

TYDD ST GILES PARISH COUNCIL

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Clerk D Gibbs

2nd January 2025

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 9th January 2025 at 7.30pm**, for the purpose of transacting the following business.

Members of the public and press are invited to attend this meeting. A period not exceeding 15 minutes is made available at the beginning of the meeting, where residents so require, to enable a Public Forum to take place.

Yours sincerely

D Gibbs

Clerk/Proper Officer

A G E N D A

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

Apologies for Absence

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

071/24 Chairman's Announcements

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

072/24 Public Forum

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

073/24 Urgent Items

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

074/24 Confirmation of Minutes

To consider and confirm the minutes of the Parish Council meeting held on Thursday 14th November.

075/24 Matters Arising

To receive updates on the following items:

- a) Bus service - minute 055/24(a)*
- b) Trees in Hannath Road - minute 055/24(b)*
- c) Vacant property in Sapphire Close - minute 055/24(d)*
- d) Local Highway Improvements application 2025/26 - minute 064/24(b)*

- e) *Community Gritting scheme - minute 064/24(c)*
- f) *Community Speed Watch group - minute 064/24(d)*
- g) *Capitally Funded Highway Maintenance proposals - minute 064/24(e)*
- h) *District Council Infrastructure Delivery Plan - minute 065/24*

076/24 Police Matters

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

077/24 Cambridgeshire County Councillor Report

To receive a report from Cllr Simon King.

078/24 Fenland District Councillor Report

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

079/24 Clerk's Report

To receive a report on meetings attended and correspondence received.

080/24 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*

081/24 Member and Parishioner Issues

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

082/24 Grounds Maintenance Contract

To receive an update from the Clerk on matters relating to the maintenance of the Churchyard and Recreation Ground and to resolve accordingly.

083/24 Planning

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

F/YR24/0994/F - Formation of a manège and the erection of 6 x flood lights on 5.0m high posts - Ewings Farm, Cross Drove, Tydd St Giles

084/24 Finance

- a) *To receive an updated financial statement for the period to the end of December.*
- b) *To note the following sums received since the last meeting:*

T Marsh (allotment rent).....	£	50.00
R Horspool (land rent)	£	2,894.08
C Howlett (land rent)	£	1,746.70
Barclays Bank (interest).....	£	67.78
J Carlile (allotment rent).....	£	50.00

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

Fulney Sand & Gravel	£	127.56
NEST (pension contributions)	£	331.90
Viking Office UK Ltd.....	£	37.69
Direct 365	£	186.90

d) *To approve the following payments:*

D Gibbs (salary December and January)	£ 1,547.94
Geosphere Ltd (licence)	£ 86.40
Tydd St Giles CC&RG (hall hire)	£ 68.00
CPRE (subscription)	£ 36.00

e) *To consider and agree projects for inclusion in the budget for 2025/26.*

f) *To approve the budget for 2025/26 and determine the level of precept required.*

085/24 Policies and Procedures

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

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

b) *To consider for adoption the draft Biodiversity Policy.*

086/24 Date of Next Meeting

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

Thursday 13th March at 7.30pm is suggested.

TYDD ST GILES PARISH COUNCIL

Minutes of a meeting of Tydd St Giles Parish Council held in the Community Centre on Thursday 14th November 2024

Present - Cllr T Brown (Chairman), Cllr B Allen, Cllr M Carter, Cllr G Clifton, Cllr L Slade, Cllr B Barber (FDC) (from 057/24), D Gibbs (Clerk), 9 members of the public

Apologies for Absence - Cllr K Malin, Cllr S King (CCC), Cllr S Clark (FDC), Cllr C Seaton (FDC)

051/24 Chairman's Announcements

The Chairman paid tribute to former councillor and well-known local farmer Henry Howlett who passed away recently. Members observed a minute's silence in his memory.

The Chairman reported that the free defibrillator training session in September was very successful and thanked the East of England Ambulance Service First Responders for running the session. No fee was charged, but the Chairman suggested that a donation be made to assist them in purchasing essential equipment.

The Golden Age Fair in the Community Centre in September was also a successful and worthwhile event, with almost 30 support agencies and service providers attending.

The Chairman and Vice Chairman attended the North Level District Internal Drainage Board's View Day, learning more about the work of the Board and visiting several of their facilities.

Finally the Chairman reminded the meeting that the District Council Chairman's Carol Service will be held at St Peter's Church, Wisbech on the evening of 6th December and everybody is welcome to attend.

052/24 Public Forum

A resident asked about progress with the repair of the lights on the signs at both ends of the traffic calming islands outside the school. The Clerk confirmed that these had been reported.

A member of the public noted that the Council has received payments from National Grid for surveys on Council-owned land and asked whether tenants are also eligible to receive payments. The Chairman explained that the payments were made to the landowner.

A question was asked in relation to the accuracy of the wording of a planning consultation submission.

053/24 Urgent Items

None.

054/24 Confirmation of Minutes

RESOLVED - that the minutes of the meeting held on Thursday 12th September be agreed and signed as a true and accurate record.

055/24 Matters Arising

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

- b) Trees in Hannath Road - The Clerk continues to pursue this matter with the County Council.
- c) Foul Anchor bench - Awaiting the development of a wider project.
- d) Vacant property in Sapphire Close - The Clerk will discuss the future allocation with Clarion Housing.

056/24 Police Matters

The Chairman reported that no meetings had taken place. The Clerk reminded anybody witnessing hare coursing to report it immediately to the Police.

057/24 Cambridgeshire County Councillor Report

In Cllr King's absence, there was no report.

058/24 Fenland District Councillor Reports

Cllr Barber reported that the Street Pride group had found litter around the front of the Community Centre and suggested that the litter bin be relocated closer to the building to prevent this. Having discussed this with the relevant officers at the District Council she was informed that the bin could not be moved, but that an additional bin could be provided at a cost of £350. The Chairman asked the Management Committee to monitor the situation.

059/24 Clerk's Report

The Clerk reported on meetings attended and correspondence received, including the Cambridgeshire ACRE AGM, a Highways stakeholder survey, the second roadside weed spraying, tougher penalties for fly-tipping and similar offences, the new street light maintenance contract, a proposal to relocate the District Council's headquarters, the Combined Authority bus franchising consultation, the new National Association of Local Councils website, and the Green Energy Switch free appliance scheme.

060/24 Reports from Members

- a) Cllr Allen - Communications, Foul Anchor and Four Gotes - Facebook users have complained about the delay in approving posts on the Community Discussion page. The Chairman explained that moderation was necessary to ensure that unacceptable posts were not displayed and that the moderators endeavour to approve posts promptly. The Community Payback team has started the transformation of the area adjacent to the War Memorial in Foul Anchor. Further work will take place over the coming months. The Chairman commended the Payback team for their hard work.
- b) Cllr Carter - Community Centre and Play Equipment - The Christmas Fair will take place on 30th November. The application to the Government's VCSE programme for the new heating system was unsuccessful. Alternative solutions may be required due to the inability to secure funding for this project. Problems with the grass cutting contractor continue, with the outsides and the play area not cut for two months. A second broadband connection will be installed to provide a secure connection for the bar terminal. The Brigstock & Wren's charity has contributed £2,000 towards the purchase and installation of the new junior play tower and soft surfacing. A new fenced under-5s play area will be established.
- c) Cllr Connell - Highways - No report.
- d) Cllr Malin - Armed forces, flooding, Kinderley School - No report.

- e) Cllr Clifton - Public rights of way, churchyard, trees - The Community Payback team will be working in the churchyard on 17th November around the Green Burial Ground. He will continue to explore the public rights of way and hopes to gain a better understanding in the near future.
- f) Cllr Slade - Street lights and parish assets - The light outside the Community Centre is not working. The District Council has installed new dog fouling signage on bins and lamp posts around the village.

061/24 Member and Parishioner Issues

Cllr Clifton asked why no action has been taken in relation to the collapsed drain cover on the pavement in Newgate Road. The Clerk confirmed that this has been reported to Highways a number of times but they are reluctant to take any action.

062/24 Parish Land

- a) Members resolved to adopt the terms of reference for the committee.
- b) A meeting of the committee will be held soon.

063/24 Brigstock & Wren's Charity

The Chairman reported that a vacancy has arisen for a Trustee of the Brigstock and Wren's Charity following the retirement of Janet Findlay and that the Trustees are appointed by the Council. Duncan Godfrey was proposed by Cllr Clifton, seconded by Cllr Carter and duly appointed.

064/24 Highways

- a) The Local Highway Improvements application for 2024/25 for a new street light in Kirkgate has been approved. Installation will take place over the coming months.
- b) Members considered potential projects for the Local Highway Improvements application for 2025/26 and resolved to apply for an additional street light at the junction of Broad Drove East, High Broadgate and Newgate Road. The Clerk will prepare and submit the application.
- c) The Community Gritting Scheme application has been submitted and the Clerk is negotiating the details with Highways officers.
- d) The Clerk is preparing the paperwork for the Community Speed Watch application for submission to Cambridgeshire Police.
- e) Members considered highway issues for submission for the Capitally Funded Highway Maintenance Schemes for 2025/26. They agreed to submit the subsidence in Newgate Road and the road surface, footway surface and drainage in Hockland Road.

065/24 Fenland District Council Infrastructure Delivery Plan

The District Council seeks the views of local councils for inclusion in the new Infrastructure Delivery Plan that will form part of the next Fenland Local Plan. Members agreed to consult residents to seek their views.

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

The Chairman outlined the new legislation requiring the Council to consider environmental impact as part of its decision making. No model policy is available for this purpose, so the Clerk was asked to prepare a draft for discussion at the next meeting.

067/24 Planning

- 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

The Chairman noted that a similar application at an adjacent location had been approved retrospectively. Members resolved to offer no objection.

- 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

Members resolved to offer no objection.

- 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

Members resolved to offer no objection.

068/24 Finance

- a) The Clerk presented the financial statement as at the end of October showing income of £28,675.80, expenditure of £19,056.07, resulting in a surplus of £9,619.73 and funds held of £49,116.53.

- b) Members noted the Local Government pay settlement for 2024/25.

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

HMRC (national insurance).....	£ 23.34
NEST (pension contributions)	£ 293.18

- e) Members approved 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

A donation of £250 under Section 137 of the Local Government Act to the East of England Ambulance Service NHS Trust for the Community First Responder team was proposed and agreed.

- f) Members noted the report of the External Auditor for 2023/24 and the completion of the annual audit.

- g) Members were asked to consider potential projects for inclusion in the budget for 2025/26 and to submit details to the Clerk for evaluation prior to the meeting.

069/24 Policies and Procedures

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

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

070/24 Date of Next Meeting

The next meeting of the Parish Council will take place on Thursday 9th January 2025 at 7.30pm in the Community Centre.

The meeting closed at 8.50pm

Agenda Item No.	079/24	TYDD ST GILES PARISH COUNCIL
Meeting Date	9 January 2025	
Report Title	Clerk’s Report	

1. Purpose of Report

To report on meetings attended and correspondence received.

2. Key Issues

Meetings attended:

Cambridgeshire Highways re LHI 2024/25 - 20 November

Plunkett UK webinar re community-owned businesses - 26 November

Citizens' Advice Rural Cambs AGM - 28 November

Combined Authority Climate Change Opportunity Fund webinar - 11 December

Cambridgeshire Highways Capital Maintenance Prioritisation webinar - 12 December

County Council Budget Briefing - 12 December

Correspondence received:

Cambridgeshire County Council

Roadworks and events bulletin

Cambridgeshire Matters newsletter

Withdrawal of Electric Vehicle Charging proposals

Community Energy Action Plan published

Traffic Order for closure of Kirkgate on 3 February

Fenland District Council

The Fenlander newsletter

Fenland Culture Fund launch

Garden waste collection subscriptions

Consultation on relocation of Wisbech Funfair

Poet Laureate Award launch

Net Zero Villages grants

Free advice event for private landlords

WorkWell Fenland scheme for people struggling to stay in their job or to get a job due to health issues

Consultation on draft Business Plan and Budget

National Association of Local Councils - Newsletter, bulletin, events

Cambridgeshire & Peterborough Association of Local Councils - Training courses, bulletin, Railway 200 events, VE Day 80th Anniversary, The Big Lunch webinar, Employment Rights Bill webinar

Cambridgeshire & Peterborough Integrated Care System - newsletter

Cambridge CVS - State of the Sector survey 2025 request for information

Cambridgeshire ACRE - Staying in Touch newsletter, local nature recovery plan support for local councils

Police and Crime Commissioner - New Police and Crime Plan

Cambridgeshire Police - Neighbourhood updates, drink driving campaign, Neighbourhood Watch alerts and webinars

Report Author	Dave Gibbs
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Environment Agency - Winter readiness advice

Clarion Housing Group - Newgate Road pumping station maintenance works

Campaign to Protect Rural England - Newsletters

Pathfinder Clean Energy - Tydd Solar Community Benefits package proposals

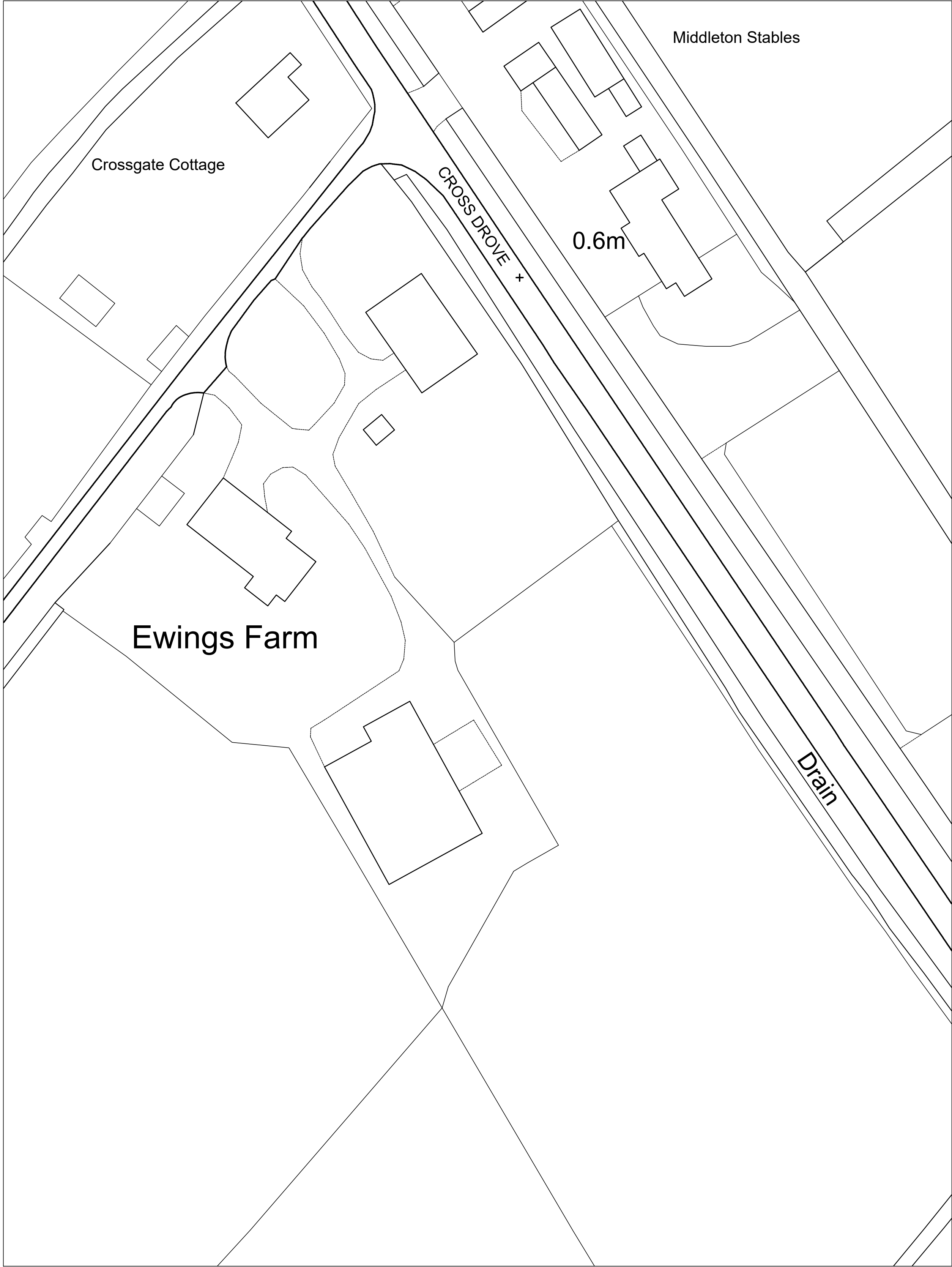
Probation Service - Launch of 12,000 trees initiative

Queen Elizabeth Hospital - Modernising our hospital newsletter

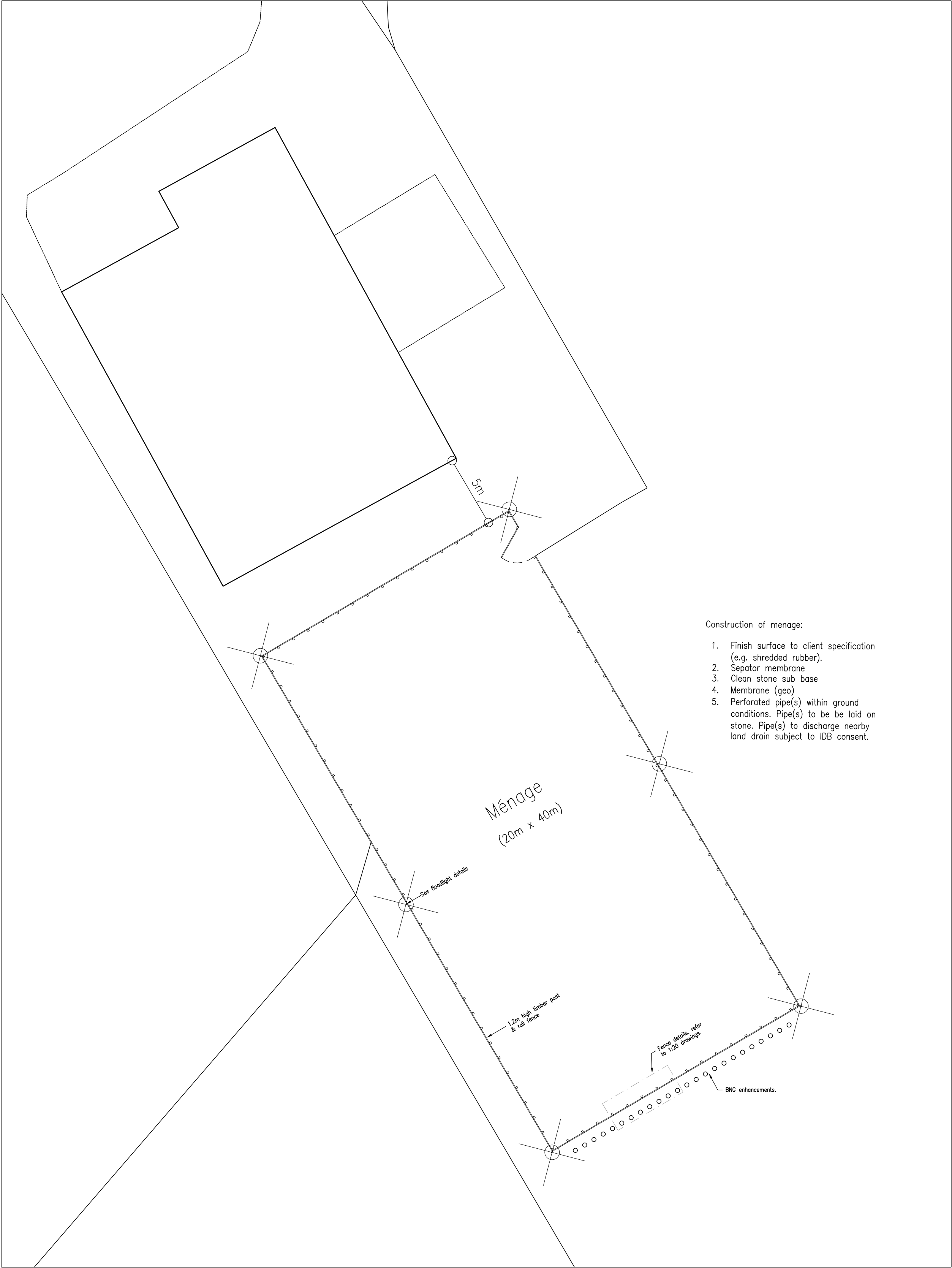
Steve Barclay MP - Update on recent work

3. Recommendations

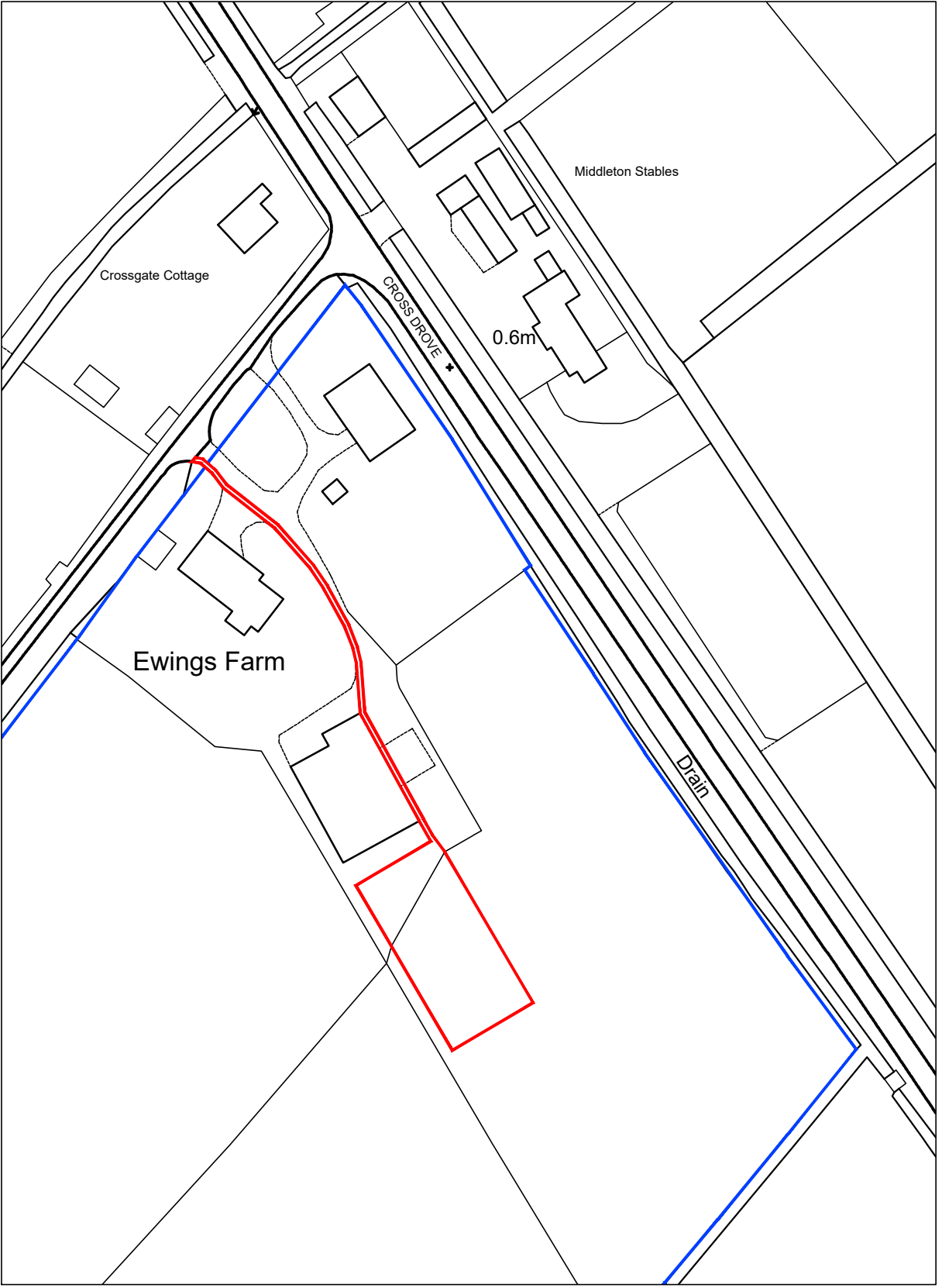
Members note the report.



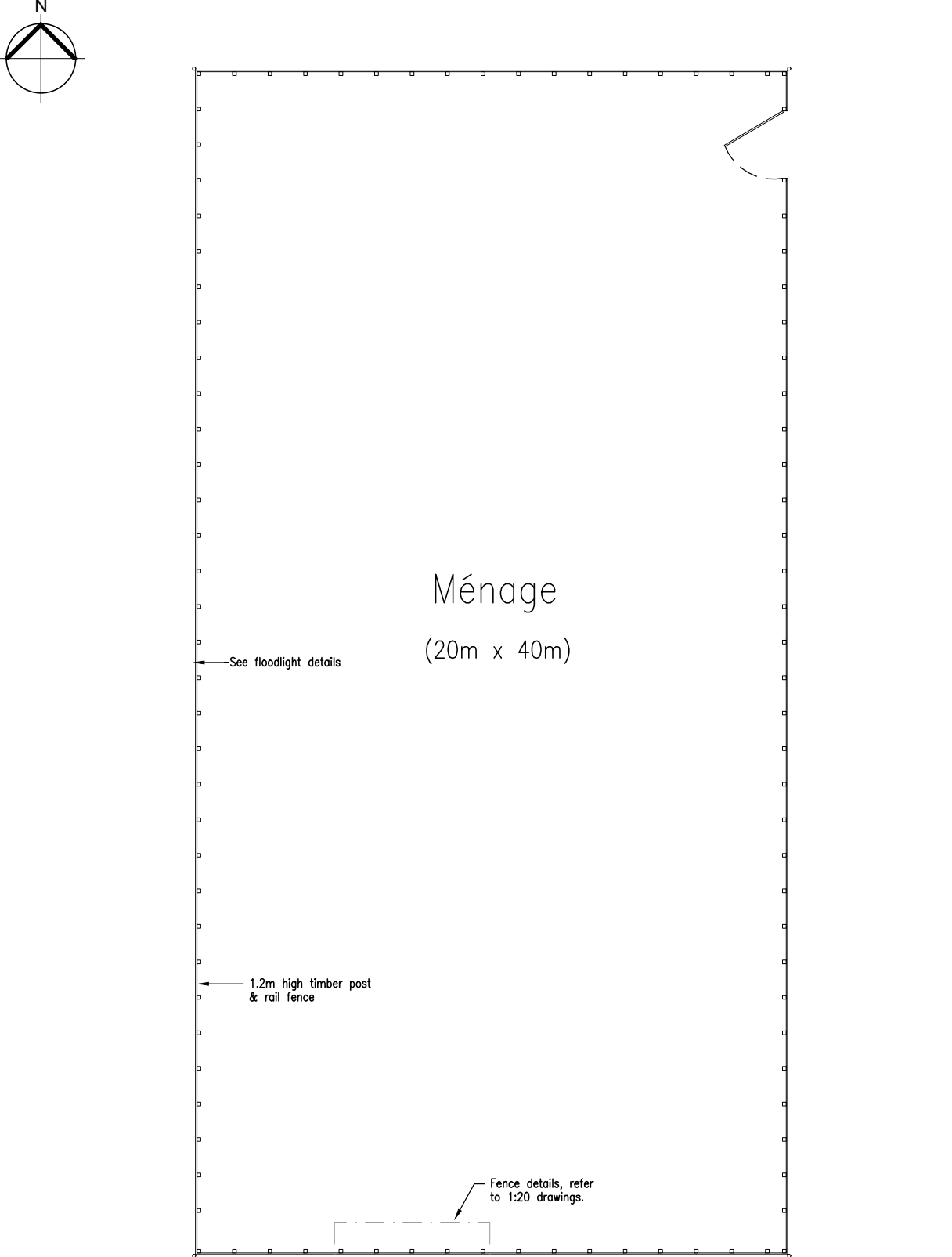
EXISTING SITE PLAN 1:500



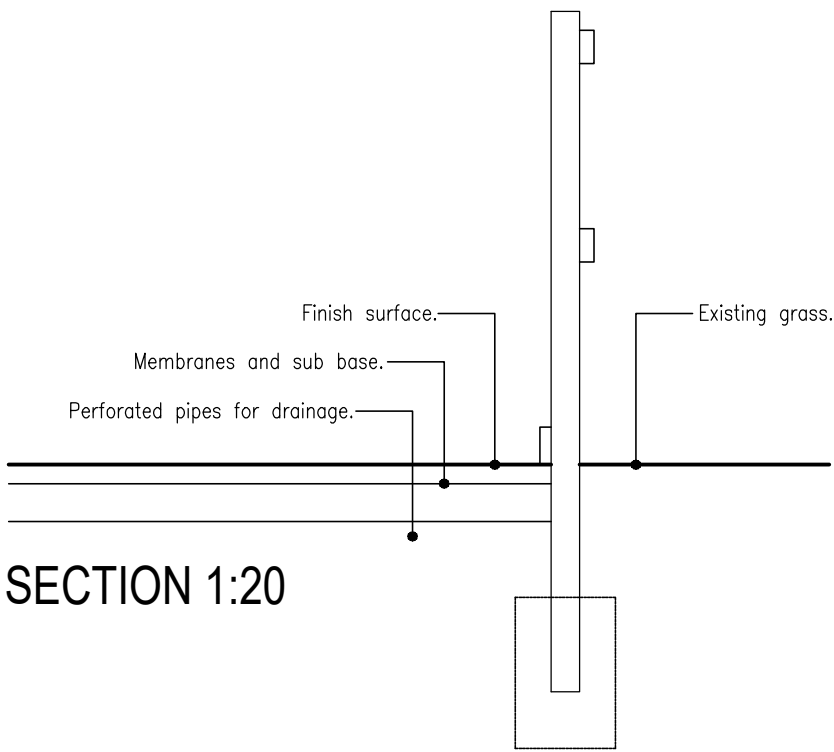
PROPOSED SITE PLAN 1:200



LOCATION PLAN 1:1250



PROPOSED PLAN 1:200



SECTION 1:20

LANDSCAPING NOTES:

BNG ENHANCEMENTS:
AS PER ARCHER ECOLOGY BNG REPORT
PLANT MINIMUM 24NO. SMALL TREES (SEE REPORT FOR DIMENSIONS)
TO SOUTHERN BOUNDARY.

PLANTING SIZE >7.5CM - <30CM.
PLANTED AT 750mm cts
PLANTED BEFORE APRIL OR AFTER NOVEMBER

MIX OF TREE SPECIES TO BE PLANTED COMPOSING:
- WILD CHERRY (PRUNUS AVIUM)
- HAZEL (CORYLUS AVELLANA)
- OAK (QUERCUS ROBUR), AND
- SILVER BIRCH (BETULA PENDULA)

NOTE:
Undertake soft landscape works generally in open weather conditions, typically mild, dull and moist. Do not undertake planting seeding or turfing when the temperature is below 4°C and falling, when the ground is covered in snow, in frozen or waterlogged ground or in drought conditions.

Planting should be undertaken between November and April when the plants are dormant and planted at centres shown above. Plants should be set at the same root depth as they were at the nursery and should be well firmed in and guards fitted. Remove any damaged shoots during planting. A 75mm layer of bark mulch (Landscape Bark Madingley Mulch or equivalent) should be applied over the planting bed to reduce weed competition.

As per Biodiversity Net Gain requirements, management of measures to be secured for a minimum of 30-years.

A - REVISIONS		
JOB NO.	PAPER SIZE	DATE
6981/PL01D	A1	DEC 2024
Notes: This drawing is the permission of Peter Humphrey Associates Ltd. and may not be reissued, loaned or copied in whole or part without written consent. All dimensions shown on the drawing are in millimeters unless stated otherwise. If the drawing is received electronically (PDF) it is the recipient's responsibility to ensure it is printed to the correct paper size. All dimensions to be checked on site prior to commencing work and any discrepancies to be highlighted immediately. The Construction (Design and Management) Regulations 2015: Peter Humphrey Associates' form of appointment with the client confirms whether the agent is appointed as 'Designer' or 'Principal Designer' under these regulations. Nevertheless, the design phase has been carried out with due consideration for the safety during construction, occupation and maintenance of the finished project. No extraordinary hazards or risks were identified outside of the routine construction operations that would not already be apparent to a competent contractor.		

CLIENT
MR A SMALL

PROJECT
PROPOSED MENAGE

SITE
EWINGS FARM
CROSS DROVE
TYDD ST GILES
CAMBRIDGESHIRE
PE13 5NR

DRAWING
Existing & Proposed combination drawing

PHA

PETER HUMPHREY ASSOCIATES

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Tydd St Giles Parish Council

Income & Expenditure Summary as at 31.12.24

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	£ 4,494.00	£ 8,844.00	50.81
Allotment Rates	£ 296.78	£ 600.00	49.46
Community Centre	£ -	£ -	0.00
Grants	£ 5,000.00	£ -	#####
Donations	£ 1,800.00	£ -	#####
Recycling Credits	£ -	£ -	0.00
Bank Interest	£ 202.58	£ 200.00	101.28
VAT Refunds	£ -	£ 2,450.00	0.00
Miscellaneous	£ 900.00	£ -	#####
Total Income	£ 33,484.36	£ 32,885.00	101.82

Expenditure

Clerk's Salary	£ 7,619.81	£ 11,200.00	68.03
Fees	£ 405.00	£ 410.00	98.78
Subscriptions	£ 571.18	£ 610.00	93.63
Admin Expenses	£ 1,016.35	£ 950.00	106.98
Insurance	£ 607.49	£ 600.00	101.25
Drainage Rates	£ 604.22	£ 600.00	100.70
Recreation Ground	£ 1,441.91	£ 6,435.00	22.41
Churchyard	£ 1,597.10	£ 5,000.00	31.94
Community Centre	£ -	£ 3,500.00	0.00
Street Lights	£ 6,091.81	£ 6,600.00	92.30
Section 137 Payments	£ 250.00	£ 500.00	50.00
Parish Land	£ 151.10	£ -	#####
Foul Anchor	£ 185.66	£ 550.00	33.76
Highways	£ -	£ 1,000.00	0.00
Recoverable VAT	£ 1,898.72	£ 2,673.95	71.01
Total Expenditure	£ 22,440.35	£ 40,628.95	55.23

Summary

Total Income	£ 33,484.36
LESS Total Expenditure	£ 22,440.35
Net Surplus or Deficit	£ 11,044.01

Balance Sheet

Balance B/fwd 1.4.24	£ 39,496.80
Surplus or Deficit	£ 11,044.01
Balance C/fwd	£ 50,540.81

Represented by

Barclays Current Account	£ 14,144.74
Barclays Business Saver	£ 18,191.88
NatWest Current Account	£ 18,204.19
Cash / Cheques	£ -
	£ 50,540.81

Tydd St Giles Parish Council
Budget Calculation 2025/26

	2022/23		2023/24		2024/25			2025/26		
Income	Budget	Actual	Budget	Actual	Budget	Actual 31.12.24	Anticipated Year End	Budget	Adjustments	Total
FDC Precept	£ 15,000.00	£ 15,000.00	£ 15,000.00	£ 15,000.00	£ 18,000.00	£ 18,000.00	£ 18,000.00	£ 18,000.00	£ -	£ 18,000.00
FDC Concurrent Functions Grant	£ 2,791.00	£ 2,791.00	£ 2,791.00	£ 2,791.00	£ 2,791.00	£ 2,791.00	£ 2,791.00	£ 2,791.00	£ -	£ 2,791.00
Allotment Rents	£ 7,370.00	£ 7,370.00	£ 8,844.00	£ 8,844.00	£ 8,844.00	£ 4,444.00	£ 6,919.00	£ 7,019.00	£ -	£ 7,019.00
Allotment Rates	£ 500.00	£ 520.65	£ 550.00	£ 569.95	£ 600.00	£ 296.78	£ 465.87	£ 480.00	£ -	£ 480.00
Community Centre	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Grants	£ -	£ -	£ -	£ -	£ -	£ 5,000.00	£ 5,000.00	£ -	£ -	£ -
Donations	£ -	£ -	£ -	£ 500.00	£ -	£ 1,800.00	£ 1,800.00	£ -	£ -	£ -
Recycling Credits	£ -	£ -	£ -	£ 232.98	£ -	£ -	£ -	£ -	£ -	£ -
Bank Interest	£ 2.00	£ 45.23	£ 25.00	£ 228.34	£ 200.00	£ 202.58	£ 265.00	£ 200.00	£ -	£ 200.00
VAT Refunds	£ 6,375.00	£ 6,516.98	£ 1,491.10	£ 1,491.10	£ 2,450.00	£ -	£ 2,673.95	£ 4,440.00	£ -	£ 4,440.00
Miscellaneous	£ -	£ 775.00	£ -	£ 480.00	£ -	£ 900.00	£ 900.00	£ -	£ -	£ -
Total Income	£ 32,038.00	£ 33,018.86	£ 28,701.10	£ 30,137.37	£ 32,885.00	£ 33,434.36	£ 38,814.82	£ 32,930.00	£ -	£ 32,930.00
Expenditure										
Clerk's Salary	£ 9,000.00	£ 11,252.06	£ 10,485.00	£ 10,835.62	£ 11,200.00	£ 7,619.81	£ 11,200.00	£ 12,200.00	£ -	£ 12,200.00
Fees	£ 370.00	£ 375.00	£ 400.00	£ 405.00	£ 410.00	£ 405.00	£ 405.00	£ 470.00	£ -	£ 470.00
Subscriptions	£ 530.00	£ 47.50	£ 550.00	£ 580.66	£ 610.00	£ 571.18	£ 607.18	£ 625.00	£ -	£ 625.00
Admin Expenses	£ 300.00	£ 1,684.00	£ 2,200.00	£ 3,531.64	£ 950.00	£ 1,016.35	£ 1,300.00	£ 1,200.00	£ -	£ 1,200.00
Insurance	£ 490.00	£ 478.80	£ 490.00	£ 544.54	£ 600.00	£ 607.49	£ 607.49	£ 625.00	£ -	£ 625.00
Drainage Rates	£ 500.00	£ 520.66	£ 550.00	£ 569.95	£ 600.00	£ 604.22	£ 604.22	£ 620.00	£ -	£ 620.00
Recreation Ground	£ 6,100.00	£ 1,002.65	£ 1,600.00	£ 1,139.50	£ 6,435.00	£ 1,441.91	£ 13,996.00	£ 1,350.00	£ -	£ 1,350.00
Churchyard	£ 2,000.00	£ 1,657.50	£ 6,800.00	£ 4,211.00	£ 5,000.00	£ 1,597.10	£ 1,750.00	£ 2,000.00	£ -	£ 2,000.00
Community Centre	£ 8,360.00	£ -	£ 1,000.00	£ 2,032.98	£ 3,500.00	£ -	£ -	£ 2,150.00	£ -	£ 2,150.00
Street Lights	£ 9,550.00	£ 3,203.61	£ 6,000.00	£ 3,621.02	£ 6,600.00	£ 6,091.81	£ 6,091.81	£ 6,500.00	£ -	£ 6,500.00
Section 137 Payments	£ 500.00	£ 300.00	£ 500.00	£ -	£ 500.00	£ 250.00	£ 500.00	£ 500.00	£ -	£ 500.00
Parish Land	£ 1,500.00	£ 180.80	£ 500.00	£ -	£ -	£ 151.10	£ 151.10	£ 1,000.00	£ -	£ 1,000.00
Foul Anchor	£ 1,540.00	£ 21.50	£ 1,040.00	£ -	£ 550.00	£ 185.66	£ 700.00	£ 50.00	£ -	£ 50.00
Highways/LHI	£ 1,550.00	£ 2,632.94	£ 2,000.00	£ 128.25	£ 1,000.00	£ -	£ 2,600.00	£ 1,000.00	£ -	£ 1,000.00
Recoverable VAT	£ -	£ 1,491.10	£ -	£ 2,673.95	£ 2,673.95	£ 1,898.72	£ 4,440.00	£ 2,700.00	£ -	£ 2,700.00
Total Expenditure	£ 42,290.00	£ 24,848.12	£ 34,115.00	£ 30,274.11	£ 40,628.95	£ 22,440.35	£ 44,952.80	£ 32,990.00	£ -	£ 32,990.00
Summary										
Total Income	£ 32,038.00	£ 33,018.86	£ 28,701.10	£ 30,137.37	£ 32,885.00	£ 33,434.36	£ 38,814.82	£ 32,930.00		£ 32,930.00
LESS Total Expenditure	£ 42,290.00	£ 24,848.12	£ 34,115.00	£ 30,274.11	£ 40,628.95	£ 22,440.35	£ 44,952.80	£ 32,990.00		£ 32,990.00
Net Surplus or Deficit	-£ 10,252.00	£ 8,170.74	-£ 5,413.90	-£ 136.74	-£ 7,743.95	£ 10,994.01	-£ 6,137.98	-£ 60.00		-£ 60.00

NOTES

Balance as at 31.3.24	£ 39,496.80
Anticipated deficit for 2024/25	-£ 6,137.98
Anticipated carry forward from 2024/25	£ 33,358.82
Anticipated balance as at 31.3.25	£ 33,358.82
Budget 2025/26	-£ 60.00
Anticipated year end 2025/26	£ 33,298.82
Additional items	£ -
Final anticipated year end 2025/26	£ 33,298.82

Anticipated liabilities and suggested expenditure

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

2024/25 Difference Between Actual 31.12.24 and Anticipated Year End

Income

Allotment Rents	£	4,444.00	£	6,919.00	One payment late
Bank Interest	£	202.58	£	265.00	Fourth quarter
VAT Refunds	£	-	£	2,673.95	Refund due

Expenditure

Clerk's Salary	£	7,468.38	£	11,200.00	Four months unpaid
Subscriptions	£	571.18	£	607.18	CPRE due
Admin Expenses	£	1,016.35	£	1,300.00	Year-end expense claims
Recreation Ground	£	1,441.91	£	13,996.00	New play tower and swing relocation
Churchyard	£	1,597.10	£	1,750.00	Final bill due
Section 137 Payments	£	250.00	£	500.00	Option to pay
Foul Anchor	£	185.66	£	700.00	New noticeboard
Highways/LHI	£	-	£	2,600.00	LHI 22/23 and 23/24
Recoverable VAT	£	1,898.72	£	4,440.00	VAT on above

2025/26 Budget Notes

Income

Allotment Rents	£	7,019.00	Excludes Quaney 3 & 4
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Expenditure

Clerk's Salary	£	12,200.00	Includes 3% increase and new NI rates
Recreation Ground	£	1,350.00	Grass cutting only
Churchyard	£	2,000.00	Grass cutting only
Community Centre	£	2,150.00	New fire doors
Street Lights	£	6,500.00	Estimate. Excludes replacements
Parish Land	£	1,000.00	Revaluation for lease renewal
Highways/LHI	£	1,000.00	LHI 24/25

TYDD ST GILES PARISH COUNCIL

DATA PROTECTION POLICY

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Purpose

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

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

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

Definitions

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

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

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

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

Data protection principles

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

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

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

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

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

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

Processing

Personal data

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

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

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

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

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

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

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

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

Special categories of data

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

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

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

Individual rights

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

Subject access requests

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

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

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

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

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

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

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

Other rights

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

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

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

Data security

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

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

Data breaches

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

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

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

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

International data transfers

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

Individual responsibilities

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

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

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

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

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

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

Training

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

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

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

Adopted by the Council - January 2022

To be reviewed annually



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

Background

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

What is a Publication Scheme?

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

Model Scheme

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

What Charges are there?

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

Confidentiality Notice

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

Requests for Information

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

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

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

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

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

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

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

clerk@tyddstgilesparishcouncil.org.uk
01945 870083

Schedule of Charges

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

Tydd St Giles Parish Council

Code of Conduct for Members

Adopted by the Council on 12 March 2020

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

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

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

Part 1

General Provisions

1. Introduction and Interpretation

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

“**Meeting**” means any meeting of:-

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

2. Scope

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

3. General Obligations

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

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

4. You must not:-

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

5. You must not:-

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

6. You must:-

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

Part 2

Interests

7. Disclosable Pecuniary Interests

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

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

8. Registration of Disclosable Pecuniary Interests

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

9. Disclosable Pecuniary Interests in matters considered at meetings

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

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

10. Other Interests

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

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

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

11. Sensitive Interests

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

Note: Register of Interests

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

12 Gifts and Hospitality

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

Appendix A

Disclosable Pecuniary Interests

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

Notification of Disclosable Pecuniary Interests

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

authority; and

(b) either -

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

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

These descriptions on interests are subject to the following definitions:

“the Act” means the Localism Act 2011;

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

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

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

“M” means a member of a relevant authority;

“Member” includes a co-opted member;

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

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

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

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

Offences

It is a criminal offence to

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

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

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

Tydd St Giles Parish Council

Biodiversity Policy

Background

According to Detra (Biodiversity 2020), biodiversity is the variety of life around us and includes every species of plant and animal, the genetic material that makes them what they are, and the communities that they form. Biodiversity is essential to sustaining the living networks, or 'ecosystems', that provide us all with health, wealth, food, fuel and the vital services our lives depend on. It is a core component of sustainable development, underpinning economic development and prosperity. Conserving biodiversity can include restoring or enhancing a population or habitat.

Introduction

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Tydd St Giles Parish Council, will, in exercising all its functions, have regard to the purpose of conserving biodiversity.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

Aims and Objectives

The Parish Council will show that it has regard for conserving biodiversity if it has identified ways to integrate biodiversity:

- In considering planning applications the council will take particular account of the impact on biodiversity. It will support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- It will consider what each proposed development might make in terms of biodiversity net gain.
- The council will be mindful of the importance of 'connectedness' between fragments of habitat, and will ensure that wildlife corridors are preserved.
- When specifying any ground maintenance contracts ensure that the work, while reaching acceptable standards, does not harm the natural environment.
- Work in partnership, (where applicable), with other organisations to protect, promote and enhance biodiversity within the village.
- Raise, wherever possible, public awareness of biodiversity issues by means of, for example, community involvement in biodiversity projects in the village, such as tree planting and maintenance, wildflower meadows, etc.
- Communicate information to raise awareness of biodiversity through its website and other media.

Monitoring

This policy was adopted on 9 January 2025 (Minute reference 085/24-25(b)) and will be reviewed annually or sooner should legislation dictate.