

# TYDD ST GILES PARISH COUNCIL

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

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Clerk D Gibbs

7<sup>th</sup> March 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 14<sup>th</sup> March 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

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## **A G E N D A**

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

### **Apologies for Absence**

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

### **086/23 Chairman's Announcements**

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

### **087/23 Pathfinder Clean Energy Presentation**

*A presentation from representatives of Pathfinder Clean Energy regarding their proposals for the Tydd Solar development at the western end of the Parish.*

### **088/23 Public Forum**

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

### **089/23 Urgent Items**

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

### **090/23 Membership of the Council**

*To consider requests from eligible individuals for co-option to the vacant position on the Council.*

### **091/23 Confirmation of Minutes**

- a) *To consider and confirm the minutes of the Parish Council meeting held on Thursday 11<sup>th</sup> January.*
- b) *To consider and confirm the minutes of the Planning Committee meeting held on Thursday 1<sup>st</sup> February.*

### **092/23 Matters Arising**

*To receive updates on the following items:*

- a) *Bus service - minute 075/23(b)*
- b) *Trees in Hannath Road - minute 075/23(c)*
- c) *Roadside verges - alternative management arrangements - minute 081/23(a)*
- d) *Foul Anchor bench - minute 081/23(c)*
- e) *Annual Parish Meeting - minute 081/23(d)*

### **093/23 Police Matters**

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

### **094/23 Cambridgeshire County Councillor Report**

*To receive a report from Cllr Simon King.*

### **095/23 Fenland District Councillor Report**

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

### **096/23 Clerk's Report**

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

### **097/23 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 Brown - Public rights of way, churchyard, trees*
- f) *Cllr Slade - Street lights, parish assets*

### **098/23 Member and Parishioner Issues**

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

- a) *National Grid Grimsby to Walpole upgrade*
- b) *Former village school site*

### **099/23 Highways**

*To consider and agree a response to the Cambridgeshire Highways questionnaire on the new weed spraying policy.*

### **100/23 Finance**

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

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

Fenland District Council (recycling credits)..... £ 100.68

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

NEST (pension contributions) ..... £ 355.51

HMRC (national insurance)..... £ 68.38

CAPALC Ltd (training course)..... £ 100.00

d) *To approve the following payments:*

D Gibbs (salary February and March) ..... £ 1,498.50

D Gibbs (expenses)..... £ 322.08

National Association of Local Councils (training) ..... £ 39.22

Fenland District Council (election costs)..... £ 331.08

e) *To receive a report on matters relating to the Barclays Bank accounts and to consider and determine future banking arrangements.*

- f) To approve the transfer of the recycling credits received from Fenland District Council to the Community Centre Charity.*
- g) To approve the purchase of 5 recycled plastic picnic tables for the Recreation Ground from NBB Recycled Furniture at a cost of £2,000+VAT.*

**101/23 Policies and Procedures**

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

- i) Equality and Diversity Policy*
- ii) Homeworking Policy*
- iii) Expenses Policy*

**102/23 Date of Next Meeting**

*To confirm the date and time of the next meeting of the Council:  
Thursday 9<sup>th</sup> May 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 11<sup>th</sup> January 2024

**Present** - Cllr T Brown (Chairman), Cllr B Allen, Cllr M Carter, Cllr L Slade, Cllr B Barber (FDC), Cllr S Clark (FDC), D Gibbs (Clerk), D Roy (Neighbourhood Watch), 6 members of the public

**Apologies for Absence** - Cllr M Connell, Cllr K Malin, Cllr A Renshaw, Cllr S King (CCC), Cllr C Seaton (FDC)

### **070/23 Chairman's Announcements**

The Chairman welcomed everybody to the meeting. He announced that an application had been submitted to the County Council for funding to install a new heating system in the Community Centre. The proposed system will allow greater flexibility at considerably reduced cost, helping to safeguard the viability of the Centre. The list of successful applicants will be announced in April.

### **071/23 Public Forum**

A resident raised the issue of the signage at the Church Lane Bridge entrance to the village and the possibility of installing a village gateway feature. It was suggested that this could be considered as a future bid for funding under the Local Highway Improvement scheme.

### **072/23 Urgent Items**

None.

### **073/23 Neighbourhood Watch**

The Chairman introduced Dal Roy, the Neighbourhood Watch Association District Lead for Wisbech and the Villages. Dal confirmed that the Tydd St Giles scheme already had 12 members and 2 co-ordinators and encouraged others to sign up to join the scheme. There are three ways to join, either as an individual, or through a street scheme with neighbours and a street co-ordinator, or as part of a larger group scheme. Businesses may also join as affiliates. Membership is free and members have access to many helpful resources on the local and national Neighbourhood Watch websites as well as receiving information by email.

Dal highlighted two Cambridgeshire Police initiatives, Business Against Abuse targeting slavery and violence against women and girls and ATM Watch aiming to reduce the theft of cash machines from buildings. SelectaDNA provides a means of marking tools in vans and other items likely to be stolen to enable Police to identify them when recovered.

Finally, he reminded everybody of the need to report crimes, anti-social behaviour and suspicious activity to the Police. The Chairman thanked Dal for his presentation.

### **074/23 Confirmation of Minutes**

- a) RESOLVED - that the minutes of the meeting held on Thursday 9<sup>th</sup> November be agreed and signed as a true and accurate record.
- b) RESOLVED - that the minutes of the meeting of the Planning Committee held on Wednesday 29<sup>th</sup> November be agreed and signed as a true and accurate record.

### **075/23 Matters Arising**

- a) Drainage issues - The Clerk reported that water is no longer being pumped onto the highway in Hockland Road, reducing the need for further intervention. It was agreed that no further work will be undertaken.
- b) Bus service - The meeting with neighbouring Councils will take place shortly
- c) Trees in Hannath Road - The County Council continues to deny responsibility for the trees, but the Clerk will pursue this matter.
- d) Carveley's Lane - The clearance work has been completed.
- e) Hockland Road pavement barrier - The new barriers have been installed.
- f) Food waste processing plant - The Clerk reported that a number of agencies are involved in the different aspects of this complex issue. A planning application has been submitted for polytunnels to extend the site. The Council will continue to monitor the situation.

### **076/23 Police Matters**

The Chairman reported that no meetings have taken place.

The Clerk informed members that the hare coursing season has started and asked anybody witnessing coursing or suspicious activity or vehicles to report it to the Police.

### **077/23 Cambridgeshire County Councillor Report**

In Cllr King's absence, the Clerk reported that the deadline for the submission of applications for 2024/25 under the Local Highway Improvements scheme is 12<sup>th</sup> January and the next round of bidding for 20mph schemes opens on 15<sup>th</sup> January.

### **078/23 Fenland District Councillor Reports**

Cllr Clark reported that nominations have opened for the annual Pride in Fenland Awards recognising the selfless contributions of individuals and organisations across the district. Full details are on the District Council's website.

Cllr Barber reported that entries are invited for the annual Fenland Poet Laureate Award with a deadline at the end of the month. Full details are on the District Council's website.

The Street Pride group meets on the second Saturday of each month at 10.30 for a litter pick and new members are welcome.

### **079/23 Clerk's Report**

The Clerk reported on correspondence received, including the County Council's budget briefing and consultation, a road closure in Church Lane from 4<sup>th</sup> to 6<sup>th</sup> March, and the District Council's budget and business plan consultation.

### **080/23 Reports from Members**

- a) Cllr Allen - Communications, Foul Anchor and Four Gotes - The Council's website will be upgraded to https standard with the current provider. Arrangements are in hand to post information on the old Foul Anchor notice board until a new one is installed.
- b) Cllr Carter - Community Centre and Play Equipment - The Centre Management Committee's AGM will take place on 24<sup>th</sup> January. The hire charges for the building have been reviewed and a new day rate has been established and a lower set-up charge.

The Committee has agreed to purchase 5 picnic benches to be situated adjacent to the building. The funding application for the new heating system has been submitted. New door seals are required for the exit door from the bar to prevent water ingress. The wooden play tower is deteriorating and will need replacing soon. An application to the Grange Windfarm Community Benefit Fund for a replacement is being considered. New seats are required for the swings as the original ones have perished.

- c) Cllr Connell - Highways - In Cllr Connell's absence, no report was provided.
- d) Cllr Malin - Armed forces, flooding, Kinderley School - In Cllr Malin's absence, no report was provided.
- e) Cllr Renshaw - Public rights of way, churchyard, trees - In Cllr Renshaw's absence, no report was provided.
- f) Cllr Slade - Street lights and parish assets - One light in Hockland Road has been repaired, but the remaining faults and replacements are still outstanding.

### **081/23 Member and Parishioner Issues**

- a) Roadside verges - alternative management arrangements - No further update.
- b) Roger's Drove - condition of footpath and access to property - The County Council's Rights of Way Officer has agreed to deposit road planings to improve the condition of the path.
- c) Foul Anchor bench - vehicle damage - A resident has reported that the bench on Front Road was struck by out of control vehicles on 11<sup>th</sup> November and again on 19<sup>th</sup> December. The vehicle involved in the first collision was unregistered and uninsured, so the identity of the driver cannot be established. The second vehicle has not been identified. The bench has been removed for safekeeping whilst options for repair or replacement are considered, including the possibility of an insurance claim.
- d) Annual Parish Meeting - format and agenda - The meeting will take place on Thursday 25<sup>th</sup> April. It was agreed that the format will be the same as last year's meeting and members were asked to nominate speakers.

### **082/23 Highways**

- a) The Chairman informed members that the application for Local Highway Improvement funding for 2024/25 will aim to provide a street light at the point where the pavement crosses from the south to the north side of Kirkgate. Members agreed to contribute £1,000 towards the cost of the project.
- b) Speed monitoring - The Clerk presented data from the MVAS device in Church Lane outside Kinderley School, as follows:

Speed limit - 30mph

Number of vehicles - 20,595

Minimum speed - 5mph

Maximum speed - 87mph

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

An unexplained data anomaly was noted on 6<sup>th</sup> November with readings significantly above the normal range. Apart from those readings, average speeds were lower than the previous recordings at this location, but more than one in three vehicles exceeded the limit.

**083/23 Finance**

a) The Clerk presented the financial statement as at the end of December showing income of £28,478.57, expenditure of £23,397.57, resulting in a surplus of £5,081.00 and funds held of £45,015.63.

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

H Squire (rent) .....	£ 2,155.50
Barclays Bank (interest).....	£ 62.29

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

NEST (pension contributions) .....	£ 277.58
Land Registry (title searches) .....	£ 12.00

d) Members approved the following payments:-

D Gibbs (salary December and January) .....	£ 1,489.34
Tydd St Giles CC & RG (hall hire) .....	£ 92.00

e) The Clerk reported that he no longer has any online access to the Barclays Bank accounts, for reasons that remain unclear.

f) Members considered the draft budget for 2024/25 prepared by the Clerk. They resolved to add provision for the following items of expenditure:-

Children’s Play .....	£ 5,000.00
Community Centre.....	£ 3,500.00
Churchyard.....	£ 3,000.00
Foul Anchor .....	£ 500.00
Training.....	£ 250.00

Members resolved to increase the level of precept from £15,000 to £18,000.

**084/23 Policies and Procedures**

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

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

**085/23 Date of Next Meeting**

The next meeting of the Parish Council will take place on Thursday 14<sup>th</sup> March 2024 at 7.30pm in the Community Centre.

The meeting closed at 9.15pm

# TYDD ST GILES PARISH COUNCIL

## Minutes of a meeting of the Planning Committee of Tydd St Giles Parish Council held in the Community Centre on Thursday 1<sup>st</sup> February 2024

**Present** - Cllr T Brown (Chairman), Cllr B Allen, Cllr M Carter, Cllr M Connell, Cllr K Malin, Cllr L Slade, D Gibbs (Clerk), 20 members of the public

### **014/23 Apologies for Absence**

None

### **015/23 Planning Applications**

Members considered four applications and resolved as follows:-

F/YR23/1073/F - Erect 1 x dwelling (2-storey 3-bed) and garage, involving the demolition of existing stables - Land East of Cirston House, Hockland Road, Tydd St Giles

Members considered this application. Cllr Brown declared a non-pecuniary interest in this application as an adjoining landowner and did not participate in the discussion or vote. Cllr Malin took the Chair. The applicant outlined the changes made since the previous application under reference F/YR23/0439/F to address the issues set out in the decision notice to refuse that application. Several members of the public spoke against the application, highlighting concerns regarding access and flooding.

The Members of the Council discussed the revised proposal and agreed that the changes did not amount to material considerations. Cllr Brown did not vote, Cllr Allen abstained and the remaining members resolved not to support the application.

F/YR24/0022/LB - Internal and external works to a listed building to install roof lights and make internal changes - Tindall Mill, Kirkgate, Tydd St Giles

Cllr Brown returned to the Chair. Members considered this application. They noted that the works had been largely completed and that the application was therefore retrospective in nature. They also noted that the Conservation Officer had raised no objection to the works. Members resolved to offer no objection.

F/YR24/0034/O - Erect up to 2 x dwellings and the formation of an access (outline application with matters committed in respect of access) - Land North of Windy Willows, Church Lane, Tydd St Giles

Members considered this application. They noted that the applicant has submitted three previous applications for residential development at this location, all of which were refused. This application is a resubmission of the proposal submitted under reference F/YR22/0966/O, which the Parish Council did not support. With no material change, the fundamental issues remain, namely that it is unsustainable development in the open countryside, outside the core built form of the village, contrary to policies LP12 and LP3. The proposed development would be out of keeping with surrounding properties and therefore harmful to the character of the locality. Cllr Allen abstained and the remaining members resolved not to support the application.



F/YR24/0059/F - Erect a single-storey building and change of use of land for domestic purposes (retrospective) - Land South of Magnolia Cottage, Kirkgate, Tydd St Giles

Members considered this application but agreed that further information was required in order for them to determine the impact of the proposed development.

### **016/23 Update on Recent Planning Applications**

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

F/YR23/0917/TRTPO at 5 High Broadgate was granted.

F/YR23/0920/O at Land East of Shallon, Cats Lane was refused by the Planning Committee then withdrawn by the applicant.

F/YR23/0935/O at Land North of Greenacres, Hannath Road is pending.

F/YR23/0958/O at Land South of Hall Bank is pending.

F/YR23/0970/F at Chard House, Hockland Road was granted.

F/YR23/0971/F at Chard House, Hockland Road was granted.

### **017/23 Other Planning Matters**

National Grid Consultation. The public consultation in the Community Centre on 31<sup>st</sup> January was well supported. The deadline for comments is 13<sup>th</sup> March. The proposed distribution line is required to increase the capacity of the national grid, but the fundamental issue is whether the cables could be buried underground or under the sea. Whilst the costs of doing so are described as prohibitive, evidence of the comparative costs is not readily available. Members delegated the responsibility for submitting the Council's comments to the Chairman and Clerk.

The meeting closed at 8.15pm.

<b>Agenda Item No.</b>	096/23	<b>TYDD ST GILES PARISH COUNCIL</b>
<b>Meeting Date</b>	14 March 2024	
<b>Report Title</b>	Clerk's Report	

## 1. Purpose of Report

To report on meetings attended and correspondence received.

## 2. Key Issues

### Meetings attended:

National Grid consultation events - 25 and 31 January

Wisbech Neighbourhood Police - 9 February

CAPALC Clerk's Briefing - Internal Audit - 6 March

### Correspondence received:

#### **Cambridgeshire County Council**

Roadworks and events bulletin

Traffic order - Middle Broad Drove, 18 to 29 March

Traffic order - Church Lane, 25 to 29 March

Traffic order - Black Lane, 1 to 12 April

#BeWinterWise toolkit

20mph scheme applications invited

Education Admission Appeals Panel members needed

New weed spraying strategy

Cambridgeshire Matters newsletter

#### **Fenland District Council**

Householders fined for using rogue traders to dispose of waste

Rural England Prosperity Fund Grants for Fenland businesses

Community safety survey, visits and Stop! Think Fraud campaign

Council tax penalties for empty properties and second homes

Incinerator decision

Great British Spring Clean

Fenlander newsletter

#### **Cambridgeshire & Peterborough Combined Authority**

Electric vehicles and charging points survey

#### **National Association of Local Councils**

Newsletter, bulletin and events

#### **Cambridgeshire & Peterborough Association of Local Councils**

Training courses and bulletin, new Section 137 limit, public health campaign - measles

#### **NHS Cambridgeshire & Peterborough ICB**

Integrated Care System newsletter

#### **Cambridgeshire Community Services NHS Trust**

Children's health platform launched

#### **Cambridgeshire ACRE**

Staying in Touch newsletter, Centenary Community Buildings Conference

Continued overleaf...

<b>Report Author</b>	Dave Gibbs
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**College of West Anglia**

Repair Café

**Queen Elizabeth Hospital**

Modernising our hospital newsletter

**Campaign to Protect Rural England**

Rooftop Solar survey

**National Grid**

Grimsby to Walpole upgrade

**Support Cambridgeshire**

Volunteer Cambs portal launched

**North Level District Internal Drainage Board**

Parish and Town Council View Day

**Arthritis Action**

Community presentations and online support

**3. Recommendations**

4. Members note the report.

My ref:  
Your ref:  
Date:  
Contact:  
Telephone: 0345 045 5212  
E Mail: highways@cambridgeshire.gov.uk



**David Allatt**  
**Interim Service Director**  
Highways and Transport

by e-mail only

12 February 2024

Dear Parish, Town, and District Councils

Subject: Review of Highways Operational Standards in Relation to Weed Management

I am writing to provide you with an update on the recent review of the Highways Operational Standards (HOS) in relation to weed management in Cambridgeshire. The review aimed to assess the impact of changes implemented in April 2023 and gather stakeholders' feedback to inform further improvements.

The review identified the need for revisions to the HOS and recommended their approval for consultation with local stakeholders. This aims to improve environmental performance, reduce carbon emissions, and enhance road user safety through proactive weed management.

In January the Highways and Transport committee decided to reinstate the use of chemical weed control across the county, the report findings confirmed that the use of chemical weed control remains to be the most effective method for weed control as well as being the most financially viable option.

The paper submitted to the committee can be found [here](#).

Additionally, we would like to inform you that a one off non-chemical weed removal program will be implemented to cleanse all areas affected by weeds. This program will serve as a deep clean measure before the cyclical chemical weed treatment program, which will take place twice per annum, is reinstated in May 2024.

Please click link attached to complete a short questionnaire regarding the use of chemicals as weed control in your area.

However, we understand that some residents may have concerns about the use of chemicals in weed management. If your area prefers not to have chemicals used, we kindly request you still complete the questionnaire using the link and email [assetdatastrategy@cambridgeshire.gov.uk](mailto:assetdatastrategy@cambridgeshire.gov.uk) with your alternative proposals on how you wish weed control is managed within your area.

Funding towards alternative weed control management can be offered, this would be the equivalent cost of using chemicals to control the weeds so therefore would act as a contribution towards alternative weed control and not cover the full cost.

We believe that this review and the proposed revisions to the Highways Operational Standards will contribute to creating a greener, safer, and more environmentally sustainable Cambridgeshire. Your participation in the process to reinstate the use of chemical weed control is crucial to ensure that the standards reflect the needs and concerns of our local communities.

Please feel free to reach out to us if you have any questions or require further information. We appreciate your continued cooperation and support in maintaining the quality and safety of our highways.

Thank you for your attention.

Yours sincerely

A handwritten signature in black ink that reads "D. Allatt". The signature is written in a cursive style with a small horizontal line at the end.

David Allatt

Interim Service Director Highways and Transport

# Tydd St Giles Parish Council

## Income & Expenditure Summary as at 29.2.24

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	£ 232.98	£ -	#####
Bank Interest	£ 161.32	£ 25.00	645.02
VAT Refunds	£ -	£ 1,491.10	0.00
Miscellaneous	£ 480.00	£ -	#####
<b>Total Income</b>	<b>£ 28,579.25</b>	<b>£ 28,701.10</b>	<b>99.58</b>

### Expenditure

Clerk's Salary	£ 9,161.79	£ 10,485.00	87.38
Fees	£ 395.00	£ 400.00	98.75
Subscriptions	£ 580.66	£ 550.00	105.57
Admin Expenses	£ 2,501.60	£ 2,200.00	113.71
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	£ -	#####
<b>Total Expenditure</b>	<b>£ 25,507.70</b>	<b>£ 34,115.00</b>	<b>74.77</b>

### Summary

Total Income	£ 28,579.25
LESS Total Expenditure	£ 25,507.70
<b>Net Surplus or Deficit</b>	<b>£ 3,071.55</b>

### Balance Sheet

Balance B/fwd 1.4.23	£ 39,934.63
Surplus or Deficit	£ 3,071.55
<b>Balance C/fwd</b>	<b>£ 43,006.18</b>

### Represented by

Barclays Current Account	£ 13,586.72
Barclays Business Saver	£ 17,922.28
NatWest Current Account	£ 11,497.18
Cash / Cheques	£ -
	<b>£ 43,006.18</b>

## **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

Re-adopted - March 2023

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](http://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