

TYDD ST GILES PARISH COUNCIL

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Clerk D Gibbs

4th November 2021

To Members of the Public and Press

You are invited to attend the next meeting of Tydd St Giles Parish Council, which will be held in the Community Centre on **Thursday 11th November 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.

050/21 Chairman's Announcements

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

051/21 Urgent Items

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

052/21 Confirmation of Minutes

- a) *To consider and confirm the minutes of the Parish Council meeting held on 9th September 2021*
- b) *To consider and confirm the minutes of the Planning Committee meeting held on 30th September 2021*
- c) *To consider and confirm the minutes of the Planning Committee meeting held on 21st October 2021*

053/21 Matters Arising

To receive updates on the following items:

- a) *Defibrillators - minute 037/21 (a)*
- b) *Sutton Bridge Power Fund - minute 037/21 (b)*
- c) *Parish Council e-mail accounts - minute 037/21 (c)*
- d) *Green Dog Walker scheme - minute 037/21 (d)*

- e) *Drainage Issues - minute 037/21 (e)*
- f) *Parking in Church Lane - minute 037/21 (f)*
- g) *Parking at Church Lane, Hockland Road, Kirkgate junction - minute 037/21 (g)*
- h) *Local Highway Improvements 2022/23 - minute 045/21*
- i) *Dog waste bins - minute 042/21 (d)*

054/21 Police Matters

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

055/21 Cambridgeshire County Councillor Report

To receive a report from Cllr Simon King.

056/21 Fenland District Councillor Report

To receive reports from Cllrs Samantha Clark and Chris Seaton.

057/21 Clerk's Report

To receive a report on meetings attended and correspondence received.

a) Meetings

Wisbech Neighbourhood Police - 10 September and 22 October

ACRE Annual General Meeting - 29 September

ACRE/County Council briefing on Queen's Green Canopy - 26 October

b) Correspondence

Cambridgeshire and Peterborough Combined Authority

Local Transport & Connectivity Plan consultation to 28 November

Monthly updates

Cambridgeshire County Council

Local Councils Conference date 14 January 2022

Highway events diary

Fenland Accessibility Study - stakeholder engagement - deadline 12 November

Her Majesty's Platinum Jubilee celebrations

Temporary traffic orders Hockland Road 8/11 to 12/11 and 30/11 to 2/12, and others

Online flood training for community groups

Fenland District Council

£48,500 grant for new trees

Online recycling skills course for residents

Local Council Tax reduction scheme consultation - deadline 5 December

Play area makeovers at March and Parson Drove

Place Shaping workshops - 18 November

Community Safety Partnership engagement events on YouTube

Winter energy advice and Covid support

Community Carol Service invitation - 3 December

Citizens Advice Rural Cambs new office opening

Street light repairs and maintenance service level agreement extension

Customer Services awarded gold standard again

Covid pass fraud

Cambridgeshire ACRE

Home Energy Support Service public event - 1 December

Cambridgeshire & Peterborough Against Scams Partnership

Latest scams

Cambridgeshire & Peterborough Independent Commission on Climate

"Fairness, nature and communities: addressing climate change" report launch

Local Government Boundary Commission for England

Consultation on ward boundaries for Fenland District Council

PKF Littlejohn LLP

External audit report and conclusion of audit

Road Victims Trust

Remembrance Service - 21 November

Support Fenland

Networking events and workshops

058/21 Working Groups

To receive reports from the Working Groups:-

- a) *Communications.*
- b) *Play Area.*

059/21 Data Gathering and Digital Mapping

- a) *To report on progress in gathering information relevant to the Parish, the mapping of Parish Council assets and options for storage and display of data.*
- b) *To consider purchasing a subscription to the Parish Online digital mapping system.*

060/21 Member and Parishioner Issues

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

- a) *Damage to play equipment.*
- b) *Maintenance of the churchyard.*
- c) *Allotments.*
- d) *Foul Anchor notice board.*
- e) *The Queen's Green Canopy.*

061/21 Brigstock & Wren's Charity

To consider the appointment of two Trustees to the charity in accordance with clause 7 of the charity's governing document.

062/21 Policies and Procedures

To consider for adoption the following policies and procedures:-

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

063/21 Street Lights

To consider an invitation to extend the street light repairs and maintenance service level agreement with Fenland District Council for a further two years to July 2023.

064/21 Portfolio Responsibilities

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

065/21 Finance

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

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

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

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

- d) *To approve the following payments:*

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

- e) *To consider the report of the External Auditor.*
- f) *To consider items for inclusion in the Council's budget for 2022/23.*

066/21 Reports from Members

To receive the following updates from members of the Council:

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

067/21 Date of Next Meeting

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

Thursday 13th January 2022 at 7.30pm

TYDD ST GILES PARISH COUNCIL

Minutes of a Meeting of Tydd St Giles Parish Council held in the Community Centre on Thursday 9th September 2021

Present - Cllr T Doyle (Chairman), Cllr C Brooks, Cllr M Carter, Cllr B Luck, Cllr K Malin, Cllr G Mathias, Cllr A Renshaw, Cllr S King (CCC), D Gibbs (Clerk), C Cooper, M Cooper, L Grainger, (Parishioners)

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

Public Time - Mr Cooper addressed the Council regarding concerns over parking and speeding in Church Road. He presented a petition signed by twelve residents. The Chairman will contact the school to ask them to speak to parents. Mr Cooper also highlighted a caravan stored in the garden of a property in Cornfields which he believes to be a breach of a covenant on the property. The Chairman explained that the Council is not empowered to enforce a covenant.

034/21 Chairman's Announcements

None.

035/21 Urgent Items

None.

036/21 Confirmation of Minutes

- a) RESOLVED - that the minutes of the meeting held on Thursday 8th July 2021 be agreed and signed as a true and accurate record.
- b) RESOLVED - that the minutes of the Planning Committee meeting held on Thursday 5th August 2021 be agreed and signed as a true and accurate record.

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

037/21 Matters Arising

- a) Defibrillators - No update.
- b) Sutton Bridge Power Fund - No update.
- c) Parish Council e-mail accounts - Five members have set up their new accounts. The Clerk will visit the remaining two.
- d) Green Dog Walker scheme - The Chairman will approach the Street Pride leaders to discuss the launch of the scheme.
- e) Drainage Issues - A borehole is being dug in the garden in Hockland Road to check the soil types.
- f) Parking in Church Lane - the letters to the residents will be delivered shortly.
- g) Parking at Church Lane, Hockland Road, Kirkgate junction - The Chairman and Clerk will discuss this matter with the Police to consider options.

038/21 Police Matters

The Chairman and Clerk reported that they had attended an online meeting with the Wisbech Neighbourhood Sergeant and representatives of other parish councils. The pursuit of drug dealers continues. A week dedicated to tackling anti-social behaviour during the school holidays was successful. Parking enforcement remains a priority in Wisbech, for safety reasons. Neighbourhood Watch has launched a nation programme to tackle scammers, entitled Sling Your Hook.

039/21 Cambridgeshire County Councillor Report

Cllr King reported that the Highways and Transport Committee had approved the introduction of civil parking enforcement across the county, with each district to determine how this will be delivered. Once introduced, parking enforcement will no longer be a Police role. The deadline for Local Highways Improvement bids is 30 September and initial feedback from officers regarding the proposal to extend double white lines on the A1101 at Four Gotes had been positive.

040/21 Fenland District Councillor Reports

In the absence of Cllrs Clark and Seaton, there was no report.

041/21 Clerk's Report

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

a) Meetings

Wisbech Neighbourhood Police - 9 July
Brigstock & Wren's Charity - 25 August
Tydd St Giles Golf & Country Club - 27 August
Unleashing Fenland's Potential - 2 September

b) Correspondence

County Council

Highways re Remembrance Events
Closure - Hannath Road - 22-24 September
Fenland Education Campus SEMH planning consultation and update
Community Gritting Scheme - (decision required)
Traffic Management for Events training course
Consultation on the proposal to change the age range at Kinderley Community Primary School

District Council

Citizens Advice service at Community Hub
Workplace vaccination campaign
2021 Annual Household Canvass
Pride in Fenland awards launch
Community Safety Partnership survey

Cambridgeshire & Peterborough Association of Local Councils

Annual awards
Annual Conference
Chairman and Clerk surveys

Cambridgeshire ACRE

Home Energy Support Service
Annual General Meeting invitation

Cambridgeshire and Peterborough Local Resilience Forum

County Safety Advisory Group letter re Covid-safe event planning

Cambridgeshire & Peterborough Against Scams Partnership

Latest scams

042/21 Working Groups

- a) Communications - No further meetings have taken place. Dates to be agreed. Members will attend the Garage Sale to talk to residents about the work of the Council.
- b) Request for a basketball court - The Clerk read a letter from a young resident requesting a basketball court be installed on the playing field. Members agreed to consider this as part of future plans, but also to investigate the possibility of installing a single basketball hoop as one of the first items of equipment. The Clerk will seek prices.
- c) Play equipment inspections and routine maintenance - Cllrs Malin, Mathias and Renshaw offered to share responsibility for the weekly inspections. One fault was noted. The zipwire needs tightening.
- d) Litter bins and dog bins - The District Council has installed a temporary extra bin in Eaudyke Bank. Members agreed to install a dog bin at the junction of Fold Lane and Kirkgate. The Clerk will discuss a suitable location on Hall Bank with the District Council and investigate the possibility of another outside the Golf Club.

043/21 Data Gathering and Digital Mapping

Cllr Luck reported that this work is still in progress. He is currently focusing on the housing stock data. The asset mapping exercise will be completed shortly. Options for storing and displaying the data are still under consideration.

044/21 Member and Parishioner Issues

- a) Overgrown dyke behind Fieldside View - Members asked the Clerk to check the status of this dyke with the Drainage Board and send a copy of the riparian responsibilities leaflet to the resident if appropriate.
- b) Parking at Church Lane, Hockland Road, Kirkgate junction - Members resolved to work with Blades Barbers to encourage safer parking and to discuss the situation with residents of the neighbouring properties.

045/21 Local Highway Improvements

- a) 2021/22 application - The Clerk circulated a draft of the letter to the County Council expressing dissatisfaction over aspects of the LHI assessment process. Members resolved to be a co-signatory to the letter.
- b) 2022/23 application - Members discussed three options:
 - i) double white lines on the A1101 at Four Gotes;
 - ii) a re-submission of last year's scheme in Hannath Road; and
 - iii) the purchase of a second MVAS speed monitoring device.

They resolved to apply for a second MVAS and identify options for further speed reduction signage in Church Lane around Kinderley School.

046/21 Community Centre and Brigstock and Wren's Charity

- a) The Chairman reported that a meeting had taken place between the Council and the Brigstock & Wren Charity, but no representative of the Community Centre Management Committee was able to be present.
- b) Members resolved to allow the Chairman to sign the protocol for future maintenance of the Community at the next Management Committee meeting.
- c) The list of future capital projects will include heating and ventilation, the roof, car park and storage. The Management Committee will prepare a comprehensive list with priorities.

047/21 Finance

- a) The Clerk presented the financial statement as at the end of August, showing income of £8,791.82, expenditure of £17,301.25, resulting in a shortfall of £8,509.43, and funds held of £30,565.70.

- b) Members ratified the following payments made since the previous meeting:-

D Gibbs (salary August)	£	716.03
Fenland District Council (bins).....	£	81.60
	£	797.63

- c) Members approved the following payments:-

D Gibbs (salary September).....	£	716.03
M Carter (expenses).....	£	67.62
CGM Group (East Anglia) Ltd (grounds maintenance).....	£	829.25
	£	1,612.90

- d) Members considered the report of the Independent Remuneration Panel and resolved not to receive any allowances in the current financial year.

048/21 Reports from Members

- a) Highways - Nothing to report.
- b) Street Lights - The errors on the District Council database have been clarified and the Clerk will report them to FDC.
- c) Churchyard - Cllr Doyle reported that he is working to confirm ownership of a tree on the churchyard boundary, which may require attention.
- d) Trees - No further issues.
- e) Foul Anchor - Nothing to report.
- f) Community Centre - The Mid Anglia Centre of the Caravan and Motor Home Club have visited to evaluate the facilities and made two bookings.
- g) Waterway Walk - Nothing to report.

049/21 Date of Next Meeting

The next meeting of the Parish Council will take place on Thursday 11th November 2021 at 7.30pm in the Community Centre. The meeting closed at 9.45pm

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 30th September 2021

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

013/21 Apologies for Absence

None.

014/21 Planning Applications

F/YR21/0964/F - Conversion of existing barn and erection of a single-storey side extension with pergola to form part 2-storey/single-storey 4-bed dwelling including erection of a detached garage and potting shed and temporary siting of a caravan during construction - Barn South East of Ashdown, Cross Drove, Tydd St Giles

Members expressed concern regarding the issues of overlooking and the front boundary encroaching onto the highway. They resolved not to support the application until these issues have been addressed.

F/YR21/1035/O - Erect 1 dwelling (outline application with all matters reserved) - Land North East of Horseshoe Lodge, Main Road, Tydd Gote

Members considered this application to be an unwarranted incursion into open countryside, contrary to policy LP3. They felt that the applicant had not provided any evidence of need to mitigate this. They noted that the site offers the potential for several further properties in the future and believed that, if granted, this application would set a precedent. Members were also mindful of the concerns expressed by the residents of the adjoining properties.

F/YR21/1050/F - Erect 7 x 3-storey 5-bed dwellings with detached garages (Plots 3, 4 and 5 with floor above) and 2.0 metre brick wall and close boarded fencing - Land North of Coach Works, Hockland Road, Tydd St Giles

Members considered this application and resolved to offer no objection.

F/YR21/1068/LB - Various internal and external works to a listed building - Hannath Hall, Hannath Road, Tydd Gote

Members considered this application and resolved to offer no objection.

015/21 Update on Recent Planning Applications

F/YR21/0813/F at Brambly Dell, Kirkgate has been granted.

F/YR21/0853/F at Hawthorne Farm, Black Lane has been granted.

F/YR21/0822/PNC04 west of Fox's Barn, Hall Bank has been refused.

F/YR21/0879/AG1 at Peck's Farm, Cross Drove has been approved.

016/21 Other Planning Matters

None.

The meeting closed at 8.15pm

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 21st October 2021

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

017/21 Apologies for Absence

Cllr K Malin

018/21 Planning Applications

F/YR21/0964/F - Conversion of existing barn and erection of a single-storey side extension with pergola to form part 2-storey/single-storey 4-bed dwelling including erection of a detached garage and potting shed and temporary siting of a caravan during construction - Barn South East of Ashdown, Cross Drove, Tydd St Giles

Members considered the amendments to this application since the original consultation. They noted that the issues highlighted in the original consultation had now been addressed and resolved to offer no further objection.

F/YR21/1147/VOC - Variation of condition 8 to enable amendment to approved plans of planning permission F/YR15/1119/F (Change of use from golf driving range to siting of 51no Leisure Homes and formation of a lake) to reduce static units from 51 to 50 - Tydd St Giles Golf and Leisure Centre, Kirkgate, Tydd St Giles

Members considered this application and resolved to offer no objection.

F/YR21/1154/PIP - Permission in Principle (1no dwelling max) - Land North of Telephone Exchange, Main Road, Tydd Gote

Members considered this application and resolved to offer no objection.

F/YR21/1204/F - Conversion of existing barn to a 2-bed dwelling involving a replacement roof, demolition of existing side extension, new extensions to side and rear and insertion of dormer windows and roof lights to form first-floor living accommodation - Barn North of Hannath Hall, Hannath Road, Tydd Gote (and F/YR21/1205/LB)

Members considered this application and resolved to offer no objection.

019/21 Update on Recent Planning Applications

F/YR21/1035/O at Horseshoe Lodge, Tydd Gote is pending.

F/YR21/1050/F at Bladderwick Meadows is pending.

F/YR21/1068/LB at Hannath Hall is pending.

020/21 Other Planning Matters

Members considered the request from the developer to rename Bladderwick Meadows as Poplar Close. They resolved to offer no objection.

The meeting closed at 8.10pm

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

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

- 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)
- 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 staffing committee or, if appropriate, another member of the staffing committee. 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 staffing committee.
6. The staffing committee will appoint a sub-committee of three members to hear the grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

Investigation

7. If the sub-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 sub-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 sub-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 sub-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 sub-committee.

11. The Chairman will provide the employee with the sub-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 sub-committee, he/she may submit a written appeal to the staffing committee. An appeal must be received by the Council within five working days of the employee receiving the sub-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 sub-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 staffing committee who have not previously been involved in the case. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the staffing 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 staffing sub-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 staffing 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 ineffective.³
 - 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 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)

Contact details for the Parish Clerk:

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

☎ - 01945 870083

✉ - clerk@tyddstgilesparishcouncil.org.uk

For Correspondence to the Chairman:

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

☎ - 07740 306058

✉ - thomas.doyle@tyddstgilesparishcouncil.org.uk

Tydd St Giles Parish Council

Receipts & Payments Summary as at 31.10.21

Income	Sept/Oct	Year to Date	Budget to Date	%
FDC Precept	£ 6,000.00	£ 12,000.00	£ 12,000.00	100.00
FDC Concurrent Functions Grant	£ -	£ 2,791.00	£ 2,791.00	100.00
Allotment Rents	£ 5,224.10	£ 5,224.10	£ 5,221.00	100.06
Allotment Rates	£ 426.96	£ 426.96	£ 482.15	88.55
Community Centre	£ -	£ -	£ -	0.00
Grants	£ -	£ -	£ -	0.00
Donations	£ -	£ -	£ -	0.00
Recycling Credits	£ -	£ -	£ -	0.00
Bank Interest	£ 0.60	£ 1.42	£ 1.30	108.40
VAT Refunds	£ -	£ -	£ 3,924.77	0.00
Miscellaneous	£ -	£ -	£ -	0.00
Total Income	£ 11,651.66	£ 20,443.48	£ 24,420.22	83.72

Expenditure

Clerk's Salary	£ 1,432.06	£ 5,012.21	£ 5,075.00	98.76
Fees	£ 200.00	£ 370.00	£ 370.00	100.00
Subscriptions	£ -	£ 516.18	£ 516.18	100.00
Admin Expenses	£ 447.78	£ 819.27	£ 500.00	163.85
Insurance	£ -	£ 478.80	£ 478.80	100.00
Drainage Rates	£ -	£ 482.15	£ 482.15	100.00
Recreation Ground	£ 637.08	£ 888.12	£ 878.64	101.08
Churchyard	£ 880.00	£ 5,360.00	£ 5,570.00	96.23
Community Centre	£ -	£ 174.98	£ 176.80	98.96
Street Lights	£ -	£ 4,365.37	£ 4,365.37	100.00
Section 137 Payments	£ -	£ -	£ -	0.00
Parish Land	£ -	£ -	£ -	0.00
Foul Anchor	£ -	£ -	£ -	0.00
LHI Projects	£ -	£ 528.00	£ -	#####
Recoverable VAT	£ 380.44	£ 2,283.53	£ -	#####
Total Expenditure	£ 3,977.36	£ 21,278.61	£ 18,412.94	115.56

Summary

Total Income	£ 20,443.48	£ 24,420.22
LESS Total Expenditure	£ 21,278.61	£ 18,412.94
Net Surplus or Deficit	-£ 835.13	£ 6,007.28

Balance Sheet

Balance B/fwd 1.4.21	£ 39,075.13
Surplus or Deficit	-£ 835.13
Balance C/fwd	£ 38,240.00

Represented by

Barclays Current Account	£ 17,525.31
Barclays Business Saver	£ 20,714.69
Cash / Cheques	£ -
	£ 38,240.00

Section 3 – External Auditor Report and Certificate 2020/21

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

1 Respective responsibilities of the body and the auditor

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 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

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:

In the prior year, the smaller authority was exempt from our review, thus we have not reviewed any evidence to support the prior year comparatives on the AGAR.

3 External auditor certificate 2020/21

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 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

11/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)