

# TYDD ST GILES PARISH COUNCIL

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Clerk D Gibbs

9<sup>th</sup> November 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> November 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.*

### **051/24 Chairman's Announcements**

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

### **052/24 Public Forum**

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

### **053/24 Urgent Items**

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

### **054/24 Confirmation of Minutes**

*To consider and confirm the minutes of the Parish Council meeting held on Thursday 12<sup>th</sup> September.*

### **055/24 Matters Arising**

*To receive updates on the following items:*

- a) Bus service - minute 039/24(a)*
- b) Trees in Hannath Road - minute 039/24(b)*
- c) Foul Anchor bench - minute 039/24(c)*
- d) Vacant property in Sapphire Close - minute 039/24(e)*

**056/24 Police Matters**

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

**057/24 Cambridgeshire County Councillor Report**

*To receive a report from Cllr Simon King.*

**058/24 Fenland District Councillor Report**

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

**059/24 Clerk's Report**

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

**060/24 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 Clifton - Public rights of way, churchyard, trees*
- f) Cllr Slade - Street lights, parish assets*

**061/24 Member and Parishioner Issues**

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

**062/24 Parish Land**

- a) To consider and approve the terms of reference of the Parish Land Committee.*
- b) To receive a progress report on matters relating to the Parish land.*

**063/24 Brigstock & Wren's Charity**

*To consider the appointment of a Trustee to the charity following the retirement of Janet Findlay, in accordance with clause 7 of the charity's governing document.*

**064/24 Highways**

- a) To receive an update on the Local Highway Improvements application for 2024/25.*
- b) To consider potential projects for submission to the 2025/26 Local Highway Improvements round.*
- c) To receive an update from the Clerk on progress towards establishing a Community Gritting Scheme.*
- d) To receive an update from the Clerk on progress towards establishing a Community Speed Watch.*
- e) To consider potential projects for the County Council's Capitally Funded Highway Maintenance Schemes for 2025/26.*

**065/24 Fenland District Council Infrastructure Delivery Plan**

*To consider and agree a methodology for collating the information required to submit an informed response to the issues raised.*

**066/24 Parish Council Duty Under Section 40 of NERC 2006**

*To consider the implications of the Parish Council's duty under Section 40 of the Natural Environment and Rural Communities Act 2006 and to resolve accordingly.*

**067/24 Planning**

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

- a) *F/YR24/0884/VOC - Variation of condition 8 (northern hedge) of planning permission F/YR21/1422/F (Erect a dwelling (2-storey, 5-bed) with attached double garage) relating to removal of hedge - Land West of Magnolia Cottage, Kirkgate, Tydd St Giles*
- b) *F/YR24/0885/VOC - Variation of condition 9 (northern hedge) of planning permission F/YR20/1212/F (Erection of 1 x 2 storey 3-bed dwelling and 1 x 2-storey 4-bed dwelling with garages) relating to removal of hedge in relation to plot 3 only - Plots 2 And 3 Land West of Magnolia Cottage, Kirkgate, Tydd St Giles*
- c) *F/YR24/0889/F - Formation of a vehicular access (to a dwelling currently under construction) (part retrospective) - Plot 2 Land West of Magnolia Cottage, Kirkgate, Tydd St Giles*

#### **068/24 Finance**

- a) *To receive an updated financial statement for the period to the end of October.*
- b) *To note the 2024/25 Local Government pay settlement*
- c) *To note the following sums received since the last meeting:*

Barclays Bank (interest).....	£ 67.53
Community Centre (donation) .....	£ 1,800.00
National Grid (land survey) .....	£ 250.00
Fenland District Council (precept).....	£ 9,000.00
J Ball (allotment rent) .....	£ 50.00
Brigstock & Wren's Charity (grant) .....	£ 2,000.00
- d) *To ratify the following payments issued since the last meeting:*

NEST (pension contributions) .....	£ 293.18
HMRC (national insurance).....	£ 23.34
- e) *To approve the following payments:*

D Gibbs (salary October and November and backpay) .....	£ 1,696.26
Nurture Landscapes Ltd (grass cutting).....	£ 329.62
Tydd St Giles CC&RG (hall hire) .....	£ 232.00
Brigstock & Wren's Charity (rent) .....	£ 135.00
A R Pateman (poppy wreaths) .....	£ 50.00
- f) *To note the report of the External Auditor for 2023/24.*
- g) *To consider projects for inclusion in the budget for 2025/26.*

#### **069/24 Policies and Procedures**

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

- i) *Complaints Procedure*
- ii) *Grievance Policy*
- iii) *Disciplinary Policy*
- iv) *Safeguarding Policy*

#### **070/24 Date of Next Meeting**

*To confirm the date and time of the next meeting of the Council:  
Thursday 9<sup>th</sup> January 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 12<sup>th</sup> September 2024

**Present** - Cllr T Brown (Chairman), Cllr B Allen, Cllr M Carter, Cllr G Clifton, Cllr M Connell, Cllr L Slade, Cllr K Malin, Cllr S King (CCC), Cllr B Barber (FDC), Cllr S Clark (FDC), D Gibbs (Clerk), 13 members of the public

**Apologies for Absence** - Cllr C Seaton (FDC)

### 035/24 Chairman's Announcements

The Chairman announced that the Council had arranged a free defibrillator training session to be held on the evening of 19<sup>th</sup> September, with places still available. A Golden Age Fair is to take place in the Community Centre on 13<sup>th</sup> September. The Chairman and Vice Chairman attended the RAF Sutton Bridge Memorial Service on 1<sup>st</sup> September. The Chairman and Cllr Slade attended the District Council Chairman's Civic Reception on 6<sup>th</sup> September. These events provide opportunities for profile raising and networking with other Councils.

The Chairman also attended a public meeting to discuss the future of St James' Church, Newton-in-the-Isle. He hoped that something positive will happen and stressed the need for public support for all community facilities and amenities.

The Harvest Auction will take place on 22<sup>nd</sup> September in the Crown & Mitre. Remembrance Sunday services at St Giles Church and Foul Anchor are planned for 10<sup>th</sup> November.

### 036/24 Public Forum

A resident noted that the MVAS speed monitoring signs are no longer working. The batteries will be changed shortly. The Chairman confirmed that a Community Speed Watch group is being set up. Cllr Clifton reported that his neighbours had expressed concern regarding speeding in Broad Drove East. The Clerk will relocate one of the devices to that location.

Cllr Barber reminded the meeting that the Street Pride group has a Litter Pick scheduled for 14<sup>th</sup> September and new volunteers are always welcome.

A resident noted that some of the potholes in High Broadgate were repaired, but other left. The road surface in Hockland Road was also mentioned. The Clerk will investigate.

### 037/24 Urgent Items

None.

### 038/24 Confirmation of Minutes

- a) RESOLVED - that the minutes of the meeting held on Thursday 11<sup>th</sup> July be agreed and signed as a true and accurate record.
- b) RESOLVED - that the revised minutes of the Planning Committee meeting held on Thursday 20<sup>th</sup> June be agreed and signed as a true and accurate record.

### 039/24 Matters Arising

- a) Bus service - The Council will be consulting residents regarding their use of the bus service and future needs.

- b) Trees in Hannath Road - The Clerk will raise this matter at the forthcoming meeting with the Leader of the County Council.
- c) Foul Anchor bench - The repair of the bench will form part of a funding application for a larger project.
- d) Community Speedwatch - See 036/24.
- e) Vacant property in Sapphire Close - A property has become vacant and the Clerk will discuss the future allocation with Clarion Housing.

#### **040/24 Police Matters**

The Chairman reported that no meetings had taken place. Cllr Malin expressed his disappointment at the lack of proper reporting from the Police and suggested that they be asked to send a representative to every meeting.

#### **041/24 Cambridgeshire County Councillor Report**

Cllr King reported that the Local Highway Improvement application for 2024/25 will be presented to the County Council's Highways and Transport Committee at the October meeting as September's meeting was cancelled. The meeting with the Leader of the County Council to discuss bus services has been arranged for 15<sup>th</sup> October. The County Council has launched an Active Travel Hierarchy consultation and the Combined Authority a Bus Franchising consultation. Applications are invited for Community Gritting Schemes with a deadline of 31<sup>st</sup> October. Members agreed to set up a scheme in Tydd St Giles.

Cllr King provided details of the various funds available from the Cambridgeshire Community Foundation and the deadlines for the winter round.

#### **042/24 Fenland District Councillor Reports**

Cllr Clerk reminded the meeting that Fenland District Council has a Golden Age Fair in the Community Centre on 13<sup>th</sup> September with more than 30 partner organisations due to attend. The North Level District Internal Drainage Board has the annual Open Day at Tydd Pumping Station on 14<sup>th</sup> September. Cllr Barber mentioned that there are other events taking place in Wisbech as part of the Heritage Open Weekend.

#### **043/24 Clerk's Report**

The Clerk reported on meetings attended and correspondence received, including a walkabout with the new Local Highways Officer, Cllrs Brown and Connell and a meeting with the Community Payback Co-ordinator regarding forthcoming projects.

Correspondence included invitations to the District Council Chairman's Coffee Morning, the Cambridgeshire & Peterborough Association of Local Councils Annual Conference and Cambridgeshire ACRE's Annual General Meeting.

#### **044/24 Reports from Members**

- a) Cllr Allen - Communications, Foul Anchor and Four Gotes - The area around the War Memorial in Foul Anchor is to be tidied up before Remembrance Sunday.
- b) Cllr Carter - Community Centre and Play Equipment - The model car racing club booking every Wednesday evening is going well, with Thursday now the only evening when the Community Centre is not being used. The application to the Grange Windfarm Community Benefit Fund for £5,000 for the new junior play tower was successful, but only received £3,000 due to the number of applications received in this round. An

application for £2,000 will be submitted to the Brigstock & Wren's charity next week. New seats have been fitted to the swings.

- c) Cllr Connell - Highways - No further items to report.
- d) Cllr Malin - Armed forces, flooding, Kinderley School - Preparations are in hand for Remembrance Sunday. No flooding issues to report. Kinderley School has received a Good rating in the latest Ofsted inspection and has seen significant improvement under the new Headteacher. Pupil numbers are up and the nursery is now able to take pupils from the age of 2.
- e) Cllr Clifton - Public rights of way, churchyard, trees - The churchyard is looking good, but the Green Burial Ground is becoming overgrown. He will continue to explore the public rights of way and hopes to gain a better understanding of the status and issues in the near future.
- f) Cllr Slade - Street lights and parish assets - The long-awaited replacement light at the junction of Newgate Road and Broad Drove East has been installed, but in the wrong place. The asset register may require updating to reflect the new heads installed during routine repairs. A resident noted that the lights on the chicane signs around the school are not working.

#### **045/24 Member and Parishioner Issues**

- a) Community Speed Watch - See 036/24.
- b) First Aid Training - See 035/24.
- c) Dog Fouling - Cllr Brown mentioned that there had been several posts on the village Facebook page regarding dog fouling. He mentioned the possibility of installing bag dispensers. Cllr Clark reminded the meeting that the District Council's Street Scene team can assist with enforcement activity.

#### **046/24 Community Centre and Recreation Ground**

- a) The second stage funding application to the Government's VCSE Energy Efficiency scheme was submitted in August and a response is due by the middle of October.
- b) Grange Windfarm Community Benefit Fund application - see 044/24(b)

#### **047/24 Allotments**

The Clerk presented the draft tenancy agreement based on the model document from the National Association of Local Councils. Cllr Brown proposed an annual rent of £50 per plot and this was approved.

The Clerk explained that no progress was made on the letting of the vacant 13 acre Quaney Field plot due to the need to remove the remainder of the fence and gates. Cllr Malin proposed the involvement of a land agent in the letting of this land and members resolved to establish a committee to consider this matter in greater detail. Cllrs Allen, Clifton, Malin and Slade will form the committee with appropriate powers delegated to enable them to determine the tenancy. The Clerk will draw up the terms of reference for the committee.

#### **048/24 Planning**

- a) F/YR24/0644/F - Change of use of land to residential, and erection of a single-storey side extension and detached garage to existing dwelling at Drovers Lodge, Church Lane, Tydd St Giles

Members noted that the building under construction was granted permission under the Class Q provisions of the Town & Country Planning (General Permitted Development) (England) Order 2015 and that the decision notice for the original application confirms that the location is outside the settlement for the purposes of LP3 and LP12. As such, permission for a larger dwelling in flood zone 3 at this location is unlikely to have been granted at that time. For that reason, members agreed that an extension to the existing building is not appropriate and resolved to object to this application.

- b) F/YR24/0661/F - Installation of 1x biomass burner including siting of 1x storage container (retrospective) at Pecks Barn, Cross Drove, Tydd St Giles

Members noted that there have been ongoing concerns regarding emissions from the biomass boiler for more than a year and several members of the Council have visited the site to witness the problem. Objectors claim the apparent use of the boiler to dispose of general waste from the site spreads thick smoke towards the adjoining residential properties.

Members agreed that further investigation should be carried out into the use of the boiler and its impact on the surrounding area and resolved to object to this application until the appropriate information is made available.

#### **049/24 Finance**

- a) The Clerk presented the financial statement as at the end of August showing income of £15,508.27, expenditure of £15,154.56, resulting in a surplus of £353.71 and funds held of £39,850.51.

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

Fenland District Council (concurrent functions grant) .....	£ 2,791.00
National Grid (land survey) .....	£ 500.00
Lincolnshire Community Foundation (Grange Windfarm grant) .....	£ 3,000.00

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

HMRC (national insurance) .....	£ 23.34
NEST (pension contributions) .....	£ 293.18
Fenland District Council (street lighting) .....	£ 7,310.17

- d) Members approved the following payments:-

D Gibbs (salary August and September) .....	£ 1,498.50
M Carter (expenses) .....	£ 53.76
Nurture Landscapes Ltd (grass cutting) .....	£ 1,256.22
Fenland Leisure Products Ltd (play equipment repairs) .....	£ 515.76
PKF Littlejohn LLP (audit fee) .....	£ 252.00

- e) The Clerk reported that he had identified a potential internal auditor. Although resident in Southend-on-Sea, she was willing to travel to Fenland for face-to-face audits as she has several councils in the area. Members resolved to appoint Helen Symmons as internal auditor for the 2024/25 financial year.

#### **050/24 Date of Next Meeting**

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

The meeting closed at 9.05pm

Agenda Item No.	059/24	TYDD ST GILES PARISH COUNCIL
Meeting Date	14 November 2024	
Report Title	Clerk’s Report	

### 1. Purpose of Report

To report on meetings attended and correspondence received.

### 2. Key Issues

#### Meetings attended:

Cambridgeshire ACRE AGM - 9 October

#### Correspondence received:

##### **Cambridgeshire County Council**

Roadworks and events bulletin  
Cambridgeshire Matters newsletter  
Highways stakeholder survey  
Local Highway Improvements 2024/25 results  
Highway weed spray second visit  
Grass verge maintenance survey  
Capitally funded highway maintenance schemes consultation  
LHI 2025/26 launch

##### **Fenland District Council**

The Fenlander newsletter  
Infrastructure delivery plan consultation  
Customer service excellence award  
Tougher penalties for fly-tipping and similar offences  
Street light maintenance contract retendering result  
Proposal to move FDC headquarters  
Carol Service invitation  
Christmas gift appeal for older people

**Cambridgeshire & Peterborough Combined Authority** - Bus franchising consultation

**National Association of Local Councils** - Newsletter, bulletin, events, legal updates and new website

**Cambridgeshire & Peterborough Association of Local Councils** - Training courses, bulletin, pay award

**Cambridgeshire Police** - Remembrance Sunday preparations

**Cambridgeshire & Peterborough Integrated Care System** - newsletter

**Cambridge CVS** - Annual General Meeting invitation

**Cambridgeshire ACRE** - Staying in Touch newsletter

**Campaign to Protect Rural England** - Newsletters

**Queen Elizabeth Hospital** - Modernising our hospital newsletter

**Green Energy Switch** - Free appliance scheme

### 3. Recommendations

Members note the report.

<b>Report Author</b>	Dave Gibbs
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# **Tydd St Giles Parish Council**

## **Parish Land Committee Terms of Reference**

### **Objective**

- i. Tydd St Giles Parish Council owns five parcels of land in the Parish, including part of the Recreation Ground and agricultural land let under Farm Business Tenancy agreements and as garden allotments.
- ii. The Parish Land Committee is constituted to consider and determine matters relating to the agricultural land on behalf of the Parish Council.
- iii. The Recreation Ground is managed by the Parish Council in conjunction with the Tydd St Giles Community Centre and Recreation Ground charity and therefore falls outside the remit of this committee.
- iv. All matters relating to the Parish Land Committee shall be governed by, and conducted in accordance with, the Parish Council's Standing Orders.

### **Membership**

- i. Membership shall comprise four members of the Parish Council to be reviewed annually at the Annual Meeting of the Council.
- ii. The Chairman and Vice Chairman of the Council shall be *ex-officio* members of the Parish Land Committee.
- iii. A quorum shall consist of three members of the Committee.
- iv. The Chairman and Vice Chairman of the Committee shall be elected by the Committee at its first meeting after the Annual Parish Council meeting.

### **Meetings**

- i. The Committee shall meet as necessary when relevant matters require consideration.
- ii. The Chairman or the Clerk may call additional meetings at any time to enable any relevant matter to be considered within designated timescales.
- iii. A minimum of three clear days notice shall be given for each meeting.
- iv. The Committee shall ensure that all correspondence received by the Clerk prior to the meeting from all relevant parties is considered at the meeting.

### **Decisions**

- i. The Committee has delegated authority to determine matters on behalf of the Parish Council.
- ii. Minutes of all meetings shall be compiled by the Clerk, distributed to the members of the Committee, and signed by the Chairman of the Committee at the next meeting of the Committee or if no meeting is scheduled, at the next meeting of the Council.
- iii. Minutes of all meetings shall be reported to the next meeting of the Parish Council and noted in the Council's minutes.

### **Review**

These Terms of Reference are to be reviewed annually at the Annual Meeting of the Council.

Fenland District. LHI Technical Appraisal. Non-complex 24/25.

Fenland District Population at 2021 Census: 102,500. (7.6% increase from 2011 census 95,000 population figure).

Available CCC Funding Budget	
Non-complex	£ 55,000.00
Complex	£ 57,652.81
Total CCC LHI Funding	£ 112,652.81

Scoring Key:
Green denotes applications prioritised for funding

Applicant Name	Parish Ward	Population	Road Name / Location	Objective / Issue	£ Project Cost	£ Applicant contribution	% Applicant Contribution	£ CCC Contribution	£ Cumulative CCC Contribution	Moderated Score	Ranking
Christchurch Parish Council (James Hughes)	Christchurch	815	Upwell Road junction with Sixteen Foot Bank Road (B1098)	Road markings such as speed roundels or dragons' teeth, Road markings etc. for a no overtaking section.	£ 10,000.00	£ 1,000.00	10%	£ 9,000.00	£ 9,000.00	27	1
Tydd St Giles Parish Council	Tydd St Giles	1156	Kirkgate	Street lighting	£ 10,000.00	£1,000	10%	£ 9,000.00	£ 18,000.00	26	2
Chatteris Town Council	Chatteris	11100	Fenland Way (A141)	Warning motorists that pedestrians or cyclists are crossing over the A141 (Fenland Way) from the end of Clare Street/Station Street	£ 13,000.00	£3,000	23%	£ 10,000.00	£ 28,000.00	25	3
Wimblington Parish Council	Wimblington	1948	Doddington Road	Parking restrictions and no stopping TRO on Doddington Rd / B1093 / A141 station junction to improve safety around junction.	£ 10,000.00	£ 1,000.00	10%	£ 9,000.00	£ 37,000.00	22	4
March Town Council	March	22500	Town Centre locations	Parking restrictions such as double yellow lines or controlled parking zone.	£ 14,000.00	£5,000	36%	£ 9,000.00	£ 46,000.00	20	5
Wisbech Town Council	Wisbech	33000	Victoria Road	Reducing the speeds at which motorists travel along the road.	£ 10,000.00	£ 1,000.00	10%	£ 9,000.00	£ 55,000.00	20	6
Gorefield Parish Council (CG)	Gorefield	1268	High Road	Flashing school warning signs	£ 10,000.00	£ 500.00	10%	£ 9,000.00	£ 64,000.00	19	7
Wisbech Town Council	Wisbech	Approx 34,000	Rose Fair Close	Parking restrictions such as double yellow lines or controlled parking zone.	£ 7,500.00	£ 750.00	10%	£ 6,750.00	£ 70,750.00	15	8
Whittlesey Town Council	Whittlesey	16244	High Causeway	Either rising bollards or a barrier to prevent vehicles driving up a walking precinct.	£ 11,100.00	£ 1,100.00	10%	£ 10,000.00	£ 80,750.00	14	9
Gorefield Parish Council	Gorefield	1268	Sea Dyke Bank / Sand Bank Junction	Signing such as new junction warning signs or flashing school signs, Road markings such as speed roundels or dragons' teeth						Withdrawn due to DTSA funded project	
Leverington Parish Council	Leverington	3485	Roman Bank Road	Speed limit change (village wide)						Reassigned to Complex scoring	
Leverington Village Hall (CG)	Leverington	2500 approx	Gorefield Road	Dropped kerb for use by people with reduced mobility						Reassigned to Complex scoring	
Parson Drove & Wisbech St Mary Ward Community Speed watch	Wisbech St Mary	250	Throughout Bunkers Hill	Speed limit change (village wide), Road markings such as speed roundels or dragons' teeth, Horse & Deer Warning Signs						Reassigned to Complex scoring	

Totals	£ 95,600.00	£ 14,350.00		£ 80,750.00
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**From:** [Asset Data Strategy](#)  
**Subject:** Capitally Funded Highway Maintenance Schemes  
**Date:** 06 November 2024 10:11:59

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Dear all

Cambridgeshire County Council produces a programme to deliver a variety of Capitally Funded Highway Maintenance Schemes each year. These schemes are scored and prioritised for delivery as part of our rolling forward programme and are approved by our Highways and Transport Committee in March of each year, for delivery from April of that year.

These programmes of work are based upon asset management principles, the use of objective condition data and a range of other factors, including member and public reports, usage, risk, accident records and other relevant factors.

You can find out more information about the 24/25 Capital Maintenance Programme, and the types of projects which are currently funded here [Capital maintenance programme | Cambridgeshire County Council](#)

#### **How you can help us:**

We are writing to you to ask if you wish to highlight any roads or footpaths where you think capital investment is needed. You should bear in mind that this request is for larger scale capital investment, which may include the following:

- Major resurfacing or reconstruction of a significant length of road or footway/cycleway.
- Installation of a new drainage system or replacement of a failed existing highway drainage system where there is severe flooding on the road.
- Major maintenance of a Public Right of Way which may be unpassable or difficult to use.

#### **What to do if you'd like to highlight a reactive issue instead which needs attention:**

Please note that this process is not for reporting any reactive work requests such as fixing a pothole, repairing a gully etc. and these more minor defects should be reported via [Cambridgeshire County Council - ReportIt](#) instead.

If we do receive any requests for this type of work which is not deemed suitable for progression as a capital scheme, we will contact you to encourage you to report it for escalation through the proper channels to ensure the matter is recorded in the agreed way.

#### **How you can participate:**

The link <https://forms.office.com/e/K5JuKmFxxQ> will take you to an online form where you can report any areas of concern that meet the Capital Highway Maintenance Investment

criteria examples provided above.

**When you need to respond to us by:**

Please note this link is only available until 2345hrs on Sunday 8<sup>th</sup> December 2024.

**Next steps:**

Your responses will be reviewed by officers and used to help prioritise schemes for our 25/26 Capital Maintenance Programme. This will be discussed at the March 2025 meeting of the Highways & Transport Committee.

Thank you in advance for your contribution, if you have any questions please let us know.

Regards

Assets Strategy Team  
Asset Management, Design & Delivery  
Cambridgeshire County Council

Email: [assetdatastrategy@cambridgeshire.gov.uk](mailto:assetdatastrategy@cambridgeshire.gov.uk)

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**From:** [Zara Holland](#)  
**To:** [Zara Holland](#)  
**Subject:** Infrastructure Delivery Plan Fenland District Council  
**Date:** 19 September 2024 15:19:45

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Dear all,

The last infrastructure delivery plan, which can be viewed here: [Fenland Infrastructure Delivery Plan \(IDP\) - Fenland District Council](#)

Was carried out in 2016, the Council are working to update this alongside the emerging Local Plan.

Background:

What is meant by 'Infrastructure'?

Infrastructure is a commonly used word, often linked to specific types of infrastructure such as green infrastructure, soft or hard infrastructure, strategic infrastructure and community infrastructure. These definitions therefore include, but is not restricted to:

- Transport – Road, cycle / pedestrian facilities, rail, bus, travel management, waterways, port, car parking
- Energy – Electricity and gas generation and provision
- Water and Drainage – Water supply, wastewater, drainage, flood defenses
- Waste Collection & Disposal
- ICT Broadband and Wireless
- Open Space – Including, for example parks, children's play areas, sports pitches and courts, country parks & accessible natural green space
  - Wildlife and Biodiversity
- Education – Nursery and pre-school; primary, secondary; further education, higher education
- Health – Hospitals; health centres/GP surgeries; public health and prevention
- Community Services – Libraries, community centres, youth, social services/over-50s/support, police, fire & rescue, ambulance, cemeteries and crematoria, courts, prisons, hostels, places of worship, post offices, children's centres; special needs and disability
- Culture & Leisure – Museum/galleries, theatres / venues, cinemas, sports centres, swimming pools, events, festivals and town centre programmes/markets.

Please may the Council request, just as an initial response, your requirements in your area for the separate infrastructure above you feel is required based on the following rating:

Critical – Required imminently

Highest priority – Required through new developments coming into your area

Middle priority – Long term infrastructure requirement

Lower priority – Not large infrastructure requirements but could be secured through developer funding Section 106 Agreements (if applicable).

If you would like to elaborate on your rating and/or add justification, these are welcome, otherwise please just add the priority status alongside the definitions above and return.

This may be something you wish to discuss at your next meeting, so do not worry, it is not an immediate response requirement, just trying to learn tentatively with stake holders as to your area's requirements as a new base line to work up from.

If any of you should require me to attend a meeting to discuss further; I'm happy too, please let me know.

Please call should you wish to discuss further or respond with any initial queries you may have and hopefully I can assist.

Kind regards,

**Zara Holland**  
**Section 106 Monitoring Officer**  
**07935341621**

[www.fenland.gov.uk](http://www.fenland.gov.uk)



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# Duty under Section 40 of the Natural Environment and Rural Communities Act 2006

## Complying with the biodiversity duty

Public authorities who operate in England must consider what they can do to conserve and enhance biodiversity in England. This is the strengthened 'biodiversity duty' that the Environment Act 2021 introduces.

This means that, as a public authority, you must:

1. Consider what you can do to conserve and enhance biodiversity.
2. Agree policies and specific objectives based on your consideration.
3. Act to deliver your policies and achieve your objectives.

## Who must comply with the biodiversity duty

You must meet the biodiversity duty if you are a public authority, such as a:

- [government department or public body](#)
- local authority or local planning authority
- statutory undertaker – a business that has public authority duties for their land and delivers something of public importance

## When to meet your biodiversity duty

You must complete your first consideration of what action to take for biodiversity by 1 January 2024. You must agree your policies and objectives as soon as possible after this.

You must reconsider the actions you can take within 5 years of when you complete your previous consideration.

You can decide to do this more often, for example, you could reconsider your actions quarterly, annually, or every 5 years.

## Consider relevant strategies

You must check if these strategies will affect how your organisation complies with the biodiversity duty:

- [local nature recovery strategies](#)
- [species conservation strategies](#)
- [protected site strategies](#)

You must:

- understand how/if they are relevant to your organisation
- be aware of how these strategies affect land that you own or manage, or actions you could take to conserve and enhance biodiversity
- consider how you could contribute to the strategy, where appropriate

## Local nature recovery strategies

These will be locally led strategies for nature and environmental improvement established by the Environment Act 2021. Each local nature recovery strategy will:

- agree priorities for nature's recovery
- map the most valuable existing areas for nature
- map specific proposals for creating or improving habitat for nature and wider environmental goals

There will be around 50 local nature recovery strategies covering the whole of England with no gaps or overlaps.

When the local nature recovery strategies are published, you will need to understand which ones are relevant to you and how you can contribute to them. These are likely to be the strategy, or strategies, for the areas in England you're active in.

Preparation of local nature recovery strategies is expected to begin across England from April 2023. You may want to consider how you could get involved in preparing and delivering them now. For example, you could contribute by acting on proposals to create or improve habitat on land you own or manage, or help someone else to do so. By including any positive actions you plan to take in the strategy, you can help improve their quality. It will also make it easier for you to show how you have fulfilled your duty.

Guidance on how local planning authorities should consider local nature recovery strategies will be published when available.

## Species conservation strategies

Established by the Environment Act 2021, species conservation strategies aim to safeguard the future of the species that are at greatest risk. The strategies will find better ways to comply with existing legal obligations to protect species at risk and to improve their conservation status.

## Protected site strategies

Established by the Environment Act 2021, protected site strategies take a new approach to protecting and restoring species and habitats in protected sites. Protected site strategies will provide ways to overcome offsite pressures such as nutrient pollution in the wider catchment.

## How your biodiversity duty helps achieve biodiversity goals and targets

The action you take for biodiversity will contribute to the achievement of national goals and targets on biodiversity.

The [Environmental Improvement Plan \(EIP23\)](#), published in January 2023, sets out government plans for significantly improving the natural environment.

By 2030, the government has committed to:

- halt the decline in species abundance
- protect 30% of UK land

By 2042, the government has committed to:

- increase species abundance by at least 10% from 2030, surpassing 2022 levels
- restore or create at least 500,000 ha of a range of wildlife rich habitats
- reduce the risk of species extinction
- restore 75% of our one million hectares of terrestrial and freshwater protected sites to favourable condition, securing their wildlife value for the long term

## Actions you could take

The policies and objectives you set, and the action you take to achieve them, will depend on your functions as a public authority.

Public authorities can give priority to areas of high biodiversity value, if appropriate.

If you already have a strategy that monitors your environmental performance, you can include your biodiversity actions as part of this.

Consider creating a new document if you do not have a suitable existing strategy. In it, you can record the actions you plan to take to meet your biodiversity objectives.

As a core component of natural capital, biodiversity supports ecosystem services that benefit people and the economy. When thinking about what actions you could take as part of your duty, you could consider the value of taking a [Natural Capital approach](#).

If your public authority is involved with development plans and decisions, consider your biodiversity duty when you're complying with requirements under:

- [strategic environmental assessment](#)
- [environmental impact assessment](#)
- [Habitats Regulations assessment](#)

## Manage land to improve biodiversity

Consider how the land you manage could improve biodiversity. This includes green and blue spaces like:

- allotments
- cemeteries
- parks and sports fields
- amenity spaces and communal gardens
- roadside and railway verges
- field margins and hedgerows
- rights of way and access routes

- woodlands and nature reserves
- canals and rivers
- water-dependent habitats
- estuaries and coastal habitats

Small changes to how you manage these areas could create habitats for wildlife and ‘nature corridors’ that connect existing habitats. This allows species to move between habitats, maintain or increase populations and be more resilient to climate change.

There are other things you can do to improve habitats, including:

- using native and sustainably sourced trees when planting
- [creating dedicated spaces for wildlife](#)
- leaving dead wood safely in place in woodlands to provide additional habitat
- maintaining planted trees to give them the best chance of survival
- reducing the use of herbicides, pesticides, peat and water
- implementing measures to prevent the spread of invasive species and plant disease

These actions can save money while delivering benefits to biodiversity.

If you own or manage large areas of land, consider promoting and encouraging nature-based solutions, restoration of natural processes and landscape recovery.

Natural England has published the [Green Infrastructure Framework - Principles and Standards for England](#). This includes planning, design and process guides.

## Make space for wildlife

You could create dedicated spaces to attract wildlife and enhance biodiversity. This is possible even if your public authority owns a single office building. It is important that these measures are appropriate to the location.

You could:

- build and install nest boxes for birds, bats and other animals
- add green walls or roofs to existing or new buildings
- plant native trees and shrubs
- plant wildflowers for pollinators

You can do more if you own or manage specific types of land. For example, if you own or manage:

- school grounds – create gardens, ponds, meadows or woodlands to improve biodiversity and aid education
- farmland – be aware of soil health, water use and waste management and encourage farmers to apply for agri-environment schemes and use pesticides appropriately.

[Check the list of priority habitats and species in the UK.](#)

## Enhance protected sites

Sites that public authorities own or manage can be protected by other legislation. For example:

- [sites of special scientific interest](#)
- [special areas of conservation or special protection areas](#)
- [national nature reserves](#)
- local nature reserves and local sites
- Ramsar sites (wetlands of international importance)

You should already be helping to conserve and enhance biodiversity on this land. For example, public bodies already have a duty to take all reasonable steps to conserve and enhance sites of special scientific interest.

The [Environmental Improvement Plan](#) set the expectation that all public authorities should ensure they have management plans in place by the end of 2023 to support their sites to reach favourable status.

Authorities should produce those plans and work actively with Natural England and others to identify and implement the actions needed to improve site condition.

## Actions in national parks or areas of outstanding natural beauty

Consider designated areas such as national parks or areas of outstanding natural beauty (AONB) as part of your biodiversity duty. This is important if you have functions in or close to a site designated as a national park or AONB. Improving nature in national parks or AONBs is an action that can enhance and conserve biodiversity. If appropriate to

your public body, you could comply with your biodiversity duty by:

- helping to develop and implement management plans for national parks or [AONBs](#)
- making improvements to nature in these areas

## **Improve how you manage buildings**

Review how you manage buildings and the land around them. This could include considering:

- whether you should remove vegetation around your buildings and if you do, when to do it
- what chemicals you use on the premises
- when you carry out maintenance work, to minimise disturbance to wildlife
- whether you can reduce the use of energy and water to help reduce pollution and address the pressure it puts on wildlife

## **Educate, advise and raise awareness**

You can help the public understand biodiversity and why it's important to conserve and enhance it. This can encourage land managers, businesses and the general public to take action to benefit biodiversity too.

For your policies, objectives and actions, you could:

- include the public in projects to improve biodiversity
- feature biodiversity in public or internal communications
- use libraries and museums to raise awareness of biodiversity
- put information boards in green spaces or offer guided walks
- include biodiversity considerations in advice for internal and external clients and service users
- educate your staff on your biodiversity actions and why they're important
- raise public awareness of how their gardens can support biodiversity, for example by avoiding artificial grass

## **Review internal policies and processes**

All public authorities have internal policies and processes for staff and facilities that could affect biodiversity.

Changes to internal policies and processes that can affect biodiversity are another way you can meet your duty. Policies you could review include:

- transport – support sustainable travel to reduce carbon emissions and improve air quality
- waste – review waste management and recycling processes to reduce water pollution and air pollution from waste transport and landfill
- water – improve water efficiency to reduce the effect water abstraction can have on sensitive habitats and species
- procurement – buy sustainable materials and supplies to reduce the demand on natural resources
- light – make sure the design of artificial lighting minimises effects on nature

## **Prepare for biodiversity net gain**

Biodiversity net gain ([BNG](#)) is an approach to development or land management that aims to leave the natural environment in a measurably better state than it was beforehand. If your public authority does not have a biodiversity net gain policy in the local plan, you could consider preparing one.

Future development projects (apart from exempt developments) will need to achieve a 10% biodiversity net gain. This is expected to be required from:

- November 2023 for Town and Country Planning Act 1990 ([TCPA](#)) projects not falling under the small sites definition [\[footnote 1\]](#)
- April 2024 for [TCPA](#) small sites
- the end of 2025 for Planning Act 2008 (Nationally Significant Infrastructure Projects)

Local planning authorities will need to report what is done for biodiversity net gain on and off development sites.

Local planning authorities should consider areas that are appropriate for biodiversity net gain. Consider how existing planning advice and strategies can protect and enhance biodiversity.

The developer is responsible for selecting the competent person for completing the small sites metric ([SSM](#)). The competent person does not need to be an ecologist for the [SSM](#). The local planning authority does not need to verify the competent person.

Find out about [biodiversity net gain](#) and how it affects you.

## Get help with your actions

You can get help from experts when considering what actions you can take. For example, you could:

- commission a survey or audit to help assess your property and its potential to improve biodiversity
- consult your local nature recovery strategy to find out what actions would benefit your area – preparation of these will begin in 2023
- check existing data about wildlife and habitats in the area
- speak to Natural England, Environment Agency, Forestry Commission, local wildlife trusts or consultant ecologists

You can get existing local data from [Local Environmental Record Centres](#). If you commission research, you can share that data with them. To help you understand habitats and species in your area, you can use the national [Magic Map](#).

Getting expert advice can help you understand how you can make a difference for biodiversity and avoid unintended outcomes.

You may need to get expert [environmental advice on planning before preparing plans or considering development proposals](#).

Environmental assessment regulations require monitoring of the effects of development plans and projects. You could use the results of this monitoring as a source of environmental data.

## Reporting your biodiversity policies and actions

Some public authorities need to [publish a biodiversity report](#).

Local authorities (excluding parish councils) and local planning authorities must write and publish a biodiversity report. Other public authorities must fulfil their duty, but do not need to publish a report.

For local authorities and local planning authorities, the end date of your first reporting period should be no later than 1 January 2026.

After this, the end date of each reporting period must be within 5 years of the end date of the previous reporting period.

The report is a chance to communicate how your organisation is helping to improve the environment and show the positive change you're making.

Defra intends to include references to your biodiversity reports in the 5-yearly reviews of the Environmental Improvement Plan.

Defra's [reporting your biodiversity duty actions guidance](#) gives information about when you must publish your report and what you need to include.

Your biodiversity reports will:

- help everyone understand how we are collectively meeting shared goals to conserve and enhance biodiversity
- allow you to showcase the action you're taking to improve biodiversity
- show other authorities and the general public what they can do for nature recovery and share good practice

1. For [BNG](#) exemptions, 'small sites' has 2 definitions.

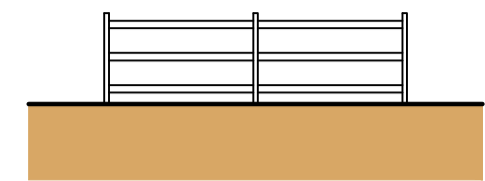
Residential small sites will have either:

- 1 to 9 dwellings on sites of less than one hectare
- an unknown number of dwellings on sites of less than 0.5 hectares

Non-residential small sites will have either:

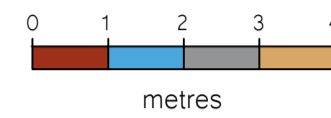
- less than 1,000 square metres of floor space
- a site area of less than one hectare

- General Notes
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  - The contractor, sub-contractors and suppliers must verify all dimensions on site prior to the commencement of any work.
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  - Any discrepancies are to be brought to the designers attention.

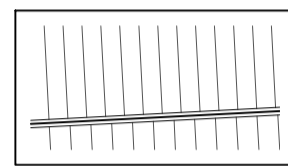


Fence Elevation

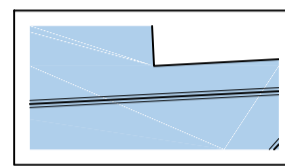
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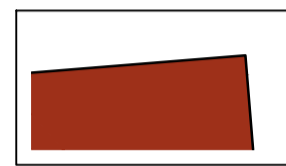
SITE PLAN KEY



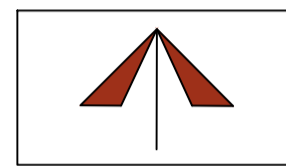
Indicates approved proposed dwelling



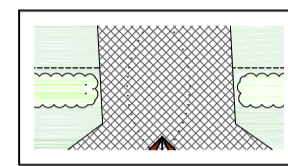
Indicates existing dwellings



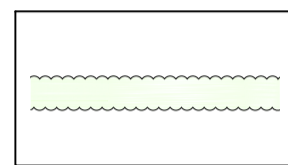
Indicates existing buildings taken from OS Maps



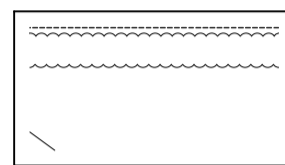
Indicates existing and proposed site accesses



Indicates proposed access to Cambs CO Highways specification



Indicates proposed 1.8m high Guelder Rose hedge sitting in front of 1.2m high post and rail fence



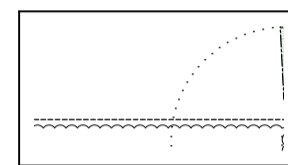
Indicates existing hedging/planting



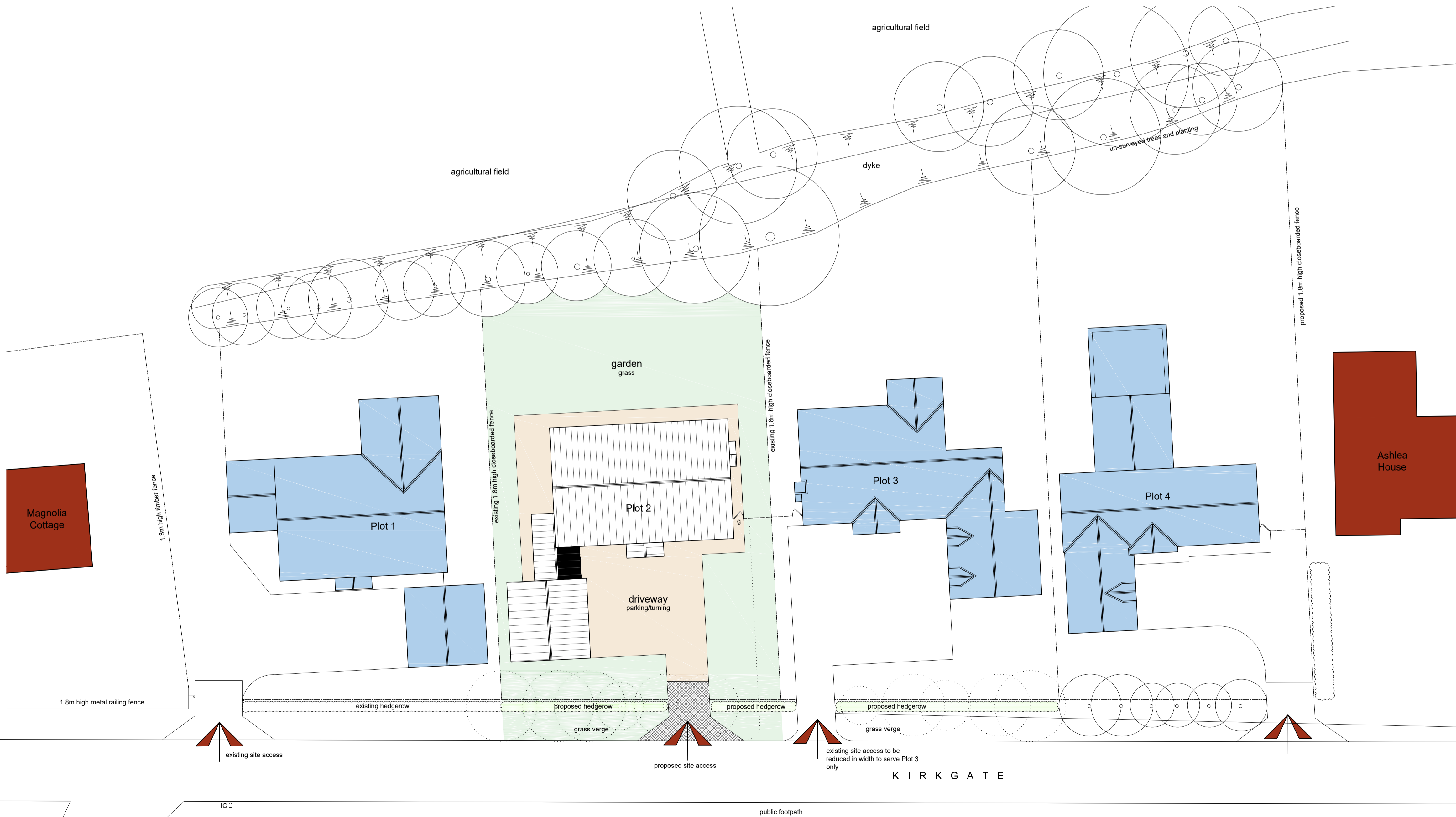
Indicates proposed driveway for parking/turning



Indicates proposed grass areas

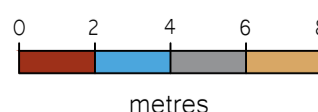


Dots indicate proposed hedging to be removed



Site Plan

Scale: 1:200



Revisions			
A	Sept 2024	Additional information added for planning application	
B	Nov 2024	Location Plan removed	

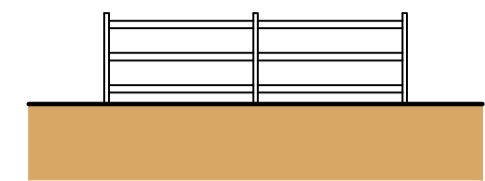
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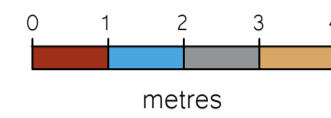
Job Title		Date	Drawn by
Residential Development at Plot 2, Kirkgate, Tydd St Giles PE13 5NE		July 2024	GT
Drawing Title		Job No.	Sheet Size
Planning Drawing Site & Location Plan		SE-2140	A1
Dwg No.		Revision	
PP1000		B	

- General Notes
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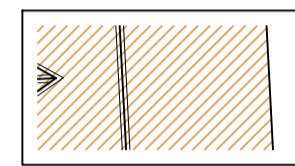


Fence Elevation

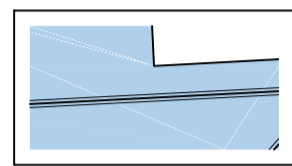
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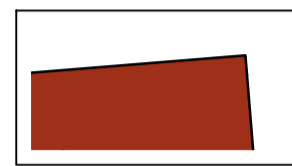
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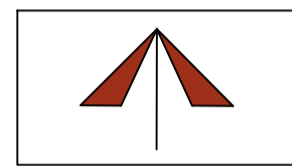
Indicates approved and built dwelling



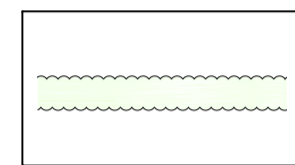
Indicates existing dwellings



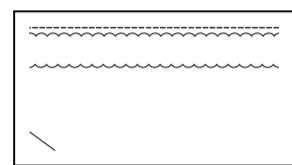
Indicates existing buildings taken from OS Maps



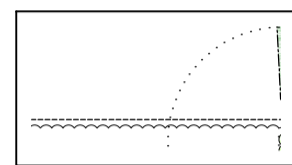
Indicates existing and proposed site accesses



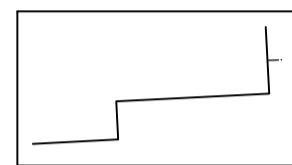
Indicates proposed 1.8m high Guellder Rose hedge sitting in front of 1.2m high post and rail fence



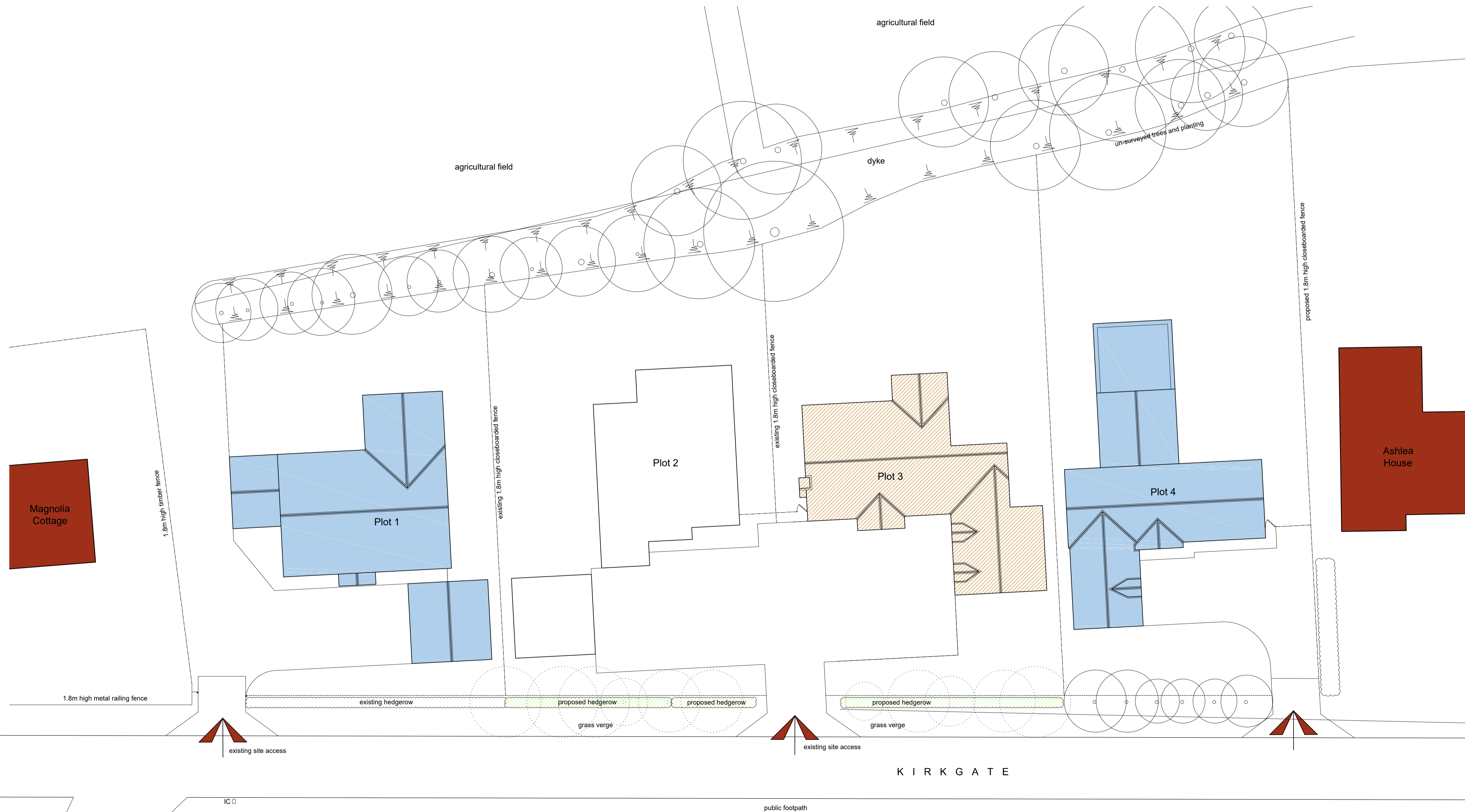
Indicates existing hedging/planting



Dots indicate proposed hedging to be removed

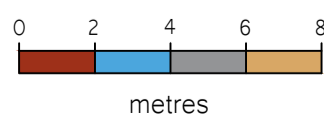


Indicates approved dwelling not constructed



Site Plan

Scale: 1:200



Revisions

A	Nov 2024	Location plan removed and Site Plan amended

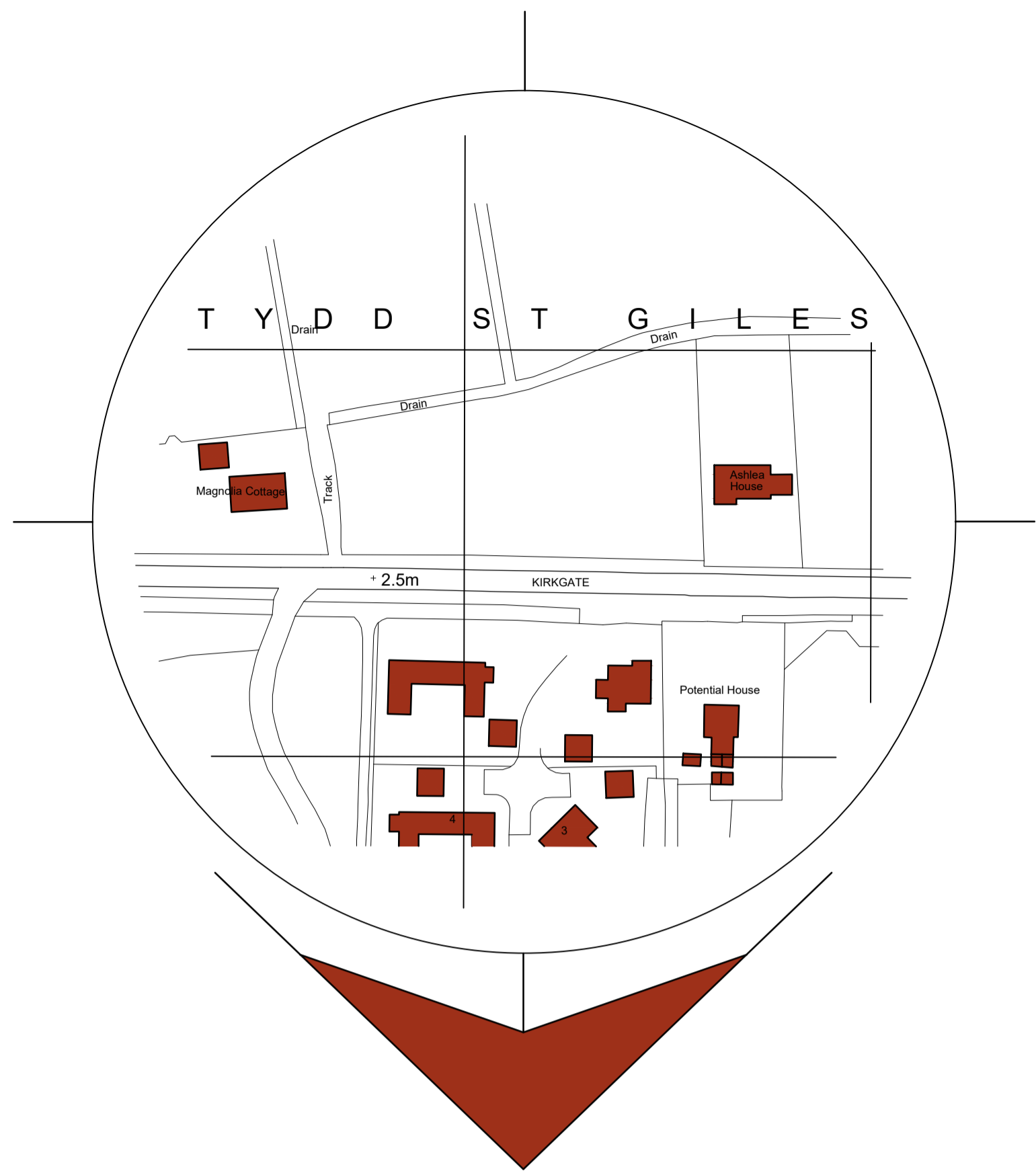
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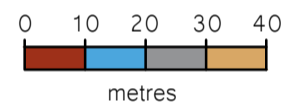
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t 01945 450694 e info@swannedwards.co.uk w www.swannedwards.co.uk

Job Title Residential Development at Plots 2 & 3, Kirkgate, Tydd St Giles PE13 5NE	Date Sept 2024	Drawn by GT Checked by GE
Drawing Title Planning Drawing Site & Location Plan	Job No. SE-2140 Dwg No. PP1001	Sheet Size A1 Revision A

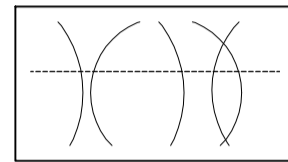


Location Plan

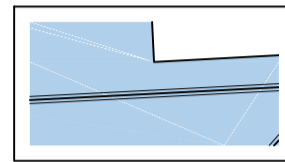
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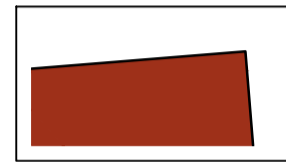
SITE PLAN KEY



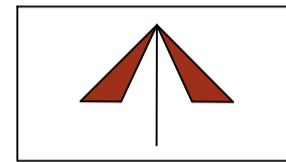
Indicates existing vegetation



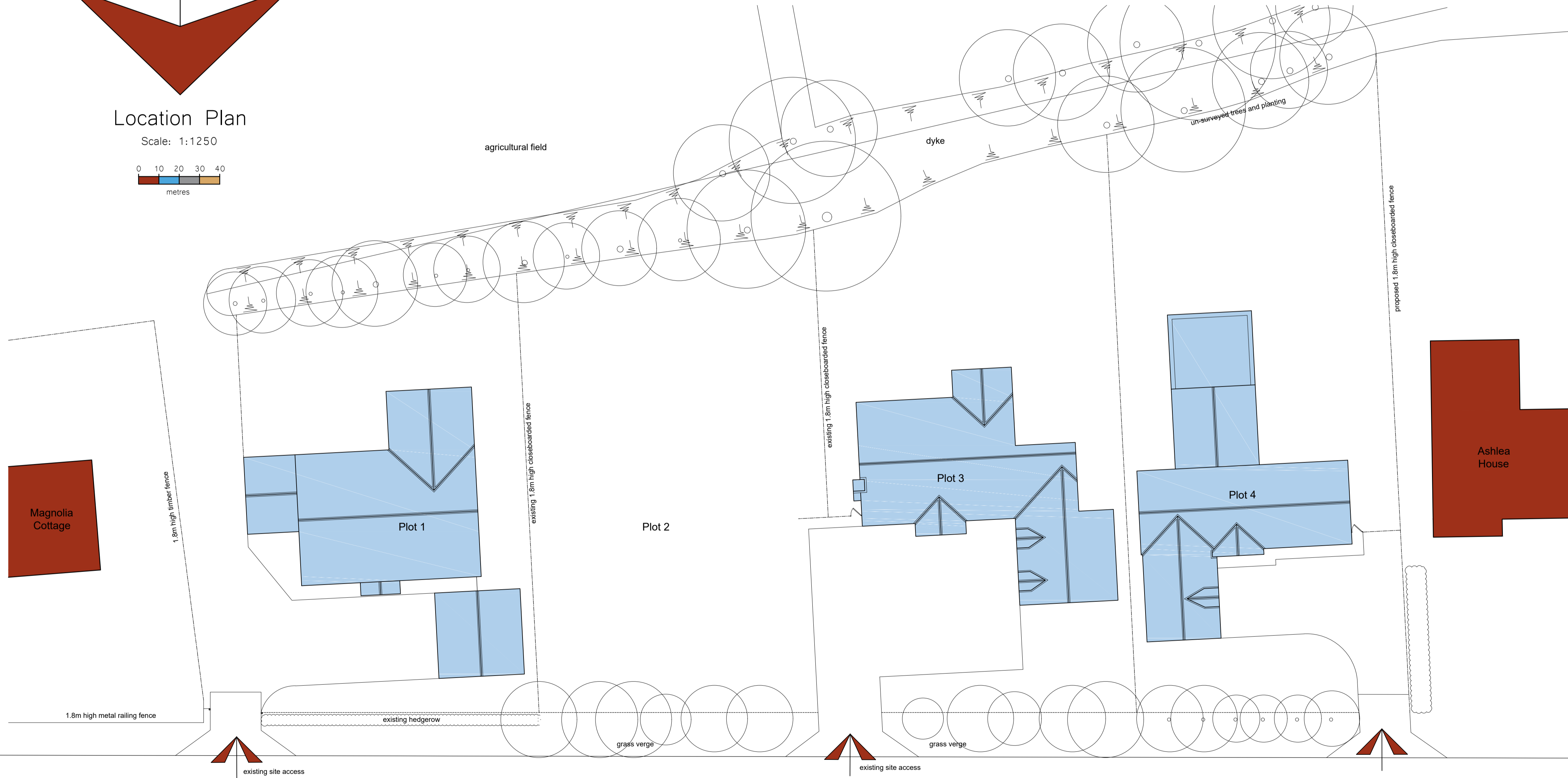
Indicates existing dwellings



Indicates existing buildings taken from OS Maps

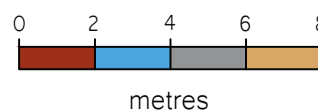


Indicates existing site accesses



Site Plan

Scale: 1:200



General Notes

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Revisions

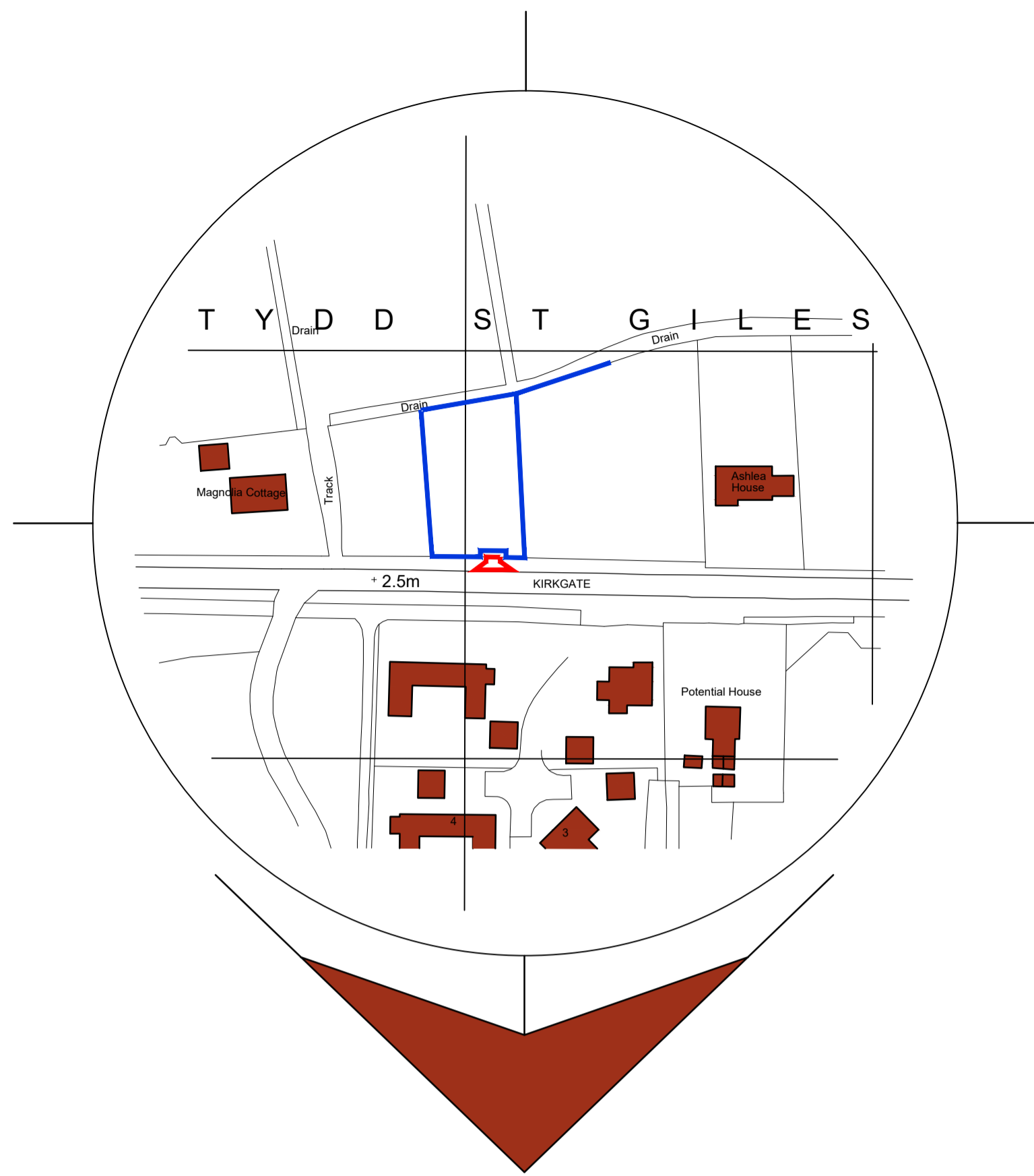

Status

FOR APPROVAL



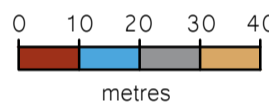
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Residential Development at Plot 2, Kirkgate, Tydd St Giles PE13 5NE	Job Title	Date	Drawn by
	Survey Drawing	Nov 2024	G.E.
Site & Location Plan	Job No.	SE-2140	Sheet Size
	Dwg No.	PP100	A1
		Revision	

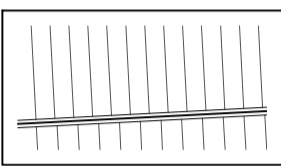


Location Plan

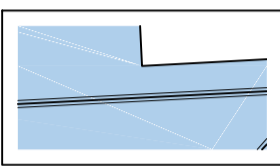
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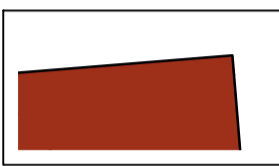
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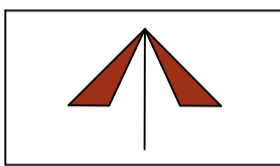
Indicates approved proposed dwelling



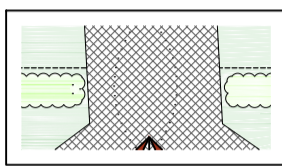
Indicates existing dwellings



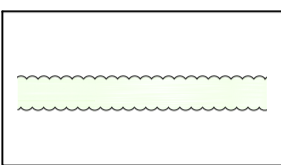
Indicates existing buildings taken from OS Maps



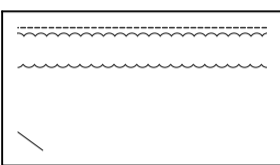
Indicates existing and proposed site accesses



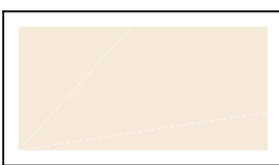
Indicates proposed access to Cambs CO Highways specification



Indicates proposed 1.8m high Guelder Rose hedge sitting in front of 1.2m high post and rail fence



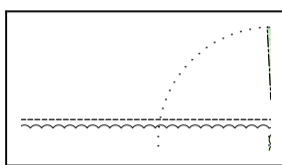
Indicates existing hedging/planting



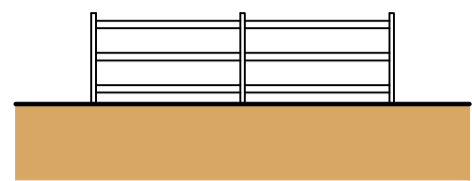
Indicates proposed driveway for parking/turning



Indicates proposed grass areas

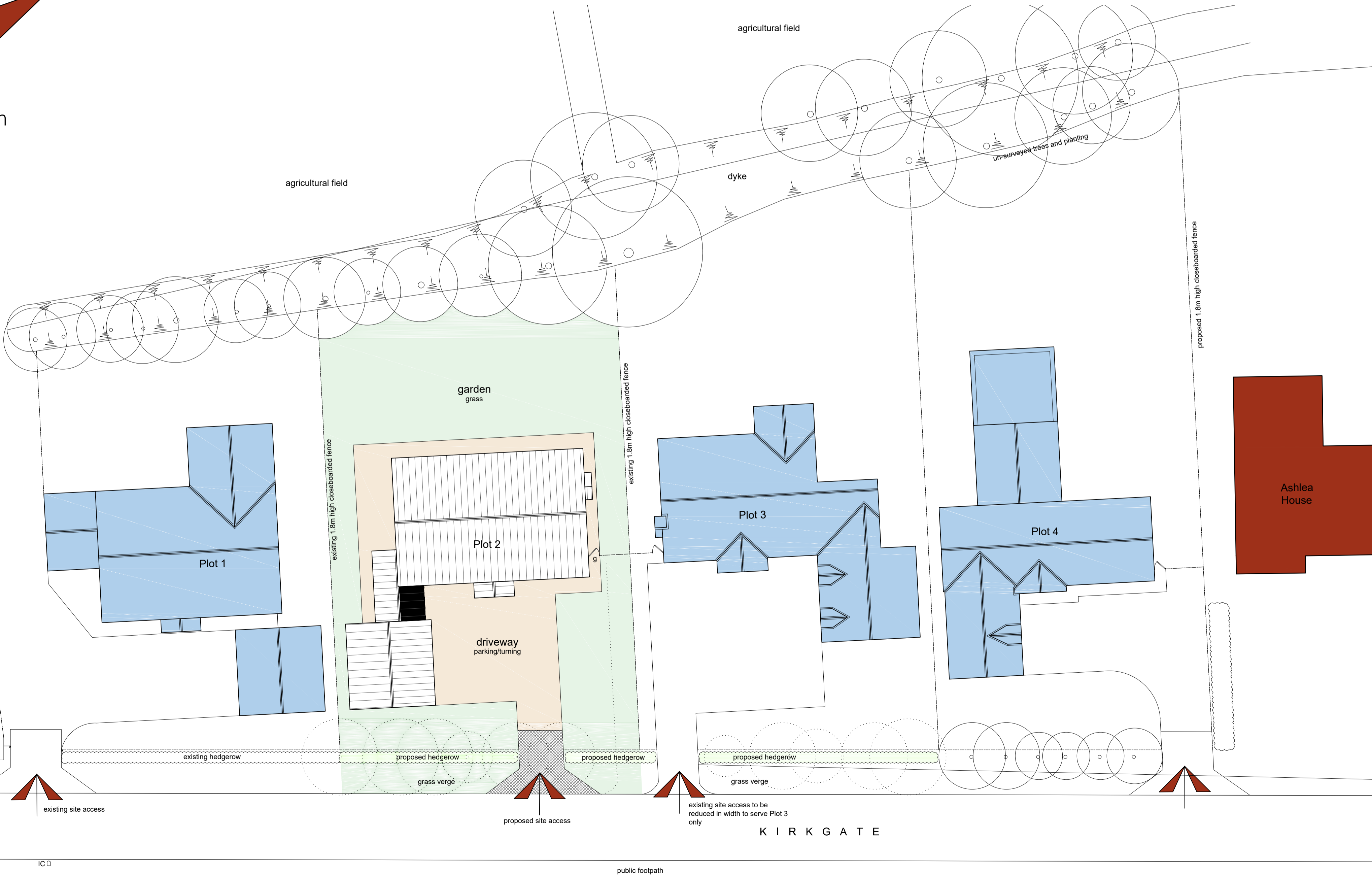
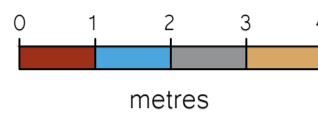


Dots indicate proposed hedging to be removed



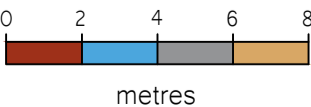
Fence Elevation

Scale: 1:100



Site Plan

Scale: 1:200



General Notes

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

Revisions


Status

FOR APPROVAL

**SWANN EDWARDS**  
ARCHITECTURE

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

Job Title Residential Development at Plot 2, Kirkgate, Tydd St Giles PE13 5NE	Date Sept 2024	Drawn by GT Checked by GE
Drawing Title Planning Drawing Site & Location Plan	Job No. SE-2140 Dwg No. PP1002	Sheet Size A1 Revision

# Tydd St Giles Parish Council

## Income & Expenditure Summary as at 31.10.24

Income	Year to Date	Budget	%
FDC Precept	£ 18,000.00	£ 18,000.00	100.00
FDC Concurrent Functions Grant	£ 2,791.00	£ 2,791.00	100.00
Allotment Rents	£ 50.00	£ 8,844.00	0.57
Allotment Rates	£ -	£ 600.00	0.00
Community Centre	£ -	£ -	0.00
Grants	£ 5,000.00	£ -	#####
Donations	£ 1,800.00	£ -	#####
Recycling Credits	£ -	£ -	0.00
Bank Interest	£ 134.80	£ 200.00	67.40
VAT Refunds	£ -	£ 2,450.00	0.00
Miscellaneous	£ 900.00	£ -	#####
<b>Total Income</b>	<b>£ 28,675.80</b>	<b>£ 32,885.00</b>	<b>87.20</b>

## Expenditure

Clerk's Salary	£ 5,591.65	£ 11,200.00	49.93
Fees	£ 405.00	£ 410.00	98.78
Subscriptions	£ 571.18	£ 610.00	93.63
Admin Expenses	£ 539.84	£ 950.00	56.82
Insurance	£ 607.49	£ 600.00	101.25
Drainage Rates	£ 604.22	£ 600.00	100.70
Recreation Ground	£ 1,171.97	£ 6,435.00	18.21
Churchyard	£ 1,457.35	£ 5,000.00	29.15
Community Centre	£ -	£ 3,500.00	0.00
Street Lights	£ 6,091.81	£ 6,600.00	92.30
Section 137 Payments	£ -	£ 500.00	0.00
Parish Land	£ 44.80	£ -	#####
Foul Anchor	£ 185.66	£ 550.00	33.76
Highways	£ -	£ 1,000.00	0.00
Recoverable VAT	£ 1,785.10	£ 2,673.95	66.76
<b>Total Expenditure</b>	<b>£ 19,056.07</b>	<b>£ 40,628.95</b>	<b>46.90</b>

## Summary

Total Income	£ 28,675.80
LESS Total Expenditure	£ 19,056.07
<b>Net Surplus or Deficit</b>	<b>£ 9,619.73</b>

## Balance Sheet

Balance B/fwd 1.4.24	£ 39,496.80
Surplus or Deficit	£ 9,619.73
<b>Balance C/fwd</b>	<b>£ 49,116.53</b>

## Represented by

Barclays Current Account	£ 14,144.74
Barclays Business Saver	£ 18,124.10
NatWest Current Account	£ 16,847.69
Cash / Cheques	£ -
	<b>£ 49,116.53</b>

### Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Tydd St Giles Parish Council – CA0260**

#### 1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor’s limited assurance opinion 2023/24

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

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

None

#### 3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

**10/09/2024**

## **TYDD ST GILES PARISH COUNCIL COMPLAINTS PROCEDURE**

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

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

Date of Adoption: 11 November 2021

Minute ref: 062/21(c)

Re-adopted 14 November 2024

Minute ref: 069/24(i)

Contact details for the Parish Clerk:

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

For Correspondence to the Chairman:

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



- 01945 870083



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



- 07773 690572



- [terry.brown@tyddstgilesparishcouncil.org.uk](mailto:terry.brown@tyddstgilesparishcouncil.org.uk)

## **TYDD ST GILES PARISH COUNCIL**

### **GRIEVANCE POLICY**

#### **Introduction**

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

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

<sup>2</sup>. [https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG\\_Guide\\_Feb\\_2019.pdf](https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf)

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

#### **Informal grievance procedure**

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

## **Formal grievance procedure**

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

## **Investigation**

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

## **Notification**

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

## **The grievance meeting**

10. At the grievance meeting:
  - the Chairman will introduce the members of the committee to the employee
  - the employee (or companion) will set out the grievance and present the evidence
  - the Chairman will ask the employee questions about the information presented and will want to understand what action he/she wants the Council to take
  - any member of the committee and the employee (or the companion) may question any witness
  - the employee (or companion) will have the opportunity to sum up the case
  - a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the committee.
11. The Chairman will provide the employee with the committee's decision, in writing, usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

## **The appeal**

12. If an employee decides that his/her grievance has not been satisfactorily resolved by the committee, he/she may submit a written appeal to the Council. An appeal must be received by the Council within five working days of the employee receiving the committee's decision and must specify the grounds of appeal.
13. Appeals may be raised on a number of grounds, e.g.
  - a failure by the Council to follow its grievance policy
  - the decision was not supported by the evidence
  - the action proposed by the committee was inadequate/inappropriate
  - new evidence has come to light since the grievance meeting.
14. The appeal will be heard by a panel of three members of the Council who have not previously been involved in the case. There may be insufficient members of the Council who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the committee. The appeal panel will appoint a Chairman from one of its members.
15. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.
16. At the appeal meeting, the Chairman will:
  - introduce the panel members to the employee
  - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the committee
  - explain the action that the appeal panel may take.
17. The employee (or companion) will be asked to explain the grounds of appeal.

18. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
19. The appeal panel may decide to uphold the decision of the committee or substitute its own decision.
20. The decision of the appeal panel is final.

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## **TYDD ST GILES PARISH COUNCIL**

### **DISCIPLINARY POLICY**

#### **Introduction**

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

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

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

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

<sup>2</sup> [https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG\\_Guide\\_Feb\\_2019.pdf](https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf)

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

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

## **Examples of misconduct**

4 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct. The list is not exhaustive.

- unauthorised absence
- poor timekeeping
- misuse of the Council's resources and facilities including telephone, email and internet
- inappropriate behaviour
- refusal to follow reasonable instructions
- breach of health and safety rules.

## **Examples of gross misconduct**

5 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct. The list is not exhaustive

- bullying, discrimination and harassment
- incapacity at work because of alcohol or drugs
- violent behaviour
- fraud or theft
- gross negligence
- gross insubordination
- serious breaches of Council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

## **Suspension**

6 If allegations of gross misconduct or serious misconduct are made, the Council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.

7 While on suspension, the employee is required to be available during normal hours of work in the event that the Council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or Councillor.

8 The employee must not attend work. The Council will make arrangements for the employee to access any information or documents required to respond to any allegations.

## **Examples of unsatisfactory work performance**

9 The following list contains some examples of unsatisfactory work performance. The list is not exhaustive.

- inadequate application of management instructions/office procedures
- inadequate IT skills
- unsatisfactory management of staff
- unsatisfactory communication skills.

## **The Procedure**

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

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

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

## **Disciplinary investigation**

12 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.

13 If a formal disciplinary investigation is required, the Council will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a Councillor. If the Council considers that there are no Councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The Council will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:

- the allegations or events that the investigation is required to examine
- whether a recommendation is required
- how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
- who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.

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

## **The disciplinary meeting**

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

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

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

## **Disciplinary action**

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

### **First written warning**

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

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

### **Final written warning**

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

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

### **Dismissal**

The Council may dismiss:

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

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

## **The appeal**

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

# **TYDD ST GILES PARISH COUNCIL SAFEGUARDING POLICY**

## **SECTION 1**

### **Introduction**

Everyone has a duty to safeguard children, young people and vulnerable adults. This policy promotes good practice in safeguarding for those using Parish Council facilities. The Parish Council will review it annually.

### **Definitions**

#### **Children and young people:**

Anyone under the age of 18 years.

#### **Vulnerable Adult:**

A person over the age of 18 who: - (a) has needs for care and support, (b) is experiencing, or is at risk of, abuse or neglect, and (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it - Care Act 2014 (section 42).

### **To whom this policy applies**

- This policy applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.
- It also applies to any individual using the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

## **SECTION 2**

### **Promoting a safe environment**

In order to promote a safe environment for children, young people and vulnerable adults, the Parish Council will:

- Provide safe facilities and do regular safety assessments.
- Ensure that employees, Councillors and leaders of activities in / on parish facilities, are aware of the safeguarding expectations.
- Ensure that the policy for users of parish facilities includes a requirement that they are safe to work with children, young people and vulnerable adults. (e.g. any adults who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties should undergo appropriate Disclosure and Barring Service checks.)
- Ensure that attendees at functions are aware that parents are responsible for their children's safety and the location of a dedicated safe place for lost children is clear.
- Display on notice boards the relevant safeguarding contacts for advice and help.

### **Use of facilities by groups for use with children, young people or vulnerable adults**

The Parish Council will require the leaders to:

- Have public liability insurance.
- Have a suitable safeguarding children, young people and vulnerable adult policy and/or agree to work to the Parish Council's policy and relevant guidance.
- Ensure leaders make their members aware of the Parish Council policy and ensure that it is followed whilst using parish facilities.

- Ensure leaders have valid enhanced DBS checks as appropriate and know where the first aid box is.
- Complete risk assessments for individual activities.

## **SECTION 3**

### **Safe working practice**

All users of Parish Facilities must follow the safeguarding children, young people and vulnerable adults policy and procedures at all times. For example, they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from parents/ carers.
- Ensure that any photos that do have permission to be taken, have separate permission for use on social media/website.
- Ensure they have access to a first aid kit and telephone and know fire procedures.
- Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

### **Expectations of behaviour**

All users of parish facilities should:

- Ensure that communications, behaviour and interaction with users should be appropriate and professional.
- Treat each other with respect and show consideration for other groups using the facilities.
- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to group leaders, Parish Councillors, the Parish Clerk or parents and carers, as appropriate.

## **SECTION 4**

### **Allegations against staff and volunteers**

- All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult.
- If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the Chair of the Parish Council.

### **Whistleblowing**

All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the Cambridgeshire and Peterborough Safeguarding Partnership Board.

### **What should be a cause for concern**

Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child or vulnerable adult. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

All staff and volunteers coming in to contact with children need to have an awareness of safeguarding.

### **Useful Safeguarding Contact Details**

Contact	Email	Telephone
<b>Fenland District Council - Officer Phil Hughes</b> To report a concern of abuse or neglect of children	<a href="mailto:phughes@fenland.gov.uk">phughes@fenland.gov.uk</a>	01354 622520  07702 128939

Contact	Email	Telephone
<b>Fenland District Council - Officer Sarah Gove</b> To report a concern of abuse or neglect of a vulnerable adult	<a href="mailto:sgove@fenland.gov.uk">sgove@fenland.gov.uk</a>	01354 622372

Contact	Email	Telephone
<b>Cambridgeshire &amp; Peterborough Safeguarding Partnership Board</b>	<a href="mailto:safeguardingboards@cambridgeshire.gov.uk">safeguardingboards@cambridgeshire.gov.uk</a>	01733 863744
<b>Website:</b> <a href="http://www.safeguardingcambspeterborough.org.uk">www.safeguardingcambspeterborough.org.uk</a>		

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