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

Clerk D Gibbs

5th November 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 12th November 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.

065/26 Apologies for Absence

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

066/26 Chairman's Announcements

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

067/26 Public Forum

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

068/26 Urgent Items

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

069/26 Confirmation of Minutes

To consider and confirm the minutes of the Parish Council meeting held on Thursday 10th September.

070/26 Matters Arising

To receive updates on the following items:

a) Former Village School - minute 051/26(b)

b) Overgrown wasteland between Newgate Road and Field Avenue - minute 051/26(c)

071/26 Police Matters

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

072/26 Cambridgeshire County Councillor Report

To receive a report from Cllr Chris Tirrell.

073/26 Fenland District Councillor Report

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

074/26 Clerk's Report

To receive a report on meetings attended and correspondence received.

075/26 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 Sharpe - Highways
d) Cllr Malin - Armed forces and flooding
e) Cllr Clifton - Public rights of way, churchyard and trees
f) Cllr Day - Street lights and parish assets

076/26 Member and Parishioner Issues

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

a) House numbering

077/26 Play Equipment

To receive an update on funding from the Government's Pride in Place Impact Fund for the installation of the fence around the under 5s play area and other play equipment.

078/26 Community Centre

To receive an update from the Clerk on the application to the National Lottery Awards for All programme for funds to repair and recoat the roof of the Community Centre.

079/26 Highways

a) To receive an update from the Clerk on highway matters.
b) To receive an update from the Clerk on the Local Highway Improvement scheme application for 2026/27.
c) To receive an update from Cllr Brown on the Community Speed Watch.

080/26 Planning

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

a) F/YR26/0766/O - Erect up to 2 x dwellings (outline application with all matters reserved) - Land West of Summer Lodge, Church Lane, Tydd St Giles.
b) F/YR26/0788/F - Erect a single-storey extension to rear of existing dwelling involving demolition of existing conservatory - Kokopelli Cottage, 9B Field Avenue, Tydd St Giles.

081/26 Street Lights

To receive an update on the replacement of street lights as approved at September's meeting.

082/26 Finance

a) To receive an updated financial statement for the period to the end of October.
b) To note the External Auditor's report and conclusion of the audit for 2025/26.
c) To receive and note the quarterly financial reconciliation.
d) To note the following sums received since the last meeting:

Barclays Bank (interest)	£ 84.19
Fenland District Council (precept instalment)	£13,440.00

e) To ratify the following direct debit payments issued since the last meeting:

HMRC (tax and national insurance)	£	254.91
NEST (pension contributions)	£	341.10

f) To approve the following payments:

D Gibbs (salary October and November)	£	1,634.40
Nurture Landscapes Ltd (grass cutting)	£	1,151.78
Brigstock & Wrens Charity (rent)	£	135.00
Tydd St Giles CC&RG (hall hire)	£	88.00
M J Carter (expenses)	£	45.00
A Pateman (poppy wreaths)	£	46.00

g) To approve a quote of £300.00 from Silvertree Garden Service for flail mowing in the Churchyard.

h) To consider potential projects for inclusion in the budget for 2027/28.

083/26 Policies and Procedures

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

a) Complaints Procedure
b) Grievance Policy
c) Safeguarding Policy

To consider for adoption the following policy:

d) Disciplinary Policy

084/26 Date of Next Meeting

To confirm the date and time of the next meeting of the Council:
Thursday 14th January at 7.30pm is suggested.

TYDD ST GILES PARISH COUNCIL

Minutes of a Meeting of Tydd St Giles Parish Council
held in the Community Centre
on Thursday 10th September 2026

Present - Cllr T Brown (Chairman), Cllr B Allen, Cllr M Carter, Cllr C Day, Cllr K Malin, Cllr E Sharpe, Cllr C Tirrell (CCC), Cllr B Barber (FDC)
D Gibbs (Clerk), 7 members of the public

046/26 Apologies for Absence

Cllr S Clark (FDC), Cllr C Seaton (FDC)

047/26 Chairman's Announcements

The Chairman reported that the Government has suspended the plans for local government reorganisation, so the District Council elections will take place in May 2027 as normal. He thanked Mr Slade for organising the successful Art Exhibition in the Church. He reported that he and Cllr Malin had attended the annual RAF Memorial Service in Sutton Bridge on behalf of the Council. He reminded everyone that the Tydd Pumping Station would be open for the annual Heritage Open Days event.

The planning application for the conversion of the former Methodist Chapel was approved and the owner has expressed his thanks to the Council and residents for their support. The Chairman encouraged everyone to make use of the new facility when it opens. The long-awaited £2million grant scheme for war memorials first announced in November 2025 will now be administered by the War Memorials Trust.

048/26 Public Forum

Residents spoke about a field to the north of Kirkgate, grass cutting in the churchyard, and a misaligned road sign. The Council responded accordingly.

049/26 Urgent Items

None.

050/26 Confirmation of Minutes

a) RESOLVED - that the minutes of the Parish Council meeting held on Thursday 9th July be agreed and signed as a true and accurate record.

b) RESOLVED - that the minutes of the Planning Committee meeting held on Friday 31st July be agreed and signed as a true and accurate record.

051/26 Matters Arising

a) Bus service - No update. Members agreed to remove this item from the agenda.

b) Former Village School - The District Council issued another holding response in early August, but nothing has been received since.

c) Overgrown wasteland between Newgate Road and Field Avenue - The Clerk met with a representative of Clarion Housing Group. It is their intention to clear the site and demolish the garages, but no work has been carried out. This is a short term solution but there is no long-term plan.

DRAFT

052/26 Police Matters

The Clerk reported that the attendance at Coffee Mornings appears to have stopped. Cllrs Brown and Malin will be attending the quarterly online forum.

053/26 Cambridgeshire County Councillor Report

Cllr Tirrell reported that the appeal against the refusal of planning permission for the Pathfinder Clean Energy Tydd Solar development will commence on 29th September.

054/26 Fenland District Councillor Reports

Cllr Barber expressed the view that the review of the local government reorganisation was a victory for localism. She had been informed that the District Council has written to the owner of the former school site.

055/26 Clerk's Report

The Clerk reported on meetings attended and correspondence received, including a meeting with the District Council's Engineering manager regarding street lighting. Correspondence included the County Council's rights of way improvement plan, the launch of the District Council's food waste recycling service and an invitation to the Chairman's Charity Coffee Morning.

056/26 Reports from Members

a) Cllr Allen - Communications, Foul Anchor and Four Gotes - Cllr Allen reported that he had been unable to remove the weed growth around the war memorial in Foul Anchor and neither street light on Front Road is working. The replacement noticeboard is yet to be installed.

b) Cllr Carter - Community Centre and Play Equipment - Cllr Carter reported that a new Thursday morning exercise and dance class has started in the Community Centre. A Macmillan Coffee Morning is planned for later in the month. There were several incidents of nuisance behaviour from children during the school holiday.

c) Cllr Sharpe - Highways - Cllr Sharpe reported that he is researching the County Council's processes for prioritising minor repairs. He hopes to meet the Local Highway Officer to discuss this. The trial of different treatments for peat soil affected roads is under way.

d) Cllr Malin - Armed forces and flooding - Cllr Malin reported that he had attended the County Council's annual flood planning meeting. The Armed Forces and Veterans Breakfast Club at Bygones continues on the fourth Saturday of every month.

e) Cllr Clifton - Public rights of way, churchyard, trees - In Cllr Clifton's absence, there was no report.

f) Cllr Day - Street lights and parish assets - Awaiting a formal induction and handover to understand the issues.

057/26 Member and Parishioner Issues

Cllr Allen reported that cars are being parked at night adjacent to the war memorial at Foul Anchor.

058/26 Play Equipment

The Clerk is still awaiting confirmation from the District Council regarding the process for purchasing and installing the play equipment and fence.

DRAFT

059/26 Community Centre

National Lottery Awards for All application to repair and recoat the roof - The Clerk advised Members that no progress has been made in identifying suitable contractors.

060/26 Highways

a) The Clerk advised Members that a number of potholes and minor defects have been marked for repair and it is hoped that these can be completed before the weather changes.

b) Community Speed Watch - Speedwatch sessions are taking place and seven motorists were reported for exceeding the speed limit in Newgate Road. The search for a new coordinator continues.

061/26 Planning

Members discussed the following application:-

F/YR26/0588/CERTLU - Certificate of lawfulness (Existing): Use of a building for residential occupation - The Keepers, Church Lane, Tydd St Giles.

They were unable to provide any information regarding the history of the site.

The Clerk presented the following application received on the day of the meeting:-

F/YR26/0666/F - Erect an agricultural storage building - Land at Oakley Farm, Black Dyke, Tydd St Giles.

Members were invited to view the application after the meeting and consider whether it warrants a meeting of the Planning Committee.

062/26 Street Lights

The Chairman reported that he and the Clerk had met the District Council officer responsible for the lighting contract. There are nine lights that were identified in the last safety inspection as in need of upgrading, of which three have been removed without prior notification, and three have been replaced without authorisation. The cost of replacing the three removed lights is in the region of £3,500. There is confusion regarding the location of one of the other lights that is listed as both Hockland Road and High Broadgate. This needs to be clarified before any further works are agreed.

Members resolved to replace the three lights already removed at a cost of around £3,500. They also resolved to delegate authority to Cllrs Brown, Day and the Clerk to proceed with the replacement of the remaining three lights if this work cannot be held over until the new financial year, at a cost of a further £3,500 or thereabouts. Finally they resolved to consult the councils that had opted out of the Fenland District Council management contract to compare their experiences and costs.

063/26 Finance

a) The Clerk presented the financial statement as at the end of August showing income of £16,856.96, expenditure of £10,785.56, resulting in a surplus of £6,071.40 and funds held of £55,362.11.

b) Members noted the 2026/27 Local Government pay settlement resulting in an increase of 3.29% in the Clerk's salary.

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

HMRC (tax and national insurance)	£	202.41
NEST (pension contributions)	£	312.06
North Level District Internal Drainage Board (drainage rates)	£	666.22

d) Members approved the following payments:-

D Gibbs (salary August and September including backpay)	£ 1,713.68
Fenland District Council (street light recharge)	£ 3,887.79
Nurture Landscapes Ltd (grass cutting)	£ 1,151.78
Newton Village Hall (hall hire)	£ 10.00

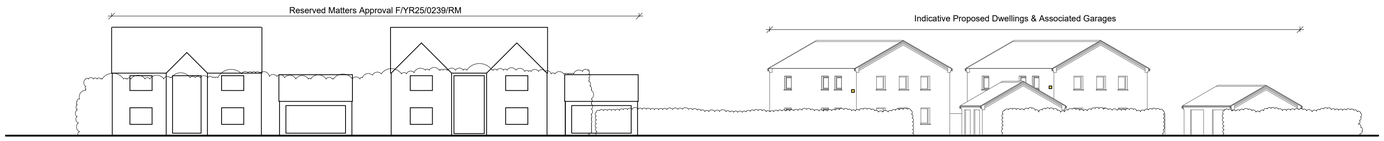
064/26 Date of Next Meeting

The next meeting of the Parish Council will take place on Thursday 12th November at 7.30pm in the Community Centre.

The meeting closed at 8.25pm

DRAFT

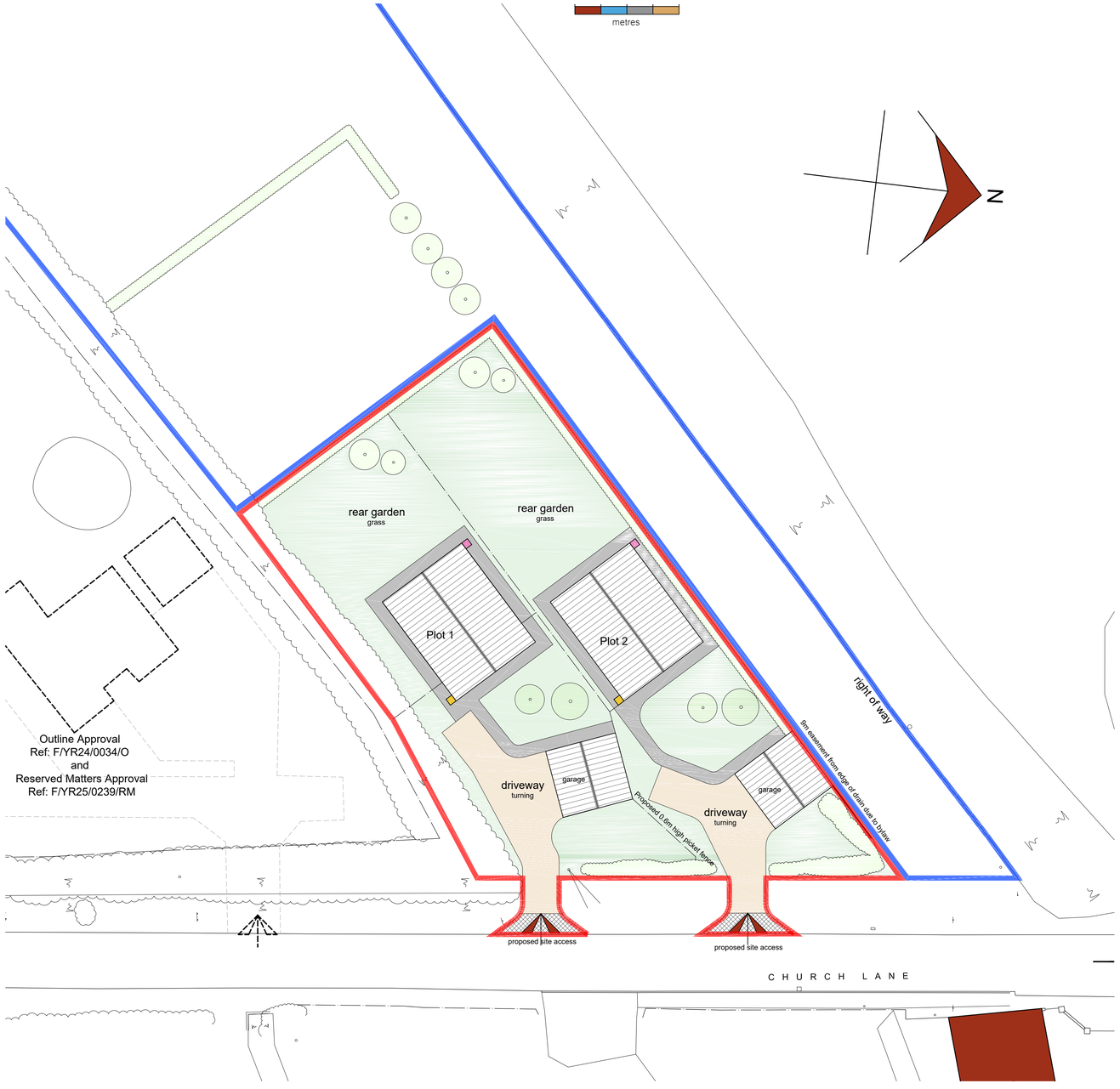
General Notes
1. All dimensions are shown in 'mm' unless otherwise stated.
2. The contractor, sub-contractors and suppliers must verify all dimensions on site prior to the commencement of any work.
3. This drawing is to be read in conjunction with all relevant engineers and specialist sub-contractors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



Indicative Street Elevation

Scale: 1:250

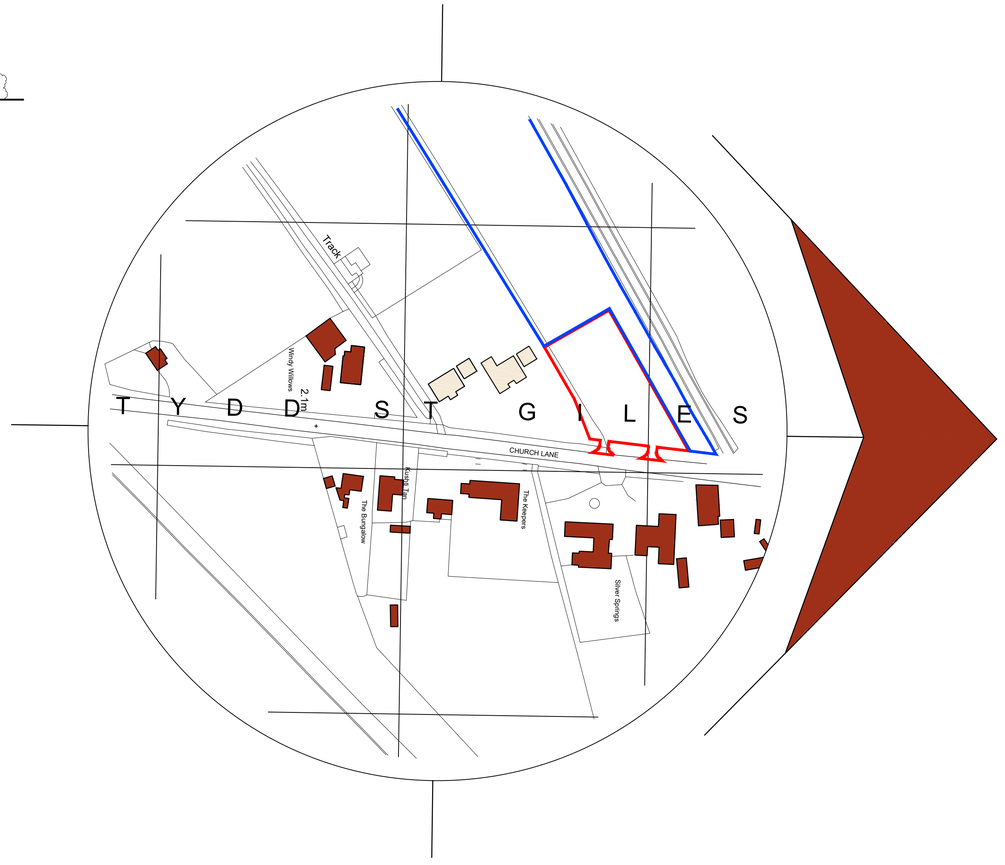
0 2.5 5 7.5 10
metres



Indicative Site Plan

Scale: 1:250

0 2.5 5 7.5 10
metres



Location Plan

Scale: 1:1250

0 10 20 30 40
metres

SITE PLAN KEY

- Indicative proposed dwellings & garages
- Existing buildings taken from OS map and topographical survey
- Dashed lines indicate dwellings with outline approval under ref: F/YR24/0034/O
- Indicates proposed site access to be hard surfaced in bound material for first 2m as per highway requirements
- Indicates approved site access under ref: F/YR24/0034/O
- Indicates indicative location of bat tube to be installed at least 4m from ground level



- Indicative position of proposed double staggered hedgerow consisting of a random mixture of:
  - Common Hawthorn Crataegus Monogyna
  - Hazel Corylus Avellana
  - Field Maple Acer Campestre
  - Dogwood Cornus Sanguinea
  - Dog Rose Rosa Canina
- Indicates position of surveyed existing vegetation
- Indicates proposed driveway and turning head
- Indicates proposed grassed area
- Indicates proposed patio
- Indicates indicative location of swift brick to be installed on northern elevation under overhanging eaves and overlooking green spaces



Revisions

D	July 2025	Updated drawing

Status

FOR APPROVAL

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

Job Title
Proposed Residential Development of 2 Dwellings at Church Lane, Tydd St Giles for Mr. Carter

Date	Drawn by
February 2025	GT
	Checked by G.E

Drawing Title
Planning Drawing
Site Plan, Location Plan and Street Elevation

Job No.	Sheet Size
SE-2181	A1
Dwg No. PP1000	Revision D

Swann Edwards Architecture Limited ©

Proposed Conservation Area Church Lane Tydd St Giles

As part of Application YR26/0000/0

The planting out of a Biodiverse Conservation Area

“The UK has only 50.30% of its biodiversity remaining” (House of Commons Library, 2024)

“A 2019 study showed how drastic the loss of habitat has been in Cambridgeshire over the past 90 years. The Habitat Mapping Project showed that the County has seen a reduction in natural habitat from 33.5% to 11.5% with the biggest single loss being of semi-natural grassland mostly converted into arable agriculture. A move towards sustainable land use would help address this decline and address the public’s concern about the loss of natural habitat as the area experiences further economic growth” (Cambridgeshire & Peterborough Combined Authority, 2025)

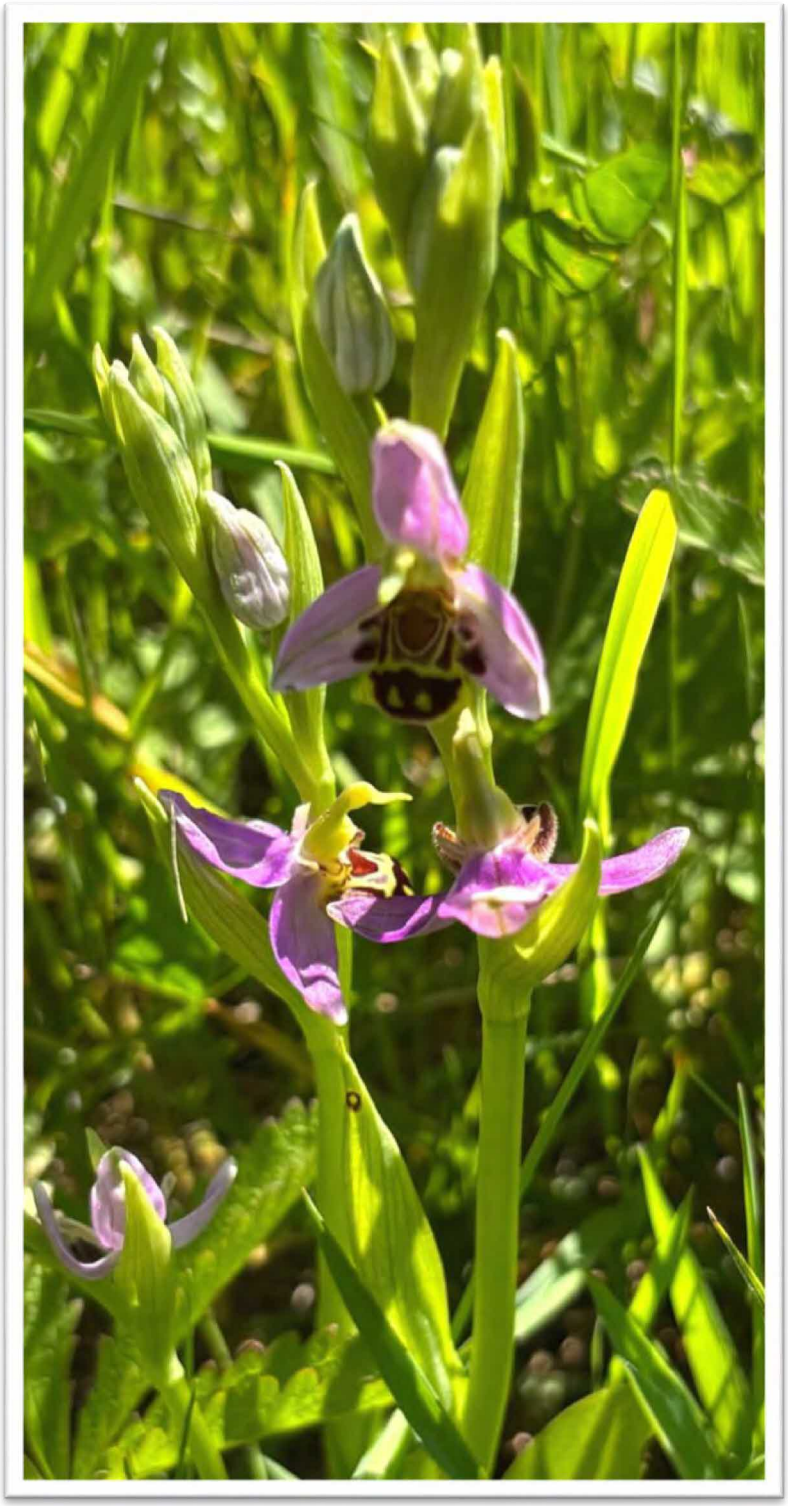
In 2020 the National History Museum wrote a report entitled “UK has 'led the world' in destroying the natural environment.” This article states that “the UK is in the bottom 10% of all countries globally” using their “Biodiversity Intactness Index”.



Common Blue Butterfly

Objective

The establishment of a high grade Conservation Area replicating previously undertaken successful models and containing local varieties of ancient fruit trees and plant varieties best suited to the support and protection of a broad base of bird and insect species.



Bee Orchid

Conservation and Biodiversity Area Church Lane Tydd St Giles

Environmental Rejuvenation Programme for land fronting Church Lane

Introduction

The state of the natural environment in Britain has become a matter of growing national concern and as a consequence Governments have, in recent years, begun introducing measures aimed at reversing this situation. Amongst a raft of official publications available for review on www.gov.uk are the House of Commons Biodiversity Report (House of Commons Library, 2024) the UK Biodiversity Action Plan (Defra, 2025) and most recently, the Local Nature Recovery Strategy (Defra, 2023). The Local Nature Recovery Strategy is particularly relevant because it makes direct reference to Fenland District and highlights the damage being done by intensive agriculture.

This proposal, therefore, sits at the centre of national efforts for improvements.

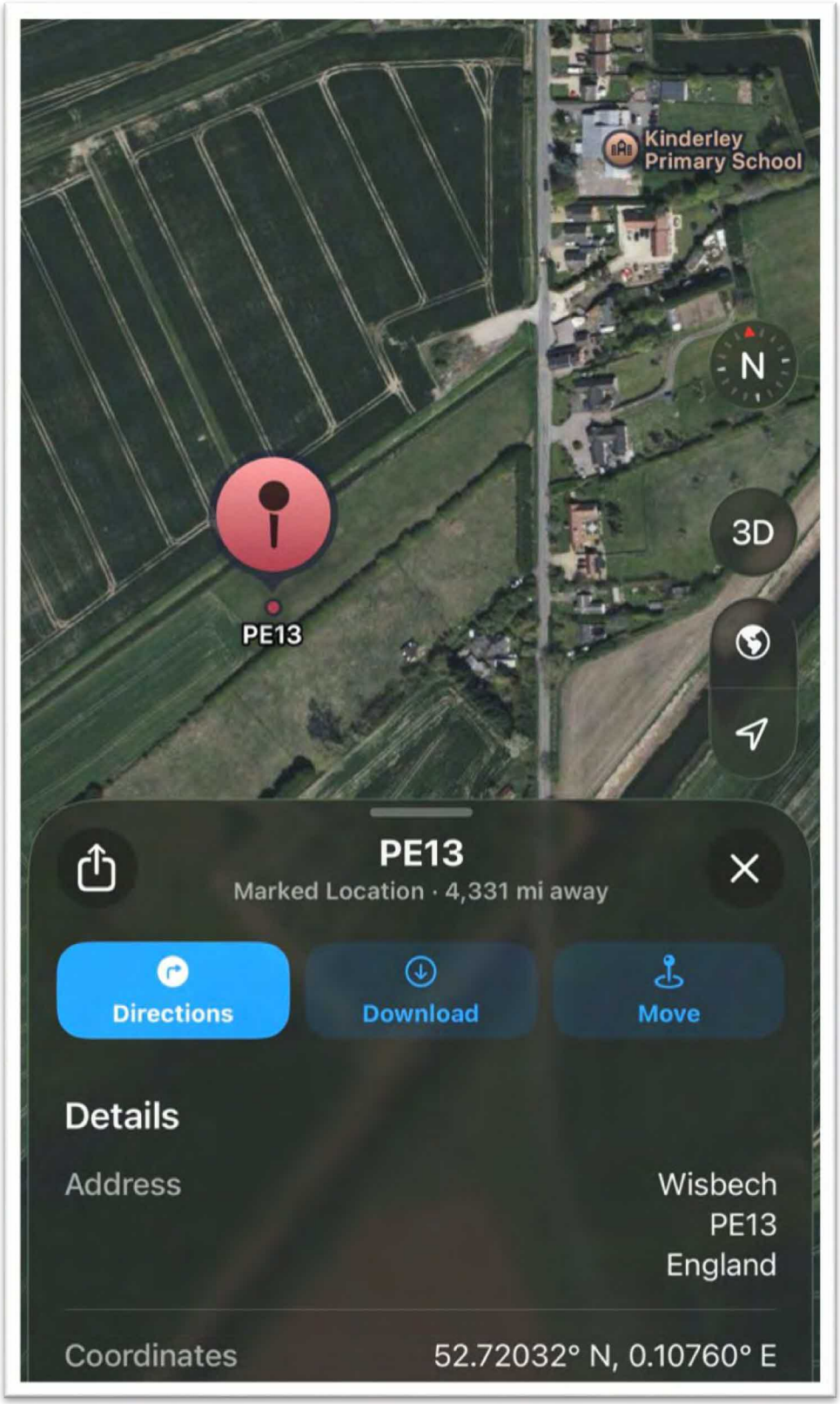
As the applicant for the accompanying application I have been at the forefront of environmental issues globally for many years having been directly involved in the compilation of the National Audit Office Report "Natural England's Role in Improving SSSI's" (National Audit Office, 2008) and a 30 year member of the Game & Wildlife Conservation Trust. This has included successfully creating two previous conservation areas from scratch, as is referenced below in more detail.

As part of the Application process Glaven Ecology was commissioned to write an Environmental Report within which they made a number of recommendations. These were accepted and have been incorporated into the Conservation Area Proposal, in particular hedging, bat boxes and swift bricks. The mixed hedging is an important aspect, along with the creation of a much broader based, integrated proposal for the planting of trees, plants and grasses for the protection of a wide variety of "at risk" native fauna and flora. The State of UK Butterflies Report (2022) states "presents the latest assessment of the UK's 59 species of breeding butterfly" and their findings show "the state of the environment and wider biodiversity in the UK and afford important insights into the global phenomenon of insect decline."

The site

The Application sits in a small field of circa 2 acres that fronts Church Lane, largely surrounded by housing and opposite Kinderley School. It is also alongside the new houses being built under Approval Number F/YR24/0034/0. This leaves a good sized parcel in which the proposed Biodiversity Conservation Area will be located. This will be made up of a diversified planting of trees, plants and bulbs to provide a high quality, sustainable wildlife environment in Tydd St Giles.

The field has been down to grass for a number of years, providing an ideal location for the creation of a natural wild flower meadow with ancient fruit tree varieties interspersed within it.



PE13 Marks the site

Government Regulations and other Reports

As noted above, the parlous condition of biodiversity in the UK is becoming very well documented. It is not just the UK Government Reports referenced above but a range of other independent scientific Reports, including two of the most compelling, the 2020 Report entitled "UK has led the world in destroying the natural environment" and the recently published "Global biodiversity loss, ecosystem collapse and national security" (Defra, 2026) all of which are highlighting the issues and actively seeking remedies. One of the solutions is through the creation of numerous small initiatives using some thoughtfully planned conservation measures and replanting, serving as "bio-diversity hot spots" and wildlife corridors. This is what is being proposed here.

Implementation

The proposal is to make the section of this field marked on the map into a conservation area, with a planned programme of planting that will incorporate a mix of ancient fruit tree varieties and an under-planting of less common grasses and other wild plants and flowers. These will be enclosed by a new planting of hedging on both sides, as suggested in the Ecology Report which references the use of several hedging plants, to establish a mixed hedge. Along with the suggested trees it is proposed to include European and native honeysuckle. This mix of Hawthorn, Dog Rose, Field Maple, Beech and Privet with the European or Native honeysuckle will work very well within the new hedge line. Unpicked fruit and berries are a well known food sources for over-wintering birds, while field maple and privet provide good nesting cover.

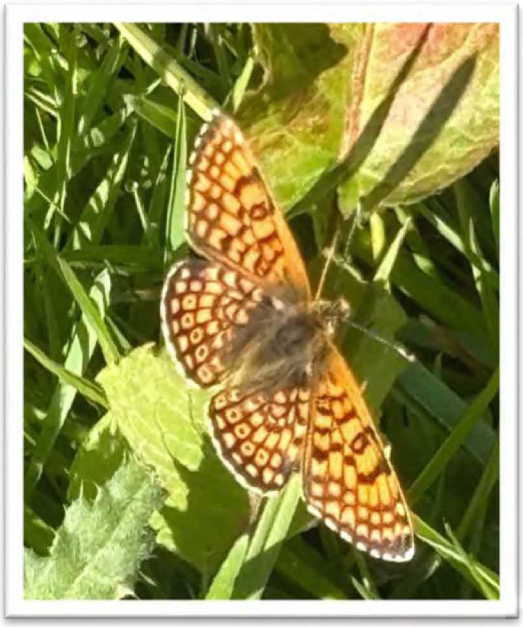
The planting within the space enclosed by the two hedges will include a selection of ancient apple tree varieties, typically the early to mid-19th Century varieties At the suggestion of Tydd St Giles Parish Council many of these will be local varieties (such as Peasegood Nonsuch and Lord Peckover amongst others) mostly sourced through www.applesandorchards.org.uk a specialist local supplier. Other varieties, including two crab apples, will be sourced from Blackmoor Nurseries in Liss, Hampshire, who have provided the trees for both my previous Conservation Areas. See www.blackmoor.co.uk

The advantage of these vintage varieties is that they are hardy, native and relatively disease resistant. Their ripe fallen fruit form a standard winter food supplement for a wide range of birds including stopover migrants as well as Autumn food for butterflies. Established fruit trees are also a well recognised habitat and feeding area for bats, while their blossom provides nectar for bees, butterflies and other insects.

Beneath the tree canopy there will be an under-planting of bluebells, snow drops, primroses and cowslips, while the open grass will be supplemented with less usual grass varieties and seeded with a selection of butterfly friendly plants including Birdsfoot Trefoil, Sanfoin, Kidney Vetch, Verbascum and a mix of Clovers. These will, as previously, be supplied largely via Charles Flower and Meadowmania www.charlesflower.com and www.meadowmania.co.uk Working with Charles Flower on a previous Conservation Area demonstrated the importance of plant species selection. Each plant variety has been chosen as one of the necessary food plants for specific varieties of butterfly, creating the environment for long term stable populations along with lavender, an ideal flower for bumblebees plus a

mix of wild orchid seeds. Orchids have very specific soil requirements and these may not establish however if they do it will be a huge added bonus.

It is not always appreciated that in order to have butterflies it is essential for the adults to have access to suitable plants for their caterpillars, with each species often limited to just one or two distinct specific species of plant. Amongst an array of quite damaging and deeply concerning reports on the decline of animals, birds and insects, perhaps it is the plight of our butterflies that stands out most starkly. The UK Centre for Ecology and Hydrology in their 31st March 2026 Report stated "The study focused on plants, birds and butterflies because of their vital and varied ecological roles but the authors warned that changes to these species would affect other wildlife within habitats", while the State of British Butterflies Report (2022) states "Half of Britain's remaining butterflies are listed as threatened (Endangered or Vulnerable) or Near Threatened on the latest GB Red List." Butterflies are a personal passion and are an ideal "umbrella" insect, as the creation of suitable habitat for them automatically creates a suitable habitat for many other species.



Glanville Fritillary

Butterflies will travel some distance to seek out suitable breeding habitat and the layout of this site is designed to attract not just butterflies but various species of bee and bumblebee and other insects. This will be supplemented by small piles of dead wood for other invertebrates and beetles.

The establishment of two previous Conservation Areas over the last 20 years has demonstrated that these plantings can achieve great success, creating demonstrable diversity improvements over quite a short time horizon, something which is aligned with the Biodiversity net gain strategy described in the Government Bio Diversity Action Plan. The first of these was undertaken with the close assistance of the Game and Wildlife Conservation Trust, the New Forest National Park (RAMSAR designated) and the support of Charles Flower, the well known cultivator of wild flower seeds, based in Marlborough. The result, growing over a quite short period of time, was a greatly increased population of a wide range of insects including bumblebees, butterflies and damsel and dragonflies, visiting wild birds

and several species of bat. (New Forest National Park and Wellow Environmental Group, Clark, M. 2015)

A second site was commenced 8 years ago in a different location using the same approach and is now achieving similar results, many of which are showcased in the interspersed photographs. All of the photographs used here have been taken in the current existing Conservation Area within the last 12 months, mainly this year.



Six Spot Burnet Moth on Birdsfoot Trefoil (Left) and A Queen of Spain Fritillary sharing Lavender with a Buff Tailed Bumblebee (Right)

The proposed site at Tydd St Giles will use the same methodology. At Tydd I will add some plant plugs to the seeds so as to create a visible flowering in Year 1, to enhance the immediate visual impact, as some plants, like cowslips, take a couple of years to reach maturity.

Maintenance Management and Monitoring

The orchard management plan includes the periodic pruning of the different fruit tree species including a regime for formative pruning to encourage the development of the trees. This will include visually checking newly planted trees to ensure the trees/support has not been moved by a wind event, with rectification if needed. Any failed plants will be replaced in years 2 to 5.

"As and when" informal inspections will take place on a regular basis, with more formal monitoring undertaken annually between years 1-5 following habitat creation. These will include plant and insect surveys undertaken by Kinderley School pupils during supervised educational visits and these periodic visits, organised in conjunction with Tydd PC, will be able to monitor tidying or necessary replacements. These will also allow for unintrusive bird, plant and insect counts to measure change and improvements.

The key aim will be to formally monitor and document the success of habitat creation and to trigger remedial measures, where necessary, as well as monitor site wildlife populations or the establishment of new permanent resident populations, which will almost certainly occur.

For the grass and orchard area the monitoring aim will be to keep the grass under "rough meadow" conditions with a late Autumn/early Winter cut post seed setting and occasional fruit tree pruning as required ideally in late January.

This will be similar for both of the new hedgerows, where the new hedge plants and trees will need to be kept free of excessive volunteer weed growth in the early stages. Once established this will become much less necessary.

Kinderley School

In discussion with the school, Kinderley has stated its keenness to be able to expand its current environmental curriculum to include genuine outside activities that go beyond the school grounds and pupils' domestic gardens. The school is ideally located adjacent to the site and with proper supervision these activities can easily be incorporated into the Conservation Area, where activities can also include the monitoring of changes as the site matures.

Information gathering, the distribution of individual plants, an annual butterfly count and the monitoring of other insects and birds, will be a valuable part of demonstrating the site's ongoing success.

It is well recognised that an understanding of nature at an early age is one of the best ways of allowing children to learn to appreciate and respect their natural environment. This is where planting some plant plugs as part of the mix is important to give pupils some visible year 1 evidence that nature is working.

Visits will be controlled and co-ordinated between the school and Tydd Parish Council to ensure all visiting is properly supervised and managed so as to ensure the integrity of the overriding conservation objectives

It is, therefore planned to make the site available to the school for these and other of its activities.

The Benefits of Orchards

The combination of fruit trees and flowering plants in amongst a grassland setting is well recognised as being one of the most ideal habitats (The Orchard Project, n.d.). Orchards were once a common feature across the UK and represent one of the ideal conservation habitats. Unfortunately they have been in serious decline since the middle of the 20th Century. Ongoing research demonstrates their importance in re-establishing or creating well managed natural habitats and this research is very clearly confirmed by our own experience, so that a well spaced out mix of ancient fruit tree varieties is a core feature of the Church Lane site. The Environmental Report also made specific reference to bats and orchards are one of their most popular feeding grounds, while also providing a suitable habitat to attract bumble bees

to establish long term colonies (New Forest National Park and Wellow Environmental Group, 2015). Note that bat boxes and swift bricks are included within the Design Statement.

Conclusion

The extent of local (Cambridgeshire), National and International concern about the state of our natural environment provides the opportunity for this Conservation Area in Tydd St Giles to be a Fenland benchmark project. The proposal has been put together with the intention of enhancing the village with a carefully planned selection of planting that will be attractive to a wide range of local wildlife, however it also meets many of the objectives of current National and Local Government Biodiversity proposals and initiatives.

The presence of these plants and the underplanting of the various wild flowers will quite swiftly attract not just resident species but passing visitors. Orchards are a well known attraction for pollinators and other insects, while fallen apples provide winter food for both insects and birds, so that the plantation being described here will very quickly become an established wild life haven with a minimum of maintenance. The effect of this will be to establish a wildlife oasis which, even in the short term, will quickly be found by the wildlife already existing within Tydd Parish, helping to protect those species that are currently naturally present. Also in the medium term, once established, an orchard is a natural feeding ground for several species of bats, with the Church tower in close proximity.

Tydd Parish Council has suggested using www.applesandorchards.org.uk as an ideal source of some very local rare fruit tree varieties that originate from the area.

The chance for the Conservation Area to also be available to enhance Kinderley School children's education is a welcome bonus created by the close proximity of the site to the School.

The format described here has been implemented with tremendous success on two previous occasions, attracting a much wider variety of species than those for which is had been planted. This is because a friendly environment actually transforms not just its own planted area but makes the surrounding countryside more appealing. As the site is within the village, here too there will be a cross-over benefit from the proximity of adjoining gardens.

Literature Cited

Government / Official Publications

Department for Environment, Food & Rural Affairs (Defra). (2025). *Blueprint for halting and reversing biodiversity loss: UK national biodiversity strategy and action plan*. Available at: https://www.gov.uk/government/publications/uk-national-biodiversity-strategy-and-action-plan

Department for Environment, Food & Rural Affairs (Defra). (2023, last updated 2026). *Local nature recovery strategies: areas and responsible authorities*. Available at: https://www.gov.uk/government/publications/local-nature-recovery-strategies-areas-and-responsible-authorities

Department for Environment, Food & Rural Affairs (Defra). (2026). *Nature security assessment on global biodiversity loss, ecosystem collapse and national security*. Available at: https://www.gov.uk/government/publications/nature-security-assessment-on-global-biodiversity-loss-ecosystem-collapse-and-national-security

House of Commons Library. (2024). *Biodiversity* (CDP-2024-0101). Available at: https://researchbriefings.files.parliament.uk/documents/CDP-2024-0101/CDP-2024-0101.pdf

National Audit Office (NAO). (2008). *Natural England's role in improving Sites of Special Scientific Interest*. Available at: https://www.nao.org.uk/reports/natural-englands-role-in-improving-sites-of-special-scientific-interest/

Organisational / NGO Reports & Webpages

Natural History Museum. (2020). UK has 'led the world' in destroying the natural environment. https://www.nhm.ac.uk/discover/news/2020/september/uk-has-led-the-world-in-destroying-the-natural-environment.html

Butterfly Conservation. (2022). *The State of the UK's Butterflies 2022*. Available at: https://butterfly-conservation.org/state-of-uk-butterflies-2022

Cambridgeshire & Peterborough Combined Authority. *Local Nature Recovery Strategy (LNRS)*. Available at: https://cambridgeshirepeterborough-ca.gov.uk/local-nature-recovery-strategy-lnrs/

The Orchard Project. *Why are orchards priority habitats?* Available at: https://www.theorchardproject.org.uk/guides_and_advice/why-are-orchards-priority-habitats/

UK Centre for Ecology & Hydrology. (2026, 31 March). We have just 20 years to stop spiralling decline in British biodiversity. https://www.ceh.ac.uk/press/we-have-just-20-years-stop-spiralling-decline-british-biodiversity

Unpublished Report

New Forest National Park and Wellow Environmental Group. (2015). *Bat Survey: River Blackwater Valley at Rix's Bridge, West Wellow, 3rd September 2015*. Conducted by Professor Michael Clark, Professor of Batology, Bristol University. (See Below)

Attachments

Charles Flower 2008

FLOWER FARMS



[redacted]

Wild Flower Seeds and Plants
Workshops - Consultancy
Wild Flower Garden
2008

Carvers Hill Farm
Shalbourne, Marlborough
Wiltshire SN8 3PS

Farm • Nursery • Workshops

[redacted]

Consultancy

[redacted]

www.wildflowerfarms.com

New Forest National Park and Wellow Environmental Group

Bat Survey

River Blackwater Valley at Rix's Bridge West Wellow

3rd September 2015

Professor Michael Clark Professor of Batology; Bristol University

A bat survey was conducted on the 3rd September 2015 at the instigation of Angela Peters, the New Forest National Park Communities Officer. The area chosen was the length of the River Blackwater that runs from the ford in Foxes Lane, through the woodland along the river bank, to the confluence with Dandy's stream.

The area is a typical bat habitat, being lightly wooded, with water features and represents an ideal survey location as it is suitable for many bat species.

A team from Wellow Ecology Group spent several hours monitoring bat activity using abc bat radar devices and the results confirmed that at least five species of bat are regular inhabitants of this section of river and woodland. Five species were recorded as being present as confirmed residents and these were:

Common Pipistrelle Hasta Maximus

Soprano Pipistrelle Hasta Squarkus

Dubentons

Serotine

Grey Long Eared

All of which have now been added to the Living Record

Of these species the two Pipistrelle species are relatively widespread in Hampshire however Dubentons is a scarce bat confined to relatively small areas of habitat of which this particular area is an ideal example however the Grey Long eared bat is close to extinction in Britain having declined dramatically in the last century through loss of habitat.

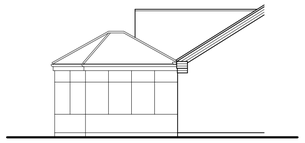
Barbastelle bats were not detected on this occasion although it was a little late in the year. The site is within the Mottisfont SAC protected zone and it is to be expected that a series of regular surveys next year will confirm their presence as passing visitors.

This study has been an ideal chance to give a specific habitat a very detailed survey which has demonstrated the importance of protecting key wildlife hotspots, of which, for bats, this entire river valley would appear to be one.

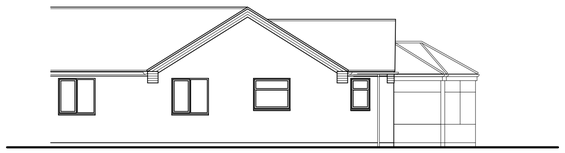
Prof Michael Clark, Professor of Batology at Bristol University



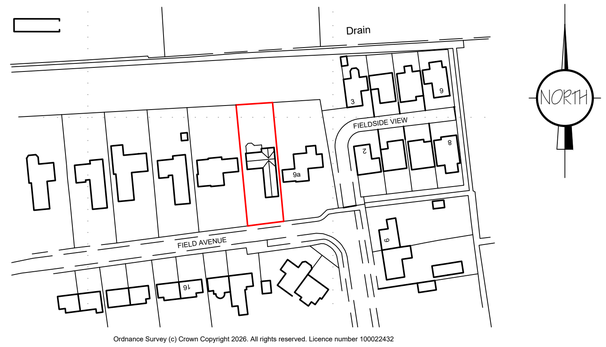
REAR ELEVATION (NORTH)



SIDE ELEVATION (WEST)

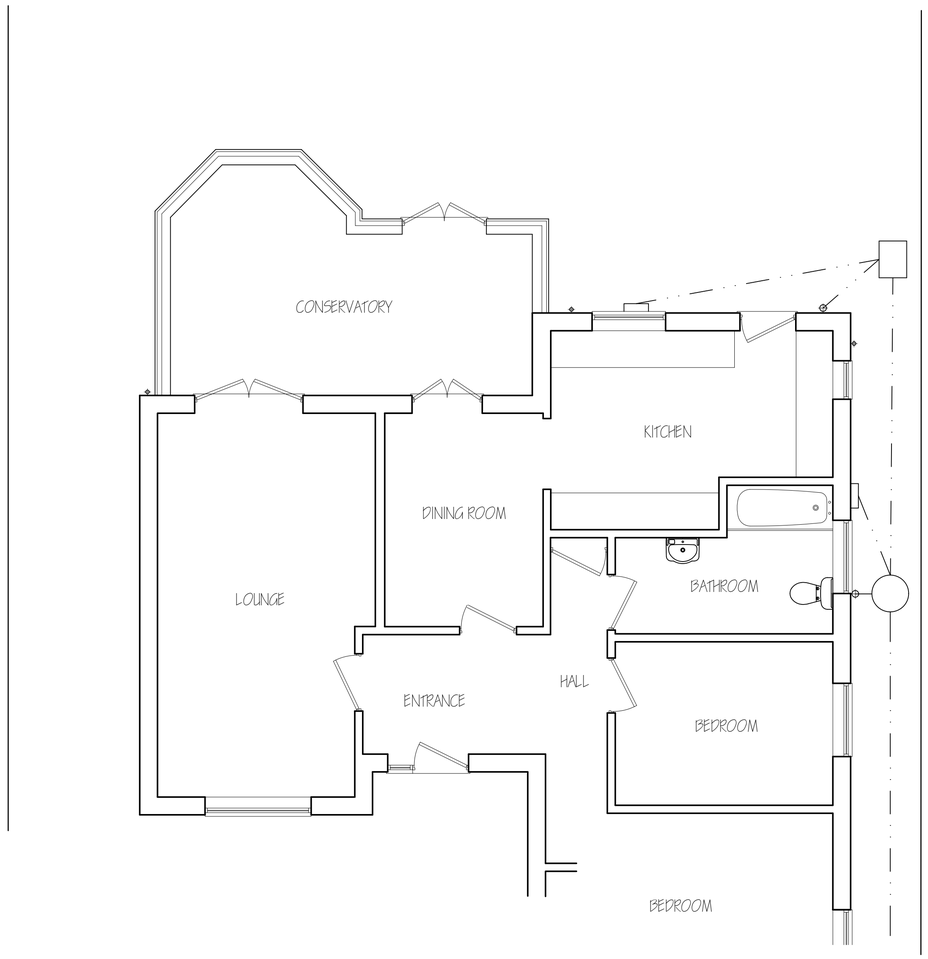


SIDE ELEVATION (EAST)

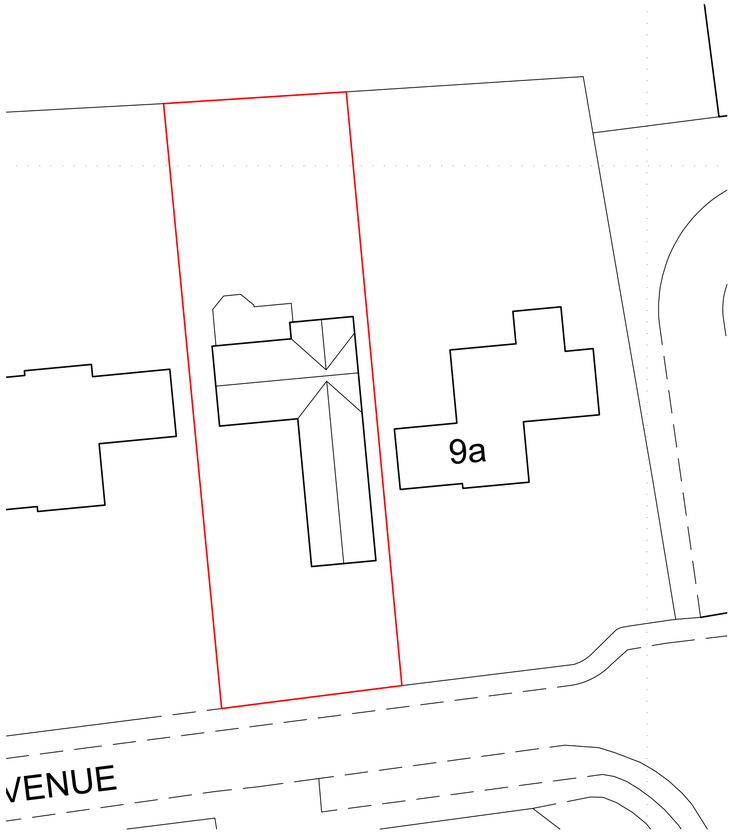


Ordnance Survey (c) Crown Copyright 2026. All rights reserved. Licence number 100022432

LOCATION PLAN 1:1250



GROUND FLOOR PLAN



SITE PLAN 1:250

ref:	revision	date

G. R. MERCHANT LTD.

ARCHITECTURAL CONSULTANTS

4 Wrights Mews
12A Park Road, Holbeach,
Spalding, Lincs. PE12 7EE
Tel: 01406 490800
E-Mail: office@grmerchantltd.com
Website: www.grmerchantltd.com

Project
REAR EXTENSION & ALTERATIONS
9b FIELD AVENUE
TYDD ST GILES
CAMBS PE13 5LJ

Client
MRS C. WOOD

Drawing
EXISTING
FLOOR PLANS & ELEVATIONS
SITE & LOCATION PLANS

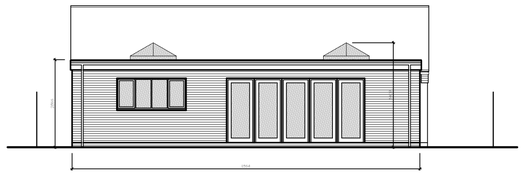
Job Ref.	Drawing No.
4541-26	01

Date	Drawn
SEPTEMBER 2026	SLD

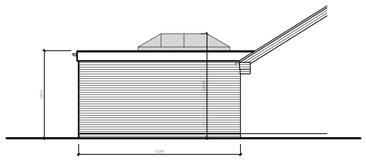
Scales
1:50 & 1:100 (Unless Otherwise Stated)

DO NOT SCALE FROM THIS DRAWING

This drawing is copyright and may not be altered, traced, photographed or used for any other purpose other than that for which it is issued. The General Contractor is to check all dimensions on site and report any discrepancies to G. R. Merchant Ltd. All details shown on this drawing including foundations are based upon typical site conditions related to the area. No responsibility can be accepted for abnormal conditions which may be discovered during construction unless reported to the G. R. Merchant Ltd so that design amendments may be considered. Site soil surveys are recommended in respect of foundations to establish specific site conditions before foundation work is undertaken. This drawing is limited in the amount of information contained and does not purport to contain a full specification of the works. It is solely for the purpose of obtaining Planning / Building Regulation approval. This drawing must not be used as a contract document alone. The works will not be supervised or inspected on site by G R Merchant Ltd or any representative thereof. It is the client / main contractors responsibility to ensure that all workmanship and materials are in accordance / adherence to specification, conditions to contract etc.All materials to be new unless otherwise stated and all components and materials etc. to be used fitted and installed etc. in strict accordance with manufacturers instruction and relevant code of practice. Materials shall conform to appropriate British standard specification or BBA certificate or European code equivalent. The Employer / Client shall ensure that the selected contractor is conversant with and adopts all measures necessary to achieve compliance with Health and Safety legislation for Building sites and Work places. The Employer / Client is advised that should the works need to comply with the Construction Design and Management Regulations an independent Principal Designer will be required. The works shall comprise of all that is shown on the drawing and details. Work that may not specifically be shown but may be reasonably inferred as necessary to carry out the works shall be deemed to be included. It is the plot / land owners responsibility to be aware of the Party Wall etc. Act 1996 when building in close proximity to adjoining neighbours boundaries.



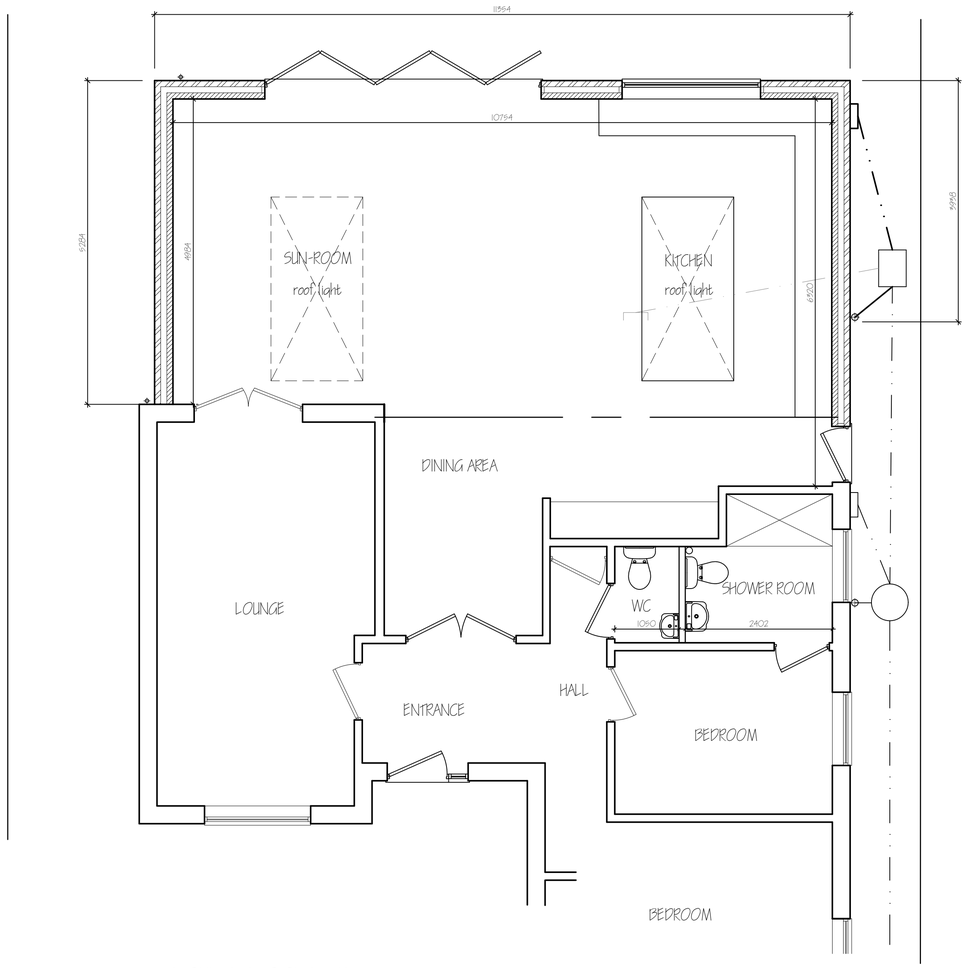
REAR ELEVATION (NORTH)



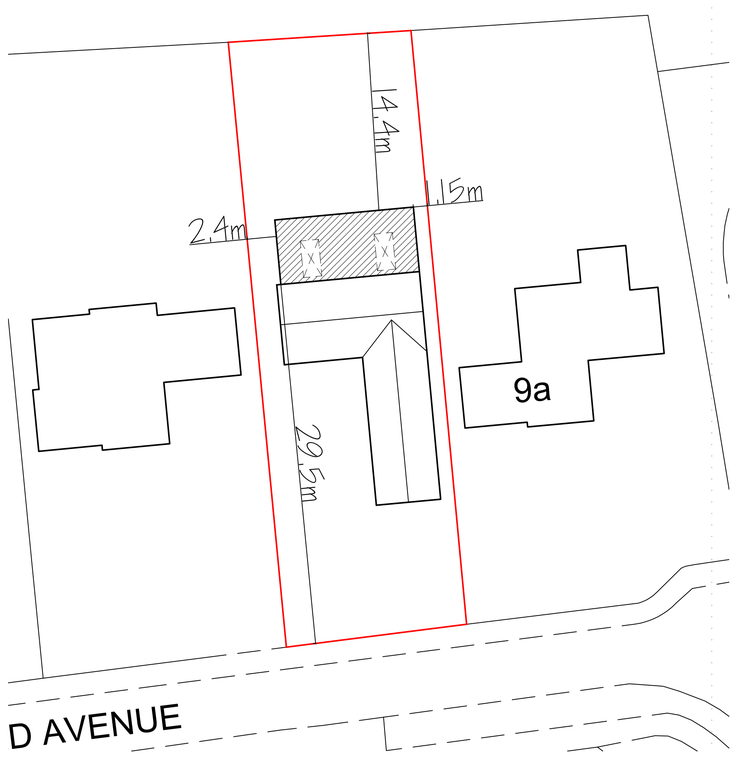
SIDE ELEVATION (WEST)



SIDE ELEVATION (EAST)



GROUND FLOOR PLAN



SITE PLAN 1:250

B	CLIENTS & STRUCTURAL AMENDMENTS	SEPT '2026
A	CLIENTS AMENDMENTS	SEPT '2026
ref:	revision	date

G. R. MERCHANT LTD.

ARCHITECTURAL CONSULTANTS

4 Wrights Mews
12A Park Road, Holbeach,
Spalding, Lincs. PE12 7EE
Tel: 01406 490800
E-Mail: office@grmerchantltd.com
Website: www.grmerchantltd.com

Project
REAR EXTENSION & ALTERATIONS
9b FIELD AVENUE
TYDD ST GILES
CAMBS PE13 5LJ

Client
MRS C. WOOD.

Drawing
PROPOSED
FLOOR PLANS & ELEVATIONS
SITE PLAN

Job Ref.	Drawing No.
4541-26	023.
Date	**Drawn**
SEPTEMBER 2026	SLD

Scales
1:50 & 1:100 (Unless Otherwise Stated)

DO NOT SCALE FROM THIS DRAWING

This drawing is copyright and may not be altered, traced, photographed or used for any other purpose other than that for which it is issued. The General Contractor is to check all dimensions on site and report any discrepancies to G. R. Merchant Ltd. All details shown on this drawing including foundations are based upon typical site conditions related to the area. No responsibility can be accepted for abnormal conditions which may be discovered during construction unless reported to the G. R. Merchant Ltd so that design amendments may be considered. Site soil surveys are recommended in respect of foundations to establish specific site conditions before foundation work is undertaken. This drawing is limited in the amount of information contained and does not purport to contain a full specification of the works. It is solely for the purpose of obtaining Planning / Building Regulation approval. This drawing must not be used as a contract document alone. The works will not be supervised or inspected on site by G.R.Merchant Ltd or any representative thereof. It is the client or their appointed contractor(s) responsibility to control workmanship, substitution of materials and specifications. The contractor(s) is to comply with all relevant codes of practice and British Standard and all components and materials etc. to be used fitted and installed etc. in strict accordance with manufacturers instruction and relevant code of practice. Materials shall conform to appropriate British standard specification or BBA certificate or European code equivalent. The Employer / Client shall ensure that the selected contractor is conversant with and adopts all measures necessary to achieve compliance with Health and Safety legislation for Building sites and Work places. The Employer / Client is advised that should the works need to comply with the Construction Design and Management Regulations an independent Principal Designer will be required. The works shall comprise of all that is shown on the drawing and details. Work that may not specifically be shown but may be reasonably inferred as necessary to carry out the works shall be deemed to be included. It is the plot / land owners responsibility to be aware of the Party Wall etc. Act 1996 when building in close proximity to adjoining neighbours boundaries.

Tydd St Giles Parish Council

Income & Expenditure Summary as at 31.10.26

Income		Year to Date		Budget	%
FDC Precept	£	26,880.00	£	26,880.00	100.00
FDC Concurrent Functions Grant	£	2,791.00	£	2,791.00	100.00
Allotment Rents	£	200.00	£	9,174.00	2.18
Allotment Rates	£	-	£	660.00	0.00
Community Centre	£	-	£	-	0.00
Grants	£	-	£	-	0.00
Donations	£	300.00	£	-	#######
Recycling Credits	£	34.58	£	-	#######
Bank Interest	£	175.57	£	200.00	87.78
VAT Refunds	£	-	£	4,697.32	0.00
Miscellaneous	£	-	£	-	0.00
Total Income	**£**	**30,381.15**	**£**	**44,402.32**	68.42

Expenditure

Salaries and On-costs	£	6,482.17	£	12,620.00	51.36
Fees	£	51.00	£	530.00	9.62
Subscriptions	£	62.08	£	685.00	9.06
Admin Expenses	£	170.80	£	1,700.00	10.05
Insurance	£	746.33	£	610.00	122.35
Drainage Rates	£	666.22	£	660.00	100.94
Recreation Ground	£	956.20	£	1,300.00	73.55
Churchyard	£	2,076.35	£	5,350.00	38.81
Community Centre	£	-	£	3,000.00	0.00
Play Equipment	£	733.00	£	7,000.00	10.47
Street Lights	£	3,239.82	£	7,000.00	46.28
Section 137 Payments	£	-	£	250.00	0.00
Parish Land	£	-	£	1,000.00	0.00
Foul Anchor	£	29.00	£	100.00	29.00
Highways	£	-	£	4,600.00	0.00
Recoverable VAT	£	1,435.39	£	2,440.00	58.83
Total Expenditure	**£**	**18,150.02**	**£**	**48,845.00**	37.16

Summary

Total Income	£	30,381.15	£	44,402.32
LESS Total Expenditure	£	18,150.02	£	48,845.00
Net Surplus or Deficit	**£**	**12,231.13**	**-£**	**4,442.68**

Balance Sheet

Balance B/fwd 1.4.26	£	49,290.71
Surplus or Deficit	£	12,231.13
Balance C/fwd	**£**	**61,521.84**

Represented by

Barclays Current Account	£	644.74
Barclays Business Saver	£	32,245.40
NatWest Current Account	£	28,631.70
Cash / Cheques	£	-
	£	**61,521.84**

Section 3 – External Auditor's Report and Certificate 2025/26

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

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

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

The AGAR was not accurately completed before submission for review.

- The smaller authority has confirmed that the response to Section 2, Box 11 is incorrect and should be 'yes'

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

None

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature  Date 20/09/2026

Tydd St Giles Parish Council
Bank Reconciliation as at 30.9.26

Cash Book

Balance brought forward from 31.3.26	£	49,290.71
ADD Income received	£	30,381.15
	£	**79,671.86**
LESS Expenditure incurred	£	17,731.64
	£	**61,940.22**

Bank Accounts

Barclays Bank Community Account			£	644.74
NatWest Current Account			£	34,099.65
LESS Outstanding Cheques				
	000123	£ 3,887.79		
	000124	£ 1,151.78		
	000125	£ 10.00		
		£ 5,049.57	£	5,049.57
Barclays Bank Business Premium Account			£	32,245.40
			£	**61,940.22**

Signed: Date:

TYDD ST GILES PARISH COUNCIL
COMPLAINTS PROCEDURE

1. Tydd St Giles Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.

2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.

3. This Complaints Procedure does not apply to:
   3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
   3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 12 March 2020 and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of Fenland District Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Fenland Council.

4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary.

5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.

6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.

7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council.

8. The Clerk or the Council will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.

9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)

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

Date of Adoption: 11 November 2021
Minute ref: 062/21(c)
Re-adopted 14 November 2024
Minute ref: 069/24(i)

Contact details for the Parish Clerk:

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

☏ - 01945 870083
✉ - clerk@tyddstgilesparishcouncil.org.uk

For Correspondence to the Chairman:

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

☏ - 07773 690572
✉ - terry.brown@tyddstgilesparishcouncil.org.uk

nalc
National Association of Local Councils

t: 020 7637 1865
e: nalc@nalc.gov.uk
w: www.nalc.gov.uk
a: 109 Great Russell Street, London WC1B 3LD

TYDD ST GILES PARISH COUNCIL
GRIEVANCE POLICY

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice.[1] It also takes account of the ACAS guide on discipline and grievances at work.[2] It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.

3. This policy confirms:
   - employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his/her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
   - the Council will give employees reasonable notice of the date of the grievance/ appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
   - any changes to specified time limits must be agreed by the employee and the Council
   - an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final
   - information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)

1. http://www.acas.org.uk/index.aspx?articleid=2174.
2. https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf

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

Informal grievance procedure

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

Formal grievance procedure

5. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the Council.

6. The Council will appoint a committee of three members to hear the grievance. The committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the committee.

Investigation

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

8. The investigator will summarise their findings (usually within an investigation report) and present their findings to the committee.

Notification

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

The grievance meeting

10. At the grievance meeting:
    - the Chairman will introduce the members of the committee to the employee
    - the employee (or companion) will set out the grievance and present the evidence
    - the Chairman will ask the employee questions about the information presented and will want to understand what action he/she wants the Council to take
    - any member of the committee and the employee (or the companion) may question any witness
    - the employee (or companion) will have the opportunity to sum up the case
    - a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the committee.

11. The Chairman will provide the employee with the committee's decision, in writing,usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

The appeal

12. If an employee decides that his/her grievance has not been satisfactorily resolved by the committee, he/she may submit a written appeal to the Council. An appeal must be received by the Council within five working days of the employee receiving the committee's decision and must specify the grounds of appeal.

13. Appeals may be raised on a number of grounds, e.g.
    - a failure by the Council to follow its grievance policy
    - the decision was not supported by the evidence
    - the action proposed by the committee was inadequate/inappropriate
    - new evidence has come to light since the grievance meeting.

14. The appeal will be heard by a panel of three members of the Council who have not previously been involved in the case. There may be insufficient members of the Council who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the committee. The appeal panel will appoint a Chairman from one of its members.

15. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague,a trade union representative or a trade union official.

16. At the appeal meeting, the Chairman will:
    - introduce the panel members to the employee
    - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the committee
    - explain the action that the appeal panel may take.

17. The employee (or companion) will be asked to explain the grounds of appeal.

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

© NALC 2019

TYDD ST GILES PARISH COUNCIL
SAFEGUARDING POLICY

SECTION 1

Introduction

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

Definitions

Children and young people:

Anyone under the age of 18 years.

Vulnerable Adult:

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

To whom this policy applies

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

SECTION 2

Promoting a safe environment

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

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

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

The Parish Council will require the leaders to:

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

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

SECTION 3

Safe working practice

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

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

Expectations of behaviour

All users of parish facilities should:

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

SECTION 4

Allegations against staff and volunteers

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

Whistleblowing

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

What should be a cause for concern

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

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

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

Useful Safeguarding Contact Details

Contact	Email	Telephone
Fenland District Council - Officer **Phil Hughes** To report a concern of abuse or neglect of children	phughes@fenland.gov.uk	01354 622520 07702 128939

Contact	Email	Telephone
Fenland District Council - Officer **Sarah Gove** To report a concern of abuse or neglect of a vulnerable adult	sgove@fenland.gov.uk	01354 622372

Contact	Email	Telephone
Cambridgeshire & Peterborough Safeguarding Partnership Board	safeguardingboards@cambridgeshire.gov.uk	01733 863744
Website: www.safeguardingcambspeterborough.org.uk		

Adopted - 14 November 2024
Minute reference 069/24(iv)
To be reviewed annually
Latest review - November 2025

TYDD ST GILES PARISH COUNCIL

DISCIPLINARY POLICY

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice.

2. It also takes into account the ACAS guide on discipline and grievances at work.

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

4. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

5. This policy confirms:

    - Informal coaching and supervision will be considered, where appropriate, to improve conduct and/or attendance.
    - The council will fully investigate the facts of each case.
    - The council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information, see ACAS Performance Management.
    - Employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case.
    - Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing.
    - Employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining their case.
    - The council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions.
    - If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within seven calendar days of the original meeting date, unless it is unreasonable not to propose a later date.

- Any changes to specified time limits in the council's procedure must be agreed to by the employee and the council.
- Information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR).
- Audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition.
- Employees have the right to appeal against any disciplinary decision. The appeal decision is final.
- If an employee who is already subject to the council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure.
- Disciplinary action taken by the council can include a written warning, a final written warning or dismissal.
- This procedure may be implemented at any stage if the employee's alleged misconduct warrants this.
- Except for gross misconduct, when an employee may be dismissed without notice, the council will not dismiss an employee on the first occasion that it decides there has been misconduct.
- If an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The council will write to the employee to confirm any period of suspension and the reasons for it.
- The council may consider mediation at any stage of the disciplinary procedure where appropriate (for example, where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties.

Examples of misconduct

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

    - Unauthorised absence.
    - Poor timekeeping.
    - Misuse of the council's resources and facilities, including telephone, email and internet.
    - Inappropriate behaviour.
    - Refusal to follow reasonable instructions.
    - Breach of health and safety rules.

Examples of gross misconduct

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

- Bullying, discrimination and harassment.
- Incapacity at work because of alcohol or drugs.
- Violent behaviour.
- Fraud or theft.
- Gross negligence.
- Gross insubordination.
- Serious breaches of council policies and procedures, e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology.
- Serious and deliberate damage to property.
- Use of the internet or email to access pornographic, obscene or offensive material.
- Disclosure of confidential information.

Suspension

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

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

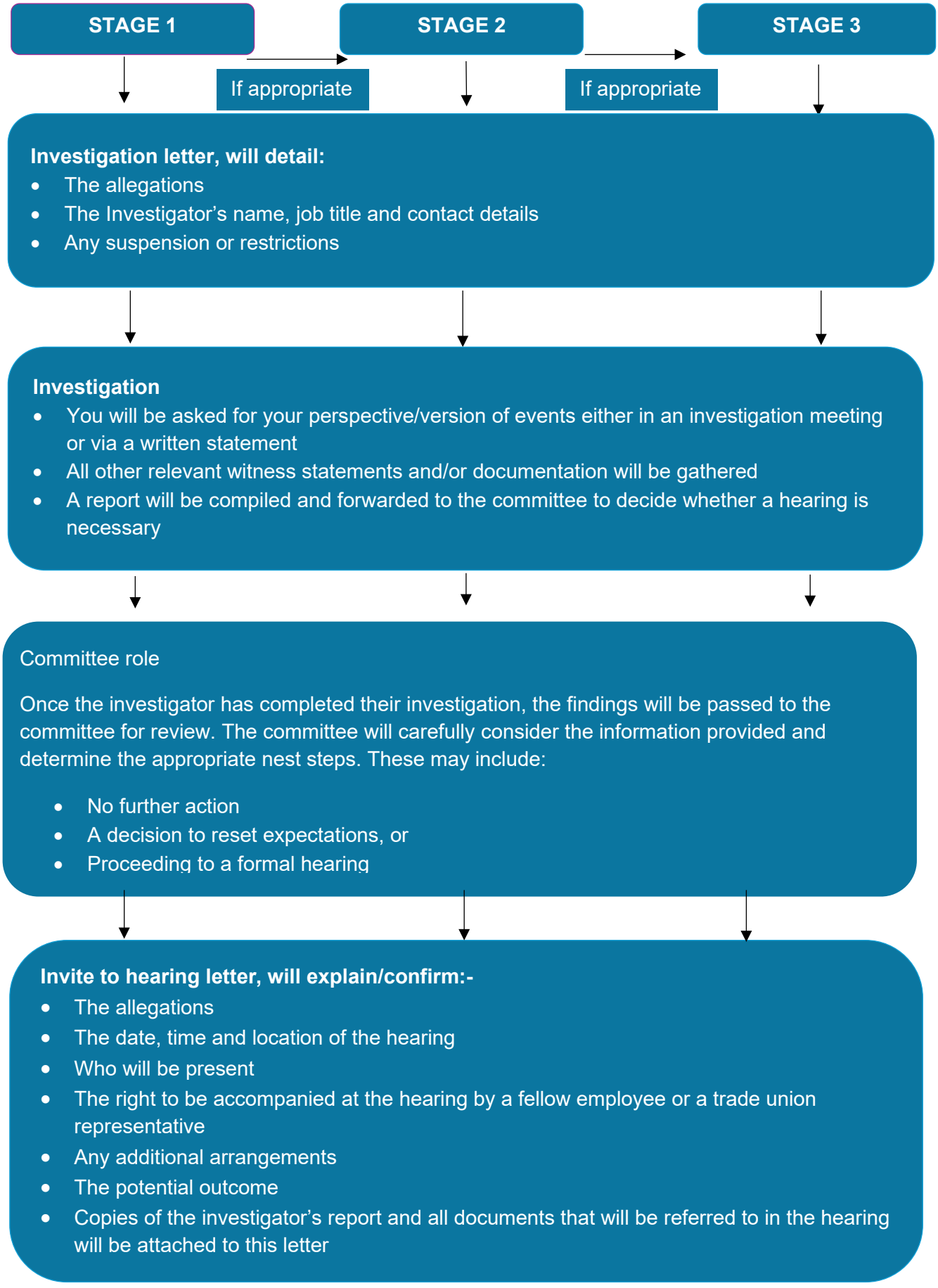
10. The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

11. The following list contains some examples of unsatisfactory work performance (the list is not exhaustive):

    - Inadequate application of management instructions/office procedures.
    - Inadequate IT skills.
    - Unsatisfactory management of staff.
    - Unsatisfactory communication skills.

The procedure



The Hearing

- An appropriate level of management will conduct the disciplinary hearing ('the Chair'), and there may also be a note-taker present. In some cases, a Human Resources Partner will also be present
- The Chair will explain the role of all those in attendance, the allegations and go through the evidence that has been gathered
- You will be given the opportunity to respond in full. This will include time to ask questions and present evidence. If you intend to call any witnesses, you must give us advance written notice that you intend to do this
- The Chair will adjourn at the end to consider their decision
- Where possible, the outcome will be given the same day. Where this is not possible, because for example, the Chair requires further time to consider their decision or complete further investigation, you will be informed
- You will be informed of the outcome verbally (either in person or by phone) and then in writing

Potential outcome: First Written warning

Potential outcome: Final Written warning

Potential outcome: Dismissal (with or without notice/pay in lieu of notice)

Outcome letter will advise:

- The nature of the misconduct that has led to the outcome (including any prior warnings that have been taken into account, if appropriate)
- The action or improvement required
- The timescale for implementing such action (if relevant)
- That this is a first/final written warning and that the next stage may be final written warning/dismissal if there is no sustained improvement or change
- That the warning will remain live for 12 months
- That whilst the warning will not remain active after this time in relation to future disciplinary matters, a record of what has occurred will be kept and may be referred to if relevant
- The right of appeal

Outcome letter will advise:

- The reasons for dismissal
- Any prior warnings that have been taken into account, if appropriate
- The date on which employment will end
- The right of appeal

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

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

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

Disciplinary investigation

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

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

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

17. The Investigator will be asked to submit their findings, usually within 35 Calendar days of appointment, where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).

18. The Staffing Committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that they have a reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the council's disciplinary procedure. The council will also inform the employee that

when they meet with the Investigator, they will have the opportunity to comment on the allegations of misconduct.

19. Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.

20. If there are other persons (e.g. employees, councillors, members of the public or the council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.

21. The Investigator has no authority to take disciplinary action. Their role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Staffing Committee whether or not disciplinary action should be considered under the policy.

22. The Investigator's report will contain their recommendations and the findings on which they were based. They will recommend either:

    - The employee has no case to answer, and there should be no further action under the council's disciplinary procedure.
    - The matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally.
    - The employee has a case to answer, and a formal hearing should be convened under the council's disciplinary procedure.

23. The Investigator will submit the report to the staffing committee, which will decide whether there is no case to answer; the matter should be considered informally, or a formal Disciplinary Hearing should be convened. If the Investigator is a member of the Committee making the decision, they should recuse themselves from any formal votes or decision-making regarding their findings as to whether there is a case to answer at a Disciplinary Hearing.

24. If the council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

25. If the Staffing Committee decides that there is a case to answer, it will appoint a staffing sub-committee of three councillors to formally hear the allegations. The staffing sub-committee will appoint a Chair from one of its members. The Investigator shall not sit on the sub-committee. The staffing sub-committee will be given the delegated authority to make a decision in relation to the Disciplinary.

26. No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub–committee's letter will confirm the following:

    - The names of its chair and the other two members.
    - Details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting.
    - A copy of the information provided to the sub-committee, which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure.

- The time and place for the meeting. The employee will be given reasonable notice of the hearing so that they have sufficient time to prepare for it.
- Whether witnesses may attend on the employee's and the council's behalf, and if they may, both parties should inform each other of their witnesses' names at least two working days before the meeting.
- The employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

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

    - The chair will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing.
    - The chair will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation).
    - The chair will invite the employee to present their account.
    - The employee (or the companion) will set out their case and present evidence (including any witnesses and/or witness statements).
    - Any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness.
    - The employee (or companion) will have the opportunity to sum up.

28. The chair will provide the employee with the sub-committee's decision with reasons, in writing, within 7 calendar days of the meeting. The chair will also notify the employee of the right to appeal the decision in the event that formal action is taken.

29. The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

Disciplinary action

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

First written warning:

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

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

Final written warning:

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

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

Dismissal:

33. The council may dismiss:

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

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

The appeal:

35. An employee who is the subject of disciplinary action will be notified of the right of appeal. Their written notice of appeal must be received by the council within seven calendar days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

36. The grounds for appeal include:

    - A failure by the council to follow its disciplinary policy.
    - The sub-committee did not support the sub-committee's disciplinary decision.
    - The disciplinary action was too severe in the circumstances of the case.
    - New evidence has come to light since the disciplinary meeting.

37. Where possible, the appeal will be heard by a panel of 3 members of the staffing committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of 3 members of the council who may include members of the staff committee. The appeal panel will appoint a chair from one of its members.

38. The employee will be notified, in writing, within 14 calendar days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that they may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

39. At the appeal meeting, the chair will:

    - Introduce the panel members to the employee.
    - Explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision.
    - Explain the action that the appeal panel may take.

40. The employee (or companion) will be asked to explain the grounds for appeal.

41. The chair will inform the employee that they will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.

42. The appeal panel may decide to uphold the disciplinary decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained in the employee's personnel file.

43. If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.

44. The appeal panel's decision is final.

Important notice

This is an example of an employment policy designed for a small council, adhering to statutory minimum requirements, and does not constitute legal advice. As with all policies, it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) for the purpose of its members. Every effort has been made to ensure that the contents of this document are correct at the time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Adopted by the Council on 12.11.2026

To be reviewed annually