

TYDD ST GILES PARISH COUNCIL

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Clerk D Gibbs

9th January 2022

To Members of the Public and Press

You are invited to attend the next meeting of Tydd St Giles Parish Council, which will be held in the Community Centre on **Thursday 13th January 2022 at 7.30pm**, for the purpose of transacting the following business.

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

Yours sincerely

D Gibbs

Clerk/Proper Officer

A G E N D A

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

Apologies for Absence

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

068/21 Chairman's Announcements

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

069/21 Urgent Items

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

070/21 Confirmation of Minutes

- a) *To consider and confirm the minutes of the Parish Council meeting held on 11th November 2021*
- b) *To consider and confirm the minutes of the Planning Committee meeting held on 2nd December 2021*
- c) *To consider and confirm the minutes of the Planning Committee meeting held on 16th December 2021*

071/21 Matters Arising

To receive updates on the following items:

- a) *Defibrillators - minute 053/21 (a)*
- b) *Sutton Bridge Power Fund - minute 053/21 (b)*
- c) *Parish Council e-mail accounts - minute 053/21 (c)*
- d) *Green Dog Walker scheme - minute 053/21 (d)*

- e) *Drainage Issues - minute 053/21 (e)*
- f) *Parking in Church Lane - minute 053/21 (f)*
- g) *Parking at Church Lane, Hockland Road, Kirkgate junction - minute 053/21 (g)*
- h) *Local Highway Improvements 2022/23 - minute 053/21 (h)*
- i) *Dog waste bins - minute 053/21 (i)*
- j) *Damage to play equipment - minute 060/21 (a)*
- k) *Maintenance of the churchyard - minute 060/21 (b)*
- l) *Allotments - minute 060/21 (c)*
- m) *Foul Anchor notice board - minute 060/21 (d)*

072/21 Police Matters

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

073/21 Cambridgeshire County Councillor Report

To receive a report from Cllr Simon King.

074/21 Fenland District Councillor Report

To receive reports from Cllrs Samantha Clark and Chris Seaton.

075/21 Clerk's Report

To receive a report on meetings attended and correspondence received.

076/21 Working Group

To receive a report from the Play Area Working Group.

077/21 Data Gathering and Digital Mapping

To report on progress in gathering information relevant to the Parish and the mapping of Parish Council assets.

078/21 Member and Parishioner Issues

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

- a) *Trees in High Broadgate.*
- b) *Dog bin in High Broadgate.*
- c) *North Level Main Drain permissive path.*
- d) *The Crown & Mitre public house.*
- e) *The Queen's Platinum Jubilee celebrations.*
- f) *Annual Parish Meeting.*

079/21 Policies and Procedures

To consider for adoption the following policies and procedures:-

- a) *Data protection policy.*
- b) *Publication scheme.*

080/21 Portfolio Responsibilities

To discuss and agree the allocation of portfolio responsibilities to individual councillors.

081/21 Finance

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

Barclays Bank (interest).....	£	0.52
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- c) *To ratify the following payments issued since the last meeting:*

CGM Group (East Anglia) Ltd (grounds maintenance).....	£	621.94
Geosphere Ltd (Parish Online digital mapping).....	£	86.40
D Gibbs (salary December)	£	716.03
Fenland District Council (bin emptying)	£	95.20

d) *To approve the following payments:*

D Gibbs (salary January)	£	716.03
Wicksteed Leisure Ltd (play equipment inspection)	£	72.00

e) *To review and approve the budget for 2022/23 and to determine the level of precept required.*

082/21 Planning

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

F/YR21/1517/O - Erect 1 x dwelling (outline application with all matters reserved) - Land West of The Cottage, Sees Lane, Four Gotes

083/21 Speed Monitoring

To receive a report on data recorded by the MVAS speed monitoring sign.

084/21 Reports from Members

To receive the following updates from members of the Council:

- a) Highways - Cllr Mathias
- b) Street Lights - Cllr Luck
- c) Churchyard - Cllr Doyle
- d) Trees - Cllr Doyle
- e) Foul Anchor - Clerk
- f) Community Centre - Cllr Carter
- g) Tydd Waterway Path - Clerk

085/21 Date of Next Meeting

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

Thursday 10th March at 7.30pm

TYDD ST GILES PARISH COUNCIL

Minutes of a Meeting of Tydd St Giles Parish Council held in the Community Centre on Thursday 11th November 2021

Present - Cllr T Doyle (Chairman), Cllr C Brooks, Cllr M Carter, Cllr B Luck, Cllr K Malin, Cllr G Mathias, Cllr A Renshaw, Cllr S King (CCC), Cllrs S Clark and C Seaton (FDC), D Gibbs (Clerk), S Almey, D Grainger, L Grainger, C Ross (Parishioners)

Apologies for Absence - None

Public Time - Mr Almey asked about the availability of allotments in the parish and the possibility of establishing a community allotment. Members agreed to give this request further consideration.

050/21 Chairman's Announcements

None.

051/21 Urgent Items

None.

052/21 Confirmation of Minutes

- a) The Clerk advised members that item 037/21(d) of the draft minutes stated that the Chairman had spoken to the Street Pride leaders, but this conversation had not taken place. The minutes have been amended to record this fact.

RESOLVED - that the amended minutes of the meeting held on Thursday 9th September 2021 be agreed and signed as a true and accurate record.

- b) RESOLVED - that the minutes of the Planning Committee meeting held on Thursday 30th September 2021 be agreed and signed as a true and accurate record.
- c) RESOLVED - that the minutes of the Planning Committee meeting held on Thursday 21st October 2021 be agreed and signed as a true and accurate record.

Agenda items 039/21 and 045/21 below were brought forward at Cllr King's request and heard before the next item. Cllr King then left the meeting.

053/21 Matters Arising

- a) Defibrillators - No update.
- b) Sutton Bridge Power Fund - A new lists of local contacts for the Fund has been published. There is no local contact for Tydd St Giles. As the power station is no longer in operation, no further funds will become available but the trustees will continue to distribute grants using funds already held.
- c) Parish Council e-mail accounts - Six members have set up their new accounts. The Clerk will visit the remaining one.
- d) Green Dog Walker scheme - The Chairman will discuss the distribution of the information leaflets with the Street Pride leaders.

- e) Drainage Issues - No update.
- f) Parking in Church Lane - The Clerk has delivered letters to the residents asking them not to park on the pavement.
- g) Parking at Church Lane, Hockland Road, Kirkgate junction - The Chairman discussed this matter with the Police. The Special Constabulary will be visiting schools to monitor parking issues and will be asked to include this location when they visit Kinderley School.
- h) Local Highway Improvements - An application has been submitted for a second MVAS speed monitoring device in the 2022/23 financial year.
- i) Dog waste bins - Hall Bank location to be confirmed.

054/21 Police Matters

The Chairman reported that he and the Clerk had attended two online meetings with the Wisbech Neighbourhood Sergeant and representatives of other parish councils. Anti-social behaviour in Wisbech remains a priority, but there has been a significant decrease in the use of e-scooters. The hare coursing season has started and Cambridgeshire Police will be working with neighbouring forces to disrupt coursers' activities by seizing their cars and dogs. The Special Constabulary will be tackling parking problems around schools. Next year marks the 40th anniversary of Neighbourhood Watch and the County Coordinator hopes to visit Parish Councils to discuss their work. Dogwatch will be launched to encourage dog owners to report suspicious behaviour whilst walking their pets.

Cllr Carter advised members that he had reported inconsiderate parking blocking Field Avenue. Cllr Mathias reported that the sign outside Blades Barbers had been vandalised.

055/21 Cambridgeshire County Councillor Report

Cllr King outlined the timetable for the introduction of civil parking enforcement in Fenland, which is scheduled to come into effect in October 2023. Enforcement will focus on the towns, but will also extend to the villages and outlying areas, especially at locations such as schools.

The recent focus on sustainable transport has resulted in a number of bridleways being resurfaced as cycle routes, making them less suitable for equestrian use. Cllr King has asked the Highways and Transport Committee to review this practice.

056/21 Fenland District Councillor Reports

Cllr Seaton reported that the District Council is working with the County Council on the introduction of civil parking enforcement. The second phase consultation on the cycling, walking and mobility strategy will commence shortly.

The Local Government Boundary Commission is reviewing the district ward boundaries in Fenland to ensure that each councillor represents roughly the same number of electors. This will result in a small increase in the number of councillors. Members and residents are encouraged to express their views on the proposals.

057/21 Clerk's Report

The Clerk outlined the meetings attended and correspondence received since the last meeting, including the following:-

a) Meetings

Wisbech Neighbourhood Police - 10 September and 22 October
ACRE Annual General Meeting - 29 September
ACRE/County Council briefing on Queen's Green Canopy - 26 October

b) Correspondence

Cambridgeshire and Peterborough Combined Authority
Local Transport & Connectivity Plan consultation to 28 November
Monthly updates

Cambridgeshire County Council
Local Councils Conference date 14 January 2022
Highway events diary
Fenland Accessibility Study - stakeholder engagement - deadline 12 November
Her Majesty's Platinum Jubilee celebrations
Temporary traffic orders Hockland Road 8/11 to 12/11 and 30/11 to 2/12, and others
Online flood training for community groups

Fenland District Council
£48,500 grant for new trees
Online recycling skills course for residents
Local Council Tax reduction scheme consultation - deadline 5 December
Play area makeovers at March and Parson Drove
Place Shaping workshops - 18 November
Community Safety Partnership engagement events on YouTube
Winter energy advice and Covid support
Community Carol Service invitation - 3 December
Citizens Advice Rural Cambs new office opening
Street light repairs and maintenance service level agreement extension
Customer Services awarded gold standard again
Covid pass fraud

Cambridgeshire ACRE
Home Energy Support Service public event - 1 December

Cambridgeshire & Peterborough Against Scams Partnership
Latest scams

Cambridgeshire & Peterborough Independent Commission on Climate
"Fairness, nature and communities: addressing climate change" report launch

Local Government Boundary Commission for England
Consultation on ward boundaries for Fenland District Council

PKF Littlejohn LLP
External audit report and conclusion of audit

Road Victims Trust
Remembrance Service - 21 November

Support Fenland
Networking events and workshops

058/21 Working Groups

- a) Communications - No members of the public have come forward to join this group. It was agreed that the group will be suspended.
- b) Play Area - Cllr Mathias explained that members are undertaking research on equipment and suppliers, as well as funding sources. The recent tour of local facilities was useful in highlighting some of the possibilities and challenges. The group will meet shortly to review progress and consider possible budgetary provision for the forthcoming financial year.

059/21 Data Gathering and Digital Mapping

- a) Cllr Luck reported that he is gathering many different data sources for inclusion in the mapping system.
- b) Cllr Luck attended a demonstration of the Parish Online mapping system and signed up for a 30-day trial. Having used the system, he recommended that the Council subscribes to Parish Online at a cost of £72 per annum. Members agreed to this.

060/21 Member and Parishioner Issues

- a) Damage to play equipment - One of the corner posts of the wooden multi-play tower is broken. The manufacturer has quoted £500 for the repair. Members agreed to proceed with this. The item would benefit from a coat of paint in suitable weather.
- b) Maintenance of the Churchyard - Parts of the churchyard have become overgrown with brambles, nettles and buddleia. The Clerk was asked to contact the Community Payback team to ascertain whether they could assist in clearing these areas.
- c) Allotments - see Public Time.
- d) Foul Anchor notice board - It was suggested that a larger notice board be provided at Foul Anchor to replace the existing board and that arrangements be put in place to ensure that relevant and up-to-date information is displayed. The Clerk reminded members that there is an overgrown area adjacent to the War Memorial that could be brought back into use and the new notice board could be placed in this area. The involvement of the Community Payback team could facilitate this.
- e) The Queen's Green Canopy - The Clerk informed members that this element of next year's Jubilee celebrations had already opened and trees are available for planting this winter. The WI would like to plant a tree to celebrate the centenary of the Isle of Ely Federation. Members agreed, subject to a suitable location being identified.

061/21 Brigstock & Wren's Charity

Members considered the appointment of two Trustees to the charity for a term of 4 years, in accordance with clause 7 of the charity's governing document. They resolved to appoint Malcolm Carter and Terence Brown.

062/21 Policies and Procedures

Members considered the following draft policy and procedure documents prepared by the Clerk:-

- a) Grievance policy.
- b) Disciplinary policy.
- c) Complaints procedure.

They resolved to adopt the three documents.

063/21 Street Lights

Members considered the invitation from Fenland District Council to extend the street light repairs and maintenance service level agreement for a further two years to July 2023. They agreed to the extension.

064/21 Portfolio Responsibilities

The Chairman proposed that this item be deferred until the next meeting and members agreed.

065/21 Finance

- a) The Clerk presented the financial statement as at the end of October, showing income of £20,443.48, expenditure of £21,278.61, resulting in a shortfall of £835.13, and funds held of £38,240.00.

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

Barclays Bank (interest).....	£	0.60
Fenland District Council (precept).....	£	6,000.00
H & C Howlett (rent)	£	2,967.17
R Horspool (rent)	£	1,953.69
J Squire (rent).....	£	730.20
	£	11,651.66

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

D Gibbs (salary October).....	£	716.03
CGM Group (East Anglia) Ltd (grounds maintenance).....	£	414.62
PKF Littlejohn LLP	£	240.00
CGM Group (East Anglia) Ltd (grounds maintenance).....	£	414.62
Brigstock & Wren's Charity	£	135.00
Tydd St Giles CC & RG (hall hire)	£	60.00
March Stationery & Print (calendars).....	£	384.19
	£	2,364.46

- d) Members approved the following payments:-

D Gibbs (salary November).....	£	716.03
Parish Online (digital mapping).....	£	86.40
	£	802.43

- e) Members considered the report of the External Auditor. There were no matters requiring their attention.
- f) The Clerk reminded members that the budget for the 2022/23 financial year must be agreed at the next meeting, so items for inclusion must be submitted before that date.

066/21 Reports from Members

- a) Highways - Nothing to report.
- b) Street Lights - Cllr Luck reported that he continues to monitor the street lights and report them for repair when necessary.
- c) Churchyard - Nothing to report.
- d) Trees - The Council is responsible for several trees along High Broadgate, at least one of which requires attention. Cllr Carter will obtain quotes.
- e) Foul Anchor - Nothing to report.
- f) Community Centre - Regular hirers have resumed their bookings and dances and bingo are taking place. A Halloween event took place in October and there is a Christmas Fair in December.

The Management Committee is looking for ways to reduce energy usage to compensate for the recent increases in price. Cllr Mathias asked whether the committee has an energy performance certificate for the building and whether more insulation might be an option. Cllr Carter will obtain an EPC.

g) Waterway Walk - Nothing to report.

067/21 Date of Next Meeting

The next meeting of the Parish Council will take place on Thursday 13th January 2022 at 7.30pm in the Community Centre. The meeting closed at 8.50pm

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TYDD ST GILES PARISH COUNCIL

Minutes of a meeting of the Planning Committee of Tydd St Giles Parish Council held in the Community Centre on Thursday 2nd December 2021

Present - Cllr T Doyle (Chairman), Cllr C Brooks, Cllr M Carter, Cllr B Luck, Cllr G Mathias, Cllr A Renshaw, D Gibbs (Clerk)

021/21 Apologies for Absence

Cllr K Malin

022/21 Planning Applications

F/YR21/1329/F - Erect a detached annexe and garage (2-storey 2-bed) adjacent to existing dwelling, involving demolition of existing garage - Windy Roost, Bythorne Bank, Tydd St Giles

Members expressed concern about the relationship between the two properties. They felt that the proposed dwelling has the appearance of an individual property and noted that the applicant has not submitted any information in support of their need for an annexe. An additional dwelling in this location would be contrary to Policies LP3 and LP12, as no evidence of need has been provided and this is a remote location in a small village. Members resolved not to support the application.

F/YR21/1338/F - Erect a single-storey extension to existing dwelling, involving the demolition of existing extension - Summer Lodge, Church Lane, Tydd St Giles

Members considered this application and resolved to offer no objection.

F/YR21/1369/F - Erect a 2-storey side extension to existing dwelling including 3.4 metre high (approx) gates/brick wall to entrance and alterations to entrance driveway - West Barn, Broad Drove West, Tydd St Giles

Members considered this application and resolved to offer no objection.

F/YR21/1412/O - Erect up to 2 x dwellings (outline application with all matters reserved) - Land East of Allenby Farm, Broad Drove West, Tydd St Giles

Members consider this application to be an unwarranted incursion into open countryside, contrary to policies LP3 and LP12. The applicant has not provided any evidence of need to mitigate the introduction of substantial executive-style housing in a remote location in a small village. The development would be detrimental to the open character of the location and would set a precedent for further unsustainable development. Members resolved not to support the application.

F/YR21/1422/F - Erect a dwelling (2-storey, 5-bed) with attached double garage - Land West of Magnolia Cottage, Kirkgate, Tydd St Giles

The plans for this application were not available, so the Council was unable to comment.

023/21 Update on Recent Planning Applications

F/YR21/1035/O at Horseshoe Lodge, Tydd Gote was refused.

F/YR21/1050/F at Bladderwick Meadows was granted.

F/YR21/1068/LB at Hannath Hall was granted.

F/YR21/0964/F at Barn South East of Ashdown, Cross Drove was granted.

F/YR21/1147/VOC at Tydd St Giles Golf and Leisure Centre, Kirkgate is pending.

F/YR21/1154/PIP at land north of Telephone Exchange, Main Road, Tydd Gote was granted.

F/YR21/1204/F and F/YR21/1205/LB at Hannath Hall are pending.

024/21 Other Planning Matters

None.

The meeting closed at 8.15pm

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TYDD ST GILES PARISH COUNCIL

Minutes of a meeting of the Planning Committee of Tydd St Giles Parish Council held in the Community Centre on Thursday 16th December 2021

Present - Cllr G Mathias (Chairman), Cllr M Carter, Cllr B Luck, Cllr K Malin, D Gibbs (Clerk), L Smith, S Smith (Parishioners)

025/21 Apologies for Absence

Cllr T Doyle (Chairman), Cllr C Brooks, Cllr A Renshaw

026/21 Planning Applications

F/YR21/1318/F - Stationing of a storage container for the installation of bio-mass heating system and construction of a pellet store/silo (retrospective) - Tydd St Giles Golf and Leisure Centre, Kirkgate, Tydd St Giles

Members considered this application. They noted that the application form includes several references to screen planting around the pellet store and would like this to be included as a condition of planning consent, if granted. If an appropriate level of screening can be incorporated into the proposal to reduce the visual impact of the hopper on adjoining properties, the Council will offer no objection. If the installation of screening is to be left to the discretion of the applicant, the Council is unable to support the application.

F/YR21/1422/F - Erect a dwelling (2-storey, 5-bed) with attached double garage - Land West of Magnolia Cottage, Kirkgate, Tydd St Giles

Members considered this application and resolved to offer no objection.

F/YR21/1427/RM - Reserved Matters application relating to detailed matters of appearance, landscaping, layout and scale pursuant to outline permission F/YR19/1008/O to erect 1no dwelling - Land East of 17 Newgate Road, Tydd St Giles

Members considered this application. They expressed concern regarding the scale of the proposed development, which is considerably larger than the property indicated on the outline application. Newgate Road comprises modest dwellings well spaced, with good sized gardens and the proposed development is completely out of keeping with the character of the street. The overdevelopment of the site would result in inadequate outdoor space for a large family dwelling and would be detrimental to the quality of life of occupiers of the adjoining property. Members resolved not to support the application.

F/YR21/1467/F - Erect a part 2-storey part first-floor rear extension incorporating balcony area to existing dwelling - Ivy Cottage, Kirkgate, Tydd St Giles

Members considered this application and resolved to offer no objection.

027/21 Update on Recent Planning Applications

F/YR21/1147/VOC at Tydd St Giles Golf and Leisure Centre, Kirkgate is pending.

F/YR21/1204/F and F/YR21/1205/LB at Hannath Hall, Hannath Road are pending.

F/YR21/1329/F at Windy Roost, Bythorne Bank is pending.

F/YR21/1338/F at Summer Lodge, Church Lane is pending.

F/YR21/1369/F at West Barn, Broad Drove West is pending.

F/YR21/1412/O at Land East of Allenby Farm, Broad Drove West is pending.

028/21 Other Planning Matters

None.

The meeting closed at 8.40pm

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TYDD ST GILES PARISH COUNCIL

DATA PROTECTION POLICY

Purpose	2
Definitions	2
Data protection principles	2
Processing	3
Individual rights	5
Data security	6
Training	8

Purpose

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

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

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

Definitions

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

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

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

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

Data protection principles

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

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

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

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

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

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

Processing

Personal data

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

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

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

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

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

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

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

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

Special categories of data

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

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

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

Individual rights

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

Subject access requests

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

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

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

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

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

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

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

Other rights

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

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

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

Data security

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

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

Data breaches

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

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

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

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

International data transfers

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

Individual responsibilities

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

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

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

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

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

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

Training

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

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

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

Adopted by the Council - January 2022

To be reviewed annually



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

Background

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

What is a Publication Scheme?

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

Model Scheme

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

What Charges are there?

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

Confidentiality Notice

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

Requests for Information

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

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

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

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

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

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

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

clerk@tyddstgilesparishcouncil.org.uk
01945 870083

Schedule of Charges

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

Tydd St Giles Parish Council

Receipts & Payments Summary as at 31.12.21

Income	Nov/Dec	Year to Date	Budget to Date	%
FDC Precept	£ -	£ 12,000.00	£ 12,000.00	100.00
FDC Concurrent Functions Grant	£ -	£ 2,791.00	£ 2,791.00	100.00
Allotment Rents	£ -	£ 5,224.10	£ 5,221.00	100.06
Allotment Rates	£ -	£ 426.96	£ 482.15	88.55
Community Centre	£ -	£ -	£ -	0.00
Grants	£ -	£ -	£ -	0.00
Donations	£ -	£ -	£ -	0.00
Recycling Credits	£ -	£ -	£ -	0.00
Bank Interest	£ 0.52	£ 1.94	£ 1.80	107.18
VAT Refunds	£ -	£ -	£ 3,924.77	0.00
Miscellaneous	£ -	£ -	£ -	0.00
Total Income	£ 0.52	£ 20,444.00	£ 24,420.72	83.72

Expenditure

Clerk's Salary	£ 1,432.06	£ 6,444.27	£ 6,525.00	98.76
Fees	£ -	£ 370.00	£ 370.00	100.00
Subscriptions	£ -	£ 516.18	£ 516.18	100.00
Admin Expenses	£ 72.00	£ 891.27	£ 500.00	178.25
Insurance	£ -	£ 478.80	£ 478.80	100.00
Drainage Rates	£ -	£ 482.15	£ 482.15	100.00
Recreation Ground	£ 188.28	£ 1,076.40	£ 878.64	122.51
Churchyard	£ 330.00	£ 5,690.00	£ 5,570.00	102.15
Community Centre	£ 95.20	£ 270.18	£ 265.20	101.87
Street Lights	£ -	£ 4,365.37	£ 4,365.37	100.00
Section 137 Payments	£ -	£ -	£ -	0.00
Parish Land	£ -	£ -	£ -	0.00
Foul Anchor	£ -	£ -	£ -	0.00
LHI Projects	£ -	£ 528.00	£ -	#####
Recoverable VAT	£ 118.06	£ 2,401.59	£ -	#####
Total Expenditure	£ 2,235.60	£ 23,514.21	£ 19,951.34	117.86

Summary

Total Income	£ 20,444.00	£ 24,420.72
LESS Total Expenditure	£ 23,514.21	£ 19,951.34
Net Surplus or Deficit	-£ 3,070.21	£ 4,469.38

Balance Sheet

Balance B/fwd 1.4.21	£ 39,075.13
Surplus or Deficit	-£ 3,070.21
Balance C/fwd	£ 36,004.92

Represented by

Barclays Current Account	£ 15,289.71
Barclays Business Saver	£ 20,715.21
Cash / Cheques	£ -
	£ 36,004.92

Tydd St Giles Parish Council
Budget Calculation 2022/23

	2019/20		2020/21		2021/22			2022/23
Income	Budget	Actual	Budget	Actual	Budget	Actual 30.11.21	Anticipated Year End	Budget
FDC Precept	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 12,000.00	£ 12,000.00	£ 12,000.00	£ 12,000.00
FDC Concurrent Functions Grant	£ 1,993.00	£ 1,993.00	£ 1,993.00	£ 2,790.00	£ 2,791.00	£ 2,791.00	£ 2,791.00	£ 2,791.00
Allotment Rents	£ 4,094.50	£ 4,092.60	£ 5,890.00	£ 4,093.30	£ 5,221.00	£ 5,224.10	£ 5,224.10	£ 7,370.00
Allotment Rates	£ 451.34	£ 451.33	£ 455.00	£ 460.20	£ 482.15	£ 426.96	£ 426.96	£ 500.00
Community Centre	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Grants	£ -	£ -	£ -	£ 9,970.00	£ -	£ -	£ -	£ -
Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Recycling Credits	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Bank Interest	£ 108.00	£ 95.18	£ 50.00	£ 18.59	£ 2.30	£ 1.94	£ 2.00	£ 2.00
VAT Refunds	£ 7,455.51	£ 7,455.51	£ 2,529.52	£ 2,728.05	£ 3,924.77	£ -	£ 3,924.77	£ 2,400.00
Miscellaneous	£ -	£ -	£ -	£ 357.29	£ -	£ -	£ -	£ -
Total Income	£ 15,102.35	£ 15,087.62	£ 11,917.52	£ 21,417.43	£ 24,421.22	£ 20,444.00	£ 24,368.83	£ 25,063.00
Expenditure								
Clerk's Salary	£ 3,600.00	£ 5,117.12	£ 5,350.00	£ 6,194.67	£ 8,700.00	£ 6,444.27	£ 8,750.00	£ 9,000.00
Fees	£ 130.00	£ 1,425.00	£ 330.00	£ 635.00	£ 370.00	£ 370.00	£ 370.00	£ 370.00
Subscriptions	£ 447.50	£ 442.19	£ 500.00	£ 506.35	£ 516.18	£ 516.18	£ 516.18	£ 530.00
Admin Expenses	£ 600.00	£ 684.25	£ 300.00	£ 192.71	£ 625.00	£ 891.27	£ 1,320.00	£ 700.00
Insurance	£ 900.00	£ 893.02	£ 900.00	£ 478.80	£ 478.80	£ 478.80	£ 478.80	£ 490.00
Drainage Rates	£ 450.00	£ 451.34	£ 455.00	£ 460.19	£ 482.15	£ 482.15	£ 482.15	£ 500.00
Recreation Ground	£ 1,140.00	£ 1,335.68	£ 1,300.00	£ 1,236.88	£ 1,004.16	£ 1,076.40	£ 1,080.00	£ 1,100.00
Churchyard	£ 1,760.00	£ 1,890.00	£ 2,000.00	£ 2,110.00	£ 5,790.00	£ 5,690.00	£ 5,800.00	£ 2,000.00
Community Centre	£ 348.00	£ 4,871.88	£ 350.00	£ 593.48	£ 353.60	£ 270.18	£ 175.00	£ 360.00
Street Lights	£ -	£ 1,005.10	£ 23,500.00	£ 2,607.59	£ 20,815.37	£ 4,365.37	£ 4,620.00	£ 22,000.00
Section 137 Payments	£ -	£ 50.00	£ -	£ 300.00	£ -	£ -	£ -	£ 500.00
Parish Land	£ -	£ -	£ -	£ 12,346.97	£ -	£ -	£ -	£ -
Foul Anchor	£ 15.00	£ 2,639.95	£ -	£ 20.00	£ 40.00	£ -	£ 40.00	£ 40.00
LHI Projects	£ -	£ 1,284.81	£ 1,500.00	£ 126.68	£ -	£ 528.00	£ 528.00	£ 550.00
Recoverable VAT	£ 138.00	£ 2,529.52	£ -	£ 3,924.77	£ -	£ 2,401.59	£ 2,400.00	£ -
Total Expenditure	£ 9,528.50	£ 24,619.86	£ 36,485.00	£ 32,332.37	£ 39,175.26	£ 23,514.21	£ 26,560.13	£ 38,140.00
Summary								
Total Income		£ 15,087.62	£ -	£ 21,417.43	£ -	£ 20,444.00	£ 24,368.83	£ 25,063.00
LESS Total Expenditure		£ 24,619.86	£ -	£ 32,332.37	£ -	£ 23,514.21	£ 26,560.13	£ 38,140.00
Net Surplus or Deficit		-£ 9,532.24	£ -	-£ 10,914.94	£ -	-£ 3,070.21	-£ 2,191.30	-£ 13,077.00

NOTES

Balance as at 31.3.21
 Anticipated deficit for 2021/22
 Anticipated carry forward from 2021/22
 Budget deficit 2022/23
 Anticipated year end 2022/23
 Additional items
 Final anticipated year end 2022/23

£ 39,075.13
 -£ 2,191.30
 £ 36,883.83
 -£ 13,077.00
 £ 23,806.83
 £ -
 £ 23,806.83

Anticipated liabilities and suggested expenditure

Play Areas
 Community Centre
 Tree works
 Community Allotment

£ -
 £ -
 £ -
 £ -
 £ -
 £ -