

# TYDD ST GILES PARISH COUNCIL

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

Tel 01945 870083 ~ Mobile 07932 191050 ~ Email [clerk@tyddstgilesparishcouncil.org.uk](mailto:clerk@tyddstgilesparishcouncil.org.uk)

Clerk D Gibbs

6<sup>th</sup> March 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 12<sup>th</sup> March 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

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

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

### **Apologies for Absence**

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

### **095/25 Chairman's Announcements**

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

### **096/25 Public Forum**

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

### **097/25 Urgent Items**

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

### **098/25 Membership of the Council**

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

### **099/25 Confirmation of Minutes**

*To consider and confirm the minutes of the Parish Council meeting held on Thursday 8<sup>th</sup> January.*

### **100/25 Matters Arising**

*To receive updates on the following items:*

- a) Bus service - minute 079/25(a)*
- b) Community Gritting scheme - minute 079/25(b)*

- c) *Bird deflectors on overhead power lines - minute 079/25(d)*
- d) *Former Village School - minute 079/25(e)*
- e) *Overgrown wasteland between Newgate Road and Field Avenue - minute 079/25(f)*
- f) *Churchyard grass cutting - minute 079/25(g)*

#### **101/25 Police Matters**

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

#### **102/25 Cambridgeshire County Councillor Report**

*To receive a report from Cllr Andy Osborn.*

#### **103/25 Fenland District Councillor Report**

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

#### **104/25 Clerk's Report**

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

#### **105/25 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*

#### **106/25 Member and Parishioner Issues**

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

#### **107/25 Play Equipment**

*To receive an update on the installation of the fence around the under 5s play area.*

#### **108/25 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.*

#### **109/25 Consultations**

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

- a) *Ministry of Housing Communities and Local Government consultation on proposals for local government reorganisation in Cambridgeshire and Peterborough.*
- b) *Fenland District Council Local Plan scoping consultation.*

#### **110/25 Annual Parish Meeting**

*To receive an update on plans for the Annual Parish Meeting 2026.*

#### **111/25 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 Local Highway Improvement application for 2026/27.*
- c) *To receive an update on the launch of the Community Speed Watch.*
- d) *To consider submitting an application under the County Council's 20mph scheme.*

## 112/25 Planning

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

- a) F/YR26/0110/F - Erect a single-storey extension to rear and a porch to front to each of existing dwellings involving demolition of existing extensions - 5 and 6 Bedford Row, Foul Anchor
- b) F/YR26/0149/F - Erect 1 dwelling involving formation of new access - Land North of Telephone Exchange, Main Road, Tydd Gote

To note the following application:

- c) F/YR26/0128/SCOP - Scoping Opinion - Installation of 49.9MW ground mounted solar photovoltaic panels with associated battery storage, substation and ancillary plant and infrastructure, and erection of security fencing and pole mounted CCTV cameras - Land at Treading Field, Treading Drain, Tydd St Giles

To note the appeal hearing relating to the following application:

- d) F/YR22/0368/F - The siting of 48 x leisure holiday homes, erection of a bird hide, and formation of new lakes - Tydd St Giles Golf and Leisure Centre, Kirkgate, Tydd St Giles

## 113/25 Policies and Procedures

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

- a) Equality and Diversity Policy
- b) Homeworking Policy
- c) Expenses Policy
- d) Website Accessibility Policy

## 114/25 Finance

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

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

HMRC (VAT refund) ..... £ 2,195.97

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

NEST (pension contributions) ..... £ 312.06

HMRC (tax and national insurance) ..... £ 266.45

Emmerson Doors Ltd (fire doors)..... £ 1,282.80

- d) To consider charitable donations under Section 137 of the Local Government Act. ....

- e) To approve the following payments:

D Gibbs (salary February and March) ..... £ 1,585.56

D Gibbs (expenses) ..... £ 341.08

Tydd St Giles CC&RG (hall hire) ..... £ 100.00

Cambridgeshire & Peterborough Association of Local Councils (subscription)... £ 538.12

CPRE (subscription) ..... £ 36.00

- f) To confirm the date for a meeting to consider the creation of a 3-year plan.

## 115/25 Date of Next Meeting

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

Thursday 7<sup>th</sup> May at 7.30pm is suggested.

# TYDD ST GILES PARISH COUNCIL

## Minutes of a meeting of Tydd St Giles Parish Council held in the Community Centre on Thursday 8<sup>th</sup> January 2026

**Present** - Cllr T Brown (Chairman), Cllr M Carter, Cllr G Clifton, Cllr A Osborn (CCC), Cllr C Seaton (FDC), D Gibbs (Clerk), 8 members of the public

**Apologies for Absence** - Cllr B Allen, Cllr M Connell, Cllr K Malin, Cllr B Barber (FDC), Cllr S Clark (FDC)

### **075/25 Chairman's Announcements**

The Chairman reported the recent passing of Ann Balls, former member of the Parish Council and the Community Centre Management Committee. Members observed a minute's silence in her memory.

### **076/25 Public Forum**

A resident expressed concern about an increase in traffic on Eaudyke Bank due to the ongoing road closures around the village and the danger to pedestrian and equestrian road users. The Chairman responded that it is unfortunate that two different utility companies are working in the village at the same time which raises questions about the coordination of these works. Cllr Osborn will raise the issue of coordination with officers at the County Council.

### **077/25 Urgent Items**

None.

### **078/25 Confirmation of Minutes**

- a) RESOLVED - that the minutes of the Parish Council meeting held on Thursday 13<sup>th</sup> November be agreed and signed as a true and accurate record.
- b) RESOLVED - that the minutes of the Planning Committee meeting held on Monday 22<sup>nd</sup> December be agreed and signed as a true and accurate record.

### **079/25 Matters Arising**

- a) Bus service - No progress.
- b) Community Gritting scheme - The Chairman reported that the gritting equipment and protective clothing had still not been delivered. Cllr Osborn offered to investigate.
- c) Community Speed Watch group - The equipment has been provided and the group is ready to start work.
- 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 progress.
- g) Churchyard grass cutting - The contractor has provided two quotes, one for cutting now but leaving arisings and the other for cutting in March and removing arisings. Members resolved to accept the latter quote of £240.

- h) Street Pride planters - The Clerk reported that he had located 20 Street Pride planters around the village, the majority of which appear to be in good order.

### **080/25 Police Matters**

The Chairman read a report from PC Lovitt. There has been another machinery theft in the village and suspicious activity involving a trailer. Residents are asked to report any suspicious vehicles or activity in the village and to look out for signs of hare coursing in the open countryside.

### **081/25 Cambridgeshire County Councillor Report**

Cllr Osborn reported that CityFibre's cable installation includes Newton-in-the-Isle, but doesn't extend to Tydd St Giles. He has approached the company to request that Tydd St Giles be included. He also asked to be informed of all urgent highway defect reports to enable him to lobby for repairs to be carried out promptly.

### **082/25 Fenland District Councillor Reports**

Cllr Seaton advised Members that the District Council had received £1.5 million from the Government's Pride in Place Impact Fund which will be used to improve children's play facilities. An audit of play areas is being carried out to identify areas of need and ensure a geographical spread of the funding. He invited the Council to submit an informal expression of interest.

### **083/25 Clerk's Report**

The Clerk reported on correspondence received, including a number of traffic orders for water main and fibre optic cabling works. The County Council, District Council and Police and Crime Commissioner are consulting on budget plans for the forthcoming financial year. Pathfinder Clean Energy have appealed the refusal of planning permission for the Tydd Solar Farm and an appeal hearing is scheduled at The Boathouse, Wisbech, starting on 27<sup>th</sup> January. Fenland District Council will not be proceeding with the emerging Local Plan and will now start the process of formulating a new plan. Cambridgeshire ACRE have a workshop on Community Energy schemes on 3<sup>rd</sup> February.

### **084/25 Reports from Members**

- a) Cllr Allen - Communications, Foul Anchor and Four Gotes - In Cllr Allen's absence, there was no report.
- b) Cllr Carter - Community Centre and Play Equipment - Cllr Carter reported that the Community Centre is currently being redecorated. The AGM of the Community Centre charity will take place on 22<sup>nd</sup> January. A new Thursday evening booking will start shortly, so the building will be in use every weekday evening. The Coffee Mornings are going well and the Police will attend the next event. The replacement fire door will be installed later in January.
- c) Cllr Connell - Highways - In Cllr Connell's absence, there was no report.
- d) Cllr Malin - Armed forces and flooding - In Cllr Malin's absence, there was no report.
- e) Cllr Clifton - Public rights of way, churchyard, trees - Churchyard grass cutting see 079/25(g) above.
- f) Clerk - Street lights and parish assets - The Clerk reported that he is still auditing the street lights to ascertain where work has been carried out and whether it was authorised.

The Chairman noted that there is still no progress with the unadopted light at the junction of Hannath Road and the A1101. He suggested a meeting be arranged with the relevant officers at the District and County Councils.

#### **085/25 Member and Parishioner Issues**

Foul Anchor Defibrillator - A resident reported that the defibrillator is showing a fault. The Clerk explained that the absence of a power supply to the phone box means that the cabinet heater does not protect the battery in extreme cold weather. Further investigation is required to clarify where and how the power supply was disconnected and to clarify options for reconnection.

#### **086/25 Play Equipment**

- a) The service and re-tensioning of the aerial cableway has been completed.
- b) Members previously agreed to install the fence around the under 5s play area by the end of December to enable a further application to be submitted to the Grange Windfarm Community Fund in January. Further investigation of the site has revealed an issue with uneven ground. It is now proposed that the ground be levelled to simplify the installation of the fence. This will require a quantity of fresh topsoil. No application will be submitted to the Grange Windfarm in January.

#### **087/25 Community Centre**

- a) Fire doors see 084/25(b) above.
- b) National Lottery Awards for All application to repair and recoat the roof - the Clerk advised Members that three quotes are needed to support the application, but it is proving difficult to identify suitable contractors.

#### **088/25 Membership of the Council**

The Chairman announced the recent resignation of Cllr Slade and thanked her for her contribution to the work of the Council. Members agreed to follow the Council's normal procedure for co-options and advertise the vacancy to invite applicants to submit a short written statement for consideration at the next meeting. A deadline of the end of February was agreed.

#### **089/25 Consultations**

Members considered the following budget consultations:-

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

It was agreed that Members may respond individually if they so wish.

#### **090/25 Annual Parish Meeting**

Members discussed the date and format of this year's Annual Parish Meeting. The date was confirmed as Thursday 21<sup>st</sup> May and the format will be as in previous years, with village organisations invited to talk about their work. Suggestions for a guest speaker included the police and a local historian. Invitations will be issued nearer the time.

## 091/25 Highways

- a) The Clerk reported that he had met with the Project Officer responsible for the delivery of the 2025/26 Local Highway Improvements project to install a street light at the junction of Broad Drove East, Newgate Road and High Broadgate. It is hoped that the new light will be installed by late summer.
- b) The application to the Local Highway Improvements scheme for 2026/27 to install a new street light at the junction of Newgate Road and Church Lane will be submitted shortly.
- c) The Clerk reported that the County Council had invited local councils to submit projects under the Capitably Funded Highway Maintenance initiative. The window between the announcement of the scheme and the deadline for submission fell between Council meetings, so the Clerk, in consultation with the Chairman, submitted Middle Broad Drove and Newgate Road as two potential projects meeting the criteria.

## 092/25 Policies and Procedures

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

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

## 093/25 Finance

- a) The Clerk presented the financial statement as at the end of December showing income of £38,660.89, expenditure of £36,316.63, resulting in a surplus of £2,344.26 and funds held of £51,708.07.
- b) Members noted the quarterly bank reconciliation for the period to the end of December.
- c) Members noted 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) Members ratified the following payments issued since the last meeting:-

NEST (pension contributions) .....	£ 312.06
Geosphere Ltd (licence) .....	£ 86.40

- e) Members approved 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) Members considered potential projects for inclusion in the budget for 2026/27. They agreed the following sums:-

Play equipment (under 5's play and match funding) .....	£ 7,000.00
Community Centre (car park extension and replacement door) .....	£ 3,000.00
War memorials (cleaning and repairs) .....	£ 3,000.00
Training.....	£ 500.00
Section 137 Grants.....	£ 250.00
	<u>£13,750.00</u>

g) Members resolved to increase the precept by 5% to £26,880 and approved the budget.

**094/25 Date of Next Meeting**

The next meeting of the Parish Council will take place on Thursday 12<sup>th</sup> March at 7.30pm in the Community Centre.

The meeting closed at 8.40pm

DRAFT

<b>Agenda Item No.</b>	104/25	<b>TYDD ST GILES PARISH COUNCIL</b>
<b>Meeting Date</b>	12 March 2026	
<b>Report Title</b>	Clerk's Report	

### 1. Purpose of Report

To report on meetings attended and correspondence received.

### 2. Key Issues

#### Meeting attended:

Website Accessibility Training - 22 January

Cambridgeshire Highways 20mph Scheme Webinar - 5 February

#### Correspondence received:

#### **Cambridgeshire County Council**

Roadworks and events bulletins

Traffic order for closure of Broad Drove East 8 April

Traffic order for closure of Cross Drove 13-15 April

Traffic order for closure of Cross Drove 22-29 April

Cambridgeshire Matters newsletter

Flood and water newsletter

Dr Bike cycle maintenance sessions

Highway surface treatment schedules

20mph scheme applications open

#### **Fenland District Council**

The Fenlander newsletter

Pride in Place Impact Fund for local play areas

Owner of heritage building prosecuted for failure to carry out repairs

Chairman's Afternoon Tea

Adult cycle training

New textile recycling banks

Council strengthens planning guidance

Local Plan scoping consultation and call for sites

**National Association of Local Councils** - Chief Executive's bulletin, events, national conference and star council awards

**CAPALC** - Royal Garden Party, new procurement thresholds

**Cambridgeshire and Peterborough Combined Authority** - Members newsletter

**Cambridgeshire Police** - Fenland community safety survey

**Cambridgeshire ACRE** - Staying in Touch newsletter, Community Buildings Conference, Village Halls Week, Energy and Water for Community and Parish Council Buildings webinar

**Norfolk County Council** - Overnight closures of A17

**CPRE** - Stop the Arc newsletter

**NHS Cambridgeshire and Peterborough ICB** - Newsletters

**Environment Agency** - Dredging and desilting information

<b>Report Author</b>	Dave Gibbs
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**RoSPA Playsafety** - Play equipment inspection

**Electrical Safety First** - Electrical Fire Safety Week

**Nexus Fostering** - Foster carers needed

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

**Keep Britain Tidy** - Great British Spring Clean

### **3. Recommendations**

Members note the report.



# Consultation on Proposals for Local Government Reorganisation in Cambridgeshire and Peterborough

Closes 26 Mar 2026

## Contact

Local Government Reorganisation

[LGRconsultationresponse@communities.gov.uk](mailto:LGRconsultationresponse@communities.gov.uk)

## Overview

This statutory consultation seeks views on the proposals that the Ministry of Housing Communities and Local Government (MHCLG) has received following the Secretary of State's invitation to councils in Cambridgeshire and Peterborough to submit proposals for unitary local government for their area. You can find full details of the consultation, including a privacy statement, at: [Local government reorganisation in Cambridgeshire and Peterborough - GOV.UK](#)

The 4 proposals in this consultation were made by the following councils on 28 November 2025:

**1. Cambridge City Council, East Cambridgeshire District Council and South Cambridgeshire District Council proposed 2 unitary councils. These would comprise the district areas of:**

- **North Cambridgeshire and Peterborough:** Peterborough, Huntingdonshire, East Cambridgeshire, Fenland
- **Greater Cambridge:** Cambridge, South Cambridgeshire

You can find the proposal at: [2 Unitary Authorities – Cambridge City Council, East Cambridgeshire District Council and South Cambridgeshire District Council \(referred to locally as option B\)](#)

**2. Cambridgeshire County Council proposed 2 unitary councils. These would comprise the district areas of:**

- **North West:** Peterborough, Fenland, Huntingdonshire
- **South East:** Cambridge, East Cambridgeshire, South Cambridgeshire

You can find the proposal at: [2 Unitary Authorities – Cambridgeshire County Council \(referred to locally as option A\)](#)

**3. Huntingdonshire District Council proposed 3 unitary councils. These would comprise the district areas of:**

- **North East:** Peterborough, Fenland, East Cambridgeshire
- **Central Huntingdonshire:** Huntingdonshire
- **South West:** Cambridge, South Cambridgeshire

You can find the proposal at: [3 Unitary Authorities – Huntingdonshire District Council \(referred to locally as option E\)](#)

**4. Peterborough City Council and Fenland District Council proposed 3 unitary councils. This includes a request to split existing district council areas between the proposed new councils. These would comprise the district areas of:**

- **Greater Peterborough:** Peterborough and 9 wards from Huntingdonshire
- **Mid Cambridgeshire:** Fenland, East Cambridgeshire and 17 wards from Huntingdonshire
- **Greater Cambridge:** Cambridge, South Cambridgeshire

You can find the proposal at: [3 Unitary Authorities – Peterborough City Council and Fenland District Council \(referred to locally as option D\)](#) and a map detailing proposed boundary change at: [Boundary Change Map](#)

This consultation asks questions about each proposal to help inform the assessment of the proposals.

[Share your views >](#)

Share  

# Parish Council Meeting 12<sup>th</sup> March 2026

## Agenda item 109/25(b)

### Fenland District Council Local Plan Scoping Consultation

Dear Clerk / Chair / Councillors,

We are writing to update you on the next steps in preparing Fenland District Council's new Local Plan, known as Fenland 50, and to invite your Parish Council's early involvement.

#### Notice of Commencement

Fenland District Council has now published its Notice of Commencement for Fenland 50. This formally marks the start of preparing a new Local Plan under the Government's new plan-making system. Fenland 50 will guide how the district grows and changes up to 2050, including decisions about homes, jobs, infrastructure, water management and the quality and design of new development.

#### Scoping Consultation - Early Engagement

As part of the early stages of plan preparation, we launched a scoping consultation on 28 January 2026. This consultation is about setting the direction of the plan and gathering views before any policy choices or site decisions are made. The scoping consultation focuses on:

- what people value about Fenland and their local area today
- what they think needs to improve
- what should guide decisions about future development
- how communities would like to be involved as the plan is prepared

The consultation survey launched on 28 January and will close on **16 March 2026**.

#### Role of Parish Councils

Parish and Town Councils play a vital role in representing local communities, and we are keen to hear your views at this early stage. We would particularly welcome your support in:

- publicising the scoping consultation locally and encouraging residents, community groups, and local businesses to complete the survey
- sharing the consultation through your Parish Council website, newsletters, noticeboards, and social media channels, where possible
- considering the consultation as an agenda item at a Parish Council meeting

In addition to responding to the survey, we would also be very happy to receive more general thoughts and comments from your Parish Council by email, including:

- what you think the new Local Plan should focus on
- the issues, opportunities, or challenges specific to your area
- your priorities for the future of your place and community

## **Find Out More**

Further information is available on the Fenland 50 webpages, including:

- the Notice of Commencement
- the Local Plan timetable
- the scoping consultation survey

[www.fenland.gov.uk/fenland50](http://www.fenland.gov.uk/fenland50)

If you have any questions, or would like to share your views directly, please contact the Planning Policy team at: [planningpolicy@fenland.gov.uk](mailto:planningpolicy@fenland.gov.uk)

We look forward to working with Parish Councils and local communities as Fenland 50 is prepared.

### **Developer Forum - Information for Parish Councils**

We would also like to make you aware that we recently held a developer forum, which provided an early overview of the new Local Plan, the proposed approach to plan-making and the scoping stage. For information, we have attached the presentation slides from the developer forum.

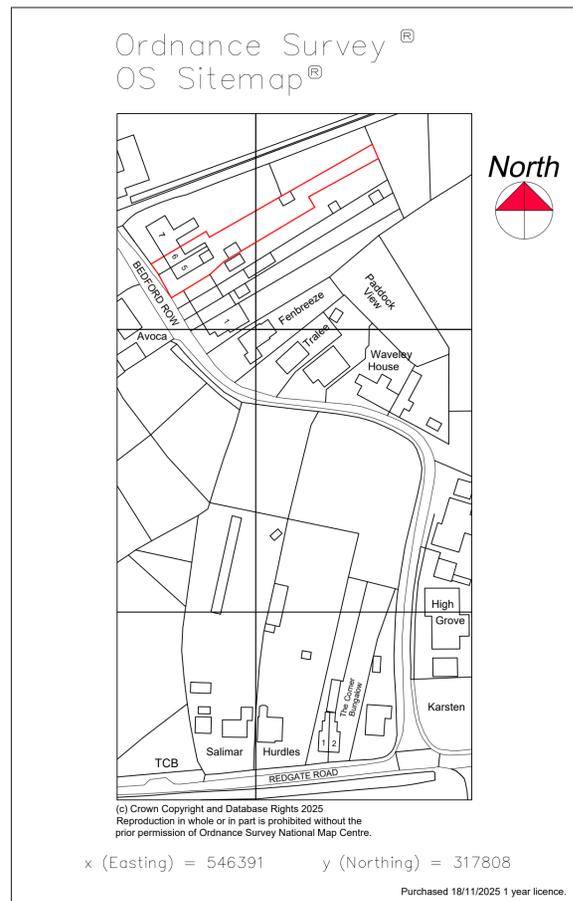
Kind regards,

**Kirsty Paul - Planning Policy Manager**

**t. 01354 622249**

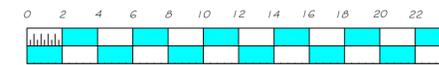
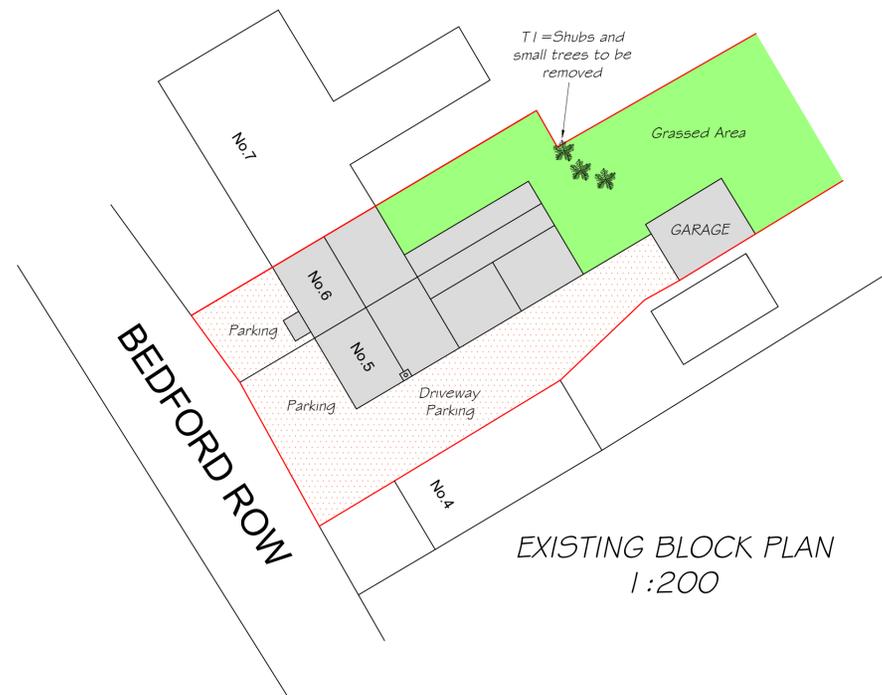
Fenland District Council

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



LOCATION PLAN  
1:1250

NB. Site levels remain unchanged (Level)



1:200 Scale Bar (m)



NOTES

The proposed development shall be finished externally in materials to match existing building to safeguard the visual amenities of the area.

Please note that all construction details shall be adhered to and only specified materials are to be used

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REV	DESCRIPTION	DATE
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**FENDRAW**  
DESIGN & PLANNING

67 Gorefield Road  
Leverington, Wisbech  
Cams. PE13 5AT  
Tel: 01945 461062 Mob: 07731 648403  
E-Mail: info@fendrawdesign.co.uk

Registered Associate of the Chartered  
Association of Building Engineers

Client

JCAR Properties  
5 & 6 Bedford Row, Foul Anchor,  
Wisbech, PE13 5RF

Drawing Title

Integral Single Storey Extension To Rear of Dwellings 5 & 6, s2 Velux Rooflights To Extension Roof of  
Dwelling 6, New Front Porch to Dwellings 5 & 6, Cream Render To External Walls of Both Cottages,  
New Windows & Doors Throughout and Internal Alterations

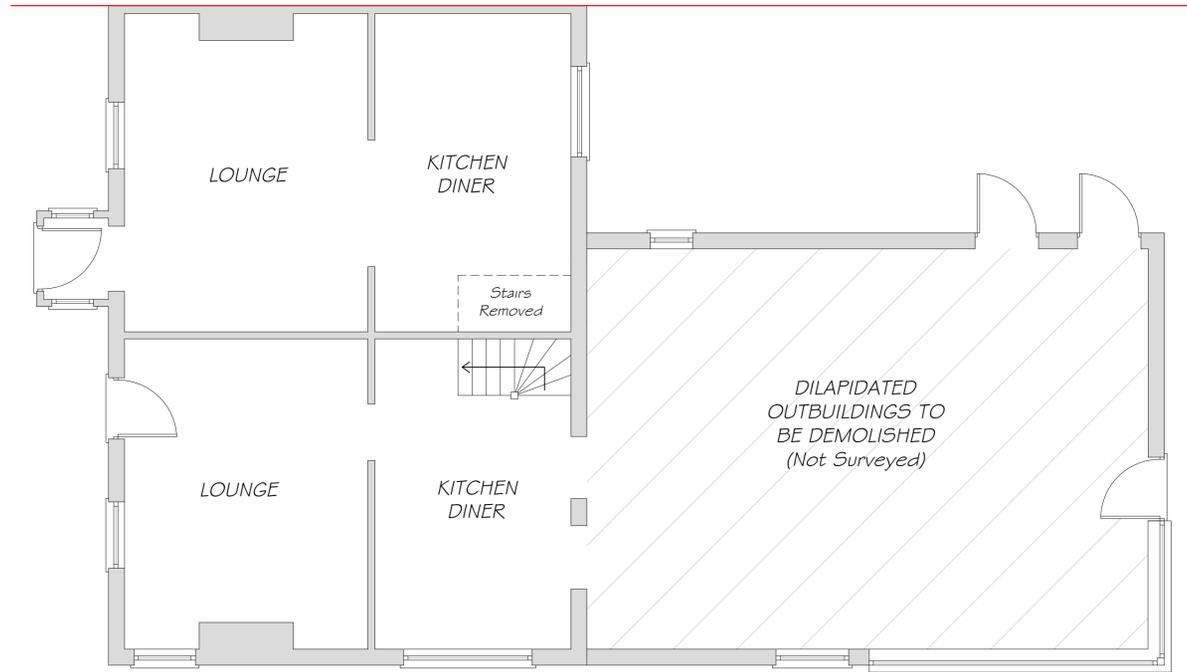
Drawn

M Bonner BSCF, ACABE, LABCS, ADEA.

Date	Scale
Feb 26	1:200, 1250 @ A1

Drawing number	Revision
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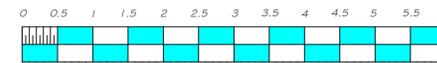
FD-JCAR-PE135RF-1



EXISTING GROUND FLOOR PLAN 1:50



EXISTING FIRST FLOOR PLAN 1:50



1:50 Scale Bar (m)

**NOTES**  
 The proposed development shall be finished externally in materials to match existing building to safeguard the visual amenities of the area.  
 Please note that all construction details shall be adhered to and only specified materials are to be used

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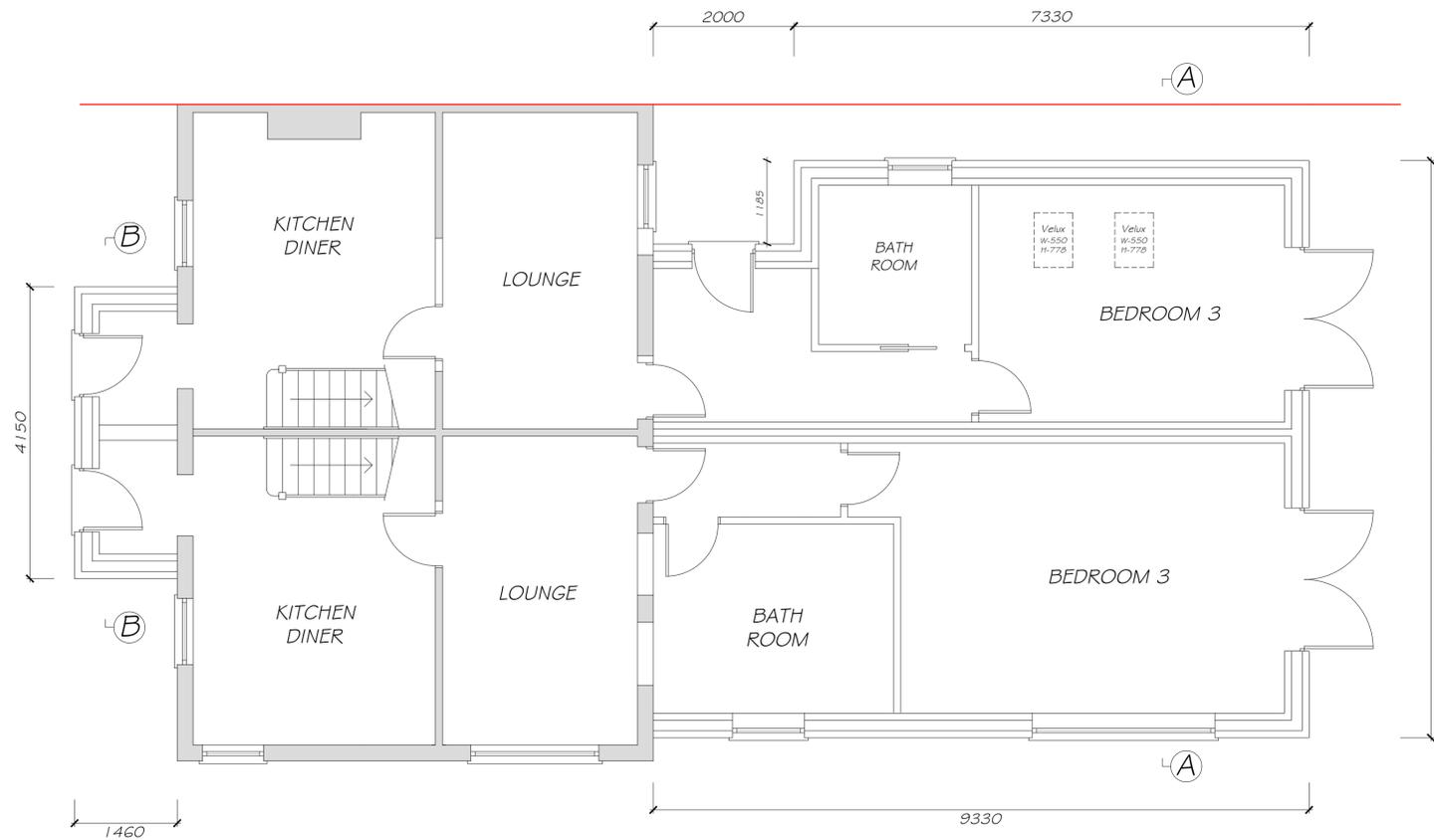
REV	DESCRIPTION	DATE

**FENDRAW**  
 DESIGN & PLANNING  
 67 Gorefield Road  
 Leverington, Wisbech  
 Cambs, PE13 5AT  
 Tel: 01945 461062 Mob: 07731 648403  
 E-Mail: info@fendrawdesign.co.uk  
 Registered Associate of the Chartered Association of Building Engineers

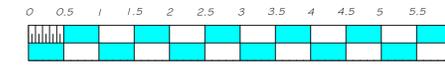
Client  
 JCAR Properties  
 5 & 6 Bedford Row, Foul Anchor,  
 Wisbech, PE13 5RF

Drawing Title  
 Integral Single Storey Extension To Rear of Dwellings 5 & 6, s2 Velux Rooflights To Extension Roof of Dwelling 6, New Front Porch to Dwellings 5 & 6, Cream Render To External Walls of Both Cottages, New Windows & Doors Throughout and Internal Alterations

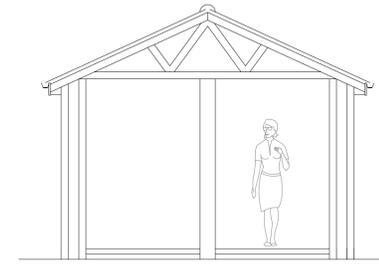
Drawn M Bonner BSCF, ACABE, LABCS, ADEA.	
Date Feb 26	Scale 1:50 @ A1
Drawing number FD-JCAR-PE135RF-3	Revision



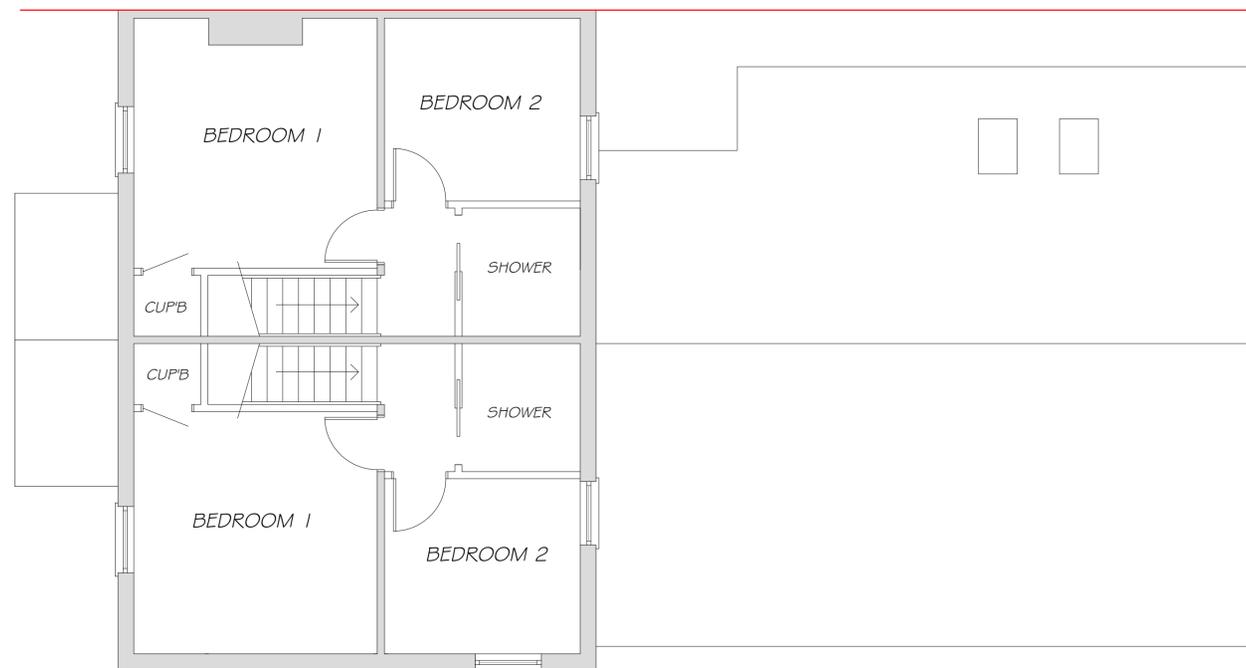
PROPOSED GROUND FLOOR PLAN 1:50



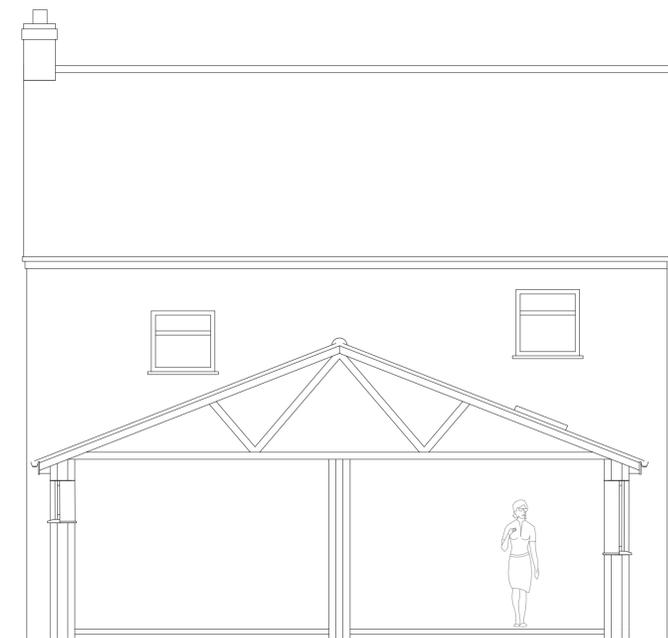
1:50 Scale Bar (m)



SECTION BB 1:50



PROPOSED FIRST FLOOR PLAN 1:50



SECTION AA 1:50

NOTES

The proposed development shall be finished externally in materials to match existing building to safeguard the visual amenities of the area.

Please note that all construction details shall be adhered to and only specified materials are to be used

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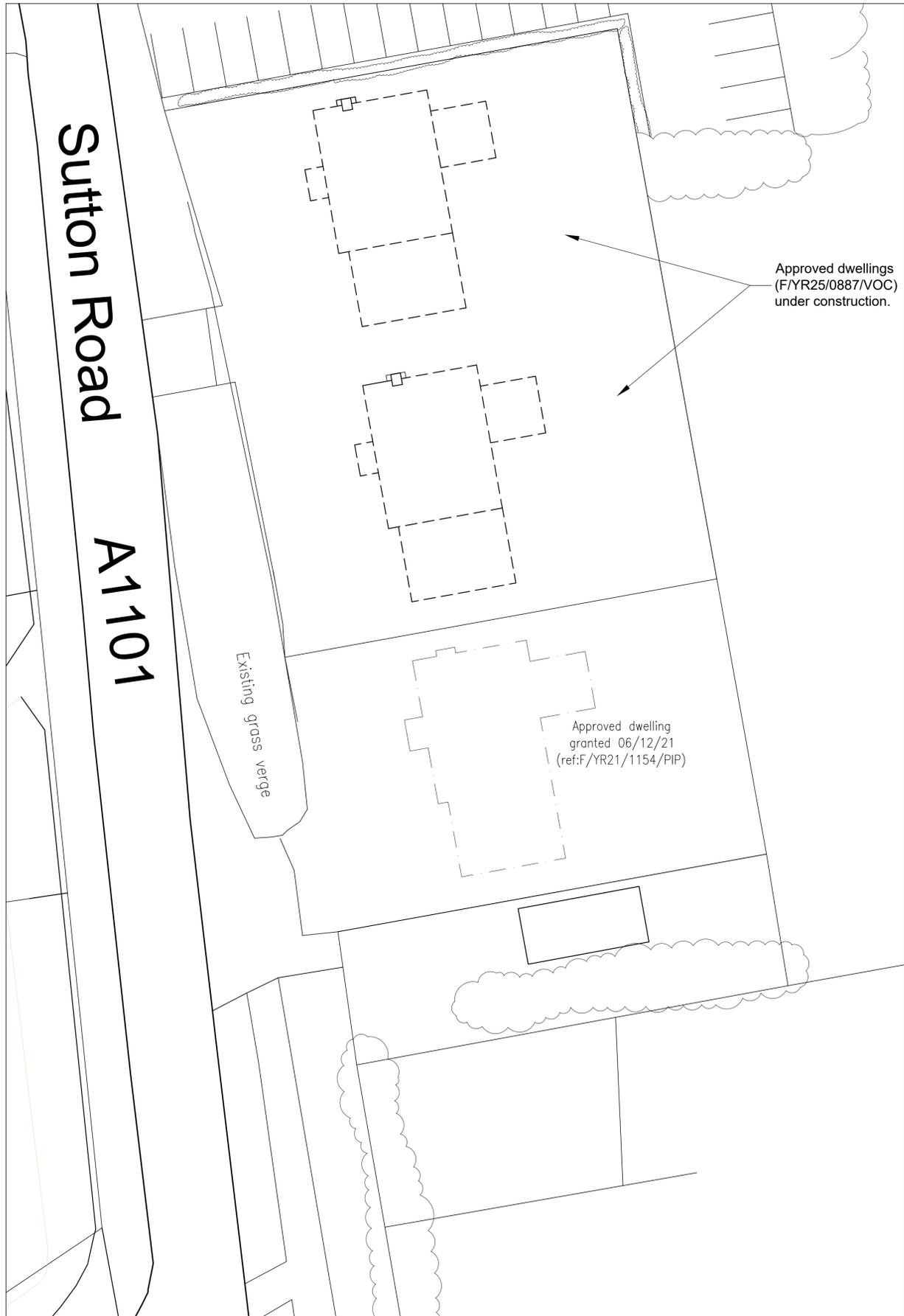
REV	DESCRIPTION	DATE

**FENDRAW**  
DESIGN & PLANNING  
67 Gorefield Road  
Leverington, Wisbech  
Cams. PE13 5AT  
Tel: 01945 461062 Mob: 07731 648403  
E-Mail: info@fendrawdesign.co.uk  
Registered Associate of the Chartered  
Association of Building Engineers

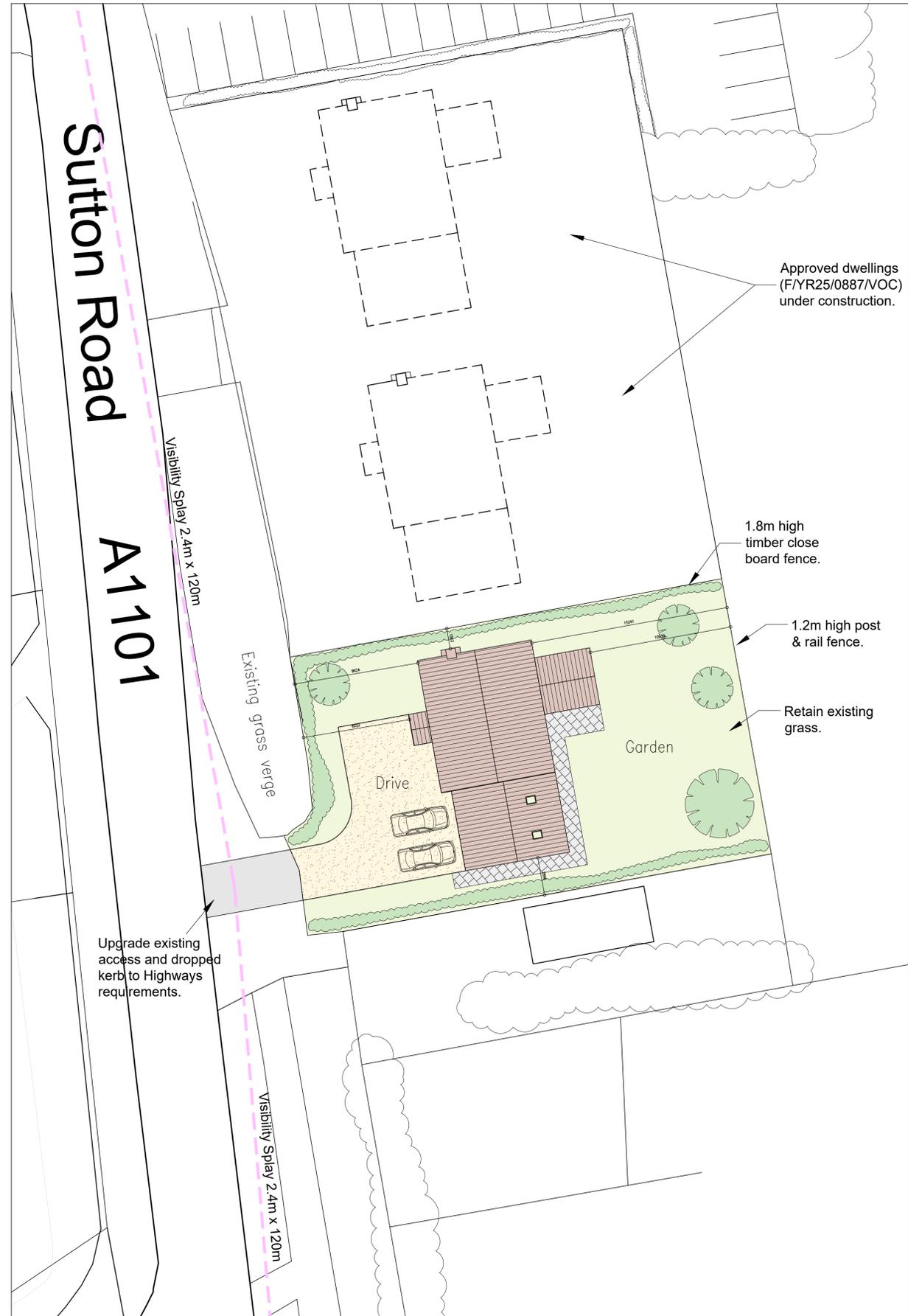
Client  
**JCAR Properties**  
5 & 6 Bedford Row, Foul Anchor,  
Wisbech, PE13 5RF

Drawing Title  
Integral Single Storey Extension To Rear of Dwellings 5 & 6, s2 Velux Rooflights To Extension Roof of  
Dwelling 6, New Front Porch to Dwellings 5 & 6, Cream Render To External Walls of Both Cottages,  
New Windows & Doors Throughout and Internal Alterations

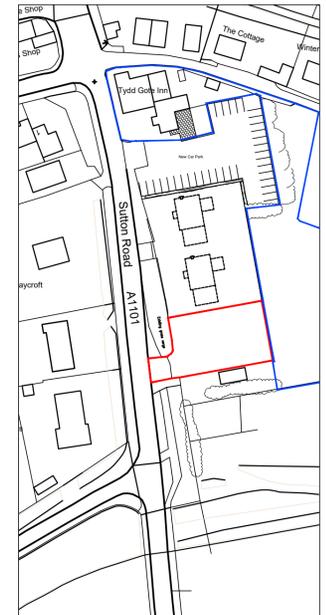
Drawn M Bonner BSCF, ACABE, LABCS, ADEA.	
Date Feb 26	Scale 1:50 @ A1
Drawing number FD-JCAR-PE135RF-4	Revision



Existing Site Plan 1:200



Proposed Site Plan 1:200



Location Plan 1:1250



A. REVISIONS



**PETER HUMPHREY ASSOCIATES**  
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 E-MAIL: info@peterhumphrey.co.uk  
 WEB: www.peterhumphrey.co.uk

CLIENT  
 MR J KARAVADARA

PROJECT  
 PROPOSED DWELLING

SITE  
 LAND SOUTH OF TYDD GOTE INN  
 SUTTON ROAD A1101  
 TYDD GOTE  
 CAMBRIDGESHIRE  
 PE13 5QD

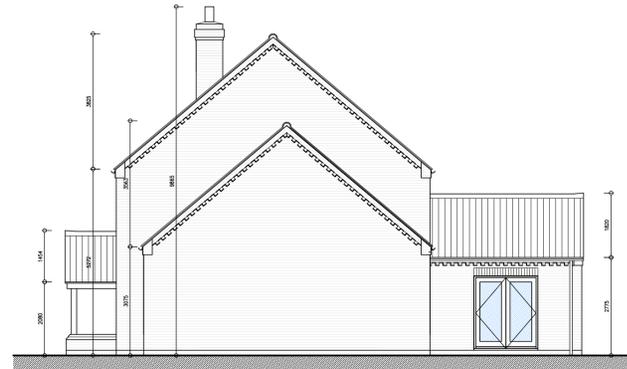
DRAWING  
 COMBINATION DRAWING 1

JOB NO.	PAPER SIZE	DATE
7401/PL01A	A1	FEB 2026

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 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.



Proposed Front (West) Elevation 1:100



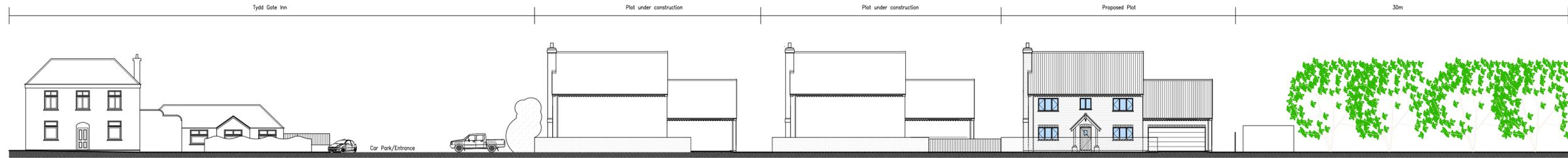
Proposed Side (South) Elevation 1:100



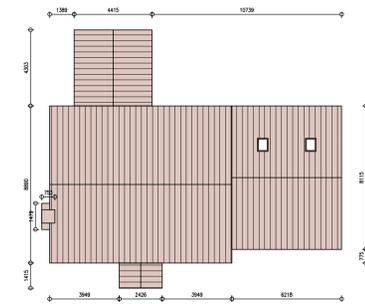
Proposed Rear (East) Elevation 1:100



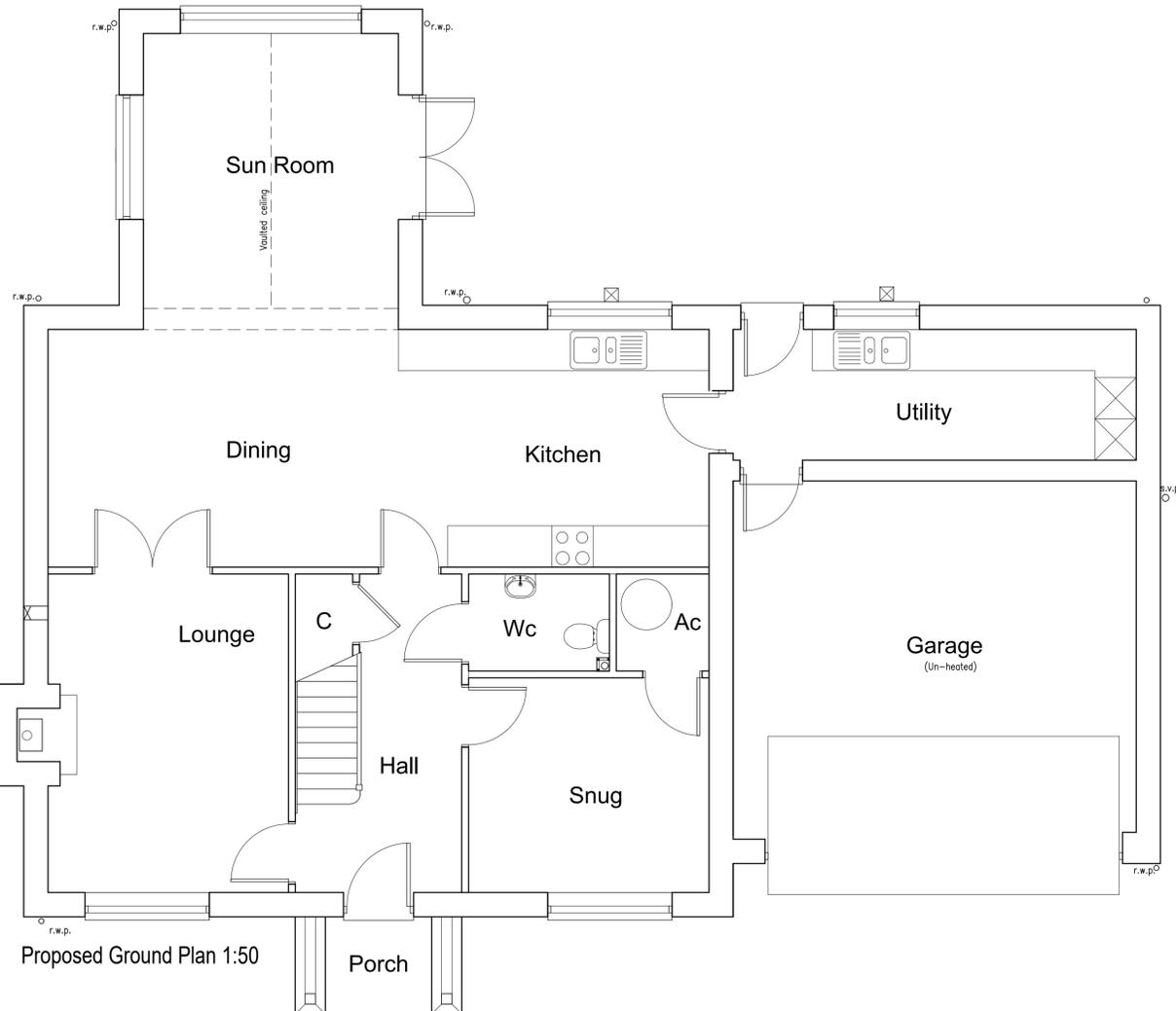
Proposed Side (North) Elevation 1:100



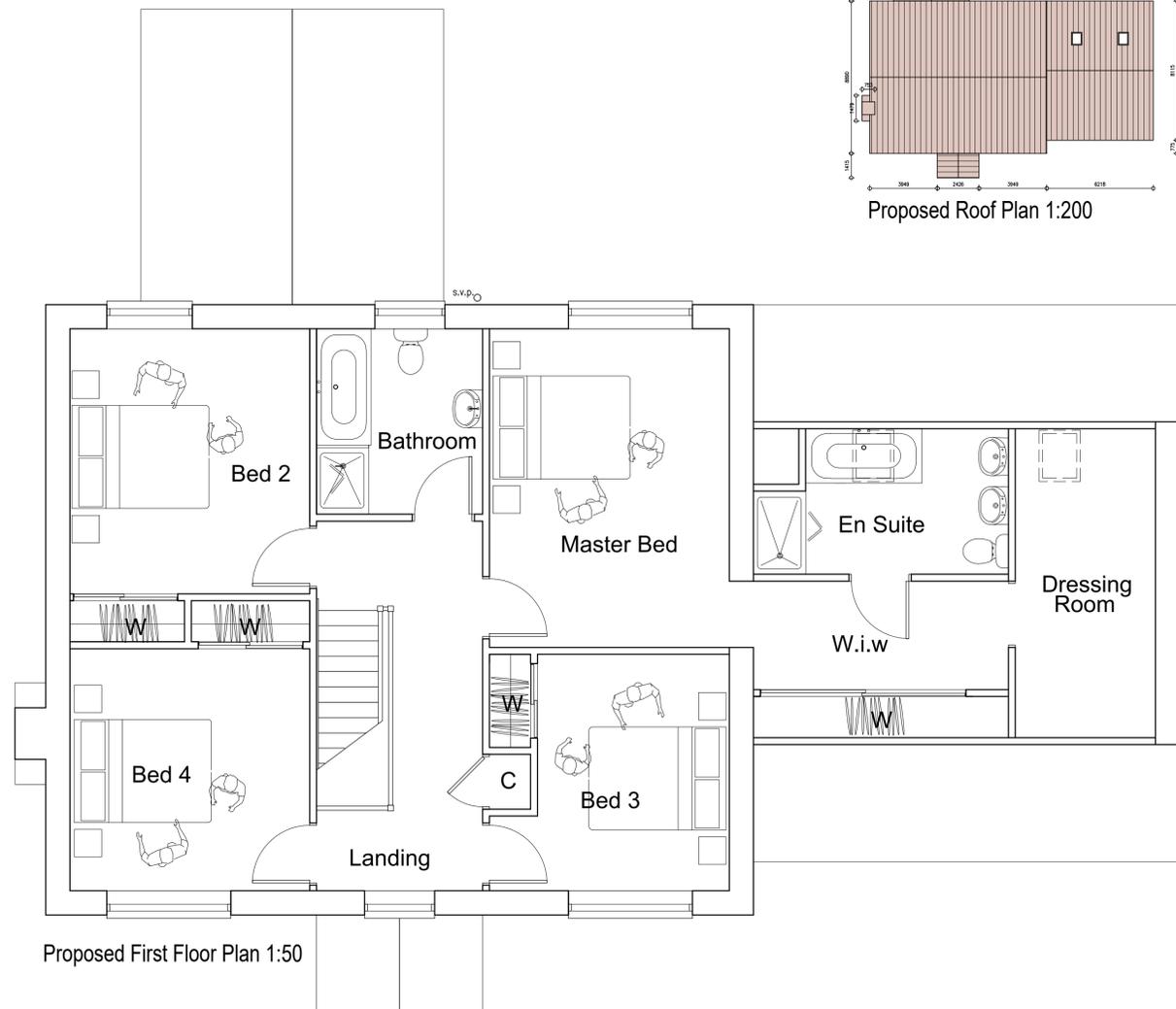
Proposed Street Scene 1:200



Proposed Roof Plan 1:200



Proposed Ground Plan 1:50



Proposed First Floor Plan 1:50

A - REVISIONS



**PETER HUMPHREY ASSOCIATES**

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WEB: www.peterhumphrey.co.uk

CLIENT  
MR J KARAVADARA

PROJECT  
PROPOSED DWELLING

SITE  
LAND SOUTH OF TYDD GOTE INN  
SUTTON ROAD A1101  
TYDD GOTE  
CAMBRIDGESHIRE  
PE13 5QD

DRAWING  
COMBINATION DRAWING 2

JOB NO. 7401/PL02A

PAPER SIZE A1

DATE FEB 2026

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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.



# Planning Inspectorate

Environmental Services  
Planning Inspectorate  
c/o QUADIANT  
69 Buckingham Avenue  
Slough  
SL1 4PN

Customer Services: 0303 444 5000  
e-mail: [Environmentalservices@  
planninginspectorate.gov.uk](mailto:Environmentalservices@planninginspectorate.gov.uk)

---

**Sent by email:**

[planningappeals@fenland.gov.uk](mailto:planningappeals@fenland.gov.uk)

Your Ref: F/YR24/0457/F

Our Ref: 6001284

Date: 27 January 2026

---

Dear Sir/Madam,

## **TOWN AND COUNTRY PLANNING (ENVIRONMENTAL IMPACT ASSESSMENT) REGULATIONS 2017 (SI 571/2017) ('THE EIA REGULATIONS')**

**Appeal by:** Pathfinder Clean Energy UKDev Ltd

**Site Address:** Land at Treading Field, Treading Drain, Tydd St. Giles, Cambridgeshire, PE13 4PL

The Inspector has referred to the Secretary of State, pursuant to Regulation 14(2) of the EIA Regulations, the question as to whether the application that is the subject of this appeal is an EIA application within the meaning of the EIA Regulations.

The development proposed, namely the installation of 49.9MW ground mounted solar photovoltaic panels with associated battery storage, substation and ancillary plant and infrastructure, and erection of security fencing and pole mounted CCTV cameras, falls within the description at 3 (a) of Schedule 2 to the EIA Regulations. In the opinion of the Secretary of State, and having taken into account the criteria in Schedule 3 to the EIA Regulations, the proposal is likely to have significant effect on the environment for the following reasons:

The proposed development is a solar development covering 140.5ha and the Inspectorate notes cumulative schemes, including Meridian Solar Farm, would be located across a total of 1,196ha in the surrounding area. Given that both the proposed development and cumulative schemes are located on best and most versatile (BMV) agricultural land of grade 2 and 3a and are located in a flat-lying rural landscape, the Inspectorate considers there is potential for cumulative effects from the combined loss of BMV agricultural land and landscape and visual effects.

In accordance with Regulation 14(5) of the EIA Regulations, the Secretary of State hereby directs that the application is an EIA application for the purposes of the Regulations.

The Secretary of State therefore notifies you by this letter that the submission of an Environmental Statement (ES) is required under those Regulations.

Under regulation 28(1) of the EIA Regulations, the relevant planning authority must take steps to secure that this screening direction is placed on the part of the Planning Register which relates to the application that is the subject of this appeal.

You are reminded that, under regulation 14(7) and 14(8) of the EIA Regulations, the Secretary of State shall be under no duty to deal with the appeal unless, within 3 weeks from the date of this notification, appellant writes to inform him that an ES will be provided. A letter should be sent to the above postal or email address and marked for the attention of the Environmental Services Team. Please confirm whether you intend to submit an ES, and if you do, how long you anticipate this will take to prepare.

Under Regulation 2(1) of the EIA Regulations, an ES must contain the information specified in that Regulation. It is recommended that you refer to the EIA Regulations<sup>1</sup> and the online Planning Practice Guidance on EIA<sup>2</sup> in preparing the ES.

We would draw your attention to court cases which have stressed the need for all the relevant environmental information in an ES to be comprehensive and easily accessible, and to the requirements regarding the publishing and posting of site notices as directed in Regulation 20(1).

You will bear in mind that the Secretary of State's opinion on the likelihood of the development proposed having significant environmental effects is reached only for the purposes of the direction.

A copy of this letter is being sent to the relevant planning authority for information.

Yours faithfully,

*Tom Oliver*

**TOM OLIVER**  
**Operations Lead - Environmental Services Team**  
**(Signed with the authority of the Secretary of State)**

cc: Ben Murphy, Third Revolution Projects (Appellant's Agent)

*Where applicable, you can use the internet to submit documents, to see information and to check the progress of cases through the Planning Portal. The address of our search page is:*

<https://acp.planninginspectorate.gov.uk/>

---

<sup>1</sup> <http://www.legislation.gov.uk/uksi/2017/571/introduction/made>

<sup>2</sup> <https://www.gov.uk/guidance/environmental-impact-assessment>

## **Town and Country Planning Act 1990**

**Appeal by: Tydd St Giles Golf and Country Club**

**Site Address: Tydd St Giles Golf and Leisure Centre, Kirkgate, Tydd St Giles, PE13 5NZ**

We have received appeal forms and documents for this site. The papers have been checked and the appeal appears to be valid. If we later find out that this is not so, then we will let you know. I am the case officer, if you have any questions, please contact me.

### **SPEEDING UP DECISIONS ON APPEALS NEEDING HEARINGS**

The Planning Inspectorate is committed to speeding up decisions on appeals that need a hearing. As of 1 April 2022, all validly received planning appeals that require a hearing will be subject to stricter timescales and will follow a timetable that adopts the principles set out in the Rosewell independent review of planning appeal inquiries.

Please read the contents of this letter carefully as it sets out details of the timetable and a date for the event. **The event date is fixed and cannot be changed** as it is based on Inspector availability and programmed to ensure we meet our aim of issuing a decision within 24 weeks of the appeal being considered as valid.

#### **The Procedure and the Starting date**

We currently consider this appeal suitable to follow the Hearing procedure.

The date of this letter is the **starting date** for the appeal and for the timetable it will follow.

#### **The Inspector and Hearing date**

The Inspector appointed to decide the appeal is Jack Smith, and the hearing will open at 10:00am on **12 May 2026**. We currently anticipate 1 sitting day(s) and, unless you are advised otherwise, the format of the event will be an in-person, face to face event, which will require a suitable venue. A site inspection will be arranged separately.

Please can you secure a venue as soon as possible and provide details.

*Please could you also ensure that you provide the Appellant with details of the venue.*

*However please could you ensure a back-up online meeting is set up in case the event needs to be moved on-line.*

The Inspectorate advises that you encourage all participants in the hearing to register an email address with you. This will enable you to move the entire event online should this become necessary.

#### **Sending documents to us and looking at the appeal**

You should use the Internet to submit documents, to see information and to check the progress of cases through GOV.UK. The address of the search page is [acp.planninginspectorate.gov.uk](http://acp.planninginspectorate.gov.uk).

### **Keeping to the timetable**

The timetable set out below must be adhered to and requires action and documentation to be issued by strict deadlines. This will mean that we can deal with the appeal promptly and fairly. If documents are not with us in time, the Inspector will not normally look at them and we will return them to you unless there are exceptional reasons for accepting them. Not meeting your obligations under the prescribed timetable will increase your risk of incurring an award of costs against you (see section on costs below). Deadline extensions should not be requested unless there are very extenuating circumstances. These do not include lack of administrative cover for holiday or sickness.

The following actions and documentation are required by the timetable.

#### **By 5 March 2026**

You must notify any person who was notified or consulted about the application in accordance with the Act or a development order and any other interested persons who made representations to you about the application, that the appeal has been made. You should tell them:

- i. that any comments they made at application stage will be sent to the Planning Inspectorate and the appellant(s), and will be considered by the Inspector (unless they withdraw them within the 5-week deadline)
- ii. If they want to make any additional comments, they must do so within 5 weeks of the starting date, **by** 31 March 2026. If comments are submitted after the deadline, the Inspector will not normally look at them and they will be returned
- iii. when and where the appeal documents will be available for inspection
- iv. that the Planning Inspectorate will not acknowledge representations. We will, however, ensure that letters received by the deadline are passed on to the Inspector dealing with the appeal
- v. that they can get a copy of our booklet 'Guide to taking part in planning appeals proceeding by hearing' either free of charge from you, or on GOV.UK - [www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal](http://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal)
- vi. that the decision will be published on GOV.UK

**You must ensure a copy of a completed appeal questionnaire, policies and other supporting documents, a copy of your notification letter and a list of those notified is sent to both myself and the appellant(s) by this deadline.**

#### **By 31 March 2026**

You must submit to me a copy of the completed and agreed **statement of common ground**, listing all matters that are not only agreed, but also confirming areas where there is disagreement. A draft statement of common ground should have been included in the paperwork received from the appellant.

If you are intending to submit a **statement of case**, then this should also be submitted by this deadline. Please give full details of the case you will put forward at the hearing including any documents, maps or plans you intend to refer to or use in evidence.

I will also require in a word document a list of any **conditions** or limitations you would agree to if the appeal were to be allowed (this will be accepted on a non-prejudicial basis of course).

### **By 14 April 2026**

You must send me a copy of the LPA hearing date notification letter along with a list of all those notified of the arrangements.

Your letter should cover:

- The name the appeal has been made in, the location of the site and a description of the development
- the powers enabling the Secretary of State or Inspector to determine the appeal and the name of the Inspector
- a clear statement of the **date** and **time** of the hearing and the **venue**, along with an instruction that attendees should register with your Council in advance should they wish to attend (we suggest obtaining a name, email address and details of the attendee's status within the context of the appeal i.e., interested party). *This information will assist the Inspector and will prove useful should the participants need to be contacted ahead of the event e.g., should the event need to move online and be held virtually*
- that anyone wishing to speak at the hearing should make themselves known to the Inspector on the day as the Planning Inspectorate will not respond to requests to speak at the event in advance of the hearing
- All queries relating to the venue should be directed to the local planning authority
- where the appeal documents can be inspected in person (by appointment at the Council Offices)
- a link (via the Council's website) to the appeal documents if published online
- that the decision will be published on <https://acp.planninginspectorate.gov.uk>
- what facilities are available for people with disabilities e.g., parking spaces, venue access and seating arrangements etc
- Planning Inspectorate Reference: **APP/.....**

If you consider it appropriate, please notify the press of the hearing and, if notice of the hearing is published in the press, send a copy of the notice(s) to me.

## **Planning obligations - section 106 agreements**

A planning obligation, often referred to as a 'section 106 agreement', must be agreed, signed and submitted to me **no later than 2 weeks** before the hearing opens.

### **Costs**

The appellant(s) has been directed to GOV.UK for further information regarding costs – [planningguidance.communities.gov.uk/blog/guidance/appeals](https://planningguidance.communities.gov.uk/blog/guidance/appeals). You should also be aware that costs may be awarded to either party.

Additionally, a Planning Inspector or the Secretary of State may on their own initiative make an award of costs, in full or in part, if they judge that a party has behaved unreasonably resulting in unnecessary appeal expense.

### **The Appeal decision**

The decision is expected to be issued on or before **31 July 2026**.

Yours sincerely,

Xavia McMillan

## **TYDD ST GILES PARISH COUNCIL EQUALITY AND DIVERSITY POLICY**

Our commitment	2
The law	2
Types of unlawful discrimination	2
Equal opportunities in employment	3
Dignity at work	4
People not employed by the council	4
Training	4
Your responsibilities	4
Grievances	4
Monitoring and review	4

## **Our commitment**

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

## **The law**

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics."

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

## **Types of unlawful discrimination**

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

### **Equal opportunities in employment**

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

#### Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

#### Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

#### Equal opportunities monitoring

The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

## **Dignity at work**

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

## **People not employed by the council**

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

## **Training**

The council will raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will raise the awareness of all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.

## **Your responsibilities**

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

## **Grievances**

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

## **Monitoring and review**

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law.

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

Adopted by the Council - March 2022

Re-adopted - March 2023

To be reviewed annually

## **TYDD ST GILES PARISH COUNCIL**

### **HOMEWORKING POLICY**

Policy	2
Scope of this policy	2
Safe working environment	2
Hours of work	3
Potential conflicts of interest	3
Data protection	3
Visits to work premises	3
Insurance, mortgage or rental agreements	3

## **Policy**

The Council recognises the advantages of home-based working although it doesn't suit everyone, and some job roles may not be appropriate to undertake at home.

This policy describes the working arrangements and expectations that will apply if you work from home.

### **Scope of this policy**

It applies to all staff who are home-based whether full time, part time or fixed term. It does not apply to office-based staff who work from home on an ad-hoc basis.

### **Safe working environment**

Health and safety for home-based staff applies in the same way as office-based staff, insofar as is reasonably practicable, that you work in a safe manner and that you follow all health and safety instructions issued by us.

You must complete and submit a 'Home Based Workers Risk Assessment' to the Clerk (or the Chair in the case of the Clerk). This is a checklist for you to identify any possible hazards in your home working area. Following completion of the checklist, measures may need to be taken to control any risks identified. This checklist should be completed annually, or more frequently if there are any changes to your arrangements such as new equipment or changes to your home-office space.

You must complete and submit a workstation risk assessment and ensure that this remains up-to-date. If you have any questions about the risk assessment, or if you identify any potential risks when carrying out the assessment, you should refer these to the Clerk (or the Chair in the case of the Clerk) in the first instance.

Some of the most important considerations include: -

- If possible, an area should be set aside from the rest of your living space to ensure that you are able to work from home without distractions,
- Your home office should have adequate space for you to work safely and comfortably,
- Your desk should be large enough to accommodate your equipment and paperwork,
- You should have sufficient storage and your workspace should be organised so equipment is close to hand,
- Your work area should be well lit, with natural lighting if possible,
- Equipment and sockets should be situated to avoid potential trip hazards, and,
- You must also ensure that you visually check the cables of any electronic equipment supplied to you regularly (and at least every 6 months) and report any defects.

We reserve the right to visit you at home at agreed times for work-related purposes, including health and safety matters and to inspect, service or repair equipment (e.g. for PAT testing).

### **Hours of work**

As a home-based worker, your contract of employment will specify the hours when we expect you to be at work and contactable by telephone or email. There may be times during

the working day when you are not available in which case these should be flagged to the Clerk (or the Chair of the Council) with prior authorisation.

You must be mindful to take adequate rest breaks which should be, as a minimum:

- A break of at least 20 minutes during each working day over 6 hours,
- A daily rest break of at least 11 continuous hours, i.e. the time between stopping work one day and beginning work the next day, and,
- At least one complete day each week when no work is done.

### **Potential conflicts of interest**

During your hours of work, the Council expects that your work environment enables you to work effectively and that you are not distracted by domestic matters. It is not appropriate to combine homeworking with caring for a dependant.

If there is an emergency and you need to attend to a non-work matter, then you should notify the Clerk (or the Chair in the case of the Clerk).

### **Data protection**

As a home-worker you are responsible for keeping all documents and information associated with the Council secure at all times. Specifically, homeworkers are under a duty to:

- Keep filing cabinets and drawers locked when they are not being used,
- Keep all documentation belonging to us in the locked filing cabinet at all times except when in use,
- Set up and use a unique password for the laptop computer, and
- Ensure that documents are saved to the server rather than the computer's hard drive.

If you have a telephone conversation where you are discussing confidential work matters, you should ensure that such calls take place in privacy to avoid inadvertent breach of confidentiality.

### **Visits to work premises**

On occasions you may need to attend other locations for training, performance assessment meetings, team briefings etc. This will normally not be frequent, and the dates and times of such visits will be agreed in advance.

### **Insurance, mortgage or rental agreements**

Whilst our Employer's Liability Insurance extends to home based staff, and any Council equipment installed in your home will also be covered, you should ensure that any agreement with your landlord or mortgage lender allows you to work from home, and that your house buildings and contents insurance will not be invalidated by you working from home.

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

Adopted by the Council - March 2022

To be reviewed annually

## **TYDD ST GILES PARISH COUNCIL**

### **EXPENSES POLICY**

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## **Purpose**

This policy sets out the Council's rules on how employees can claim for expenses incurred in the performance of their duties for the Council. The purpose of this policy is to ensure that employees are properly reimbursed for legitimate business expenses and to ensure that these expenses are treated appropriately for tax purposes. It does not apply to councillors.

## **General procedure**

The Council will reimburse you for actual expenditure that is incurred wholly, necessarily and exclusively in connection with authorised duties that you undertake in the course of your employment. To claim for expenses, you must use the Council's expenses claim forms and set out the reasons why the expense was incurred on the claim form. If you are unsure whether an expense can be claimed, you must seek prior written authorisation from the Clerk (or the Chair in the case of the Clerk).

Expenses will not be paid unless supporting evidence is provided, together with a completed expense claim form. This should include original receipts or invoices with the date and time of the transaction (unless you are claiming for mileage). When claiming for travel expenses on public transport, you should enclose the tickets showing the departure point and destination of your journey, where possible. Credit and debit card statements will not be accepted. Where you are submitting a VAT receipt, you should set out:

- the name and VAT registration number of the retailer or service provider;
- the goods and services provided; and
- the amount of VAT payable.

Once completed and signed, you should submit your expense claim form to the Clerk (or the Chair in the case of the Clerk) for approval. Once approved the claim form should be submitted to the RFO for payment.

Expenses claims must be submitted within 3 months of the expense being incurred. If this is not practical, written approval for any extension will be required from the Clerk (or the Chair in the case of the Clerk). The Council reserves the right to withhold any payment where prior written approval has not been given.

The Council may return an expense claim form to you without payment if it is completed incorrectly or lacks supporting evidence.

The Council will pay claims for authorised expenses by cheque or BACS transfer into the same bank account into which your salary is paid.

In general, you should not incur expenses other than in the categories listed below. However, if you have claims for expenditure other than for those categories listed below, you should seek written approval from the Clerk (or the Chair in the case of the Clerk) before incurring the expense. The Council will accept email as written approval where it is required in this policy.

Any queries in relation to this policy should be directed to the RFO or the Chair.

## **Homeworkers**

If you are a Homeworker, your normal place of work as stated in your contract will be your home. The council will reimburse all reasonable expenses incurred by homeworkers in the course of their duties upon receipt of satisfactory claims.

The council will agree with homeworkers a suitable sum to cover use of their own equipment.

The council should also pay the employee for the costs associated with heating, lighting, etc. HMRC rules allow for some of these expenses to be paid tax-free (see HMRC guidance: [www.gov.uk/expenses-and-benefits-homeworking/whats-exempt](http://www.gov.uk/expenses-and-benefits-homeworking/whats-exempt)).

## **Training**

When attending training courses all employees should be able to claim travel expenses for the difference in the usual home to work costs. Where the training takes place outside contracted daily hours, part-time employees should be paid on the basis as time spent on training is working time.

Some training can be very expensive and as a condition for funding training, the council requires full repayment of all costs incurred for any training course in excess of £500 should an employee not complete the training or leave the council within a year of completion. Repayment of costs reduces to 50% reimbursement in the second year.

## **Travel**

Employees and managers should consider whether or not travel is necessary or if there are more appropriate means (for example tele-conferencing or video-conferencing).

### Rail

You may claim for standard class rail fares only. Where possible, rail journeys should be booked well in advance to benefit from any discounts for early booking.

### Use of your own car

It may be appropriate and cost-effective to use your own car when travelling on business, for example if you are travelling with other staff or councillors or, where there is limited public transport to your destination, or the journey time is significantly shorter than using public transport. Any use of your own car on business is subject to you:

- holding a full UK driving licence;
- ensuring that your car is roadworthy and fully registered; and
- holding comprehensive motor insurance that provides for business use.

Prior authorisation should be sought from the Clerk (or the Chair in the case of the Clerk), before using your own car on business. The Council accepts no liability for any accident, loss, damage or claim arising out of any journey that you make on business. The Council will not pay for the cost of any insurance policy on your own car.

To claim for petrol expenditure, you should set out the distance of the journey undertaken on your expenses claim form. The Council will pay you a mileage allowance of 45p per mile for mileage under 10,000 miles and 25p per mile for mileage over 10,000 miles, or such other rate as set out from time to time by HM Revenue and Customs. The Council will pay for tolls, congestion charges and parking costs incurred, where applicable.

### Use of bicycle or Motorcycle

If use of your bicycle or motorcycle is approved, you can claim a mileage allowance of 20p or 24p per mile respectively. Any use of your own motorcycle on business is subject the same requirements as a car (see above).

### Taxis

Any use of taxis will require prior approval and only in limited circumstances. These are:

- where taking a taxi would result in a significantly shorter travel time than using public transport;
- where there are several employees travelling together; or
- where personal security and safety of employees is an issue, for example taxis may be permitted after 9.30pm.

You must obtain a receipt with details of the date, place of departure and destination of the journey.

### **Overnight accommodation**

As a guideline for travel on council business you should book accommodation equivalent to three-star standard or less. You may book hotel accommodation of up to £120 maximum in a major city and £100 elsewhere. It is your responsibility to ensure that any hotel reservations are cancelled within the required cancellation period if they are no longer required.

### **Meals**

If you are required to be away from home on council business, you may claim up to:

- £10 for breakfast (if this is not included in the hotel room rate);
- £15 for lunch;
- £20 for dinner

The maximum amounts above are inclusive of drinks. Alcohol cannot be reclaimed under any circumstances.

You should supply receipts and invoices for all hotel and meal expenses other than for the daily allowance, where no receipt is required.

### **Entertainment/gifts**

The Council has strict rules about offering or receiving both entertainment and gifts. Any gifts, rewards or entertainment offered to you should be reported immediately to the Clerk (or the Chair in the case of the Clerk). As a general rule, small tokens of appreciation, for example flowers or a bottle of wine, may be retained by employees.

### **Annual events**

The Council may decide to hold a staff event, such as a Christmas meal or other celebration. Except where agreed to the contrary, attendance is not compulsory, and you will remain responsible for any expenses you incur.

## **Expenses that will not be reimbursed**

The Council will not reimburse you for:

- the cost of any travel between your home and usual place of work (except in exceptional circumstances for early morning/late night transport as set out above);
- the cost of any travel undertaken for personal reasons;
- the cost of any travel for your partner or spouse;
- any fines or penalties incurred while on council business for whatever reason, including penalties for not paying for a rail ticket in advance of boarding the train and penalties or fines associated with motoring offences, including speeding or parking fines, clamping or vehicle recovery charges;
- alcohol; and
- cash advances or withdrawals from an ATM machine.

You are required to pay for any travel costs incurred by your partner or spouse in the event that he or she accompanies you on business. Your spouse or partner must have adequate travel insurance for that journey.

## **False claims**

If the Council considers that any expenditure claimed was not legitimately incurred on behalf of the Council, it may request further details from you. The Council will thoroughly investigate and check any expenses claim as it sees fit. It may withhold payment where insufficient supporting documents have been provided. Where payment has been made to you prior to the discovery that the claim was not legitimate or correct, it may deduct the value of that claim from your salary.

Any abuse of the Council's expenses policy will not be tolerated. This includes, but is not limited to:

- false expenses claims;
- claims for expenses that were not legitimately incurred;
- claims for personal gain;
- claims for hospitality and/or gifts without them having been declared; and
- receipt by you of hospitality and/or gifts from contacts that may be perceived to influence your judgment.

The Council will take disciplinary action where appropriate and, in certain circumstances, may treat a breach of this policy as gross misconduct, which may result in your summary dismissal. In addition, the Council may report the matter to the police for investigation and criminal prosecution.

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

Adopted by the Council - March 2022

To be reviewed annually

# Tydd St Giles Parish Council

## Web Accessibility Policy

### Tydd St Giles Parish Council - Accessibility Statement

This website is run by **Tydd St Giles Parish Council**. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader

We've also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

### How accessible this website is

We know some parts of this website are not fully accessible:

- some older PDF documents are not fully accessible to screen reader software
- some pages may have heading structures that are not fully compliant

### What to do if you cannot access parts of this website

If you need information on this website in a different format (accessible PDF, large print, easy read, audio recording or braille):

- Email: [clerk@tyddstgilesparishcouncil.org.uk](mailto:clerk@tyddstgilesparishcouncil.org.uk)
- Call: 01945 870083
- Write to: 358 High Road, Newton-in-the-Isle, Wisbech, PE13 5HS

We'll consider your request and get back to you within 10 working days.

### Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, please contact:

- The Parish Clerk
- Email: [clerk@tyddstgilesparishcouncil.org.uk](mailto:clerk@tyddstgilesparishcouncil.org.uk)
- Phone: 01945 870083

### Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. If you're not happy with how we respond to your complaint, contact the [Equality Advisory and Support Service \(EASS\)](#).

### Contacting us by phone or visiting us in person

If you would like to contact the Parish Council, please use one of the methods above.

We do not have a public office to visit, but we can arrange for the Clerk or a Councillor to visit you if you have difficulties accessing the monthly council meetings.

Find out how to contact us here: [Tydd St Giles Parish Council Contact Page](#)

## **Technical information about this website's accessibility**

**Tydd St Giles Parish Council** is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is compliant with the [Web Content Accessibility Guidelines version 2.2 AA](#) standard. Some content is partially compliant, due to the non-compliant items listed below.

### **Non-accessible content**

Some pages may contain attachments which are not currently compliant, such as:

- Older PDF files published before 23 September 2018
- Documents provided by 3rd parties
- Councillors' Declarations of Interests
- AGAR Annual Governance and Accountability documents (currently exempt from accessibility compliance)

### **Non-compliance with the accessibility regulations**

We will do all we can to identify content that is non-compliant and, where possible, provide an alternative format upon request.

When we publish new content, we will make sure our use of images meets accessibility standards, and our website is regularly reviewed to ensure all the pages are compliant. If you find a page that you are having difficulty accessing its content, please contact us at the above details and we will assist you in gaining access to the content where possible.

### **Disproportionate burden**

Some historical documents and meeting minutes published before 23 September 2018 are in PDF or scanned image format and may not be accessible. We believe fixing these would be a disproportionate burden but will provide accessible formats on request.

### **Content that's not within the scope of the accessibility regulations**

#### **PDFs and other documents**

Many of our older PDFs and Word documents do not meet accessibility standards – for example, they may not be structured so they're accessible to a screen reader. This does not meet WCAG 2.2AA success criterion 4.1.2 (name, role value).

The accessibility regulations [do not require us to fix PDFs or other documents published before 23 September 2018](#) if they're not essential to providing our services. For example, we do not plan to fix meeting agendas or minutes for meetings which were published prior to 23 September 2018.

Any new PDFs or Word documents we publish will meet accessibility standards.

### **Preparation of this accessibility statement**

This statement was prepared on **10 August 2025**. It was last reviewed on **12 March 2026**.

This website was last tested on **1 March 2026**. The test was carried out by **Tydd St Giles Parish Council's internal web team**.

# Tydd St Giles Parish Council

## Income & Expenditure Summary as at 28.2.26

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	£ 2,195.97	£ 2,196.00	100.00
Miscellaneous	£ -	£ -	0.00
<b>Total Income</b>	<b>£ 40,856.86</b>	<b>£ 38,751.00</b>	<b>105.43</b>

### Expenditure

Salaries and On-costs	£ 10,293.79	£ 12,200.00	84.38
Fees	£ 522.00	£ 470.00	111.06
Subscriptions	£ 60.00	£ 625.00	9.60
Admin Expenses	£ 475.25	£ 1,200.00	39.60
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	£ 2,138.00	£ 2,150.00	99.44
Play Equipment	£ 9,955.60	£ 13,467.00	73.93
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	£ 227.33	£ 250.00	90.93
Highways	£ 708.33	£ 4,600.00	15.40
Recoverable VAT	£ 4,653.62	£ 4,900.00	94.97
<b>Total Expenditure</b>	<b>£ 40,804.67</b>	<b>£ 56,977.00</b>	<b>71.62</b>

### Summary

Total Income	£ 40,856.86	£ 38,751.00
LESS Total Expenditure	£ 40,804.67	£ 56,977.00
<b>Net Surplus or Deficit</b>	<b>£ 52.19</b>	<b>-£ 18,226.00</b>

### Balance Sheet

Balance B/fwd 1.4.25	£ 49,363.81
Surplus or Deficit	£ 52.19
<b>Balance C/fwd</b>	<b>£ 49,416.00</b>

### Represented by

Barclays Current Account	£ 644.74
Barclays Business Saver	£ 31,995.48
NatWest Current Account	£ 16,775.78
Cash / Cheques	£ -
	<b>£ 49,416.00</b>