

TYDD ST GILES PARISH COUNCIL

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

Tel 01945 870083 ~ Mobile 07932 191050 ~ Email clerk@tyddstgilesparishcouncil.org.uk

Clerk D Gibbs

8th November 2025

To all Members of the Public and Press

You are invited to attend a Meeting of Tydd St Giles Parish Council, which will be held in the Community Centre on **Thursday 13th November 2025 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.

055/25 Chairman's Announcements

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

056/25 Public Forum

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

057/25 Urgent Items

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

058/25 Confirmation of Minutes

- a) *To consider and confirm the minutes of the Parish Council meeting held on Thursday 11th September.*
- b) *To consider and confirm the minutes of the Planning Committee meeting held on Thursday 2nd October.*

059/25 Matters Arising

To receive updates on the following items:

- a) *Bus service - minute 040/25(a)*
- b) *Community Gritting scheme - minute 040/25(b)*

- c) *Community Speed Watch group - minute 040/25(c)*
- d) *Bird deflectors on overhead power lines - minute 040/25(d)*
- e) *Former Village School - minute 040/25(e)*
- f) *Overgrown wasteland between Newgate Road and Field Avenue - minute 040/25(g)*
- g) *Churchyard grass cutting - minute 046/25*

060/25 Police Matters

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

061/25 Cambridgeshire County Councillor Report

To receive a report from Cllr Andy Osborn.

062/25 Fenland District Councillor Report

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

063/25 Clerk's Report

To receive a report on meetings attended and correspondence received.

064/25 Reports from Members

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

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

065/25 Member and Parishioner Issues

To discuss the following matters brought to the attention of the Council by Members or Parishioners:
Street Pride planters - future management and maintenance.

066/25 Play Equipment

To receive updates on the following matters from the Clerk.

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

067/25 Community Centre

To receive updates on the following matters from the Clerk.

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

068/25 Brigstock and Wren's Charity

To consider the reappointment of Terry Brown and Malcolm Carter as Trustees of the charity in accordance with clause 7 of the charity's governing document.

069/25 Wisbech Incinerator Campaign

To consider lobbying local councillors to oppose future waste processing contracts

070/25 Planning

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

- a) *F/YR25/0758/F - Installation and operation of up to 49.9MW ground mounted solar photovoltaic panels with associated substation, ancillary plant and infrastructure, and erection of security*

fencing and CCTV cameras on poles - Land North West of Treading Bank, Tydd St Giles

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

071/25 Highways

- a) *To receive an update on the recent meeting with the new Highway Maintenance Officer*
b) *To receive an update from the Clerk on the Local Highway Improvement application for 2025/26*
c) *To consider potential projects for submission to the Local Highway Improvement scheme for 2026/27*

072/25 Policies and Procedures

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

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

073/25 Finance

- a) *To receive an updated financial statement for the period to the end of October*
b) *To note the confirmation of the completion of the audit for 2024/25*
c) *To receive and note the quarterly financial reconciliation*
d) *To note the following sum received since the last meeting:*

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

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

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

- f) *To approve the following payments:*

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

- g) *To consider potential projects for inclusion in the budget for 2026/27*

074/25 Date of Next Meeting

*To confirm the date and time of the next meeting of the Council:
Thursday 8th January at 7.30pm is suggested.*

TYDD ST GILES PARISH COUNCIL

Minutes of a meeting of Tydd St Giles Parish Council held in the Community Centre on Thursday 11th September 2025

Present - Cllr T Brown (Chairman), Cllr B Allen, Cllr M Carter, Cllr G Clifton, Cllr K Malin, Cllr L Slade, Cllr B Barber (FDC), D Gibbs (Clerk), 9 members of the public

Apologies for Absence - Cllr M Connell, Cllr S Clark (FDC), Cllr C Seaton (FDC)

036/25 Chairman's Announcements

None.

037/25 Public Forum

A resident noted that the repainting of the white line and other markings in Church Lane had not been completed. The Clerk will check. The locations of the proposed National Grid temporary lorry passing places was questioned. It is hoped that National Grid will address the concerns raised during the recent consultation. A pothole was reported at the junction of Newgate Road, Broad Drove East and High Broadgate. The Clerk will report this. Questions were asked about the former village school and the part-built house on Kirkgate. The Chairman confirmed that the Council is discussing enforcement action with the District Council.

038/25 Urgent Items

The Chairman proposed that the Council purchase four British Legion Tommy figures to be placed around the village. Cllr Carter suggested that Foul Anchor be included. Members agreed to purchase five figures at a cost of £145 each.

039/25 Confirmation of Minutes

RESOLVED - that the minutes of the Annual Parish Council meeting held on Thursday 10th July be agreed and signed as a true and accurate record.

040/25 Matters Arising

- a) Bus service - The Chairman proposed that a survey be drafted to confirm current and future demand for the bus service.
- b) Community Gritting scheme - The Clerk will re-register for this year's scheme.
- c) Community Speed Watch group - The group is ready to start work once the volunteers have completed the online training and completed their registration forms.
- d) Bird deflectors on overhead power lines - The Clerk will contact UK Power Networks to encourage them to take action.
- e) Former Village School - The Clerk is preparing a report for submission to the District Council.
- f) Water quality in the Shire Drain - No evidence of sewage pollution has been found, so this may have been an isolated incident, but it will be monitored to see if there is an ongoing issue.

- g) Overgrown wasteland between Newgate Road and Field Avenue - No work has taken place. The Clerk will contact Clarion Housing Group for an update.
- h) Parking outside Kinderley School - The Headteacher has confirmed that the school would like the zigzag lines to be extended.

041/25 Police Matters

The Chairman and Clerk met the new Neighbourhood Police Officer. He will be attending events in the village to provide opportunities for residents to voice their concerns.

042/25 Cambridgeshire County Councillor Report

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

043/25 Fenland District Councillor Reports

Cllr Barber reminded Members that grants are available for electrical safety projects. More volunteers are required for the Street Pride Litter Picks to support the usual three regular attendees.

044/25 Clerk's Report

The Clerk reported on correspondence received, including traffic orders for the closure of Black Dyke, Park Road and Black Lane from 1 September to 24 October, and for the pre-surface dressing works in Cats Lane and Hockland Road from 1 October onwards, invitations to the District Council Chairman's Civic Reception and Coffee Morning, a Golden Age Fair at Wisbech St Mary on 26 September, and the annual Open Day at Tydd Pumping Station on 13 September.

045/25 Reports from Members

- a) Cllr Allen - Communications, Foul Anchor and Four Gotes - Cllr Allen reported subsidence in the road surface on the A1101 at Four Gotes.
- b) Cllr Carter - Community Centre and Play Equipment - Cllr Carter reported that the new LED lighting had reduced the Centre's energy costs significantly. The monthly Coffee Morning is well-attended.
- c) Cllr Connell - Highways - In Cllr Connell's absence, there was no report.
- d) Cllr Malin - Armed forces and flooding - Cllr Malin promoted the next Armed Forces Breakfast at Bygones restaurant.
- e) Cllr Clifton - Public rights of way, churchyard, trees - Cllr Clifton reported that the churchyard is looking good. He will be checking the TPO register of preserved trees with the Clerk shortly.
- f) Cllr Slade - Street lights and parish assets - Nothing to report. The Clerk will ask the District Council for an update on the street light that was removed from High Broadgate without consultation.

046/25 Member and Parishioner Issues

Churchyard grass cutting - request to cut additional area. The Churchwarden has asked whether the Parish Council could arrange for the meadow at the end of the churchyard to be cut by the Council's contractor. Members asked the Clerk to obtain a quote for this.

047/25 Play Equipment Inspection

- a) Members approved a quote of £568.60 from Online Playgrounds for the service and re-tensioning of the aerial cableway.
- b) Members considered three quotes for the fence around the under 5s play area. They resolved to accept a quote of £5,757.34 plus £95 delivery from Fencing Direct with an additional £366 for the post mix. The shortfall in the budget will be taken from reserves.

048/25 Community Centre

- a) Members resolved to accept a quote of £2,138 from Emmerson Doors for the replacement fire doors in the south east corner of the main hall.
- b) Members resolved to ask the Clerk to prepare and submit an application to the National Lottery Awards for All programme for funds to repair and recoat the roof of the Community Centre.

049/25 Planning

- a) F/YR25/0596/RM - Reserved Matters application relating to detailed matters of appearance, landscaping, layout and scale pursuant to outline permission F/YR23/0935/O to erect 1 x dwelling and the formation of an access - Land North of Greenacres, Hannath Road, Tydd Gote.

Members resolved to offer no objection.

- b) F/YR25/0641/CERTLU - Certificate of Lawfulness (Existing): Change of use of land for the siting of 1 x residential mobile home - Land at Crane Cottage, Cross Drove, Tydd St Giles.

Members resolved to offer no objection.

050/25 Consultations

Members considered the following consultations and resolved accordingly:

- a) Local Nature Recovery Strategy - Due to the short deadline, Members resolved not to respond.
- b) Local Government Reorganisation Option A - Members discussed the various options. Cllr Barber stated that the District Council had not yet selected a preferred option. Members resolved not to respond.

051/25 Policies

Members considered the draft Information Technology policy provided by the Clerk. They resolved to adopt the policy.

052/25 Finance

- a) The Clerk presented the financial statement as at the end of August showing income of £18,371.20, expenditure of £27,731.54, resulting in a shortfall of £9,360.34 and funds held of £40,003.47.
- b) Members noted the 2025/26 Local Government pay settlement.
- c) Members noted the following sum received since the last meeting:-

Grange Wind Farm (grant).....£ 2,500.00

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

NEST (pension contributions)	£ 302.86
HMRC (tax and national insurance)	£ 190.92
North Level District Internal Drainage Board (drainage rates)	£ 640.42
S C Hubbard (allotment preparation).....	£ 60.00
J Heanes Electrical (allotment preparation).....	£ 135.00
Nurture Landscapes Ltd (grass cutting).....	£ 575.89

e) Members approved the following payments:-

D Gibbs (salary August and September).....	£ 1,542.09
Nurture Landscapes Ltd (grass cutting).....	£ 575.89
PKF Littlejohn LLP (audit fee).....	£ 252.00

053/25 Date of Next Meeting

The next meeting of the Parish Council will take place on Thursday 13th November 2025 at 7.30pm in the Community Centre.

054/25 Confidential Item

Members considered a confidential report regarding future enhancements to the Community Centre. They resolved to continue to explore the potential and draft basic plans to ascertain an approximate budget. They asked the Clerk to investigate potential sources of funding, but ruled out loan funding.

The meeting closed at 9.20pm

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 October 2025

Present - Cllr T Brown (Chairman), Cllr M Carter, Cllr M Connell, D Gibbs (Clerk), 3 members of the public

001/25 Apologies for Absence

Cllr K Malin, Cllr L Slade

002/25 Planning Applications

Members considered three applications and resolved as follows:-

- a) F/YR25/0641/CERTLU - Certificate of Lawfulness (Existing): Change of use of land for the siting of 1 x residential mobile home - Land at Crane Cottage, Cross Drove, Tydd St Giles

This application was considered by the Council at the meeting on 11 September prior to the formal consultation. Members reconsidered it as further information had become available. They resolved to offer no objection.

- b) F/YR25/0666/F - Erect a side porch and a single storey rear extension and infill existing porch to front elevation to existing dwelling - Willowdene, 67 High Broadgate, Tydd St Giles

Members resolved to offer no objection.

- c) F/YR25/0676/O - Erect up to 2 x dwellings (outline application with all matters reserved) - Land West of Summer Lodge, Church Lane, Tydd St Giles

Members noted that recent decisions and the minutes of the District Council's Planning Committee meeting on 1 May 2024 relating to application F/YR24/0034/O indicate the likelihood of continual frontage development on the west side of Church Lane from this location to the core developed part of the village. With this in mind, the Council resolved to request that a new pedestrian footway be established on the front of this development and all future developments on the west side of Church Lane.

With the above condition, Members resolved to offer no objection.

003/25 Update on Recent Planning Applications

F/YR22/0368/F at Tydd Golf and Leisure Centre was refused

F/YR24/0457/F the Tydd Solar development was refused

F/YR25/0137/RM at Land North of Tydd Steam Brewery, Kirkgate was approved

F/YR25/0239/RM at Pretoria House, Church Lane was granted

F/YR25/0155/F at Land North of Windy Willows, Church Lane was approved

F/YR25/0256/F at Land North of Hollingworth House, Cats Lane was granted

F/YR25/0313/VOC at Land South of Elton House, Church Lane was granted

F/YR25/0320/RM at Land West of Pitt Cottage, Fold Lane was approved

F/YR25/0425/F Agricultural access West of Barn, Hall Bank was granted

F/YR25/0443/F at Foxs Barn, Hall Bank was granted

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

F/YR25/0513/F Change of use for snakes, reptiles and rodents at Coppice, Main Road, Tydd Gote was granted

F/YR25/0596/RM at Land North of Greenacres, Hannath Road is pending

004/25 Other Planning Matters

None.

The meeting closed at 7.45pm.

Agenda Item No.	063/25	TYDD ST GILES PARISH COUNCIL
Meeting Date	13 November 2025	
Report Title	Clerk’s Report	

1. Purpose of Report

To report on meetings attended and correspondence received.

2. Key Issues

Meetings attended:

Bus service survey drafting - 30 October

Highway Maintenance Officer - 6 November

Correspondence received:

Cambridgeshire County Council

Roadworks and events bulletins

Traffic order for pre surface dressing works in Hockland Road and Cats Lane - 1 October onwards

Traffic order for closure of Cats Lane - 10 November - 19 December

Traffic order for closure of Hannath Road - 19 November

Traffic order for closure of Front Road and Redgate Road, Foul Anchor - 24 November - 5 December

Traffic order for closure of Bedford Row, Foul Anchor - 8-16 December

Cambridgeshire Matters newsletter

Waste Education Centre newsletter

Flood and Water newsletter

Dr Bike bicycle health checks

Community Gritting Scheme application

Local Government Reorganisation Option A

Fenland District Council

The Fenlander newsletter

Local government reorganisation update

Chairman's Carol Service invitation

Postal voters must reapply to vote

£1.5 million in incorrectly claimed council tax support and discounts recovered

Christmas gift collection for older people relaunched

Hate crime champions needed

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

CAPALC - Bulletin, AGM, training

Cambridgeshire and Peterborough Combined Authority - Members newsletter

Cambridgeshire ACRE - Staying in Touch newsletter

NHS Older People's Healthwatch - Partnership Board vacancies

Green Energy Switch - Support for households, free boiler scheme

Queen Elizabeth Hospital - Modernising our hospital newsletter

Report Author	Dave Gibbs
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National Grid - Grimsby to Walpole update

3. Recommendations

Members note the report.

News

My map

Show only

Articles

Local News

Newsletters

Opinions

Reports

Westminster News

Next steps on the Wisbech Incinerator campaign

Post

Wednesday, 17 September, 2025

Local News



Around the country there are a large number of incinerators that have received planning approval but have not been built. This is the case at:

- Shelton Road Incinerator (Covanta), Corby, Northamptonshire
- Pidley Waste Management Facility, Pidley, Cambs
- Energy Recovery Centre (J. Mould), Burghfield, Berkshire
- Portland Power Station (Powerfuel), Portland/Weymouth, Dorset
- Envar Composting Incinerator (Envar), Woodhurst, Cambs
- Swadlincote Energy Recovery Park, Swadlincote, Derbyshire.

The reason is that developers cannot secure the contracts for waste processing from local authorities if they do not have an incinerator already approved for planning. So they seek planning permission first and then look for the contracts for the waste. This is what has happened at Wisbech, with the Planning Inspector based in Bristol approving the scheme and now the developer seeking waste contracts from local authorities to make the build commercially viable.

A key potential client for the Wisbech incinerator is Cambridgeshire County Council. The developer can be expected to seek a waste contract with them as this is the nearest local authority to the site.

Stopping any such contract from Cambridgeshire County Council will therefore be an important blow to the developer, as they would then have to seek waste from further afield which would be less commercially attractive. This decision sits with county councillors on Cambridgeshire County Council who can choose to approve or reject a contract with this developer.

Preventing waste or increasing the cost of securing it to undermine the commercial viability of the Wisbech site is also why it matters that Wisbech Port is not given a permit to store large amounts of waste. The port is an alternative route by which the developer might seek to ship in the large volumes of waste. I have updated separately on the delayed decision from the Environment Agency regarding refusing a permit for Wisbech Port.

Following the local elections this year to the County Council, I wrote to every elected councillor on Cambridgeshire County Council. My letter outlined the serious dangers posed by the proposed Wisbech incinerator, shared the latest evidence of its environmental harm, and invited them to join our cross party campaign by signing a public pledge not to vote for or support waste going to a Wisbech incinerator..

The response has been encouraging, with many councillors stepping up to sign the pledge. You can view the growing list of signatories on my website: stevebarclay.net/campaigns/wisbechincinerator

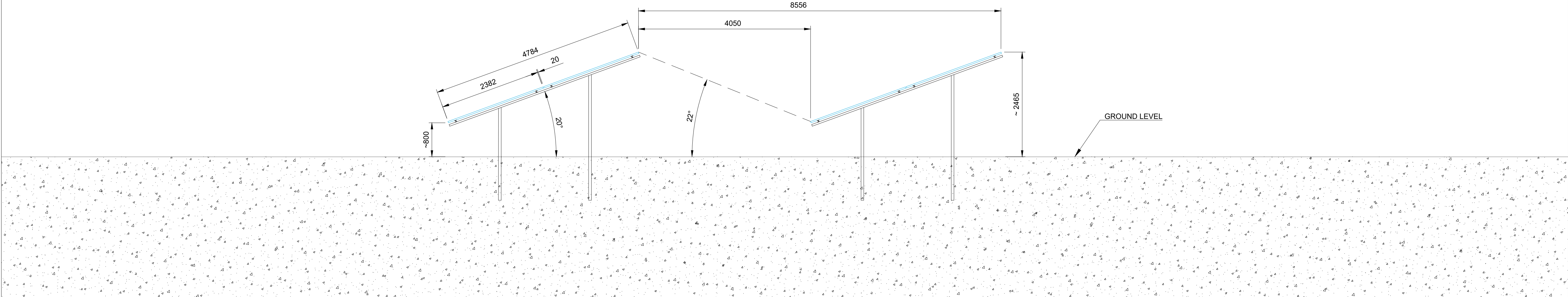
Signatories include representatives from Labour, Reform UK, and the Conservatives, such as Cllr Alex Bulat (Labour), Cllr Colin Galbraith (Reform UK), and Cllr Chris Boden (Conservative), reflecting broad cross-party support. However, we still do not have a majority of councillors in order to block a contract being awarded by Cambridgeshire County Council to the Wisbech developer.

Over 30 environmental charities oppose the use of waste incinerators, which the BBC recently reported is the dirtiest way to produce energy. There is also a wide cross-party consensus in Parliament against burning plastic waste. This was shown recently in a Parliamentary debate led by the Labour MP for Derby South.

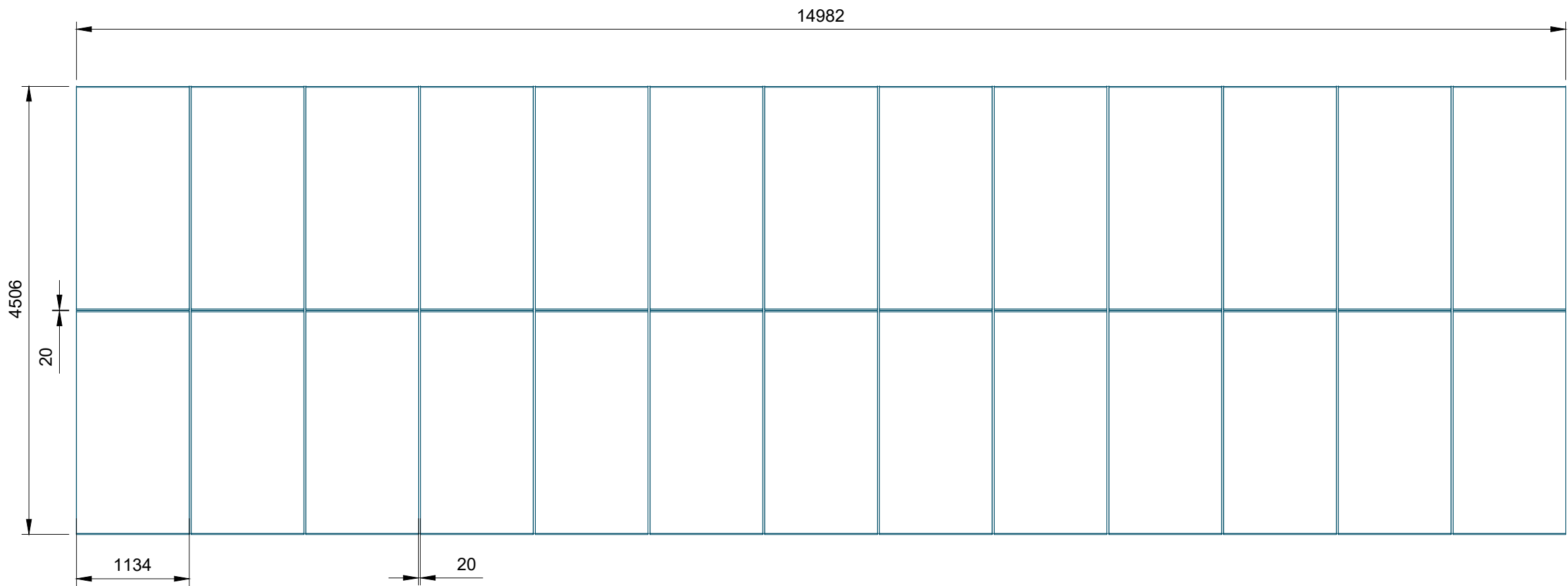
It is important locally that a clear majority of county councillors have signed to say Cambridgeshire County Council will not use the Wisbech Incinerator, so a clear message is sent to the developer regarding their business case. We can then lobby neighbouring local authorities to do the same.

The enclosed graphic shows which councillors have signed and which are sitting on the fence. Please email them and encourage them to sign up. This is a cross party campaign. Any councillor in Cambridgeshire who cares about Wisbech and Fenland, cares about the environment, and wants to avoid the impact of congestion from hundreds of lorries on local roads throughout the county, should sign up. 🙌

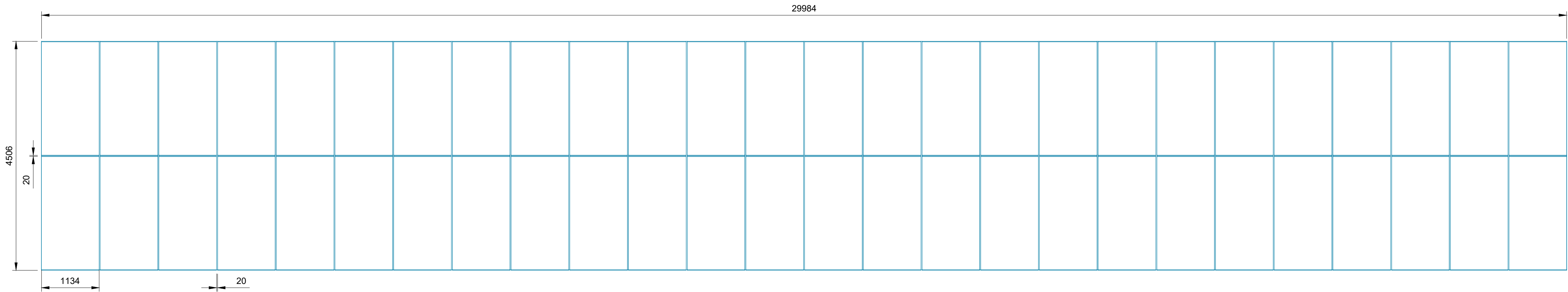
DETAIL A | Frame side view
M 1:50@A1



DETAIL B | 2P13 Frame top view
M 1:50@A1



DETAIL C | 2P26 Frame top view
M 1:50@A1



Notes:

- All dimensions to be confirmed on site prior to installation.
- All dimensions are indicative only and in mm unless otherwise specified.

Revisions:

Rev	Date	Comments	Drawn	Approve
0	05/08/23	First issue	MB	NM
A	28/11/23	Updated tilt angle	ME	NM
B	16/07/24	Update in modules	GU	NM
C	10/09/25	Update in modules	IV	PJ

Project: Treading Bank
Location: North of Honeyhill Road,
Gorefield Wisbech,
PE13 5NX, UK
52.704157°, 0.069068°
Title: PV Array Details

Drawn: Detra Solar / IV Checked: JH
Scale: As shown@A1 Date: 10/09/2025
Drawing No: RCN1012-200 Rev: C

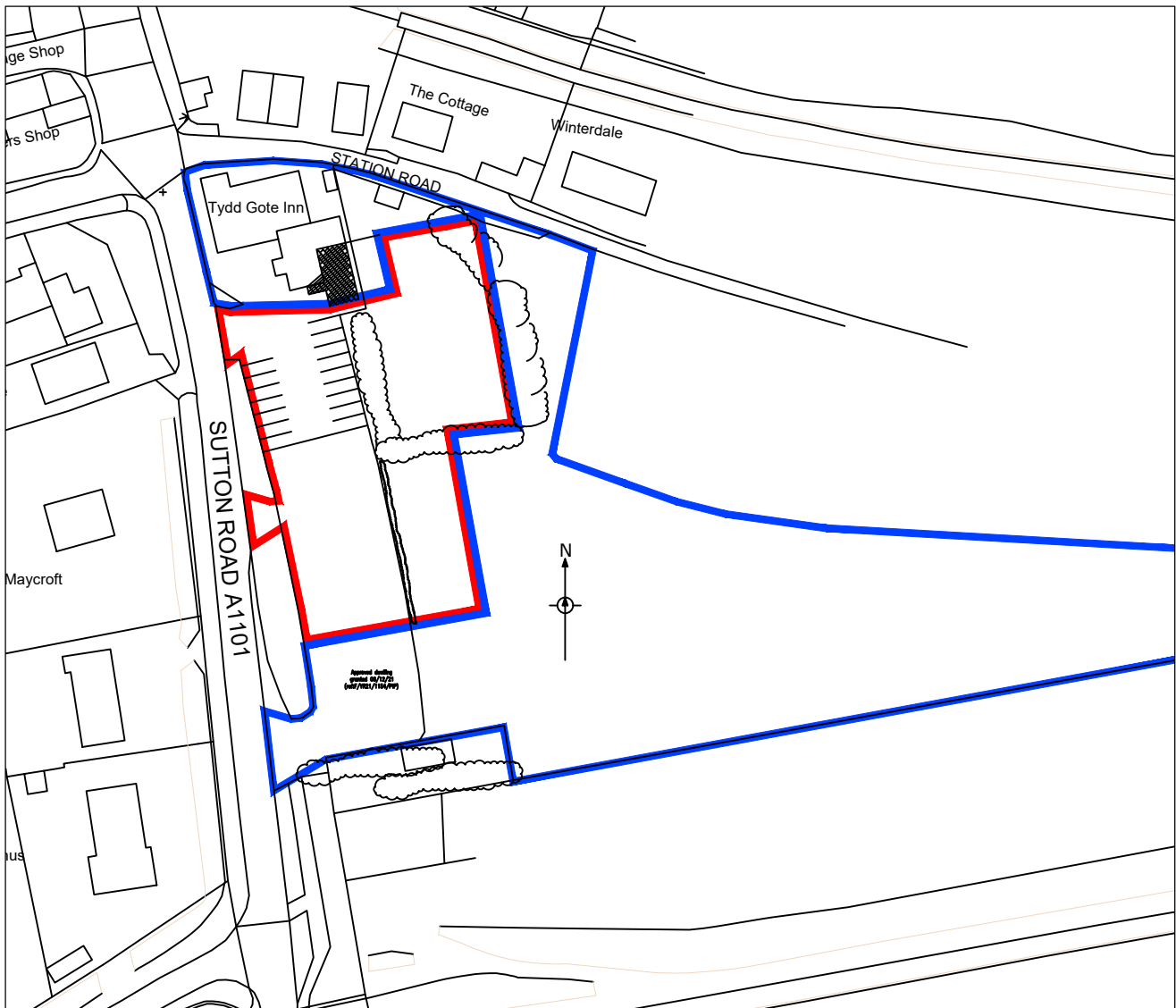
renewable
connections
Renewable Connections
3rd floor, 141-145 Curtain Road
London, EC2A 3BX
+44 (0)20 7749 2650
www.renewableconnections.co.uk

detra
S O L A R
Detra Solar
Lvovo str. 25-104,
LT-09520 Vilnius
www.detrasolar.com

Do not scale from this drawing. Site verify all dimensions prior to construction.
Report all discrepancies to the drawing originator immediately. This drawing is to
be read in conjunction with all relevant documents and drawings.



Proposed Site Plan 1:200



Location Plan 1:200

Date:	Revision:	Description:
 Planning / Architectural Design / Consultancy 01485 512286 01805 576466 VERTEXARCHITECTURE.CO.UK		
Info@vertexarchitecture.co.uk 2 - 3 Northgate Precinct, Hunstanton, Norfolk PE36 6EA 10 Queen Street, Norwich, Norfolk NR2 4SQ		
Project: Land North of Telephone Exchange, Main Road, Tydd Gote, PE13 5QD		
Subject: Two New Dwellings & Car Park Proposed Site Plan and Location Plan		
Date: October 2025	Scale: 1:200 & 1:1250 @A1	
Project No.: 25087	Drawing No.: 05	Revision: B

Amendment Statement

Application Ref: 25/0799/PEND

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

Changes made to the design in the previously approved scheme (**Ref. F/YR22/1035/F**) are listed below for full transparency and in the interest of proper planning.

- Brick plinth added to all elevations
- North elevation: Removal of window in Sunroom and sunroom ridge height is reduced.
- East elevation: An extra rooflight has been added to the dressing room of bedroom 1, increased width of the window in the utility room, the window in the previous kitchen space has been replaced by French doors into a dining area and the large feature window in the sunroom has been replaced by bi-fold doors. Sunroom ridge is also reduced.
- South Elevation: French doors in the sunroom have been replaced by 2 full length windows and roof lights have been added to the sunroom as well as lowering the ridge of the sunroom.
- West Elevation: Front door style change and cill height of landing window has been lowered to match the others at first floor.

- Layout of the site is to remain the same. Only change on the site plan drawing was updating the roof plan to mirror the proposed design. Footprint has remained unchanged.

TYDD ST GILES PARISH COUNCIL COMPLAINTS PROCEDURE

1. Tydd St Giles Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - 3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
 - 3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 12 March 2020 and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of Fenland District Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Fenland Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary.
5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.
6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council.
8. The Clerk or the Council will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)

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

Date of Adoption: 11 November 2021

Minute ref: 062/21(c)

Re-adopted 14 November 2024

Minute ref: 069/24(i)

Contact details for the Parish Clerk:

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

For Correspondence to the Chairman:

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

 - 01945 870083

 - clerk@tyddstgilesparishcouncil.org.uk

 - 07773 690572

 - terry.brown@tyddstgilesparishcouncil.org.uk

TYDD ST GILES PARISH COUNCIL

GRIEVANCE POLICY

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice.¹ It also takes account of the ACAS guide on discipline and grievances at work.² It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
3. This policy confirms:
 - employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his/her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
 - the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
 - any changes to specified time limits must be agreed by the employee and the Council
 - an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final
 - information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)

¹. <http://www.acas.org.uk/index.aspx?articleid=2174>.

². https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf

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

Informal grievance procedure

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

Formal grievance procedure

5. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the Council.
6. The Council will appoint a committee of three members to hear the grievance. The committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the committee.

Investigation

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

Notification

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

The grievance meeting

10. At the grievance meeting:

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

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

The appeal

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

13. Appeals may be raised on a number of grounds, e.g.

- a failure by the Council to follow its grievance policy
- the decision was not supported by the evidence
- the action proposed by the committee was inadequate/inappropriate
- new evidence has come to light since the grievance meeting.

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

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

16. At the appeal meeting, the Chairman will:

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

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

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

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TYDD ST GILES PARISH COUNCIL

DISCIPLINARY POLICY

Introduction

- 1 This policy is based on and complies with the 2015 ACAS Code of Practice.¹ It also takes account of the ACAS guide on discipline and grievances at work.²

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

- 2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 3 This policy confirms:
- informal coaching and supervision will be considered, where appropriate, to improve conduct and/or attendance
 - the Council will fully investigate the facts of each case
 - the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective³
 - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
 - employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
 - employees may be accompanied or represented by a companion - a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case

¹ <http://www.acas.org.uk/index.aspx?articleid=2174>

² https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf

³ For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>

- the Council will give employees reasonable notice of any meetings in this procedure. Employees must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties.

Examples of misconduct

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

- unauthorised absence
- poor timekeeping
- misuse of the Council's resources and facilities including telephone, email and internet
- inappropriate behaviour
- refusal to follow reasonable instructions
- breach of health and safety rules.

Examples of gross misconduct

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

- bullying, discrimination and harassment
- incapacity at work because of alcohol or drugs
- violent behaviour
- fraud or theft
- gross negligence
- gross insubordination
- serious breaches of Council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

Suspension

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

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

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

Examples of unsatisfactory work performance

- 9 The following list contains some examples of unsatisfactory work performance. The list is not exhaustive.
- inadequate application of management instructions/office procedures
 - inadequate IT skills
 - unsatisfactory management of staff
 - unsatisfactory communication skills.

The Procedure

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

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

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

Disciplinary investigation

- 12 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
- 13 If a formal disciplinary investigation is required, the Council will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a Councillor. If the Council considers that there are no Councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The Council will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
- the allegations or events that the investigation is required to examine
 - whether a recommendation is required
 - how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
 - who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.

- 14 The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an Investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).
- 15 The Council will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an Investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.
- 16 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
- 17 If there are other persons (e.g. employees, Councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 18 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Council whether or not disciplinary action should be considered under the policy.
- 19 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
 - the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
 - the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
 - the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.
- 20 The Investigator will submit the report to the Council which will decide whether further action will be taken.
- 21 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

- 22 If the Council decides that there is a case to answer, it will appoint a staffing committee of three Councillors, to formally hear the allegations. The staffing committee will appoint a Chairman from one of its members. The Investigator shall not sit on the committee.
- 23 No Councillor with direct involvement in the matter shall be appointed to the committee. The employee will be invited, in writing, to attend a disciplinary meeting. The committee's letter will confirm the following:
- the names of its Chairman and other two members
 - details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
 - a copy of the information provided to the committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
 - the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he/she has sufficient time to prepare for it
 - that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
 - that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

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

- the Chairman will introduce the members of the committee to the employee and explain the arrangements for the hearing
 - the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
 - the Chairman will invite the employee to present their account
 - the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
 - any member of the committee and the employee (or the companion) may question the Investigator and any witness
 - the employee (or companion) will have the opportunity to sum up.
- 24 The Chairman will provide the employee with the committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.
- 25 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the committee.

Disciplinary action

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

First written warning

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

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

Final written warning

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

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

Dismissal

The Council may dismiss:

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

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

The appeal

- 28 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.
- 29 The grounds for appeal include;
- a failure by the Council to follow its disciplinary policy
 - the committee's disciplinary decision was not supported by the evidence
 - the disciplinary action was too severe in the circumstances of the case
 - new evidence has come to light since the disciplinary meeting.
- 30 Where possible, the appeal will be heard by a panel of three members of the Council who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the Council who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members previously involved. The appeal panel will appoint a Chairman from one of its members.
- 31 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
- 32 At the appeal meeting, the Chairman will:
- introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
 - explain the action that the appeal panel may take.
- 33 The employee (or companion) will be asked to explain the grounds for appeal.
- 34 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
- 35 The appeal panel may decide to uphold the disciplinary decision of the Council, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
- 36 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 37 The appeal panel's decision is final.

TYDD ST GILES PARISH COUNCIL SAFEGUARDING POLICY

SECTION 1

Introduction

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

Definitions

Children and young people:

Anyone under the age of 18 years.

Vulnerable Adult:

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

To whom this policy applies

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

SECTION 2

Promoting a safe environment

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

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

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

The Parish Council will require the leaders to:

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

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

SECTION 3

Safe working practice

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

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

Expectations of behaviour

All users of parish facilities should:

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

SECTION 4

Allegations against staff and volunteers

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

Whistleblowing

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

What should be a cause for concern

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

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

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

Useful Safeguarding Contact Details

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

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

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

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

Tydd St Giles Parish Council

Income & Expenditure Summary as at 31.10.25

Income	Year to Date	Budget	%
FDC Precept	£ 25,600.00	£ 25,600.00	100.00
FDC Concurrent Functions Grant	£ 2,791.00	£ 2,791.00	100.00
Allotment Rents	£ 50.00	£ 7,329.00	0.68
Allotment Rates	£ -	£ 635.00	0.00
Community Centre	£ -	£ -	0.00
Grants	£ 2,500.00	£ -	#####
Donations	£ -	£ -	0.00
Recycling Credits	£ 167.84	£ -	#####
Bank Interest	£ 156.36	£ 200.00	78.18
VAT Refunds	£ -	£ 2,196.00	0.00
Miscellaneous	£ -	£ -	0.00
Total Income	£ 31,265.20	£ 38,751.00	80.68

Expenditure

Salaries and On-costs	£ 6,112.99	£ 12,200.00	50.11
Fees	£ 522.00	£ 470.00	111.06
Subscriptions	£ 60.00	£ 625.00	9.60
Admin Expenses	£ 241.15	£ 1,200.00	20.10
Insurance	£ 605.96	£ 625.00	96.95
Drainage Rates	£ 640.42	£ 640.00	100.06
Recreation Ground	£ 1,164.54	£ 1,350.00	86.26
Churchyard	£ 2,081.17	£ 2,000.00	104.06
Community Centre	£ -	£ 2,150.00	0.00
Play Equipment	£ 9,317.00	£ 13,467.00	69.18
Street Lights	£ 6,500.08	£ 11,000.00	59.09
Section 137 Payments	£ -	£ 500.00	0.00
Parish Land	£ 195.00	£ 1,000.00	19.50
Foul Anchor	£ 101.53	£ 250.00	40.61
Highways	£ 708.33	£ 4,600.00	15.40
Recoverable VAT	£ 3,987.92	£ 4,900.00	81.39
Total Expenditure	£ 32,272.56	£ 56,977.00	56.64

Summary

Total Income	£ 31,265.20	£ 38,751.00
LESS Total Expenditure	£ 32,272.56	£ 56,977.00
Net Surplus or Deficit	-£ 1,007.36	-£ 18,226.00

Balance Sheet

Balance B/fwd 1.4.25	£ 49,363.81
Surplus or Deficit	-£ 1,007.36
Balance C/fwd	£ 48,356.45

Represented by

Barclays Current Account	£ 4,144.74
Barclays Business Saver	£ 28,412.58
NatWest Current Account	£ 15,799.13
Cash / Cheques	£ -
	£ 48,356.45

Section 3 – External Auditor’s Report and Certificate 2024/25

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

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

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

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

None

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

09/09/2025

Tydd St Giles Parish Council

Bank Reconciliation as at 30.9.25

Cash Book

Balance brought forward from 31.3.25	£	49,363.81
<u>ADD</u> Income received	£	18,465.20
	£	67,829.01
<u>LESS</u> Expenditure incurred	£	31,131.95
	£	36,697.06

Bank Accounts

Barclays Bank Community Account	£	4,144.74
NatWest Current Account	£	4,715.63

LESS Outstanding Cheques

000084	£	575.89	
	£	-	
	£	-	
	£	575.89	£ 575.89

Barclays Bank Business Premium Account	£	28,412.58
	£	36,697.06

Signed:

Date: