

TYDD ST GILES PARISH COUNCIL

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Clerk D Gibbs

2nd January 2026

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 8th January 2026 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.

075/25 Chairman's Announcements

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

076/25 Public Forum

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

077/25 Urgent Items

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

078/25 Confirmation of Minutes

- a) *To consider and confirm the minutes of the Parish Council meeting held on Thursday 13th November.*
- b) *To consider and confirm the minutes of the Planning Committee meeting held on Monday 22nd December.*

079/25 Matters Arising

To receive updates on the following items:

- a) *Bus service - minute 059/25(a)*
- b) *Community Gritting scheme - minute 059/25(b)*

- c) *Community Speed Watch group - minute 059/25(c)*
- d) *Bird deflectors on overhead power lines - minute 059/25(d)*
- e) *Former Village School - minute 059/25(e)*
- f) *Overgrown wasteland between Newgate Road and Field Avenue - minute 059/25(f)*
- g) *Churchyard grass cutting - minute 059/25(g)*
- h) *Street Pride planters - minute 065/25*

080/25 Police Matters

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

081/25 Cambridgeshire County Councillor Report

To receive a report from Cllr Andy Osborn.

082/25 Fenland District Councillor Report

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

083/25 Clerk's Report

To receive a report on meetings attended and correspondence received.

084/25 Reports from Members

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

- a) *Cllr Allen - Communications, Foul Anchor and Four Gotes*
- b) *Cllr Carter - Community Centre and play equipment*
- c) *Cllr Connell - Highways*
- d) *Cllr Malin - Armed forces and flooding*
- e) *Cllr Clifton - Public rights of way, churchyard and trees*
- f) *Clerk - Street lights and parish assets*

085/25 Member and Parishioner Issues

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

086/25 Play Equipment

To receive updates on the following matters from the Clerk.

- a) *The service and re-tension of the aerial cableway.*
- b) *The installation of the fence around the under 5s play area.*

087/25 Community Centre

To receive updates on the following matters from the Clerk.

- a) *The replacement of the fire door in the south east corner of the Community Centre.*
- b) *The application to the National Lottery Awards for All programme for funds to repair and recoat the roof of the Community Centre.*

088/25 Membership of the Council

To consider and determine the process for filling the vacancy on the Council arising from the resignation of Cllr Lynn Slade.

089/25 Consultations

To note the following current surveys and consultations from statutory partners and formulate an appropriate response if required:

- a) *Cambridgeshire & Peterborough Combined Authority draft budget 2026/27 and medium-term financial plan.*
- b) *Police & Crime Commissioner policing budget 2026-27.*

090/25 Annual Parish Meeting

To confirm the date and consider and agree the format and invitees for the Annual Parish Meeting 2026.

091/25 Highways

- a) *To receive an update from the Clerk on the Local Highway Improvement application for 2025/26.*
- b) *To receive an update from the Clerk on the application to the Local Highway Improvement scheme for 2026/27.*
- c) *To receive a report on the submission of projects for the capitally funded highway maintenance schemes for 2026/27.*

092/25 Policies and Procedures

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

- a) *Data Protection Policy*
- b) *Publication Scheme*
- c) *Code of Conduct*
- d) *Biodiversity Policy*

093/25 Finance

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

R Horspool (land rent)	£ 2,905.17
C Howlett (land rent)	£ 4,407.62
Barclays Bank (interest).....	£ 82.90

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

NEST (pension contributions)	£ 312.06
Geoxphere Ltd (licence)	£ 86.40

- e) *To approve the following payments:*

D Gibbs (salary December and January)	£ 1,585.76
Tydd St Giles CC&RG (hall hire)	£ 80.00
Newton Village Hall (hall hire)	£ 30.00
Fenland Leisure Products Ltd (cableway repair)	£ 766.32
Hamilton Treeworks (tree removal).....	£ 120.00

- f) *To consider and agree projects for inclusion in the budget for 2026/27.*
- g) *To approve the budget for 2026/27 and determine the level of precept required.*

094/25 Date of Next Meeting

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

Thursday 12th 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 13th November 2025

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

Apologies for Absence - Cllr G Clifton, Cllr A Osborn (CCC), Cllr S Clark (FDC), Cllr C Seaton (FDC)

055/25 Chairman's Announcements

None.

056/25 Public Forum

A resident noted that there had been a delay in the publication of the papers for this meeting. The Chairman apologised for the unavoidable delay.

057/25 Urgent Items

None.

058/25 Confirmation of Minutes

- a) RESOLVED - that the minutes of the Parish Council meeting held on Thursday 11th September be agreed and signed as a true and accurate record.
- b) RESOLVED - that the minutes of the Planning Committee meeting held on Thursday 2nd October be agreed and signed as a true and accurate record.

059/25 Matters Arising

- a) Bus service - The Chairman reported that a survey had been drafted to confirm current and future demand for the bus service. The survey will be distributed online with paper copies also available.
- b) Community Gritting scheme - The Chairman confirmed that the group had been re-registered for this year's scheme.
- c) Community Speed Watch group - The group is ready to start work once the equipment becomes available.
- d) Bird deflectors on overhead power lines - No progress.
- e) Former Village School - The Clerk is preparing a report for submission to the District Council.
- f) Overgrown wasteland between Newgate Road and Field Avenue - No work has taken place. The Clerk has contacted Clarion Housing Group for an update.
- g) Churchyard grass cutting - The contractor has been asked to quote for the work.

060/25 Police Matters

The Chairman read a report from PC Lovitt. People and vehicles have been reported acting suspiciously during the hours of darkness, possibly linked to machinery thefts.

Cllr Malin confirmed that an Anglian Water digger was stolen from Black Dike.

Residents are encouraged to report all incidents of hare coursing and sightings of suspicious vehicles. Active hare coursing should be reported on 999 with all other reports submitted on 101 or online. Residents are also asked to look out for signs of cold callers targeting vulnerable people.

061/25 Cambridgeshire County Councillor Report

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

062/25 Fenland District Councillor Reports

Cllr Barber reported that the District Council had agreed its response to the Government on the issue of Local Government Reorganisation. The Council has called on the Government to halt the process to allow time for a full and independent review. Of the available options, the District Council has selected Option D, bringing together Fenland and East Cambridgeshire District Councils with eastern and southern areas of Huntingdonshire.

063/25 Clerk's Report

The Clerk reported on correspondence received, including traffic orders for the pre-surface dressing works in Cats Lane and Hockland Road from 1 October onwards, the closure of Cats Lane from 10 November to 19 December, the closure of Hannah Road on 19 November, the closure of Front Road and Redgate Road in Foul Anchor from 24 November to 5 December, and Bedford Row, Foul Anchor from 8 to 16 December.

Dr Bike will be offering free bicycle health checks in Wisbech Market Place on 17 November. Postal voters who registered before 2023 must re-apply before elections in 2026. The District Council Chairman's Carol Service takes place at St Peter's Church in Wisbech on 5 December. The Christmas Golden Age Fair takes place in March on 12 December and the Golden Age gift collection for older people and Wisbech Fire Station toy collection for children have been relaunched. The NHS Older People's Healthwatch Partnership Board is seeking new members.

064/25 Reports from Members

- a) Cllr Allen - Communications, Foul Anchor and Four Gotes - Cllr Allen reported a good attendance at the Foul Anchor War Memorial on Remembrance Sunday and thanked the residents who maintain the area around the War Memorial. The Clerk confirmed that the public space improvement project will recommence shortly.
- b) Cllr Carter - Community Centre and Play Equipment - Cllr Carter reported that the Community Centre was busy preparing for the Christmas Fayre with around 25 stalls anticipated.
- c) Cllr Connell - Highways - Nothing to report.
- d) Cllr Malin - Armed forces and flooding - Cllr Malin thanked those who had attended the Remembrance Sunday service and promoted the next Armed Forces Breakfast at Bygones restaurant. He also advised Members of an upcoming amber flood alert.
- e) Cllr Clifton - Public rights of way, churchyard, trees - In Cllr Clifton absence. There was no report.
- f) Cllr Slade - Street lights and parish assets - Cllr Slade noted that lights had been removed or replaced without consultation. Further investigation is required. The Chairman suggested a meeting be arranged with the relevant officers at the District Council.

065/25 Member and Parishioner Issues

Street Pride planters - future management and maintenance. A resident asked who was responsible for the planters, some of which appear not to be maintained. Street Pride installed the planters and arrangements were in place for maintenance at that time. Cllr Barber explained that she had asked for volunteers to adopt the planters, but received no response. If nobody is willing to care for them, removal could be considered. Members were unsure how many planters there are or where they are located. Further investigation required.

066/25 Play Equipment

- a) An order has been placed with Online Playgrounds for the service and re-tensioning of the aerial cableway. The Clerk reported that he has requested an update.
- b) The installation of the fence around the under 5s play area will need to be completed by the end of December to enable a further application to be submitted to the Grange Windfarm Community Fund in January. Mr Mallett offered his assistance with the installation. The fencing will be ordered for delivery to Paget Hall for safekeeping. Cllr Carter will oversee the installation process.

067/25 Community Centre

- a) The deposit payment for the replacement fire doors in the south east corner of the main hall is to be approved at this meeting.
- b) The application to the National Lottery Awards for All programme for funds to repair and recoat the roof of the Community Centre requires three comparable quotes. The Clerk is investigating suitable contractors.

068/25 Brigstock & Wren's Charity

Following the expiry of their terms of office, Members resolved to reappoint Cllrs Brown and Carter as Trustees of the charity in accordance with clause 7 of the charity's governing document. Cllr Malin proposed a vote of thanks for their contribution to the work of the charity.

069/25 Wisbech Incinerator Campaign

Members considered a request to lobby local councillors to oppose the awarding of future waste processing contracts supplying waste to the proposed Wisbech Incinerator. They resolved to ask the Clerk to write to each of the local councillors representing the Parish in support of the campaign.

070/25 Planning

- a) F/YR25/0758/F - Installation and operation of up to 49.9MW ground mounted solar photovoltaic panels with associated substation, ancillary plant and infrastructure, and erection of security fencing and CCTV cameras on poles - Land North West of Treading Bank, Tydd St Giles.

Members resolved to object to the application for the following reasons:-

- Use of Best and Most Versatile Land, contrary to national policy;
- Lack of an acceptable sequential test;
- Threat to food security;
- Lack of an acceptable community benefit fund for Tydd St Giles;
- Precedent for further solar farm proposals; and
- Lack of clarity on arrangements and funding for decommissioning.

b) F/YR25/0783/VOC - Variation of conditions 2 (materials), 4 (access, parking and turning areas) 5 (visibility splays) and 6 (list of approved drawings) of planning permission F/YR22/1035/F (Erect 2 x dwellings (2-storey, 4-bed) and change of use of land to form additional car park at Aayo Gurkhali) - Land South of Aayo Gurkhali, Main Road, Tydd Gote.

Members resolved to offer no objection.

071/25 Highways

- a) The Chairman reported that he and Cllr Connell and the Clerk had a positive meeting with the new highway maintenance officer to view and discuss some of the key issues around the village.
- b) The Clerk advised Members that the Council's application to the Local Highway Improvements scheme for 2025/26 to install a street light at the junction of Broad Drove East, Newgate Road and High Broadgate has been awarded funding. The target date for the installation of the new light is the latter half of 2026.
- c) Members considered potential projects for an application to the Local Highway Improvements scheme for 2026/27. Street lights along the new pavement in Kirkgate or at the junction of Newgate Road and Church Lane were suggested. Members resolved to apply to install a new street light at the junction of Newgate Road and Church Lane with a contribution of £1,000 towards the cost. They asked the Clerk to prepare and submit the application.

072/25 Policies and Procedures

Members considered the following policies and procedures and resolved to readopt them:-

- a) Complaints Procedure
- b) Grievance Policy
- c) Disciplinary Policy
- d) Safeguarding Policy

073/25 Finance

- a) The Clerk presented the financial statement as at the end of October showing income of £31,265.20, expenditure of £32,272.56, resulting in a shortfall of £1,007.36 and funds held of £48,356.45.
- b) Members noted the confirmation of the completion of the audit for 2024/25.
- c) Members noted the quarterly bank reconciliation for the period to the end of September.
- d) Members noted the following sums received since the last meeting:-

Barclays Bank (interest).....	£ 94.00
Fenland District Council (precept).....	£12,800.00

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

Royal British Legion (Tommy figures)	£ 850.00
NEST (pension contributions)	£ 335.06
HMRC (tax and national insurance)	£ 191.89
Nurture Landscapes Ltd (grass cutting)	£ 575.89
Tydd St Giles CC&RG (hall hire)	£ 76.00
Brigstock & Wren's Charity (rent)	£ 135.00

f) Members approved the following payments:-

D Gibbs (salary October and November)	£ 1,704.47
Emmerson Doors Ltd (fire door deposit).....	£ 1,282.80
Royal British Legion Wisbech (poppy wreaths).....	£ 50.00
Nurture Landscapes Ltd (grass cutting).....	£ 575.89
M J Carter (hire of digger).....	£ 25.00

g) Members considered potential projects for inclusion in the budget for 2026/27.

074/25 Date of Next Meeting

The next meeting of the Parish Council will take place on Thursday 8th January 2026 at 7.30pm in the Community Centre.

The meeting closed at 8.50pm

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TYDD ST GILES PARISH COUNCIL

Minutes of a meeting of the Planning Committee of Tydd St Giles Parish Council held in Newton Village Hall on Monday 22nd December 2025

Present - Cllr T Brown (Chairman), Cllr B Allen, Cllr M Carter, Cllr M Connell, Cllr K Malin, D Gibbs (Clerk), 5 members of the public

005/25 Apologies for Absence

Cllr G Clifton

006/25 Planning Applications

Members considered seven applications and resolved as follows:-

- a) F/YR25/0883/F - Conversion of existing barns to 1 x self-build/custom build dwelling and the formation of an access - Barns North East of Park House, Park Road, Tydd St Giles
- b) F/YR25/0884/LB - Internal and external works to a curtilage listed building to enable the conversion of existing barns to 1 x dwelling - Barns North East of Park House, Park Road, Tydd St Giles
- c) F/YR25/0894/F - Erect a garage/workshop in the north garden and 1.8m high gates to front boundary of existing dwelling, and relocation of oil tank - Park House, Park Road, Tydd St Giles

Members considered the three applications relating to Park House together. They noted the comments submitted by the Conservation Officer with regard to a more sympathetic approach involving greater retention of the original features of the barns. Members resolved to offer no objection to the principle of conversion of the barns and the construction of a replacement garage but to note their support for the Conservation Officer's response.

- d) F/YR25/0887/VOC - Variation of conditions 4 (access, parking and turning areas), 5 (visibility splays) and 6 (list of approved drawings) relating to planning permission F/YR22/1035/F (Erect 2 x dwellings (2-storey, 4-bed) and change of use of land to form additional car park at Aayo Gurkhali) - change of car park materials - Land South of Aayo Gurkhali, Main Road, Tydd Gote

Members discussed the proposed change of car park materials. They noted that the area in question was previously a tarmac car park for the former public house. They expressed concern that replacing this with a gravel surface would increase the risk of gravel being carried onto the A1101 at a known accident blackspot. Members resolved to object to the proposed change.

- e) F/YR25/0902/VOC - Variation of conditions 2 (materials) and 5 (list of approved drawings) of planning permission F/YR25/0155/F (Erection of first floor side extension, single-storey rear extension, installation of bay window to front, and external alterations) - change to approved materials - Pretoria House, Church Lane, Tydd St Giles

Members considered the proposed alterations, which they agreed were limited in nature and would enhance the overall appearance. They resolved to offer no objection.

f) F/YR25/0941/TRTPO - Works to 4 x Beech Trees covered by TPO 04/1970 - Beechwood Farm, Grangehill Road, Tydd St Giles

Members noted the proposed works which they consider will be beneficial to both the homeowner and to passing traffic.

g) F/YR25/0947/PIP - Permission in Principle for up to 9 x dwellings - Land North of Coopers Farm, Church Lane, Tydd St Giles

The Parish Council considered this application at their meeting on 22 December 2025.

They noted that this site was subject to a previous planning application in 2013 (for only 3 dwellings as opposed to the 9 now applied for) but this was rejected by both the Parish Council and Fenland District Council. In rejecting the application the Planning Officer commented:

“The site lies beyond the established settlement of Tydd St Giles and is currently used for agricultural purposes. The areas to the north and east of the site consist of a built up residential frontage and are clearly separated from the site by the highways. In contrast the land to the immediate south and west of the site is undoubtedly open countryside. It is considered that the principle of residential development would not be appropriate in this location. The site has all the characteristics of open countryside and as such the proposal cannot be considered as infill development.”

Whilst a new Local Plan 2014 was subsequently approved members were not persuaded that this represents a material change in planning circumstances as the requirements of the new Local Plan, as they relate to this PIP application, do not differ materially from the Local Plan in force when the previous planning application was considered in 2013.

Nonetheless, members assessed the current application against the current Local Plan and determined that it fails to comply with the Local Plan in several respects.

Policy LP3 defines TSG as a small village where normally only very limited development is permitted and this is limited to residential infilling. Nine houses is not considered to represent ‘very limited development’ and certainly does not represent infilling as there are no houses on the south side of Newgate Road to infill between.

Policy LP12 (Part A (a)) restates the requirement that in small villages such as TSG only infill sites will normally be considered favourably. LP12 requires that new development should not harm the wide open character of the countryside - Newgate road is the boundary between the village and the open countryside so the site effectively sits in the countryside and would thus cause harm to it. LP12 (Part A(i))further requires that the development should not result in the loss of high grade agricultural land, or if so comprehensive evidence should be provided to justify the loss. This isn’t even mentioned in the planning application although the site is

according to the Natural England land classification maps Grade 1 agricultural land, the highest rating, and so the application is again non-compliant.

The Parish Council recognises that the 2014 Local Plan is now 11 years old and due for review (and indeed was being reviewed until very recently when Fenland decided to restart the review process afresh - although members noted that there was nothing in the draft new local plan that would have materially changed the assessment of this application as it reinforced that the south side of Newgate Road is outside of the boundary of the village). But in any case the 2014 Local Plan remains the basis for assessing planning applications.

Members further noted that, as part of the 'call for sites process' for the recently halted review of the Local Plan, the area south of Newgate Road (including the PIP application site) was put forward for consideration and roundly rejected by planners as a suitable site for development. The assessment of the site stated that "The proposal is incompatible with national planning policies for managing flood risk, 78% of the site is located within Flood Zone 3. In addition, development would have an adverse impact on the openness of the countryside and substantially change the character of the village." The Parish Council agrees with this assessment.

Members unanimously resolved to object to the application.

007/25 Update on Recent Planning Applications

F/YR25/0495/F at Poplar Tree Farm, Cross Drove is pending

F/YR25/0596/RM at Land North of Greenacres, Hannath Road was approved

F/YR25/0641/CERTLU at Crane Cottage, Cross Drove was refused

F/YR25/0666/F at Willowdene, 67 High Broadgate was granted

F/YR25/0676/O at Land West of Summer Lodge, Church Lane, was refused

F/YR25/0758/F the solar farm at Land North West of Treading Bank was refused

F/YR25/0783/VOC at Land South of Aayo Gurkhali, Main Road, Tydd Gote was granted

008/25 Other Planning Matters

The Clerk advised Members that an application had been submitted relating to a site close to the border between the parishes of Tydd St Giles and Newton-in-the-Isle. Members were invited to view the following application on the District Council's planning portal:-

F/YR25/0945/F - Change of use of land to 5 x gypsy traveller's plots involving the siting of 5 x mobile homes, erection of 5 dayrooms, and the formation of an access - Land North of 486 High Road, Newton-in-the-Isle

The meeting closed at 8.05pm.

Agenda Item No.	083/25	TYDD ST GILES PARISH COUNCIL
Meeting Date	8 January 2026	
Report Title	Clerk's Report	

1. Purpose of Report

To report on meetings attended and correspondence received.

2. Key Issues

Meetings attended:

Highways Project Officer - 26 November

Correspondence received:

Cambridgeshire County Council

Roadworks and events bulletins

Traffic Orders

5th to 11th January - High Broadgate will be closed for its entire length and Hall Bank will be closed from the top of High Broadgate as far as Dunton Hall

5th January to 27th February - Kirkgate, Hannath Road and Sandy Lane will be closed from Old Stable Gardens to Eaudyke Bank

13th to 15th January - Kirkgate will be closed between Ashlea House and Birch Tree House

13th to 18th January - Broad Drove East and Middle Broad Drove will be closed for their entire length

16th January - Grangehill Road will be closed between The Old Goose House and Peartree Cottage

19th to 25th January - Bees Lane will be closed

19th January to 27th March - Elloe Bank, Grangehill Road and Bythorne Bank will be closed for their entire length

16th to 20th February - Church Lane south of Newgate Road

Cambridgeshire Matters newsletter

Budget briefing

Local Highway Improvements application open

Fenland District Council

The Fenlander newsletter

£1.5 million for local play areas

Planning appeal notification

Record attendance at Christmas Golden Age Fair

Civic events diary 2026

Local Plan update

National Association of Local Councils - Legal update, Chief Executive's bulletin

CAPALC - Bulletin, Great Collaboration survey

Cambridgeshire and Peterborough Combined Authority - Members newsletter

Police and Crime Commissioner - Policing budget consultation

Cambridgeshire Police - Wisbech bungalow closed due to anti-social behaviour

Cambridgeshire ACRE - Staying in Touch newsletter

NHS Cambridgeshire and Peterborough ICB - Newsletter

Campaign to Protect Rural England - Environment Agency dry weather update

Queen Elizabeth Hospital - Modernising our hospital newsletter

3. Recommendations

Members note the report.

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 if 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 of 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 Website Awaiting publication Awaiting publication Website Website	Free Free 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	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. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	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 - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
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	Any tenancy where (to M's knowledge) - (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where - (a) that body (to M's knowledge) has a place of business or land in the area of the relevant

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.

Tydd St Giles Parish Council

Income & Expenditure Summary as at 31.12.25

Income	Year to Date	Budget	%
FDC Precept	£ 25,600.00	£ 25,600.00	100.00
FDC Concurrent Functions Grant	£ 2,791.00	£ 2,791.00	100.00
Allotment Rents	£ 6,869.00	£ 7,329.00	93.72
Allotment Rates	£ 493.79	£ 635.00	77.76
Community Centre	£ -	£ -	0.00
Grants	£ 2,500.00	£ -	#####
Donations	£ -	£ -	0.00
Recycling Credits	£ 167.84	£ -	#####
Bank Interest	£ 239.26	£ 200.00	119.62
VAT Refunds	£ -	£ 2,196.00	0.00
Miscellaneous	£ -	£ -	0.00
Total Income	£ 38,660.89	£ 38,751.00	99.77

Expenditure

Salaries and On-costs	£ 8,129.52	£ 12,200.00	66.64
Fees	£ 522.00	£ 470.00	111.06
Subscriptions	£ 60.00	£ 625.00	9.60
Admin Expenses	£ 320.60	£ 1,200.00	26.72
Insurance	£ 605.96	£ 625.00	96.95
Drainage Rates	£ 640.42	£ 640.00	100.06
Recreation Ground	£ 1,319.38	£ 1,350.00	97.73
Churchyard	£ 2,400.44	£ 2,000.00	120.02
Community Centre	£ 1,069.00	£ 2,150.00	49.72
Play Equipment	£ 9,317.00	£ 13,467.00	69.18
Street Lights	£ 6,500.08	£ 11,000.00	59.09
Section 137 Payments	£ 50.00	£ 500.00	10.00
Parish Land	£ 220.00	£ 1,000.00	22.00
Foul Anchor	£ 107.33	£ 250.00	42.93
Highways	£ 708.33	£ 4,600.00	15.40
Recoverable VAT	£ 4,312.10	£ 4,900.00	88.00
Total Expenditure	£ 36,316.63	£ 56,977.00	63.74

Summary

Total Income	£ 38,660.89	£ 38,751.00
LESS Total Expenditure	£ 36,316.63	£ 56,977.00
Net Surplus or Deficit	£ 2,344.26	-£ 18,226.00

Balance Sheet

Balance B/fwd 1.4.25	£ 49,363.81
Surplus or Deficit	£ 2,344.26
Balance C/fwd	£ 51,708.07

Represented by

Barclays Current Account	£ 4,144.74
Barclays Business Saver	£ 28,495.48
NatWest Current Account	£ 19,067.85
Cash / Cheques	£ -
	£ 51,708.07

Tydd St Giles Parish Council

Bank Reconciliation as at 31.12.25

Cash Book

Balance brought forward from 31.3.25	£ 49,363.81
<u>ADD</u> Income received	£ 38,660.89
	£ 88,024.70
<u>LESS</u> Expenditure incurred	£ 36,316.63
	£ 51,708.07

Bank Accounts

Barclays Bank Community Account	£ 4,144.74
NatWest Current Account	£ 19,730.14
<u>LESS</u> Outstanding Cheques	
000090 £ 575.89	
000092 £ 86.40	
£ -	
£ 662.29	£ 662.29
Barclays Bank Business Premium Account	£ 28,495.48
	£ 51,708.07

Signed:

Date: