

# TYDD ST GILES PARISH COUNCIL

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

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Clerk D Gibbs

16th May 2021

To all Members of the Council

You are hereby summoned to attend the next meeting of Tydd St Giles Parish Council, which will be held in the Community Centre on **Thursday 20<sup>th</sup> May 2021 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.*

### 001/21 Urgent Items

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

### 002/21 Annual Meeting of the Parish Council

- a) *Election of Chair and signing of declaration of acceptance*
- b) *Election of Vice Chair and signing of declaration of acceptance*
- c) *Review of terms of reference for the Planning Committee*
- d) *Review and confirmation of standing orders and financial regulations*
- e) *Confirmation of insurance arrangements*
- f) *Review of the Council's subscriptions to other bodies*
- g) *Confirmation of the Council's register of assets as at 31<sup>st</sup> March 2021*
- h) *Confirmation of meeting dates for the municipal year*

### 003/21 Confirmation of Minutes

- a) *To consider and confirm the minutes of the Parish Council meeting held on 11<sup>th</sup> March 2021*
- b) *To consider and confirm the minutes of the Planning Committee meeting held on 8<sup>th</sup> April 2021*
- c) *To consider and confirm the minutes of the Planning Committee meeting held on 29<sup>th</sup> April 2021*

#### **004/21 Matters Arising**

*To receive updates on the following items:*

- a) Defibrillators - minute 086/20 (a)*
- b) Sutton Bridge Power Fund - minute 086/20 (b)*
- c) Parish Council e-mail accounts - minute 086/20 (c)*
- d) Green Dog Walker scheme - minute 086/20 (d)*
- e) Drainage Issues - minute 086/20 (e)*
- f) Parking in Church Lane - minute 090/20 (c)*
- g) Dog Waste in Eaudyke Bank and Fold Lane - minute 090/20 (g)*
- h) Roadside verges - minute 088/20*
- i) LHI application 2021/22 - minute 091/20*

#### **005/21 Police Matters**

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

#### **006/21 Cambridgeshire County Councillor Report**

*To receive a report from Cllr Simon King.*

#### **007/21 Fenland District Councillor Report**

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

#### **008/21 Parishioner Issues**

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

- a) Bird scarers near Church Lane*
- b) Biomass hopper at Golf Club*
- c) Future expansion of Golf Club*

#### **009/21 Vacancy for a Parish Councillor**

*To consider opportunities to promote the forthcoming election.*

#### **010/21 Planning**

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

*F/YR21/0333/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 (re-consultation)*

#### **011/21 Working Groups**

*To report on the establishment of the Communications and Children's Play Working Groups.*

#### **012/21 Data Gathering and Digital Mapping**

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

#### **013/21 Correspondence**

*To report on correspondence received as follows:*

*Cambridgeshire County Council re roadworks and events*

*- re Local Highway Improvement panel decisions*

*Galliford Try re Guyhirn roundabout works*

*Cambridgeshire & Peterborough Association of Local Councils re internal audit service*

*- re training courses*

*FDC re Sport England grant of £224,500 for leisure centres*

*- re £4.5million Government grant with Clarion to make social housing greener*

*- re purchase of commercial property in Wisbech*

- re Community Safety Partnership engagement event
- re loan shark training
- re independent remuneration panel review
- Keep Britain Tidy re Great British Spring Clean
- Hunts Forum re Support Fenland
- Cambridgeshire County Council re summer engagement
- Cambridgeshire & Peterborough Against Scams Partnership re current scams
- 20's Plenty for Cambridgeshire re speed reduction proposal

## 014/21 Finance

- a) To approve the internal accounts for 2020/21
- b) To review and approve the Governance and Management Risk Assessment
- c) To approve the Internal Audit Report and agree an action plan to address issues raised (if any)
- d) To approve the Annual Governance Statement 2020/21
- e) To approve the Accounting Statements 2020/21
- f) To confirm the dates of the period for the exercise of public rights
- g) To confirm the appointment of Ivan Cooper as Internal Auditor for 2021/22
- h) To note the following sums received since the last meeting:

Fenland District Council (precept)..... £ 6,000.00

- i) To approve the following payments:

D Gibbs (salary April and May) .....	£ 1,432.06
CAPALC (subscription) .....	£ 468.68
Cambridgeshire ACRE (subscription) .....	£ 57.00
I Cooper (audit fee).....	£ 135.00
Cambridgeshire County Council (LHI contribution).....	£ 528.00
CGM Group (East Anglia) Ltd (grounds maintenance).....	£ 829.25
North Level District IDB (drainage rates) .....	£ 482.15
James Joyce (tree work).....	<u>£ 4,848.00</u>
	£ 8,780.14
Business Services at CAS Ltd (insurance).....	£ tbc

- j) To authorise the following items for payment between meetings, each to be reported to the following meeting for ratification:

Clerk salary £716.03 monthly (pay award pending)  
 CGM Group - Recreation Ground £62.76 +VAT fortnightly - Churchyard £110 +VAT fortnightly  
 Fenland District Council (Community Centre bins) £86.74 quarterly

## 015/21 Reports from Members

To receive the following updates from members of the Council:

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

## 016/21 Date of Next Meeting

To confirm the date and time of the next meeting of the Council:  
 Thursday 8<sup>th</sup> July at 7.30pm is proposed

# **Tydd St Giles Parish Council**

## **Planning Committee Terms of Reference**

### **Objective**

- i. Tydd St Giles Parish Council is a statutory consultee in respect of planning applications received by Fenland District Council relating to the Parish of Tydd St Giles.
- ii. The Planning Committee is constituted to consider and respond to planning applications and other planning consultations on behalf of the Parish Council.
- iii. All matters relating to the Planning Committee shall be governed by, and conducted in accordance with, the Parish Council's Standing Orders.

### **Membership**

- i. Membership shall comprise all members of the Parish Council to be reviewed annually at the Annual Meeting of the Council.
- ii. The Chairman and Vice Chairman of the Council shall be *ex-officio* members of the Planning Committee.
- iii. A quorum shall consist of three members of the Committee.
- iv. The Chairman and Vice Chairman of the Committee shall be elected by the Committee at its first meeting after the Annual Parish Council meeting.

### **Meetings**

- i. The Committee shall meet as required when consulted by the relevant planning authorities.
- ii. The Chairman or the Clerk may call additional meetings at any time to enable any relevant matter to be considered within designated timescales.
- iii. A minimum of three clear days notice shall be given for each meeting.
- iv. The Committee shall ensure that all correspondence received by the Clerk prior to the meeting from all relevant parties is considered at the meeting.

### **Decisions**

- i. Minutes of all meetings shall be compiled by the Clerk and distributed to the members of the Committee.
- ii. A record of all planning applications, together with the responses and eventual outcome, shall be reported to the Parish Council and noted in the Council's minutes.
- iii. The Clerk shall communicate the Committee's decision in respect of each application considered to Fenland District Council within the designated consultation period.

### **Review**

These Terms of Reference are to be reviewed annually at the Annual Meeting of the Council.

**TYDD ST GILES PARISH COUNCIL**  
**ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2021**  
**Supporting Notes**

**1 ASSETS**

In 2019/20, the Council purchased an MVAS Speed Sign at a cost of £786.

At 31st March 2021 the following assets were held:-

Community Recreation Ground	£	1
Community Centre	£	293,500
Allotments	£	1
18.9 Acres Rylands		
23.5 Acres Quaney		
10.5 Acres Fen Lane		
7.1 Acres Cheshires		
Common Land	£	1

**Other Fixed Assets**

20 Footway Lights - columns	£	9,506
22 Footway Lights - brackets	£	5,665
Village Sign	£	1,350
Public Seating - four	£	2,810
Two Bus Shelters	£	6,755
Two War Memorials	£	36,318
Notice Boards - three	£	812
Dog Bins	£	811
Benches	£	2,285
Fencing & Gates	£	4,875
Children's Play Equipment	£	30,153
Defibrillators	£	4,570
MVAS Speed Sign	£	786.00
	<b>£</b>	<b>400,199</b>

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TYDD ST GILES  
*Parish Council*

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WORKING WITH AND BEING A PART OF THE COMMUNITY

## **Meeting Dates 2021-22**

Thursday 20 May

Thursday 8 July

Thursday 9 September

Thursday 11 November

Thursday 13 January 2022

Thursday 10 March

Thursday 12 May

Parish Assembly Thursday 10 March

**All meetings to take place in the Community Centre  
commencing at 7.30pm**

# TYDD ST GILES PARISH COUNCIL

Minutes of a meeting of Tydd St Giles Parish Council held remotely  
on Thursday 11<sup>th</sup> March 2021

**Present** - Cllr T Doyle (Chairman), Cllr C Brooks, Cllr M Carter, Cllr G Mathias, Cllr S King (CCC), D Gibbs (Clerk), S Bushell, L Gomm, D Grainger, J Harper-Steele, B Luck, D Mallett, A Renshaw, B Rose (Parishioners)

**Apologies for Absence** - Cllrs S Clark and C Seaton (FDC)

## **083/20 Vacancies for Two Parish Councillors**

The Clerk reported that twelve people had expressed an interest in joining the Council, however three had subsequently withdrawn and a further four had not confirmed their candidacy. Members were asked to vote on the anonymised profiles of the remaining five candidates. After two rounds of voting, Barrie Luck and Adam Renshaw were announced as the successful candidates to fill the two vacant positions on the Council. Members agreed to allow them to sign their declarations of acceptance at the earliest opportunity. The third vacancy will be filled by public election on 6 May. The Chairman welcomed the new members and thanked all who had expressed an interest in joining.

## **084/20 Urgent Items**

None.

## **085/20 Confirmation of Minutes**

- a) RESOLVED - that the minutes of the meeting held on Thursday 14<sup>th</sup> January 2021 be agreed and signed as a true and accurate record.
- b) RESOLVED - that the minutes of the Planning Committee meeting held on Thursday 25<sup>th</sup> February 2021 be agreed and signed as a true and accurate record.

## **086/20 Matters Arising**

- a) Defibrillators - No progress possible at present.
- b) Sutton Bridge Power Fund - No update.
- c) Parish Council e-mail accounts - As it is still not possible for the Clerk to visit members' homes, this matter will be deferred again.
- d) Green Dog Walker scheme - No update.
- e) Drainage Issues - Newgate Road to be discussed as 090/20(d), Hockland Road investigation is complete and discussions are under way with North Level Drainage Board and Cambridgeshire Highways, Kirkgate awaiting clarification of ownership and boundaries from the County Council.

## **087/20 Police Matters**

The Clerk reported that he and the Chairman had attended an online meeting with the Wisbech Neighbourhood Sergeant and representatives of other parish councils. Details of the reorganisation of local policing have been confirmed and both of the long-standing PCSO's working in Tydd St Giles and neighbouring villages will be continuing in their current roles.

There were 26 incidents reported in January in Roman Bank ward, but nothing of note in Tydd St Giles. The March meeting to discuss February's data has not taken place yet.

### **088/20 Cambridgeshire County Councillor Report**

Cllr King reported that he will be standing as a candidate for the Roman Bank and Peckover division at the County Council election on 6 May. He thanked the Council for making him feel welcome at meetings and hoped to continue in the role after May. He also remarked how positive it is that so many people applied to fill the vacancies on the Council.

The Highways and Transport Committee approved a proposal for a new approach to roadside verge maintenance giving parish councils a greater say in future contracts. The committee also reviewed the Local Highway Improvement scheme and adopted revised scoring criteria for the added value component. The results of the current round of LHI bids will be ratified by the committee in June.

### **089/20 Fenland District Councillor Reports**

In the absence of Cllrs Clark and Seaton, the Clerk presented their report. There will be no increase in the District Council's share of the Council Tax this year. Members were invited to contribute to the walking, cycling and mobility strategy.

### **090/20 Parishioner Issues**

- a) Churchyard trees - A resident had asked about progress with tree pruning adjacent to her property. The Chairman reported that he had advised her that the contractor will visit shortly to clarify any work required.
- b) Proposed development on Hannath Road - A resident has enquired whether the Parish Council would support the construction of a single dwelling on land currently farmed. Members suggested that the applicant contacts the District Council for pre-application advice.
- c) Pavement on Church Lane - A resident has reported difficulty in using a mobility scooter due to pavement parking. The Chairman and Clerk will identify the vehicles concerned. Planning permission for a dwelling in Church Lane required the developer to install a pavement outside the property, but this has not been completed. The Clerk offered to undertake further research.
- d) Flooding, speeding and road surface in Newgate Road - A resident has identified and contacted the owner of the field adjoining Newgate Road to ask that the dyke be cleared. There are a number of potholes along the road that will be reported for repair. Speeding is also an issue and the MVAS speed monitoring sign will be set up here shortly.
- e) Anti-social behaviour in Eaudyke Bank - A resident reported that users of certain types of vehicle were experiencing verbal abuse. The Police are involved.
- f) Planning application in Kirkgate - The agent for the applicant provided further clarification of the access arrangements. As the deadline has passed, members resolved not to submit further comments.
- g) Additional items - The Clerk reported concerns relating to dog bin capacity around Eaudyke Bank and bagged dog waste being dumped in the rough vegetation at the junction of Kirkgate and Fold Lane. Further investigation is required and these matters will be considered at the next meeting.



## **091/20 Highways**

The Clerk reported that he had presented the 2021/22 Local Highways Improvement bid for Hannath Road to the assessment panel and the outcome would be known before the June meeting of the County Council's Highways and Transport Committee.

## **092/20 Street Lights**

The quotation from the District Council's contractor has not been received. Decision deferred until the next meeting.

## **093/20 Community Centre & Recreation Ground**

The Clerk updated members on his research into the ownership of land and buildings on the Recreation Ground and the various leases and rental agreements. The Community Centre charity is responsible for the day-to-day maintenance of the building. The children's play equipment is located on Parish Council land. Cllr King left the meeting.

## **094/20 Working Groups**

The Chairman reported that he had placed information on the village Facebook page inviting residents to join the working groups. Several people have responded. The Communications group will be led by Cllrs Doyle and Brooks and the Play Area group by Cllrs Mathias and Carter. Meetings of these groups will commence as soon as restrictions are relaxed.

## **095/20 Correspondence**

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

- Cambridgeshire ACRE re Eastern Community Homes launch
- Cambridgeshire County Council re roadworks and events
  - re Local Highway Improvement panel meeting
- Galliford Try re Guyhirn roundabout works
- Cambridgeshire & Peterborough Association of Local Councils re Section 137 allowance for 2021/22 which has been set at £8.42
  - re training courses
  - re virtual meeting regulations
- FDC re new Multi-agency flood group
  - re Covid-19 training for taxi and community car scheme drivers
  - re Community Safety survey
  - re Community Safety Partnership newsletter
  - re County/District/Parish forum on supporting communities
  - re public consultation on walking, cycling and mobility strategy
  - re Citizens Advice service at Community Hub
- North Level District Internal Drainage Board re works in Cats Lane
- Environment Agency re routine maintenance factsheet
- Arthritis Action re online support groups
- Office for National Statistics re National Census, 21 March 2021
- Cambridgeshire & Peterborough Against Scams Partnership re current scams
- Residents of Tydd St Mary re concerns about vehicle speeds and pedestrian safety

## **096/20 Finance**

- a) The Clerk presented a financial statement as at 28<sup>th</sup> February showing income of £21,416.41 and expenditure of £24,469.90, resulting in a deficit of £3,053.49 and total funds held of £46,936.58.

b) The following payments were approved:-

D Gibbs (salary Feb-Mar and back pay) .....	£ 1,698.47
D Gibbs (expenses) .....	£ 205.04
CAPALC Ltd (training course).....	£ 100.00
Lincolnshire Drainage Co Ltd (drainage)* .....	£ 4,899.56
	£ 6,903.07

\* Estimated bill at 85%, or full amount if invoice received by end of March.

RESOLVED - that the above payments totalling £6,903.07 be approved for payment.

### **097/20 Reports from Members**

- a) Highways - No further issues.
- b) Churchyard - Cllr Doyle confirmed that the neighbours have been notified of the proposed tree works.
- c) Trees - No further issues.
- d) Foul Anchor - Nothing to report.
- e) Community Centre - Cllr Carter reported that the Centre remains closed. The bottle bank is often full and residents are leaving bottles in the car park. The Clerk offered to investigate.
- f) Waterway Walk - No developments at present.
- g) Communications - The notice board outside the church is too small for all of the documentation the Council is required to publish. The Clerk has obtained permission from the owner of Blades Barbers to install a new notice board on the outside of the building. Members resolved to purchase a second board to match the one already on the Community Centre. Cllr Brooks asked about changes to the village Facebook page. The Chairman outlined the reasons for the changes and hoped that the new page would provide a forum for positive communication.

### **098/20 Exclusion of the Press and Public**

Members resolved to exclude the press and public from the discussion of the following agenda items in accordance with the provisions of the Public Bodies (Admission to Meetings) Act, 1960. The members of the public left the meeting.

### **099/20 Confidential Item**

Confidential matters relating to the Council's land holdings.

### **100/20 Dates of Future Meetings**

- a) The Annual Meeting of the Parish Council will take place on Thursday 13<sup>th</sup> May 2021 at 7.30pm, subject to clarification of the legislative framework.
- b) Members resolved not to hold an Annual Parish Meeting this year.

The meeting closed at 9.10pm

# TYDD ST GILES PARISH COUNCIL

Minutes of a meeting of the Planning Committee of Tydd St Giles Parish Council  
held remotely on Thursday 8<sup>th</sup> April 2021

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

**Apologies for Absence** - None

## 005/20 Planning Applications

- a) F/YR20/1211/F (Re-consultation) - Erect a 6-bed 3-storey dwelling with garage and temporary siting of a mobile home during construction - Plot 1, Land West of Magnolia Cottage, Kirkgate, Tydd St Giles

See comments below.

- b) F/YR20/1212/F (Re-consultation) - Erect 2 x 2-storey 4-bed dwellings with garages - Plots 2 and 3, Land West of Magnolia Cottage, Kirkgate, Tydd St Giles

Members considered these applications, which form parts of a single site, and resolved to continue to object to both, as the concerns expressed previously have not been addressed. They also expressed concern at the apparent widening of the gateway in front of Plot 4 of the development site in contravention of the conditions of the existing planning consent.

- c) F/YR21/0303/F - Erect a single-storey rear extension to existing dwelling (retrospective) - 30 Newgate Road, Tydd St Giles

Members considered this application and resolved not to support it. They felt that the applicant should have clarified the need for planning permission before commencing the work and that the resulting extension, constructed without planning consent or buildings regulation supervision, is of poor quality and detrimental to the existing dwelling, by preventing the ingress of natural light into the rear of the ground floor.

- d) F/YR21/0307/CERTLU - Certificate of lawfulness (Existing): Siting of a static caravan - Willow Tree Farm, Grangehill Road, Tydd St Giles

Members considered this application. Due to the remote location of this site, information is limited, however one member of the council was able to confirm that he had visited the applicant at this site, probably in 2006, and there was a caravan in use at this location at that time.

- e) F/YR21/0329/F - Erect a detached garage block with office area above for existing dwelling - Tithe Barn, Middle Broad Drove, Tydd St Giles

Members considered this application and resolved to offer no objection.

- f) F/YR21/0333/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 expressed concern regarding the relationship between the two neighbouring properties and the likelihood of overlooking. From the

drawings, the purpose of some of the other parts of the site was unclear. They felt that they had insufficient information to determine the impact of the proposed extension on the adjoining property. They resolved to delay their response until further clarification was available and until the owner of the neighbouring property had an opportunity to comment.

The meeting closed at 8.15pm

DRAFT

# **TYDD ST GILES PARISH COUNCIL**

Minutes of a meeting of the Planning Committee of Tydd St Giles Parish Council  
held remotely on Thursday 29<sup>th</sup> April 2021

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

**Apologies for Absence** - None

## **006/20 Planning Applications**

- a) F/YR21/0376/F - Replacement of roof to dwelling, garage and linked building and erect a detached car port - Ashtree Barn, Broad Drove West, Tydd St Giles

Members considered this application and resolved to offer no objection.

- b) F/YR21/0409/F - Erect a dwelling (outline application with all matters reserved) - Land West of The Cottage, Sees Lane, Four Gotes

Members considered this application and resolved to offer no objection.

The Clerk advised members that applications F/YR21/1211/F and F/YR20/1212/F had both been granted. The planning officer has advised the agent for application F/YR21/0333 to submit revised plans, so this application may be subject to a re-consultation shortly.

The meeting closed at 7.50pm

## Highways Verge Maintenance

To: Highways & Transport Committee

Meeting Date: 9<sup>th</sup> March 2021

From: Steve Cox – Executive Director, Place and Economy

Electoral division(s): All

Forward Plan ref: N/A

Key decision: No

Outcome: To apprise Members of the new approach to management of highway verges across Cambridgeshire following the launch of updated national guidance

Recommendation: Committee is asked to:

- a) To endorse the approach set out in the report for the management of highway verges across Cambridgeshire.
- b) To approve inclusion of the county's verge management approach in future iterations of the Highway Operational Standards.

### Officer contact:

Name: Jonathan Clarke  
Post: Highways Maintenance Manager  
Email: [jonathan.clarke@cambridgeshire.gov.uk](mailto:jonathan.clarke@cambridgeshire.gov.uk)  
Tel: 07775674297

### Member contacts:

Names: Councillors Ian Bates & Mark Howell  
Post: Chair/Vice-Chair  
Email: [ian.bates@cambridgeshire.gov.uk](mailto:ian.bates@cambridgeshire.gov.uk), [mark.howell@cambridgeshire.gov.uk](mailto:mark.howell@cambridgeshire.gov.uk)  
Tel: 01223 706398

## 1. Background

- 1.1 Cambridgeshire County Council has committed to bringing all our biodiversity assets into positive conservation management ([Climate Change and Environment Strategy 2020](#)), with the road network identified for better biodiversity management.
- 1.2 A workshop was held on 12<sup>th</sup> November 2020 to discuss a revised approach, drawing on expertise from a range of organisations. This included a presentation on verge management in Dorset, an area held up as a leader in this field. Workshop attendees were able to ask questions and seek clarification and guidance from the representatives of the organisations present. The outcome of the workshop has been used to inform the approach set out in this report.
- 1.3 Attendees at the workshop included: Plantlife, Butterfly Conservation Trust, On the verge, Chair & Vice Chair of the Highways & Transport Committee, County Councillors Harford and Harrison, Skanska Environmental Managers, Skanska Operation Managers, representatives from the County Council Biodiversity team and the County Council Highways Maintenance Manager.
- 1.4 The management of the road network has the potential to protect and restore the largest area of unimproved grassland in the county, including one City Wildlife Site, 37 County Wildlife Sites & two Sites of Special Scientific Interest. The verges also provide a valuable resource for animals and a wildlife corridor across a biodiversity poor landscape.

## 2. Outcome and recommendations

### Protected Road Verges (PRVs)

- 2.1 The best examples of verge grassland are managed by the County Council through the PRV scheme, which covers approximately 80 km of verge across 67 locations (appendix 1). For example, the species-rich grassland at Stocking Lane PRV supports Crested Cow-wheat, an important plant restricted to verges of Cambridgeshire, Suffolk and Essex.
- 2.2 A study of some of Cambridgeshire's PRVs was undertaken in 2020 by Jonathan Shanklin and confirms that verges still make an "essential and valuable contribution to the County's biodiversity". However, the quality of the PRVs has deteriorated due to sub-optimal management, nutrient enrichment and in some cases, neglect. This corroborates the findings of PRV surveys commissioned by CCC that found only 7% in favourable condition, 24% in part favourable / unfavourable condition and 69% in unfavourable condition by 2012. This evidence demonstrates that the current management of PRVs by CCC is not sufficient to conserve their biodiversity value.
- 2.3 Priority must be given to managing the most biodiversity rich verges for their wildlife interest. The wildflowers of the majority of PRVs should recover if appropriate management is implemented.
- 2.4 Currently, the PRVs receive two cuts per year, but grass cuttings are not removed, causing enrichment of the soils and wildflowers become smothered by rough grasses. It is essential that grass cuttings are removed to reduce soil fertility, so that wildflowers can thrive. In

addition, some PRVs are becoming dominated by scrub, which will require more invasive management (e.g. scrub removal and soil stripping). Up-to-date surveys are needed to prescribe the exact management needed for each PRV.

2.5 It is therefore proposed that the following management is implemented on the PRVs:

- Engage the Wildlife Trust to undertake surveys of all the PRVs, this being in keeping with other surveys CCC have had undertaken of the PRVs. The Wildlife Trust are best placed to identify any changes since their last survey work in 2007-2011 and any changes as a result of the proposed new cutting regime. Split the survey over two years, so that we have the baseline data as soon as possible.
- The Wildlife Trust are able to survey potential new CCC PRVs. We have none at this stage but expect there will be some new sites come forward as we develop work with the parishes and the county botanical recorder.
- Installation of any missing PRV way markers to demarcate length of PRV
- Undertake remedial work on any PRVs to restore areas back to grassland (e.g. scrub clearance)
- Implement optimal cutting regime of two cuts per year, with arisings collected.
- Cuts to be undertaken within the following 4-week windows (depending on flowering interest), either:
  - A) 1st cut in April & 2nd cut in mid-September to mid-October; or
  - B) 1st cut in late July & 2nd cut in mid-September to mid-October
- All cuttings to be collected and deposited either at rear of verge or in compost piles, outside of the PRV

2.6 Appendix 1 shows the location of the PRV's in Cambridgeshire. Details of the species in these and the criteria for a verge to be identified as a Protected Road Verge for inclusion in the scheme are contained in the source documents at the end of this report.

#### Rural Road Verge network

2.7 It is proposed that the wider network of verges is cut twice a year and that both of the cuts are full width of the available verge, thus reducing the build-up of scrub at the back of the verges.

2.8 The March/April cut is perfect for most of the county, apart from areas on the clay, which have different key flowering times. Appendix 2 shows the Highway zones. The timing of the cuts is:

South divisions & North divisions (excluding NE17)

A) March/April & late September/October

B) Priority of completing cutting during the optimal timings should be given to the verges in South Cambridgeshire and East Cambridgeshire (highlighted on the map) because they are more floristically rich than Fenland

West Division & Highways Zone NE17

C) Late July & late Sept/October (optimal)

D) If postponing the first full width cut until late July is not operationally possible, then the next best alternative is cutting in: March/April & late July/August (e.g. no autumn cut)



### Urban Road Verge (URV) network

- 2.9 The URV are those urban roads with speed limits under 30mph.
- 2.10 There are a number of different organisations that cut the verges in Cambridgeshire's urban areas on the county council's behalf. These include; Cambridge City Council, Huntingdonshire District Council, Huntingdon Town Council, St. Neots Town Council and 129 parishes (Appendix 3). They are paid what it would cost the county council to cut the grass based on a square metre area for three cuts, although a number of these organisations have asked that the amount paid is reviewed.
- 2.11 The remaining urban area is cut by the county council's Highway Services partner Skanska.
- 2.12 At the workshop, Dr Phil Stirling gave a presentation that included the work carried out at Lanford Forum Dorset, whereby a cut and collect management of the arisings has been introduced. It is proposed that an urban verge cut and collect trial is implemented in a small number of villages following the cutting regime for PRV network.
- 2.13 The proposal consists of
- Treat the trial as a separate programme.
  - The number of parishes/villages included in the trial will depend on the number of cut/collect machines used. To maximise the use of any cut/collect machines it is anticipated that 3-5 parishes would take part in the trial.
  - Parishes would be picked that are supportive of the trial. Although it may be better to focus on one district to minimise travel time/costs.
  - Suggested length of trial is 3 years to see the full benefit. Unlikely to see biodiversity benefits until second year.
  - Engage with parishes prior to starting the trial. It is possible that parishes will help find locations to dispose of arisings close to cutting sites. They may also be increased in monitoring.
  - Monitoring of biodiversity is important – monitor plant diversity throughout the length of the trial. Could use quadrat surveys and local volunteers. A monitoring programme will be developed in conjunction with the county council ecologist.
  - Monitoring of when cuts are needed could also be carried out by local volunteers.
  - First year will likely need the same number of cuts (with the addition of collecting) to reduce nutrients in verges. The aim is to get this to two cuts a year by the end of the trial, subject to monitoring.
  - Arisings are best left on site if possible (in nearby hedges/scrub).

### Road Safety

- 2.14 The county council places a very high importance on road safety and any changes to the verge management regime will not compromise safety. Therefore, all vision splays, bends and junctions have been identified, and a specification for the cut at these locations has been designed. Details of this are contained in the source documents at the end of this report.
- 2.15 The higher the speed limit of the road the greater the length of the vision splay required.
- 2.16 It is proposed that these are cut four times a year throughout the season, with an option to

attend to any locations following identification from either routine highway inspections or correspondence from local members and / or the public that there is further requirement to cut the vision splay, bend or junction.

### Community Verges

- 2.17 There has been increasing interest from Parish Councils, resident associations and individuals looking at options for managing their own local verges in a more biodiversity friendly management regime.
- 2.18 It is proposed that the county council supports this and work with communities to enable this to happen where appropriate. A page will be created on the county council website for all matters relating to road verges as a source of information for Parishes. This information will include species mix by soil type, volunteering and cutting regimes and frequently asked questions, advice and contacts for further guidance.
- 2.19 Volunteers can use the already existing Highways Volunteering forms and once risk assessments have been completed, enable them to be covered by CCC insurance whilst working on the public highway of which the verge forms part. Details of this are contained in the source documents at the end of this report. Local Highway Officers will be encouraged to promote this scheme through their meetings with Parish Councils, resident associations and individuals.
- 2.20 The current Licence to cultivate Section 142, can be seen as a barrier to communities and individuals and it is proposed that this is not promoted for the purpose of verge management but retained for the planting of shrubs outside an applicant's property. Details of this are contained in the source documents at the end of this report.

### Weed treatment

- 2.21 A programme was introduced in 2019 to proactively identify the locations and treat invasive weeds such as Japanese Knotweed, Giant Hogweed and Himalayan Balsam. Any weeds located on the public highway are inspected, risk assessed and then if required treated, this treatment will be twice a year for three years. Invasive Weed Identification workshops for the Highway Inspectors and Local Highway Officers are facilitated by the Biodiversity Team and the Highway Service Contractors supply chain and held every three years.

## **3. Alignment with corporate priorities**

- 3.1 A good quality of life for everyone  
The main objectives of the Council's verge management is to maintain and enhance the plant species in Cambridgeshire's verges whilst maintaining safety for road users. This approach will improve wildlife corridors across the county with particular improvement for pollinators such as bees. The proposed approach, which is in line with the national guidance, is intended to reduce the area of verge that is cut during each phase of the cutting programme.

Greater emphasis is based on safety with an increased frequency of cut at vision splays and bends. The Council will also work closely with the City Council, District Councils, Town

Councils and Parishes Councils to promote the Plantlife Good Verge Guide and these changes should benefit everyone.

- 3.2 Thriving places for people to live  
Allowing for the growth of wildflowers will provide a more aesthetic environment for people travelling and using the countryside for leisure activities.
- 3.3 The best start for Cambridgeshire's children  
There are no significant implications for this priority
- 3.4 Net zero carbon emissions for Cambridgeshire by 2050  
There are no significant implications for this priority

## 4. Significant Implications

- 4.1 Resource Implications  
Overall, the proposed approach is more resource intensive. Whilst the actual cutting of the grass and verges will be undertaken through the County Council's highway services contract, there is likely to be significant involvement required from Highways Officers at the front end, in terms of liaising with external partners, managing local community expectations and educating contractors on the new approach. At this stage it is not possible to quantify the amount of officer time over and above what is spent at present on verge maintenance, however it will be kept under review.
- 4.2 Procurement/Contractual/Council Contract Procedure Rules Implications  
The County Council's highway services contract is the current mechanism for carrying out verge maintenance on public highway. Subject to the arrangements put in place with local Parishes and the desire for them to cut grass work will be required to ensure that appropriate agreements are in place.
- 4.3 Statutory, Legal and Risk Implications  
There are no significant implications within this category. The biggest risk is associated with the cutting of vision splays and safety implications. However, the proposal recognises the importance of safety and the approach seeks to significantly mitigate the risks with cuts four times per year and flexibility to do more should the need arise.
- 4.4 Equality and Diversity Implications  
There are no significant implications within this category.
- 4.5 Engagement and Communications Implications  
The change in approach will need to be communicated and understood by local communities, particularly where responsibility rests with partners of the County Council. The Highways Service will work closely with Corporate Comms to develop some clear messaging on the new approach.
- 4.6 Localism and Local Member Involvement  
There are no significant implications within this category, other than ensuring local members are included in any communication that goes out to local communities.

- 4.7 Public Health Implications  
There are no significant implications within this category.

**Have the resource implications been cleared by Finance?** Yes  
Name of Financial Officer: Sarah Heywood

**Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?** Yes  
Name of Officer: Gus de Silva

**Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or LGSS Law?** Yes  
Name of Legal Officer: Fiona McMillan

**Have the equality and diversity implications been cleared by your Service Contact?** Yes  
Name of Officer: Elsa Evans

**Have any engagement and communication implications been cleared by Communications?** Yes  
Name of Officer: Sarah Silk

**Have any localism and Local Member involvement issues been cleared by your Service Contact?** Yes  
Name of Officer: Richard Lumley

**Have any Public Health implications been cleared by Public Health** No  
Name of Officer:

## Source documents

Plantlife. Good Verge Guide-Managing Grassland Road Verges: a best practice guide, technical guidance for Highway Authorities  
[https://www.plantlife.org.uk/application/files/3315/7063/5411/Managing\\_grassland\\_road\\_verges\\_Singles.pdf](https://www.plantlife.org.uk/application/files/3315/7063/5411/Managing_grassland_road_verges_Singles.pdf)

Protected road verges  
[https://www.cambridgeshire.gov.uk/asset-library/imported-assets/PRV\\_list.pdf](https://www.cambridgeshire.gov.uk/asset-library/imported-assets/PRV_list.pdf)  
[https://www.cambridgeshire.gov.uk/asset-library/imported-assets/PRV\\_selection\\_criteria.pdf](https://www.cambridgeshire.gov.uk/asset-library/imported-assets/PRV_selection_criteria.pdf)

Vision splay locations & vision splay specification  
<\\ccc.cambridgeshire.gov.uk\data\Et Shared\8 Highways\Highways Maintenance\GRASS MAINTENANCE\GRASS CUTTING Verge and Village Maps\Visibility Splays Update drawings 2020\Junctions bends footway cut information>

<\\ccc.cambridgeshire.gov.uk\data\Et Shared\8 Highways\Highways Maintenance\GRASS MAINTENANCE\GRASS CUTTING Verge and Village Maps\VisiBends>

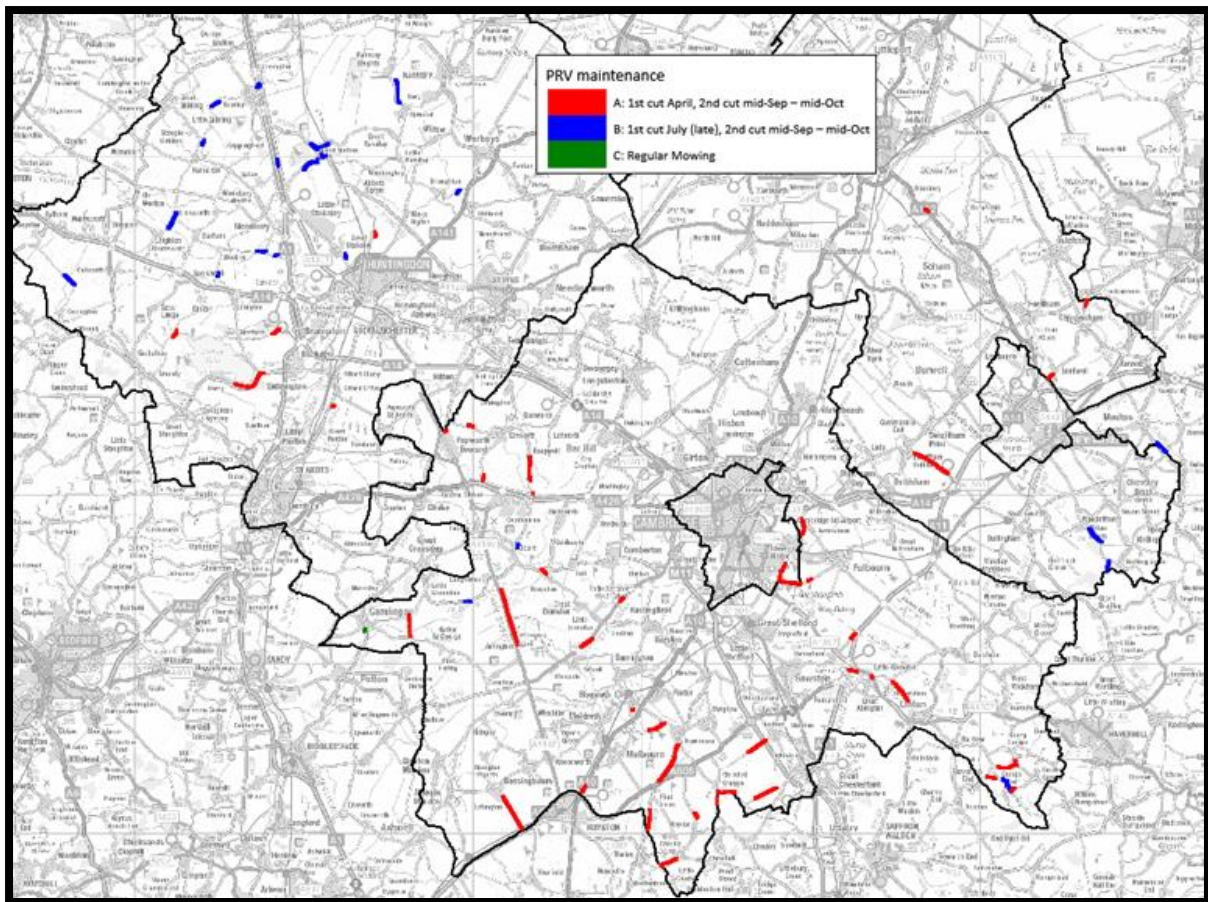
Highway Volunteer scheme

<https://www.cambridgeshire.gov.uk/asset-library/imported-assets/Community%20Highways%20Volunteering%20Scheme%20Information%20Pack%20-%20Cambridge%20City....pdf>

Licence to cultivate Section 142 Highway Act 1980

<https://www.legislation.gov.uk/ukpga/1980/66/section/142>

## **Appendix 1** - Location of Protected Road Verges in Cambridgeshire & prescribed grassland cuts

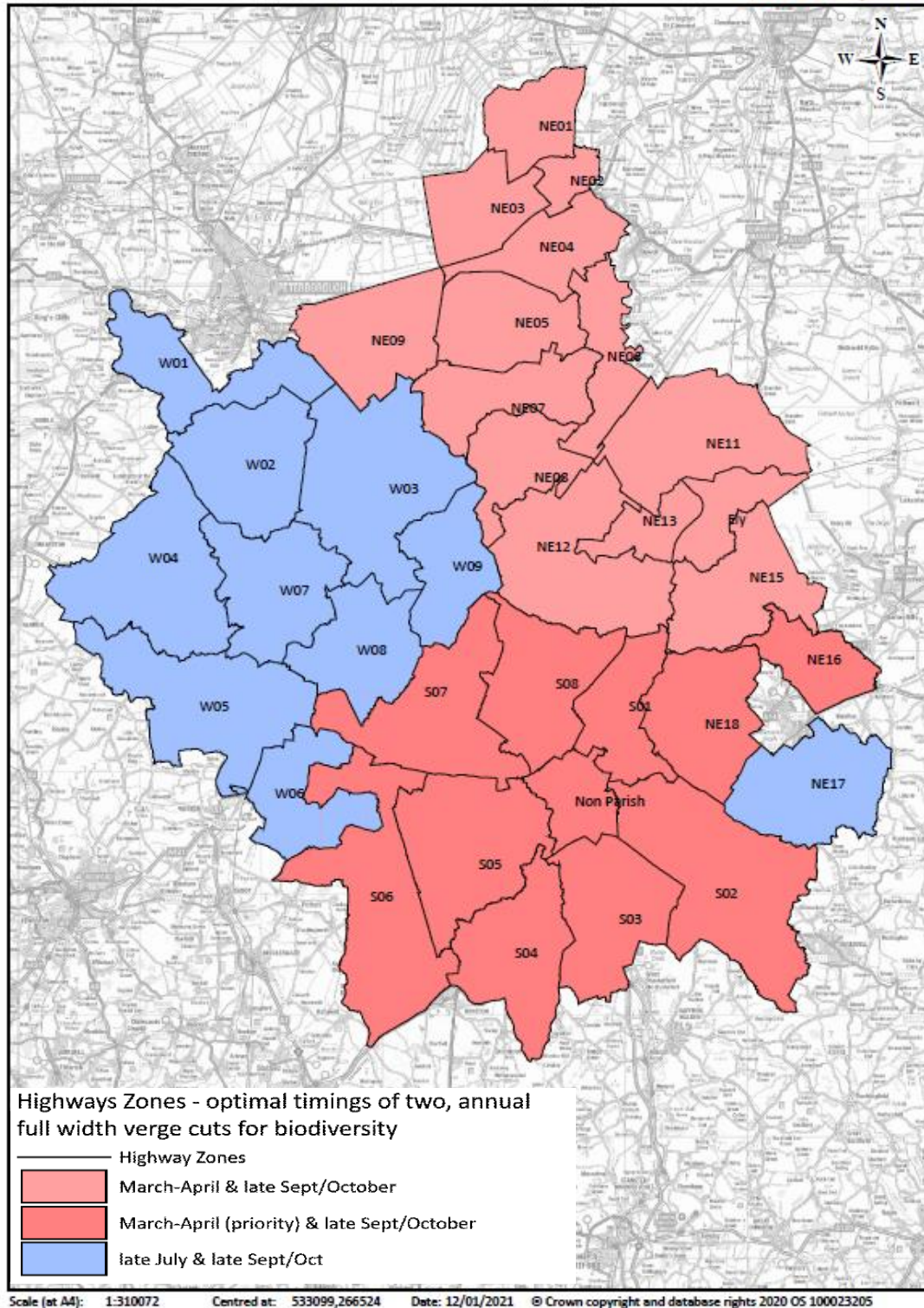


Shanklin, J. (2020). Cambridgeshire's Protected Road Verges. To be published in Nature in Cambridgeshire 2021 (draft available)



## Appendix 2

### Highways Zones - optimal timing of full width verge cuts for biodiversity



### Appendix 3 - List of who cuts verges on CCC behalf.

Abbots Ripton	Ely City	Longstanton	Thriplow
Alconbury	Farcet	Lt Abington	Tilbrook
Alconbury Weston	Fen Ditton	Lt Downham & Pymore	Toft
Alwalton	Fen Drayton	Lt Shelford	Water Newton
Ashley	Fenstanton	Lt Thetford	West Wrating
Balsham	Folksworth	Lt Wilbraham	Weston Colville
Bar Hill	Fordham	Manea	Whaddon
Barrington	Fowlmere	March & Westry	Whittlesford
Barton	Foxton	Melbourn	Wicken & Upware
Bassingbourn	Fulbourn	Meldreth	Wimblington & Stonea
Benwick	Gamlingay	Mepal	Wimpole
Bluntisham	Girton	Milton	Wisbech St Mary
Bottisham	Grantchester	Newton	Wistow
Bourn	Graveley	Offord Cluny	Witchford
Brampton	Gt Shelford	Offord Darcy	Yaxley
Brinkley	Gt. Paxton	Old Hurst	
Brington & Molesworth	Gt Wilbraham	Pampisford	
Broughton	Guilden Morden	Parson Drove	
Buckden	Haddenham	Perry	
Buckworth	Hail Weston	Prickwillow	
Burwell	Harston	Rampton	
Caldecote	Hauxton	Sawston	
Cambourne	Hildersham	Sawtry	
Carlton	Hinxton	Shepreth	
Catworth	Histon	Snailwell	
Caxton	Holme	Soham	
Cheveley	Huntingdon DC	Somersham	
Chippenham	Ickleton	Spaldwick	
Chishill (Gt & Lt)	Impington	Stapleford	
Colne	Isleham	Steeple Morden	
Comberton	Kennett	Stilton	
Coton	Kimbolton & Stonely	St Neots Town Council	
Croxton	Kingston	Stow Cum Quy	
Doddington	Kirtling & Upend	Stow Longa	
Dry Drayton	Knapwell	Stukeleys	
Duxford	Landbeach	Sutton	
Earith	Leighton Bromswold	Swaffham Bulbeck	
Easton	Linton	Swaffham Prior	
ECDC	Littleport	Swavesey	
Elton Parish & Fotheringay	Litlington	Tadlow	
Elsworth	Lode & Longmeadow	Teversham	

Fenland

Panel Members:

	Cllr John Gowing
	Cllr David Connor
	Cllr Simon King
	Cllr Steve Tierney
	Cllr Sam Hoy
	Member's Division

App No.	Applicant Name	Road Name/Location	Objective/Issue Description/Location	£ Estimated Project Cost	£ Applicant	% Applicant	£ CCC	Proposed CCC funding allocation	£ Cumulative CCC Total	Persistant Problem	Road Safety	Community Impact	Added Value	Overall Average Score
										Av Score	Av Score	Av Score	Av Score	
F14	Wisbech Town Council (Cllr Tierney)	<a href="#">Tinkers Drove</a>	Install speed cushions throughout the length to reduce vehicle speeds	£30,342.22	£15,342.22	51%	£15,000.00	£15,000.00	£15,000	4.25	4.25	4.25	4.50	4.31
F6	March Town Council	<a href="#">Creek Road / Estover Road</a>	Widen footway and install bollards, remark junction and install warning signs	£25,894.84	£10,894.84	42%	£15,000.00	£15,000.00	£30,000	4.20	4.40	3.80	3.80	4.05
F13	Wisbech Town Council (Cllr Hoy)	<a href="#">New Drove / Leach Close</a>	Installation of double yellow lines, to improve visibility out of the junction	£4,384.22	£500.00	11%	£3,884.22	£3,884.22	£33,884	4.00	3.75	3.75	3.50	3.75
F11	Whittlesey Town Council (Cllr Boden)	<a href="#">Various</a>	Reduce speed limit to 20mph on various roads, including the installation of traffic calming measures where necessary	£14,311.96	£1,431.20	10%	£12,880.76	£12,880.76	£46,765	3.75	3.75	4.00	2.75	3.56
F10	Whittlesey Town Council (Cllr Connor)	<a href="#">Various</a>	Implementation of double yellow lines in identified areas (Church St, Stonald Rd, Morris Cl, Viking Way, Thornham Way, Inhams Rd, Wakelyn Rd)	£9,691.96	£969.20	10%	£8,722.76	£8,722.76	£55,488	3.50	3.25	3.75	3.00	3.38
F3	Doddington Parish Council	<a href="#">High Street</a>	Adjust existing kerbing and resurface footway	£20,012.01	£5,012.01	25%	£15,000.00	£15,000.00	£70,488	3.50	3.25	3.50	2.75	3.25
F5	Gorefield Parish Council	<a href="#">High Road (Between Wolf Lane and Fendyke Lane)</a>	Footway resurfacing	£14,942.65	£1,500.00	10%	£13,442.65	£13,442.65	£83,930	2.75	2.50	3.50	3.00	2.94
F12	Wimblington	<a href="#">Fullers Lane / Meadow Way</a>	Extend existing 7.5T weight limit, including necessary signing	£6,433.11	£1,000.00	16%	£5,433.11	£5,433.11	£89,364	3.00	3.00	3.00	2.50	2.88
F15	Wisbech St Mary Parish Council	<a href="#">High Road</a>	Extend the existing 30mph limit and install traffic calming with the extended area	£20,878.84	£5,878.84	28%	£15,000.00	£15,000.00	£104,364	2.80	2.60	2.80	3.00	2.80
F8	Parson Drove Parish Council	<a href="#">Sealey's Lane</a>	Construct new footway, continuing from works in previous years	£22,970.33	£7,970.33	35%	£15,000.00	£15,000.00	£119,364	2.25	2.00	2.75	3.00	2.50
F7	Newton-in-the-Isle Parish Council	<a href="#">High Road</a>	Install gateway feature and build out / chicane to slow vehicles on entering village	£21,043.84	£6,043.84	29%	£15,000.00			2.50	2.75	2.25	2.50	2.50
F4	Elm Parish Council	<a href="#">Fridaybridge Rd / Main Rd</a>	Install traffic calming in the form of build outs/ chicanes	£19,712.84	£4,712.84	24%	£15,000.00			2.80	2.80	2.20	1.60	2.35
F1	Chatteris Town Council	<a href="#">Wenny Rd / East Park St / Wood St / South Park St</a>	Extend and review parking restricitions, alterations to lining at junction to improve visibility	£17,963.84	£2,963.84	16%	£15,000.00			2.40	2.40	2.00	1.60	2.10
F9	Tydd St Giles Parish Council	<a href="#">Hannath Road</a>	Installation of warning signs and imprvements to existing bend signing. Investigate camber of carriageway and surface deterioration	£13,651.96	£1,650.00	12%	£12,001.96			2.00	2.50	2.00	1.75	2.06
F2	Christchurch Parish Council	<a href="#">B1100 (Padgetts Road)</a>	Installation of central island in Church Road and review location of existing village sign and install Slow markings	£17,000.00	£2,000.00	12%	£15,000.00			1.80	2.00	1.40	1.20	1.60
TOTALS				£202,998	£67,869	33%	£191,365	£119,364						



# **NOTICE OF ELECTION**

**Election of a Councillor**

**for the**

**TYDD ST GILES PARISH**

**To be held on**

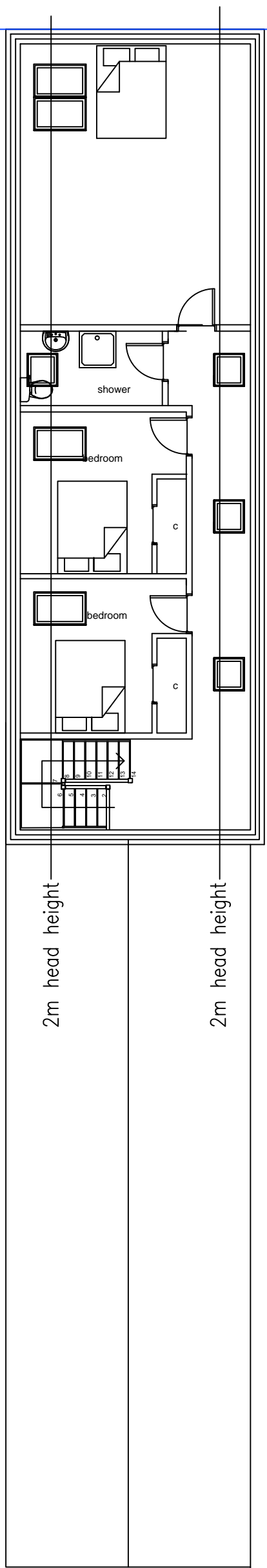
**Thursday 24 June 2021**

## **NOTICE IS HEREBY GIVEN THAT**

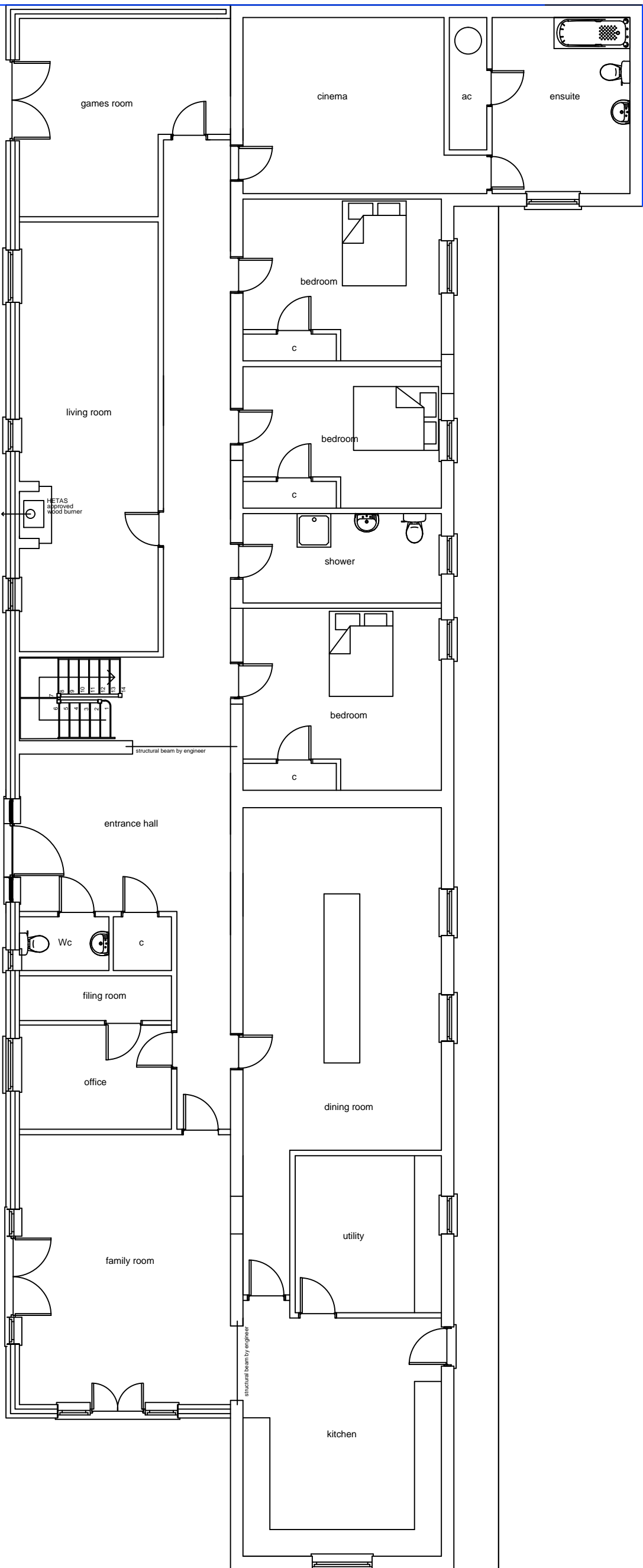
1. An election is to be held for ONE Parish Councillor for the TYDD ST GILES PARISH.
2. Nomination papers may be obtained, during normal office hours, from the Returning Officer at the address shown below.
3. Completed nomination papers must be delivered during normal office hours to the Returning Officer at the offices of Fenland District Council from the day after the date of this notice but not later than 4pm on 27 May 2021.
4. If the election is contested, the poll in respect of such election will take place on 24 June 2021 between the hours of 07:00 and 22:00.
5. Electors should take note that new applications to vote by post or to change applications to change or cancel an existing postal or proxy vote must reach the Electoral Registration Officer at the offices of Fenland District Council not later than 5pm on 9 June 2021 if they are to be effective for this election.
6. New applications to vote by proxy must be received by the Electoral Registration Officer at the offices of Fenland District Council not later than 5pm on 16 June 2021 if they are to be effective for this election.
7. The deadline for new applications to be received by the Electoral Registration Officer to vote by proxy on grounds of a medical or work related emergency is not later than 5pm on 24 June 2021.

**DATED 19 May 2021**

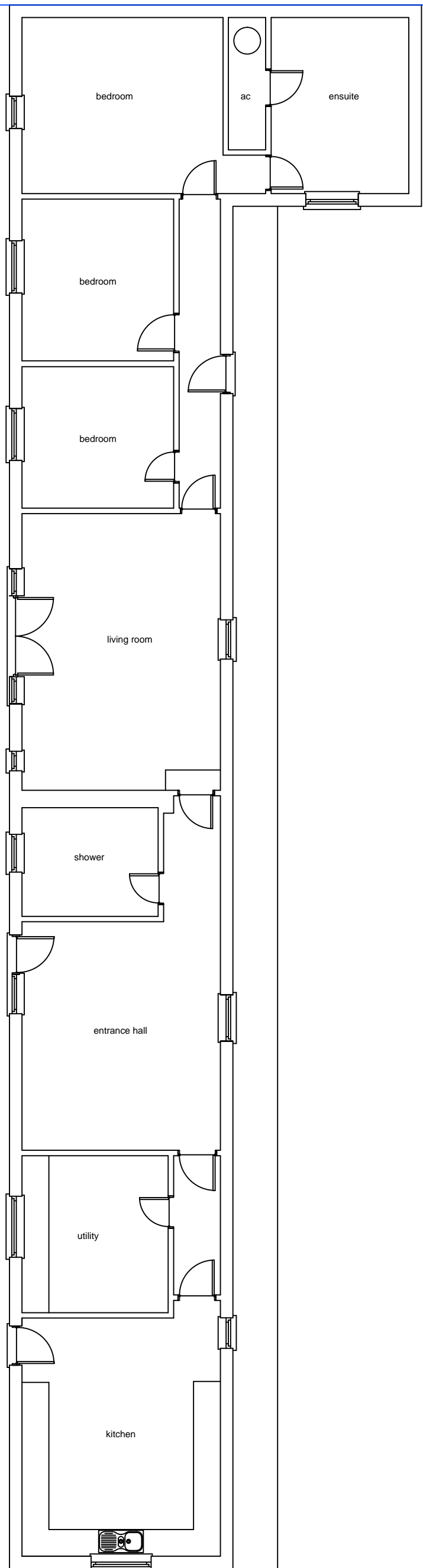
**Returning Officer**  
Paul Medd



Proposed First Floor Plan 1:100



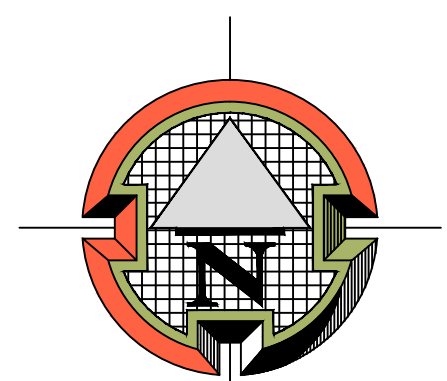
Proposed Ground Floor Plan 1:100



Existing Ground Floor Plan 1:100



General Notes:  
-Dimensions on all drawings are shown in "mm".  
-The contractor,sub-contractor and supplies must verify all dimensions before commencement of any works on site.  
-This drawing is to be read in conjunction with any relevant engineers and specialist sub-contractor drawings and specifications.



Revisions:  
juliet balcony addition  
landing window change  
gate alteration  
solar panels  
access driveway change  
remove circle window  
door added to south facing window  
built in cupboards added to each bed  
add filing room to office  
ensuite wider to fit bath

Reference:  
106/PL02/C

Pages:  
2

Scale:  
as shown

Project:  
Proposed extension, alteration of drive and installation of a gated entrance

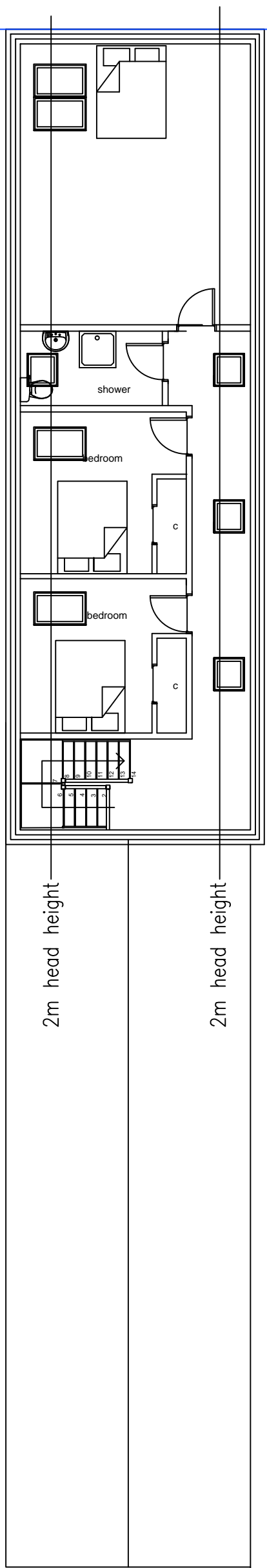
Site Address:  
  
West Barn  
Broad Drove West  
Tydd St Giles

Client:  
  
Mr and Mrs Khan  
West Barn  
Broad Drove West  
Tydd St Giles

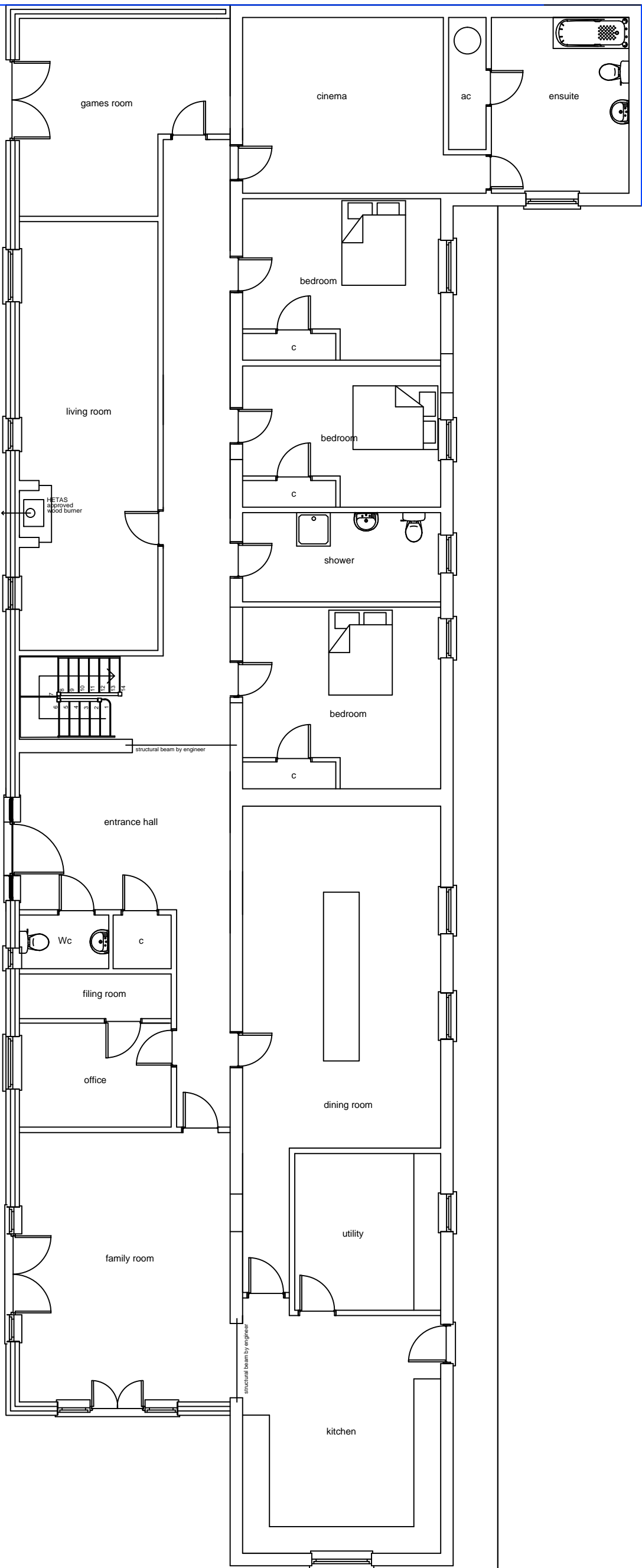


Southfork Farm  
Seadyke Bank  
Morrow  
Cambridgeshire  
PE13 4SD

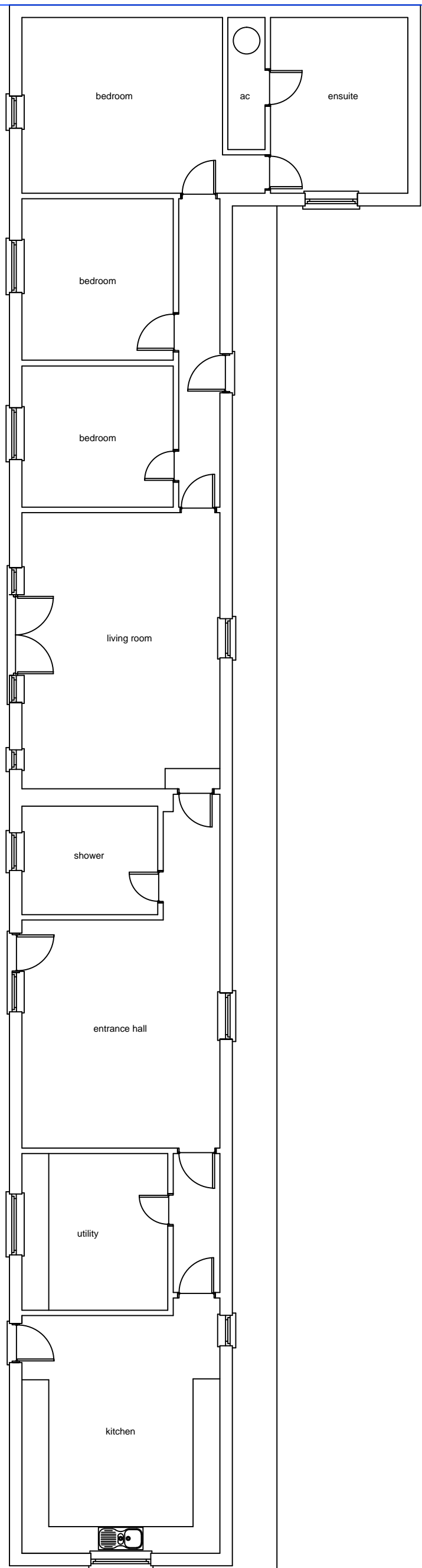
T: 07891175649  
E: info.alexandradesign@gmail.com



Proposed First Floor Plan 1:100



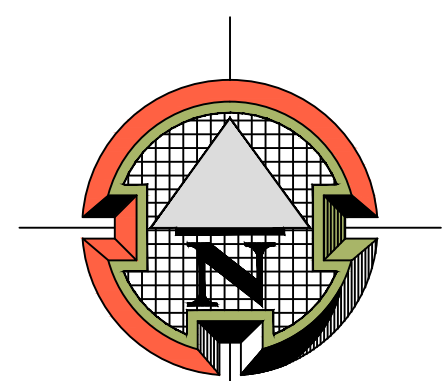
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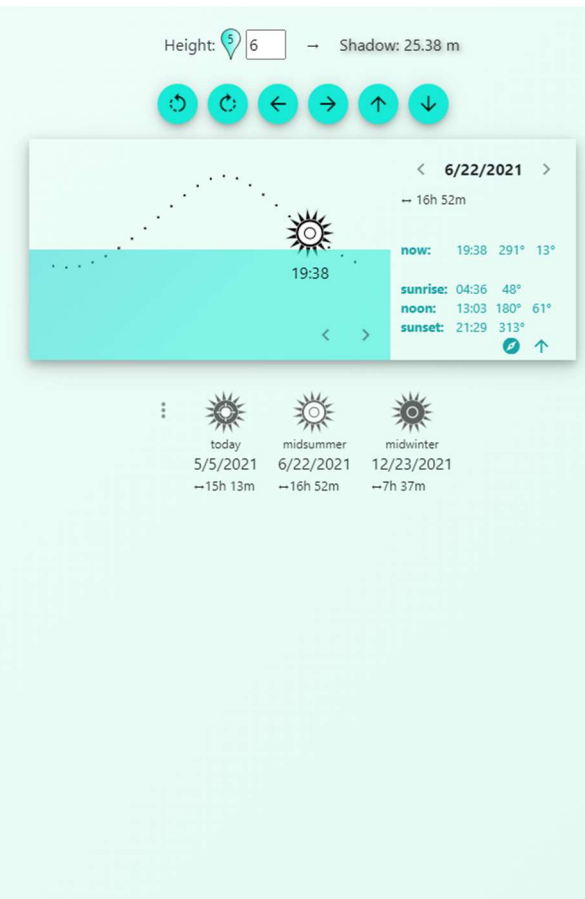


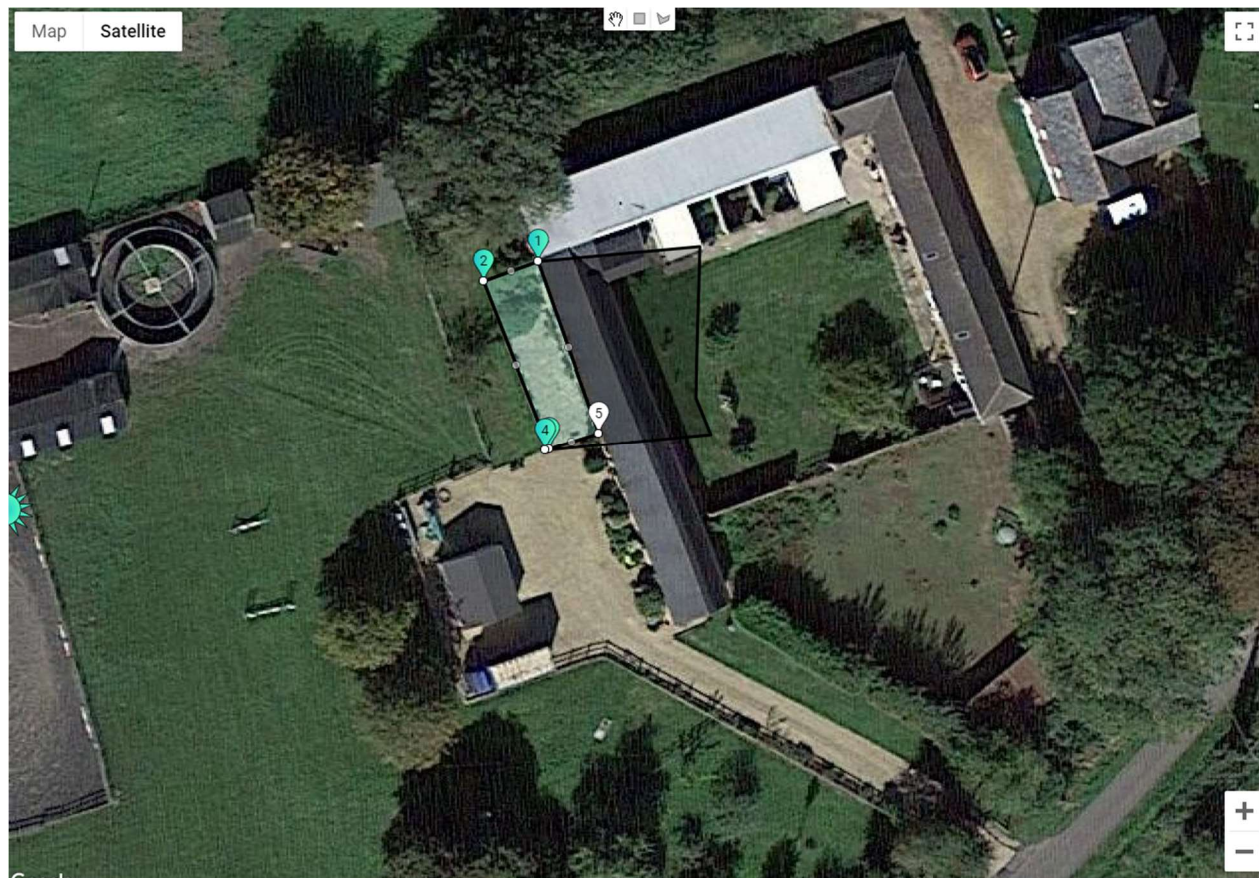
Southfork Farm  
Seadyke Bank  
Morrow  
Cambridgeshire  
PE13 4SD

T: 07891175649  
E: info.alexandradesign@gmail.com



## Shadow Calculation (mid summer)





Height:  6 → Shadow: 8.86 m

< 6/22/2021 >

→ 16h 52m

17:18

now: 17:18 264° 34°

sunrise: 04:36 48°

noon: 13:03 180° 61°

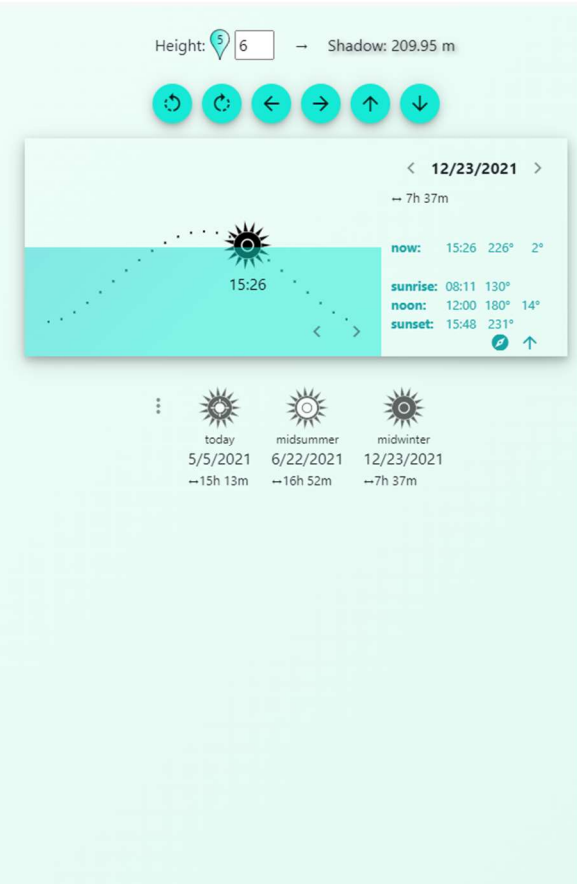
sunset: 21:29 313°

⋮

today	midsummer	midwinter
5/5/2021	6/22/2021	12/23/2021
→15h 13m	→16h 52m	→7h 37m



## Shadow Calculation (mid winter)



Below are photos and locations of "elsewhere urban locations" that have been approved/seen to be acceptable in Fenland:



Seadyke Bank, Murrow



Rummers Lane, Wisbech st Mary





Lords Lane, Wisbech st Mary



Bevis Lane, Wisbech



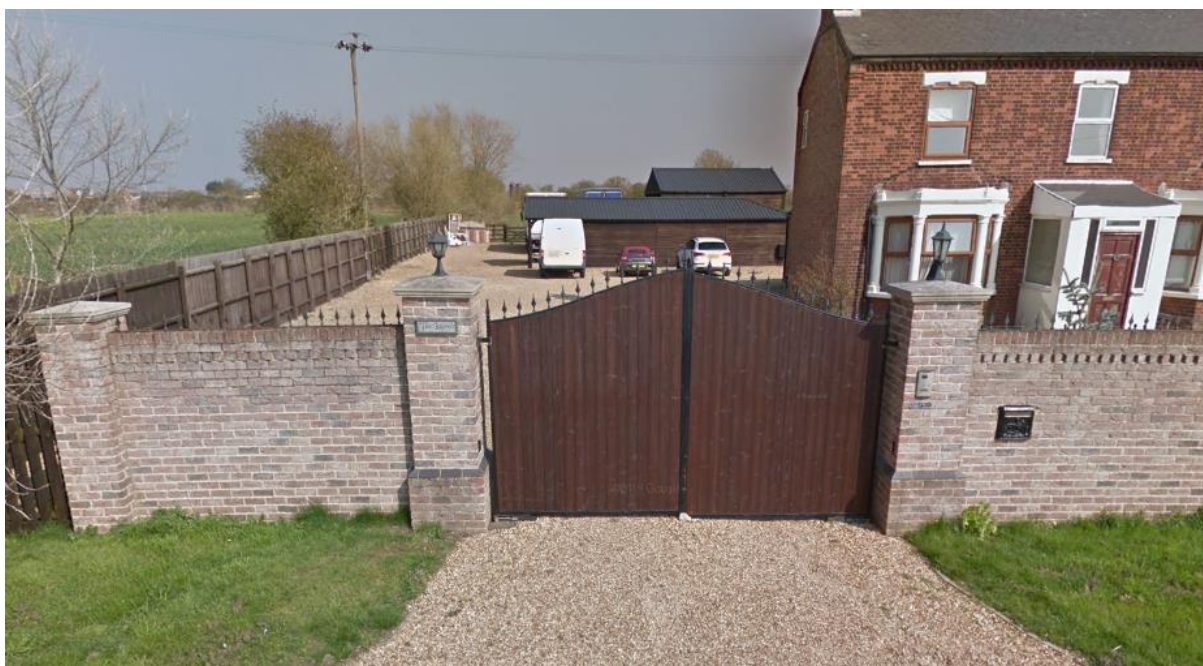


Long Drove, Wisbech



New Drove, Wisbech





Mill Road, Murrow



Willowcroft fisheries, Seadyke Bank, Murrow



Seadyke Bank, Murrow. This gate has been seen as acceptable not only here but either side of 2 separate developments, log cabin entrance to the left of this photo and to the right with the same gates at an approved wedding venue.

**TYDD ST GILES PARISH COUNCIL  
INCOME & EXPENDITURE ACCOUNT  
Year Ended 31st March 2021**

<b>2019/20</b>		<b>2020/21</b>
<b>INCOME</b>		
£ 1,000.00	Fenland DC - Precept	£ 1,000.00
£ 1,993.00	Fenland DC - Concurrent Functions Grant	£ 2,790.00
£ 4,092.60	Allotment Rents	£ 4,093.30
£ 451.33	Allotment Rates	£ 460.20
£ 95.18	Interest - Business Premium Account	£ 18.59
£ -	Grants	£ 9,970.00
£ -	Donations	£ 357.29
<b>£ 7,632.11</b>		<b>£ 18,689.38</b>
<b>EXPENDITURE</b>		
£ 5,117.12	Clerkship	£ 6,194.67
£ 2,251.44	General Administration	£ 1,464.06
£ 893.02	Insurance	£ 478.80
£ 451.34	Drainage Rates	£ 460.19
£ 4,682.17	Community Centre	£ 593.48
£ 1,398.44	Recreation Ground	£ 1,362.42
£ 1,870.00	Churchyard	£ 2,330.00
£ -	Agricultural Land	£ 12,346.97
£ 1,250.26	Street Lighting/Highways	£ 2,734.27
£ 50.00	S137 Payments	£ 300.00
£ 2,645.90	Foul Anchor	£ 53.33
<b>£ 20,609.69</b>		<b>£ 28,318.19</b>
<b>-£ 12,977.58</b>	<b>SURPLUS/DEFICIT FOR YEAR</b>	<b>-£ 9,628.81</b>

**TYDD ST GILES PARISH COUNCIL**  
**BALANCE SHEET**  
**At 31st March 2021**

**2019/20**

**2020/21**

**CURRENT ASSETS**

£ 2,728.05	HMRC - VAT Refund	£ 3,924.77
£ 49,990.07	Cash at Bank	£ 39,075.13
£ 52,718.12		£ 42,999.90

**CURRENT LIABILITIES**

	Accruals	
£ 60.00	TSG CC & RG	£ -
£ 408.28	CGM Group (East Anglia) Ltd	£ 345.52
£ 200.00	Audit Fee - PKF Littlejohn	£ 200.00
£ 130.00	Audit Fee - I Cooper	£ 130.00
£ -	E.ON UK plc	£ 33.33
		£ 708.85
<b>£ 51,919.84</b>	<b>TOTAL</b>	<b>£ 42,291.05</b>

**REPRESENTED BY**

£ 64,897.42	Accumulated fund brought forward	£ 51,919.84
£ 7,632.11	Income for year	£ 18,689.38
£ 20,609.69	Expenditure for year	£ 28,318.19
<b>£ 51,919.84</b>		<b>£ 42,291.03</b>

The above statement represents fairly the financial position of the Council  
as at 31st March 2021 and reflects its income and expenditure during the year.

Approved by the Council on 20th May 2021

**Chairman**

**Responsible Financial Officer**

**TYDD ST GILES PARISH COUNCIL**  
**ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2021**  
**Supporting Notes**

**1 ASSETS**

In 2019/20, the Council purchased an MVAS Speed Sign at a cost of £786.

At 31st March 2021 the following assets were held:-

Community Recreation Ground	£	1
Community Centre	£	293,500
Allotments	£	1
18.9 Acres Rylands		
23.5 Acres Quaney		
10.5 Acres Fen Lane		
7.1 Acres Cheshires		
Common Land	£	1

**Other Fixed Assets**

20 Footway Lights - columns	£	9,506
22 Footway Lights - brackets	£	5,665
Village Sign	£	1,350
Public Seating - four	£	2,810
Two Bus Shelters	£	6,755
Two War Memorials	£	36,318
Notice Boards - three	£	812
Dog Bins	£	811
Benches	£	2,285
Fencing & Gates	£	4,875
Children's Play Equipment	£	30,153
Defibrillators	£	4,570
MVAS Speed Sign	£	786.00
	<b>£</b>	<b>400,199</b>

**TYDD ST GILES PARISH COUNCIL**  
**ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2021**  
**Supporting Notes**

**2 BORROWINGS**

At the close of business on 31st March the Council had no outstanding loans.

**3 AGENCY GRANT**

During the year the Council undertook no agency work on behalf of other authorities.

**4 S137 PAYMENTS**

Section 137 of the Local Government Act 1972 enables parish council to spend up to the product of £8.32 per head of electorate for the benefit of people in the area on activities or projects not specifically authorised by other powers. The number of electorate being 989.

The limit for Tydd St Giles Parish Council for the year ended 31st March 2021 was £8,228.48. One payment was made during the year totalling £300.00.

**5 ADVERTISING & PUBLICITY**

No advertisement costs were incurred.

**6 PENSIONS**

None.

**7 DEBTORS**

HM Revenue & Customs - £3,924.77 relating to value added tax.

**8 ACCRUALS**

2020/21

Audit Fee - PKF Littlejohn	£	200.00
Audit Fee - I Cooper	£	130.00
CGM Group (East Anglia) Ltd	£	345.52
E.ON UK plc	£	33.33
	<b>£</b>	<b>708.85</b>

**TYDD ST GILES PARISH COUNCIL**  
**ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2021**  
**Supporting Notes**

**9 TENANCIES**

During the year the Council operated the following tenancies:-

As Landlord

<u>Tenant</u>	<u>Property</u>	<u>Rent</u>
Community Centre Management Committee	Community Centre & Sports Field	One Arrow
Various	Rylands - 18.9 acres	£ 1,342.50
Various	Quaney - 23.5 acres	£ 1,518.10
Various	Fen Lane - 10.5 acres	£ 735.00
Various	Cheshire - 7.1 acres	£ 497.00

During the year the Council measured the above land holdings and the sizes have been adjusted accordingly.

As Tenant

<u>Landlord</u>	<u>Property</u>	<u>Rent</u>
Brigstock & Wren's Charity	Recreation Field	£ 135.00



# TYDD ST GILES PARISH COUNCIL

## GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person
1	Lack of forward planning and budgetary controls	Lack of direction and Prioritisations	M	H	In year budget reviews	Quarterly	Unexpected expense	Clerk
2	Poor reporting to Council	Poor quality decision making Council becomes ill informed	M	H	Timely and accurate financial reporting	Quarterly	Matter raised at meeting	Clerk
3	Loss of key staff	Failure in budgetary controls Correspondence backlog	M	H	Clear office procedures. Clear budgetary procedures	Annually	Loss of staff member	Council
4	Failure to respond to electors wish to right of inspection	Loss of confidence Loss of reputation	L	L	Clear Standing Orders and Operating Protocols. Documented procedures to deal with enquiries from the public	Annually	Approach by elector to Auditor	Clerk

# TYDD ST GILES PARISH COUNCIL

## GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person
5	Poor document control	Information not passed on in a timely manner. Deadlines missed	M	M	Clear Standing Orders	Annually	Major incident complaints	Clerk
6	Ensure Council complies with law in particular Health and Safety Equal Opportunities Data Protection Human Rights Disability And Discrimination Employment Law	Fines and penalties from regulation bodies. Employee action for negligence of grievance. Loss of reputation.	M	H		Bi-annually	Following incident	Clerk
7	Ensuring all business activities are within legal power	Illegal expenditure	L	H	Recording in the minutes the precise power under which expenditure is being approved	Monthly	Review of minutes to ensure legal powers are in place, recorded and correctly applied.	Clerk

# TYDD ST GILES PARISH COUNCIL

## GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person
8	Council becomes dominated by one or two individuals or cliques form	Conflicts of interest Pursuit of personal agendas Decisions made outside Council	L	H	Clear Standing Orders regarding conduct of meeting and Conflict of interests	Annually	Complaints Incidents at meetings	Chairman
9	Councillors benefiting from being on the Council	Affect reputation Conflicts of interest	L	M	Clear Standing Orders Open system of payment	Annually All meetings	Complaints from public	Council
10	Failure to register members Interests	Member could make inappropriate gains	L	M	Procedures in place for recording and monitoring Members Interests	All meetings	Complaints about members	Councillors
11	Lack of maintenance of Council owned property	High cost of repair Injury to third party leading to claims Damage to property	M	H	Regular routine maintenance Insurance cover	Weekly	Unexpected incident	Councillors

# TYDD ST GILES PARISH COUNCIL

## GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person
12	Damage to third party, property or individual due to Service of Amenity provided	Claim against Council	L	L	Public Liability Insurance. Regular checks of facilities. Ensure all amenities/facilities are maintained to appropriate levels	As required	As reported Review of Insurance Cover Review of adequacy of insurance cover provided	Council
13	Loss of cash through fraud of dishonesty	Reduction in available funds	L	H	Clear financial procedures Adequate insurance cover	Annually	On a Loss Review Insurance Cover (fidelity guarantee)	Clerk
14	Inadequacy of Precept  Ensuring the adequacy of the annual precept is within sound budgeting arrangements	Lack of confidence in Council Inability to carry out functions Insufficient funds for contingencies	L	M	Regular in-year budget progress reports	Every meeting	Unexpected event i.e. flooding	Clerk

**Adopted May 2018**

**Readopted May 2020**



**IVAN J COOPER**  
**86 Foxglove Way, MARCH, PE15 8RU**  
**Telephone 01354.654398**

**Members of Tydd St Giles Parish Council**

C/o The Clerk  
Parrock View  
358 High Road  
~~Newton-in-the-Isle~~  
Wisbech  
PE13 5HS

14th May 2021

Dear Members

**Annual Internal Audit Report – Year ended 31<sup>st</sup> March 2021**

I have completed my audit for Tydd St Giles Parish Council for the year to 31<sup>st</sup> March 2021, as detailed on page 3 of the Council's Annual Return.

[ 1 ] I have tested the key control areas to assess compliance with relevant procedures and controls expected to be in operation during the financial year. In respect of these, I have concluded that in all significant respects the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

[ 2 ] I can confirm that I have examined the bank reconciliation statement at the financial year end and found this to be accurately stated.

[ 3 ] I have examined documents setting out the Council's standing orders and financial regulations etc and have concluded that they are adequate for the Council's purpose.

[ 4 ] There are no specific issues I have to draw to the attention of the Parish Council in respect of the current audit.

[ 5 ] I would again like to express my thanks to the Clerk for the excellent standard of presentation of records and clarity of explanations during the audit.

Yours sincerely



Ivan J Cooper



# Annual Internal Audit Report 2020/21

Tydd St Giles Parish Council

www.tyddstgilesparishcouncil.org.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")	✓		
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	✗		N/A
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

14/05/2021 DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

IAN J. COOPER

Signature of person who carried out the internal audit



Date

14/05/2021

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



# Tydd St Giles Parish Council

## NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
<p><b>1. Date of announcement</b> 1 June 2021 (a)</p> <p><b>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</b> Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2021, these documents will be available on reasonable notice by application to:</p> <p>(b) D A Gibbs, Clerk &amp; RFO 01945 870083 <a href="mailto:clerk@tyddstgilesparishcouncil.org.uk">clerk@tyddstgilesparishcouncil.org.uk</a></p> <p>commencing on (c) <b>Monday 14 June 2021</b></p> <p>and ending on (d) <b>Friday 23 July 2021</b></p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"> <li>The opportunity to question the appointed auditor about the accounting records; and</li> <li>The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li> </ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</b></p> <p><b>PKF Littlejohn LLP (Ref: SBA Team)</b> 15 Westferry Circus Canary Wharf London E14 4HD (<a href="mailto:sba@pkf-l.com">sba@pkf-l.com</a>)</p> <p><b>5. This announcement is made by (e) D A Gibbs, Clerk &amp; RFO</b></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>