421.22	£ 20,444.52	£ 32,038.00	£ 33,018.86	£ 28,701.10	£ 28,478.57	£ 30,033.35	£ 29,885.00	£ -	£ 29,885.00
Expenditure										
Clerk's Salary	£ 8,700.00	£ 8,749.24	£ 9,000.00	£ 11,252.06	£ 10,485.00	£ 7,248.56	£ 10,662.00	£ 11,200.00	£ -	£ 11,200.00
Fees	£ 370.00	£ 40.00	£ 370.00	£ 375.00	£ 400.00	£ 395.00	£ 395.00	£ 410.00	£ -	£ 410.00
Subscriptions	£ 516.18	£ 989.22	£ 530.00	£ 47.50	£ 550.00	£ 580.66	£ 580.66	£ 610.00	£ -	£ 610.00
Admin Expenses	£ 625.00	£ 1,302.60	£ 300.00	£ 1,684.00	£ 2,200.00	£ 2,304.70	£ 2,500.00	£ 700.00	£ -	£ 700.00
Insurance	£ 478.80	£ 478.80	£ 490.00	£ 478.80	£ 490.00	£ 544.54	£ 544.54	£ 600.00	£ -	£ 600.00
Drainage Rates	£ 482.15	£ 482.15	£ 500.00	£ 520.66	£ 550.00	£ 569.95	£ 569.95	£ 600.00	£ -	£ 600.00
Recreation Ground	£ 1,004.16	£ 1,573.27	£ 6,100.00	£ 1,002.65	£ 1,600.00	£ 1,269.18	£ 1,345.00	£ 1,435.00	£ -	£ 1,435.00
Churchyard	£ 5,790.00	£ 5,580.00	£ 2,000.00	£ 1,657.50	£ 6,800.00	£ 4,469.00	£ 4,600.00	£ 2,000.00	£ -	£ 2,000.00
Community Centre	£ 353.60	£ 351.78	£ 8,360.00	£ -	£ 1,000.00	£ -	£ 250.00	£ -	£ -	£ -
Street Lights	£ 20,815.37	£ 4,365.37	£ 9,550.00	£ 3,203.61	£ 6,000.00	£ 3,621.02	£ 3,621.02	£ 6,600.00	£ -	£ 6,600.00
Section 137 Payments	£ -	£ -	£ 500.00	£ 300.00	£ 500.00	£ -	£ 300.00	£ 500.00	£ -	£ 500.00
Parish Land	£ -	£ 50.00	£ 1,500.00	£ 180.80	£ 500.00	£ -	£ -	£ -	£ -	£ -
Foul Anchor	£ 40.00	£ -	£ 1,540.00	£ 21.50	£ 1,040.00	£ 21.50	£ 1,040.00	£ 50.00	£ -	£ 50.00
Highways/LHI	£ -	£ 528.00	£ 1,550.00	£ 2,632.94	£ 2,000.00	£ 128.25	£ 2,128.25	£ 1,000.00	£ -	£ 1,000.00
Recoverable VAT	£ -	£ 2,589.81	£ -	£ 1,491.10	£ -	£ 2,245.21	£ 2,450.00	£ 2,050.00	£ -	£ 2,050.00
Total Expenditure	£ 39,175.26	£ 27,080.24	£ 42,290.00	£ 24,848.12	£ 34,115.00	£ 23,397.57	£ 30,986.42	£ 27,755.00	£ -	£ 27,755.00
Summary										
Total Income		£ 20,444.52	£ 32,038.00	£ 33,018.86	£ 28,701.10	£ 28,478.57	£ 30,033.35	£ 29,885.00		£ 29,885.00
LESS Total Expenditure		£ 27,080.24	£ 42,290.00	£ 24,848.12	£ 34,115.00	£ 23,397.57	£ 30,986.42	£ 27,755.00		£ 27,755.00
Net Surplus or Deficit		-£ 6,635.72	-£ 10,252.00	£ 8,170.74	-£ 5,413.90	£ 5,081.00	-£ 953.07	£ 2,130.00		£ 2,130.00

NOTES

Balance as at 31.3.23	£ 39,934.63
Anticipated deficit for 2023/24	-£ 953.07
Anticipated carry forward from 2023/24	£ 38,981.56
Anticipated balance as at 31.3.24	£ 38,981.56
Budget 2024/25	£ 2,130.00
Anticipated year end 2024/25	£ 41,111.56
Additional items	£ -
Final anticipated year end 2024/25	£ 41,111.56

Anticipated liabilities and suggested expenditure

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

FENLAND DISTRICT COUNCIL
Notice of Council Tax for 2023/2024

The COUNCIL at its meeting held on 20 February 2023 in accordance with Section 30(2) of the Local Government Finance Act 1992, set the following amounts of Council Tax for the financial year 2023/2024 for each of the categories of dwellings within its administrative area. In accordance with Section 38(2) of the aforementioned Act the amounts of Council Tax so set for the financial year 2023/2024 for each of the categories of dwellings are shown below:

Parish of :	BAND D COUNCIL TAX							Valuation Band								
								'A' WITH DISABLED RELIEF	A	B	C	D	E	F	G	H
	County Council Purposes	Fire Authority Purposes	Police & Crime Commissioner Purposes	Combined Authority Purposes	District Council Purposes	Parish Council Purposes	TOTAL	5 9	6 9	7 9	8 9	1	11 9	13 9	15 9	2
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
BENWICK	1,542.87	79.92	272.52	12.00	255.24	35.50	2,198.05	1,221.14	1,465.37	1,709.59	1,953.82	2,198.05	2,686.51	3,174.96	3,663.42	4,396.10
CHATTERIS	1,542.87	79.92	272.52	12.00	255.24	50.03	2,212.58	1,229.21	1,475.05	1,720.90	1,966.74	2,212.58	2,704.26	3,195.95	3,687.63	4,425.16
CHRISTCHURCH	1,542.87	79.92	272.52	12.00	255.24	63.79	2,226.34	1,236.86	1,484.23	1,731.60	1,978.97	2,226.34	2,721.08	3,215.82	3,710.57	4,452.68
DODDINGTON	1,542.87	79.92	272.52	12.00	255.24	68.73	2,231.28	1,239.60	1,487.52	1,735.44	1,983.36	2,231.28	2,727.12	3,222.96	3,718.80	4,462.56
ELM	1,542.87	79.92	272.52	12.00	255.24	47.73	2,210.28	1,227.93	1,473.52	1,719.11	1,964.69	2,210.28	2,701.45	3,192.63	3,683.80	4,420.56
GOREFIELD	1,542.87	79.92	272.52	12.00	255.24	49.63	2,212.18	1,228.99	1,474.79	1,720.58	1,966.38	2,212.18	2,703.78	3,195.37	3,686.97	4,424.36
LEVERINGTON	1,542.87	79.92	272.52	12.00	255.24	50.39	2,212.94	1,229.41	1,475.29	1,721.18	1,967.06	2,212.94	2,704.70	3,196.47	3,688.23	4,425.88
MANEA	1,542.87	79.92	272.52	12.00	255.24	78.09	2,240.64	1,244.80	1,493.76	1,742.72	1,991.68	2,240.64	2,738.56	3,236.48	3,734.40	4,481.28
MARCH	1,542.87	79.92	272.52	12.00	255.24	53.23	2,215.78	1,230.99	1,477.19	1,723.38	1,969.58	2,215.78	2,708.18	3,200.57	3,692.97	4,431.56
NEWTON	1,542.87	79.92	272.52	12.00	255.24	40.65	2,203.20	1,224.00	1,468.80	1,713.60	1,958.40	2,203.20	2,692.80	3,182.40	3,672.00	4,406.40
PARSON DROVE	1,542.87	79.92	272.52	12.00	255.24	43.60	2,206.15	1,225.64	1,470.77	1,715.89	1,961.02	2,206.15	2,696.41	3,186.66	3,676.92	4,412.30
TYDD ST.GILES	1,542.87	79.92	272.52	12.00	255.24	37.13	2,199.68	1,222.04	1,466.45	1,710.86	1,955.27	2,199.68	2,688.50	3,177.32	3,666.13	4,399.36
WHITTLESEY	1,542.87	79.92	272.52	12.00	255.24	29.69	2,192.24	1,217.91	1,461.49	1,705.08	1,948.66	2,192.24	2,679.40	3,166.57	3,653.73	4,384.48
WIMBLINGTON	1,542.87	79.92	272.52	12.00	255.24	76.33	2,238.88	1,243.82	1,492.59	1,741.35	1,990.12	2,238.88	2,736.41	3,233.94	3,731.47	4,477.76
WISBECH	1,542.87	79.92	272.52	12.00	255.24	59.90	2,222.45	1,234.69	1,481.63	1,728.57	1,975.51	2,222.45	2,716.33	3,210.21	3,704.08	4,444.90
WISBECH ST. MARY	1,542.87	79.92	272.52	12.00	255.24	64.07	2,226.62	1,237.01	1,484.41	1,731.82	1,979.22	2,226.62	2,721.42	3,216.23	3,711.03	4,453.24

Council Tax Charges for Empty Unfurnished Dwellings for Fenland Council

In accordance with Section 11A (Discount: special provision for England) and 11B (Higher amount for long-term empty dwellings: England) of the Local Government Finance Act 1992 (LGFA 1992) as amended and in accordance with the Council tax (Prescribed Classes of Dwellings) (England) Regulations 2003 (PCDR 2003) as amended, and the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 the Council, as the billing authority for Fenland Council, has determined that from 1st April 2021 and for each subsequent financial year, the council tax charges in force for empty unfurnished dwellings will be as follows:
Effective from 1st April 2021 and for each subsequent financial year, council tax charges in relation to empty unfurnished dwellings:

- (i) From the date the property becomes empty & unfurnished 100% council tax charge (PCDR 2003 – Class C)
 - (ii) After 24 months 200% council tax charge (Section 11B LGFA 1992)
 - (iii) After 5 years 300% council tax charge (Section 11B LGFA 1992)
 - (iv) After 10 years 400% council tax charge (Section 11B LGFA 1992)
- At its' meeting on 20th February 2023, the Council determined that subject to the relevant legislation being passed:
- (v) with effect from 1st April 2024, the 200% council tax charge will be payable after 12 months from the date the property becomes empty & unfurnished.

Council Tax Charges for Second Homes for Fenland Council

(vi) with effect from 1st April 2024, a 200% council tax charge will be payable on all second homes (if legislation is passed before 31st March 2023).

Need help with Council Tax?

How to contact us

Information about all Council Services is on-line at www.fenland.gov.uk. You can phone us on 01354- 654321
You can email us at counciltax@angliarevenues.gov.uk (Council Tax) or info@fenland.gov.uk (General enquiries).

You can write to us at: Fenland District Council, Fenland Hall, County Road, March, Cambs, PE15 8NQ.

You can phone us on 01354-654321 to book an appointment to visit our fenland @ your service shops:-

Chatteris Community Hub – 2 Furrowfields, Chatteris, PE16 6DY
March - Fenland Hall, County Road, March, PE15 8NQ
Whittlesey Community Hub - 31-35 Market Street, Whittlesey, PE7 1BA
Wisbech - Harbour Square, Boathouse Business Centre, Wisbech, PE13 3BH

Need help paying?

Low income? Low savings? You can apply for Council Tax Support and we have an online calculator and form on our website.

Can't pay? The sooner you get in touch, the sooner we can help.

Living on your own?

You may get a discount for this!

Make payments easier

Direct Debit takes care of it! Payments are collected automatically once you sign up.
You can also now spread your payments over 12 months, starting in April. Contact us for details.

**Peter Catchpole, Corporate Director and
Chief Finance Officer**

TYDD ST GILES PARISH COUNCIL

DATA PROTECTION POLICY

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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).

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

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.

Information available	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
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
Class 2 - What we spend and how we spend it		
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
Class 3 - What our priorities are and how we are doing		
Annual Report to Parish or Community Meeting	Website	Free

Class 4 - How we make decisions		
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
Class 5 - Our policies and procedures		
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> ▪ Procedural standing orders ▪ Committee and sub-committee terms of reference ▪ Code of Conduct ▪ Policy statements ▪ Equality and diversity policy ▪ Health and safety policy ▪ Policies and procedures for handling requests for information ▪ Complaints procedures (including those covering requests for information and operating the publication scheme) 	<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
Class 6 - Lists and Registers		
Assets register	Website	Free
Register of members' interests	Website	Free
Class 7 - The services we offer		
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
Additional Information		
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

01945 870083

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	A4 Photocopying @ 3p per sheet (black & white)	Actual cost
	A4 Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Royal Mail standard 2 nd class
Staff time	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.