

CHRISTCHURCH PARISH COUNCIL

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

Tel: 01945 870083 Mobile: 07932 191050 E-mail: clerk@christchurchparishcouncil.org.uk

Clerk: Dave Gibbs

To Members of the Public and Press

3 January 2024

You are invited to attend a meeting of Christchurch Parish Council
to be held in Christchurch Community Centre
for the purpose of transacting the following business.

On Monday 8 January 2024 at 7.30pm

**Members of the public and press are invited to address the Council
at its Public Time from 7.35pm to 7.50pm**

Yours truly

Dave Gibbs

(Clerk/Proper Officer)

AGENDA

**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**

113/23-24 Apologies for Absence

114/23-24 Chairman's Announcements

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

115/23-24 Public Time

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

116/23-24 Confirmation of Minutes

To approve and sign the minutes of the meeting held on 11 December 2023

117/23-24 Matters Outstanding

- a) Pavement outside Field Lodge, Upwell Road
- b) Affordable housing proposal
- c) Household items outside property in Upwell Road
- d) Wayside Estate pedestrian safety
- e) Parishioner engagement
- f) Santa run
- g) Bowls Club donation
- h) Play equipment inspections

118/23-24 Police Report

To receive a report on policing matters in the area over the last month

119/23-24 County & District Councillors Reports

To receive reports from Cllrs Count, French, Roy and Summers

120/23-24 Clerk's Report

To receive a report on meetings attended and correspondence received

121/23-24 Members and Residents Issues

To consider any matters raised by Members of the Council and local residents

- a) Churchyard flooding
- b) Outdoor gym equipment installation
- c) Annual Parish Meeting planning
- d) Christchurch Street Pride

122/23-24 Recreation Ground Extension

To receive a report on progress since the last meeting

123/23-24 Highways

To approve the Local Highway Improvement application for 2024/25 and agree the Council's contribution

124/23-24 Finance

To consider and resolve on the following matters:

- a) To receive an updated financial statement for the period to the end of December
- b) To receive a report on the closure of the Barclays Bank accounts
- c) To approve the following payments:
 - Clerk salary and home office allowance£ 467.13
 - Fenland Leisure Products Ltd (bench installation).....£ 2,814.00
- d) To approve the following payment from the Barclays Bank account on behalf of the Christchurch Recreation Ground Charity:
 - Boyd Sport & Play Ltd.....£ 5,868.00
- e) To consider and approve the budget for 2024-25 and to determine the level of precept required

125/23-24 Policies and Procedures

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

- a) Data Protection Policy
- b) Publication Scheme
- c) Code of Conduct

126/23-24 Matters for Next Meeting

To discuss future agenda items from Councillors

127/23-24 Date of Next Meeting

To confirm the date of the next meeting of the Council as Monday 12 February

CHRISTCHURCH PARISH COUNCIL

Minutes of a Meeting of Christchurch Parish Council held in the Community Centre on Monday 11 December 2023 at 7.30pm

Present: Cllrs J Hughes (Chairman), J Bliss, R Feeney, J Hayes, P Owen, S Potter, A Sparrow, Cllr D Roy (FDC), D Gibbs (Clerk), four parishioners

097/23-24 Apologies for Absence

Cllr M Summers (FDC)

098/23-24 Chairman's Announcements

The Chairman informed the meeting of the passing of Christchurch resident Richard Guilford, former editor of The Heron.

099/23-24 Public Time

A resident enquired about the process and timescale for one of the planning applications considered at the previous meeting. The Clerk clarified the process and explained the likely timing of a decision.

Mr Sutton informed the Council that he was pleased to lay the wreath at the Remembrance Sunday service and would do so again in the future if required. He commented on the number of people who had attended. He noted that both street lights on Church Road outside The Croft were no longer working. The Clerk explained that these lights were part of the development and therefore Crown property. In order to repair them it would be necessary for the Parish Council to adopt them. Members asked the Clerk to pursue this.

Mr Benjamin reported several issues. The Anglian Water website shows an incorrect route for the diversion around the forthcoming closure of the Sixteen Foot Bank. The Clerk will notify them. The broken BT Openreach inspection cover at the junction of Upwell Road and Fen View has still not been replaced. The Clerk will contact Openreach again. The dog bin in Green Lane is regularly full. This may be because it is being overlooked during the routine bin emptying visits.

100/23-24 Confirmation of Minutes

The minutes of the meeting held on 13 November were correctly recorded and signed as being a true record.

101/23-24 Matters Outstanding

- a) Pavement outside Field Lodge, Upwell Road - No further update
- b) Affordable housing proposal - The residents' survey is about to be distributed.
- c) Household items outside property in Upwell Road - No further update.
- d) Wayside Estate pedestrian safety - The Clerk has been unable to arrange a meeting with the Local Highways Officer to discuss possible solutions.
- e) Parishioner engagement - Cllr Sparrow reported that a number of surveys have been returned and he is collating the results and comments for the next meeting.
- f) Santa Run - This will take place on Saturday 16th December from 6.00pm. Several members and the Clerk volunteered to collect donations. Half of the money collected will be retained by the Council and members will consider an appropriate use for the funds.
- g) Bowls Club donation - The Clerk advised members that a donation had been received from the former Bowls Club with a request that it be used for a project to

benefit the community in the name of the Bowls Club. Members discussed possible uses for the funds and agreed to await the feedback from the survey before making a final decision.

- h) Play equipment inspections - Cllr Sparrow will add the new benches and gym equipment to the checklist.

102/23-24 Police Report

The Clerk reported that no meetings had taken place.

103/23-24 County & District Councillors Reports

Cllr Roy reported that Cllr Taylor submitted a motion to full Council to encourage people to purchase locally-sourced food to support local businesses. It is hoped that the need for land for local food production might influence future planning decisions.

At a recent drainage board meeting, Cllr Roy asked the board to investigate enforcement of riparian responsibilities to reduce flooding. There is a need to educate and encourage residents and landowners to undertake their responsibilities and for enforcement where necessary. Some developers are also failing to address their responsibilities in this regard.

104/23-24 Clerk's Report

The Clerk reported on correspondence received, including the County Council's Be Winter Wise toolkit, the District Council's small grants to improve forgotten corners, Shared Prosperity Fund grants for local businesses, an invitation to the Cambridgeshire & Peterborough Association of Local Council's AGM and Keep Britain Tidy's Buy Nothing New Month in January.

105/23-24 Members and Residents Issues

- a) Proposed closure of Manea Fire Station - Cambridgeshire Fire and Rescue Service is proposing to close Manea Fire Station as part of a forthcoming reorganisation. This will impact response times to incidents in Christchurch. Members asked the Clerk to write to the Fire service and to Steve Barclay expressing their concern regarding this decision. Cllr Roy reminded members that the Fire Service offers home safety visits to vulnerable residents and it was agreed that this should be advertised in The Heron.
- b) Use of social media - Cllr Feeney has set up a Facebook page for the Council which will be used to pass on information received from other agencies as well as Council news.
- c) Motor vehicles on byways - Cllr Hayes reported that several vehicles had become stuck whilst attempting to use byways around the village. The Clerk will discuss enhanced signage options with Highways.
- d) Dog fouling and unsupervised dogs - members reported an increase in dog fouling around the village and dogs running loose. The Clerk encouraged members to report unsupervised dogs to the Fenland Dog Warden. The District Council's Street Scene team oversees dog fouling issues. The Clerk was asked to contact them and ask them to visit the village.

106/23-24 Recreation Ground Extension

Cllr Hughes reported that more hedging has been delivered and planted. He is awaiting a quote for fencing, weed clearance and grass seeding. The proposed bridge onto Crown Drove may not be achievable, so the Highways Bridges Officer has suggested that the bridge be relocated into the Recreation Ground, possibly adjacent to the skatepark.

107/23-24 Highways

Members discussed potential projects for the Local Highways Improvement application for 2024/25. Temporary speed restrictions and enhanced parking restrictions outside Townley School, or solid white lines and enhanced signage at the junction of Upwell Road and Sixteen Foot Bank were discussed. Members agreed to pursue the Upwell Road/Sixteen Foot Bank scheme and Cllr Hughes offered to prepare the application. The Clerk will discuss a possible extension of the zig-zag lines outside Townley School with Highways.

108/23-24 Planning

Application F/YR23/0572/O for up to 3 dwellings adjacent to 52 Church Road will be considered by the District Council's Planning Committee on 13 December. Members considered their previous submission for this application and agreed that no further comment was required.

109/23-24 Finance

- a) The management accounts as at 30.11.23 showed income of £26,048.80 and expenditure of £13,586.34, resulting in a surplus of £12,462.46 and total funds held of £53,780.72.
- b) The Clerk reported that he is still trying to resolve issues with the Barclays Bank accounts.
- c) Members approved the following accounts for payment:

Clerk salary and home office allowance	£	467.13
Christchurch Recreation Ground Charity (re youth group)	£	82.50
- d) The Clerk presented a draft budget for 2024/25. Members agreed the following additional items of expenditure:-

Street light replacement	£	10,000.00
Recreation Ground extension	£	5,000.00
Local Highways Improvement contribution.....	£	1,500.00
Bus shelter improvement	£	500.00
War Memorial cleaning	£	500.00

Members resolved to finalise the budget at January's meeting.

110/23-24 Policies and Procedures

Members considered the draft Safeguarding Policy prepared by the Clerk and resolved to adopt it.

111/23-24 Matters for Next Meeting

Budget for 2024/25, Local Highway Improvement application for 2024/25, Bowls Club donation, Santa Run collection.

112/23-24 Date of Next Meeting

The date of the next Meeting of the Parish Council will be Monday 8 January.

Agenda Item No.	120/23-24	Christchurch Parish Council
Meeting Date	8 January 2024	
Report Title	Clerk's Report	

1. Purpose of Report

To report on correspondence received.

2. Report

Correspondence received:

Cambridgeshire County Council

Budget briefing for Parish and Town Councils

Traffic order for closure of Sixteen Foot Bank 22 February to 31 March

The Library Presents consultation

Roadworks and events bulletins

#BeWinterWise toolkit

Cambridgeshire Matters newsletter

Fenland District Council

Free heritage talks

The Fenlander newsletter

Free exercise, wellness and social activity sessions

Pride in Fenland awards

Budget and business plan consultation

Cambridgeshire & Peterborough Combined Authority - Local Transport and Connectivity Plan approved

CAPALC - Civility and Respect newsletter, Training courses, Monthly bulletin

NALC - Newsletter, Events update, Chief Executive's bulletin

Anglian Water - Sixteen Foot Bank closure 8 January to 1 March

Queen Elizabeth Hospital - Modernising our hospital newsletter

Keep Britain Tidy - Buy Nothing New Month 2024

3. Recommendations

Members note the report.

Report Author	Dave Gibbs
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Christchurch Parish Council - Receipts & Payments Summary as at 31.12.23

Income	Year to Date		Budget	%
FDC Precept	£	18,500.00	£ 18,500.00	100.00
FDC Concurrent Functions Grant	£	2,567.00	£ 2,567.00	100.00
Allotment Rents	£	-	£ -	0.00
Allotment Rates	£	-	£ -	0.00
Community Centre	£	-	£ -	0.00
Grants	£	-	£ -	0.00
Donations	£	4,856.21	£ -	#####
Recycling Credits	£	-	£ -	0.00
Bank Interest	£	125.59	£ 20.00	627.95
VAT Refunds	£	-	£ 1,700.00	0.00
Miscellaneous	£	-	£ -	0.00

Total Income	£	26,048.80	£	22,787.00	114.31
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Expenditure

Clerk's Salary	£	4,204.17	£ 5,350.00	78.58
Fees	£	175.00	£ 400.00	43.75
Subscriptions	£	423.00	£ 500.00	84.60
Admin Expenses	£	350.48	£ 700.00	50.07
Insurance	£	1,280.64	£ 700.00	182.95
Drainage Rates	£	92.57	£ 85.00	108.89
Recreation Ground	£	2,109.11	£ 11,800.00	17.87
Churchyard	£	245.00	£ 745.00	32.89
Community Centre	£	-	£ 2,000.00	0.00
Street Lights	£	2,465.56	£ 3,500.00	70.44
Section 137 Payments	£	1,582.50	£ 1,000.00	158.25
Highways	£	-	£ 2,000.00	0.00
Recoverable VAT	£	947.14	£ -	#####
Tree Works	£	-	£ 1,000.00	0.00
Miscellaneous	£	265.00	£ -	#####

Total Expenditure	£	14,140.17	£	29,780.00	47.48
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Summary

Total Income	£	26,048.80
LESS Total Expenditure	£	14,140.17

Net Surplus or Deficit	£	11,908.63
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Balance Sheet

Balance B/fwd	£	41,318.26
Surplus or Deficit	£	11,908.63

Balance C/fwd	£	53,226.89
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Represented by

Barclays Community Account	£	43,875.86
Barclays Business Premium Account	£	-
NatWest Current Account	£	9,351.03
Cash / Cheques	£	-

£	53,226.89
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Christchurch Parish Council
Budget Calculation 2024/25

	2021/22		2022/23		2023/24			2024/25
Income	Budget	Actual	Budget	Actual	Budget	Actual 31.12.22	Anticipated Year End	Budget
FDC Precept	£ 12,750.00	£ 12,750.00	£ 16,000.00	£ 16,000.00	£ 18,500.00	£ 18,500.00	£ 18,500.00	£ 18,500.00
FDC Concurrent Functions Grant	£ 2,566.00	£ 2,567.00	£ 2,567.00	£ 2,567.00	£ 2,567.00	£ 2,567.00	£ 2,567.00	£ 2,567.00
Allotment Rents	£ 382.50	£ 765.00	£ -	£ -	£ -	£ -	£ -	£ -
Allotment Rates	£ 77.00	£ 154.56	£ -	£ -	£ -	£ -	£ -	£ -
Community Centre	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Grants	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Donations	£ -	£ -	£ -	£ -	£ -	£ 4,856.21	£ 4,856.21	£ -
Recycling Credits	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Bank Interest	£ 2.00	£ 2.00	£ 2.00	£ 44.00	£ 20.00	£ 125.59	£ 150.00	£ 200.00
VAT Refunds	£ 9,015.00	£ 9,014.76	£ 6,521.00	£ 3,257.02	£ 1,700.00	£ -	£ 1,710.55	£ 2,518.00
Miscellaneous	£ -	£ -	£ -	£ 810.00	£ -	£ -	£ -	£ -
Total Income	£ 24,792.50	£ 25,253.32	£ 25,090.00	£ 22,678.02	£ 22,787.00	£ 26,048.80	£ 27,783.76	£ 23,785.00
Expenditure								
Clerk's Salary	£ 4,690.00	£ 4,329.52	£ 4,550.00	£ 6,421.71	£ 5,350.00	£ 4,204.17	£ 5,605.56	£ 5,885.00
Fees	£ 370.00	£ 370.00	£ 370.00	£ 375.00	£ 400.00	£ 175.00	£ 175.00	£ 400.00
Subscriptions	£ 400.00	£ 451.93	£ 425.00	£ 456.03	£ 500.00	£ 423.00	£ 514.00	£ 550.00
Admin Expenses	£ 500.00	£ 396.14	£ 1,000.00	£ 608.22	£ 700.00	£ 350.48	£ 700.00	£ 700.00
Insurance	£ 1,260.00	£ 1,415.31	£ 700.00	£ 1,247.40	£ 700.00	£ 1,280.64	£ 1,280.64	£ 700.00
Drainage Rates	£ 77.00	£ 78.89	£ 80.00	£ 82.11	£ 85.00	£ 92.57	£ 92.57	£ 100.00
Recreation Ground	£ 3,000.00	£ 4,245.00	£ 10,300.00	£ 4,258.25	£ 11,800.00	£ 2,109.11	£ 9,870.00	£ 2,525.00
Churchyard	£ 245.00	£ 245.00	£ 245.00	£ 245.00	£ 745.00	£ 245.00	£ 245.00	£ 745.00
Community Centre	£ 7,475.00	£ 7,779.74	£ 2,000.00	£ -	£ 2,000.00	£ -	£ -	£ 2,000.00
Street Lights	£ 19,500.00	£ 1,947.88	£ 18,944.00	£ 3,495.09	£ 3,500.00	£ 2,465.56	£ 2,465.56	£ 13,000.00
Section 137 Payments	£ 2,000.00	£ 1,850.00	£ 2,000.00	£ 540.00	£ 1,000.00	£ 1,582.50	£ 1,582.50	£ 1,500.00
LHI Projects	£ 1,670.00	£ 2,150.00	£ 3,642.00	£ 1,666.67	£ 2,000.00	£ -	£ 2,000.00	£ 1,000.00
Recoverable VAT	£ -	£ 3,257.02	£ -	£ 1,710.55	£ -	£ 947.14	£ 2,518.00	£ 400.00
Tree Works	£ -	£ -	£ 1,250.00	£ -	£ 1,000.00	£ -	£ -	£ -
Miscellaneous	£ -	£ -	£ -	£ 810.00	£ -	£ 265.00	£ 265.00	£ 500.00
Total Expenditure	£ 41,187.00	£ 28,516.43	£ 45,506.00	£ 21,916.03	£ 29,780.00	£ 14,140.17	£ 27,313.83	£ 30,005.00
Summary								
Total Income		£ 25,253.32	£ 25,090.00	£ 22,678.02	£ 22,787.00	£ -	£ 27,783.76	£ 23,785.00
LESS Total Expenditure		£ 28,516.43	£ 45,506.00	£ 21,916.03	£ 29,780.00	£ -	£ 27,313.83	£ 30,005.00
Net Surplus or Deficit		-£ 3,263.11	-£ 20,416.00	£ 761.99	-£ 6,993.00	£ -	£ 469.93	-£ 6,220.00

NOTES

Balance as at 31.3.23	£ 41,318.26
Anticipated surplus for 2023/24	£ 469.93
Anticipated carry forward	£ 41,788.19

Anticipated liabilities and suggested expenditure (included above)

Recreation Ground extension	£ 5,000.00
War memorial cleaning	£ 500.00
Street lighting	£ 10,000.00
LHI contribution	£ 1,000.00
Bus shelter project	£ 500.00
	£ 17,000.00

FENLAND DISTRICT COUNCIL

Notice of Council Tax for 2023/2024

The COUNCIL at its meeting held on 20 February 2023 in accordance with Section 30(2) of the Local Government Finance Act 1992, set the following amounts of Council Tax for the financial year 2023/2024 for each of the categories of dwellings within its administrative area. In accordance with Section 38(2) of the aforementioned Act the amounts of Council Tax so set for the financial year 2023/2024 for each of the categories of dwellings are shown below:

Parish of :	BAND D COUNCIL TAX							Valuation Band								
								'A' WITH DISABLED RELIEF	A	B	C	D	E	F	G	H
	County Council Purposes	Fire Authority Purposes	Police & Crime Commissioner Purposes	Combined Authority Purposes	District Council Purposes	Parish Council Purposes	TOTAL	Proportion to BAND D								
								<u>5</u> 9	<u>6</u> 9	<u>7</u> 9	<u>8</u> 9	1	<u>11</u> 9	<u>13</u> 9	<u>15</u> 9	2
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
BENWICK	1,542.87	79.92	272.52	12.00	255.24	35.50	2,198.05	1,221.14	1,465.37	1,709.59	1,953.82	2,198.05	2,686.51	3,174.96	3,663.42	4,396.10
CHATTERIS	1,542.87	79.92	272.52	12.00	255.24	50.03	2,212.58	1,229.21	1,475.05	1,720.90	1,966.74	2,212.58	2,704.26	3,195.95	3,687.63	4,425.16
CHRISTCHURCH	1,542.87	79.92	272.52	12.00	255.24	63.79	2,226.34	1,236.86	1,484.23	1,731.60	1,978.97	2,226.34	2,721.08	3,215.82	3,710.57	4,452.68
DODDINGTON	1,542.87	79.92	272.52	12.00	255.24	68.73	2,231.28	1,239.60	1,487.52	1,735.44	1,983.36	2,231.28	2,727.12	3,222.96	3,718.80	4,462.56
ELM	1,542.87	79.92	272.52	12.00	255.24	47.73	2,210.28	1,227.93	1,473.52	1,719.11	1,964.69	2,210.28	2,701.45	3,192.63	3,683.80	4,420.56
GOREFIELD	1,542.87	79.92	272.52	12.00	255.24	49.63	2,212.18	1,228.99	1,474.79	1,720.58	1,966.38	2,212.18	2,703.78	3,195.37	3,686.97	4,424.36
LEVERINGTON	1,542.87	79.92	272.52	12.00	255.24	50.39	2,212.94	1,229.41	1,475.29	1,721.18	1,967.06	2,212.94	2,704.70	3,196.47	3,688.23	4,425.88
MANEA	1,542.87	79.92	272.52	12.00	255.24	78.09	2,240.64	1,244.80	1,493.76	1,742.72	1,991.68	2,240.64	2,738.56	3,236.48	3,734.40	4,481.28
MARCH	1,542.87	79.92	272.52	12.00	255.24	53.23	2,215.78	1,230.99	1,477.19	1,723.38	1,969.58	2,215.78	2,708.18	3,200.57	3,692.97	4,431.56
NEWTON	1,542.87	79.92	272.52	12.00	255.24	40.65	2,203.20	1,224.00	1,468.80	1,713.60	1,958.40	2,203.20	2,692.80	3,182.40	3,672.00	4,406.40
PARSON DROVE	1,542.87	79.92	272.52	12.00	255.24	43.60	2,206.15	1,225.64	1,470.77	1,715.89	1,961.02	2,206.15	2,696.41	3,186.66	3,676.92	4,412.30
TYDD ST.GILES	1,542.87	79.92	272.52	12.00	255.24	37.13	2,199.68	1,222.04	1,466.45	1,710.86	1,955.27	2,199.68	2,688.50	3,177.32	3,666.13	4,399.36
WHITTLESEY	1,542.87	79.92	272.52	12.00	255.24	29.69	2,192.24	1,217.91	1,461.49	1,705.08	1,948.66	2,192.24	2,679.40	3,166.57	3,653.73	4,384.48
WIMBLINGTON	1,542.87	79.92	272.52	12.00	255.24	76.33	2,238.88	1,243.82	1,492.59	1,741.35	1,990.12	2,238.88	2,736.41	3,233.94	3,731.47	4,477.76
WISBECH	1,542.87	79.92	272.52	12.00	255.24	59.90	2,222.45	1,234.69	1,481.63	1,728.57	1,975.51	2,222.45	2,716.33	3,210.21	3,704.08	4,444.90
WISBECH ST. MARY	1,542.87	79.92	272.52	12.00	255.24	64.07	2,226.62	1,237.01	1,484.41	1,731.82	1,979.22	2,226.62	2,721.42	3,216.23	3,711.03	4,453.24

Council Tax Charges for Empty Unfurnished Dwellings for Fenland Council

In accordance with Section 11A (Discount: special provision for England) and 11B (Higher amount for long-term empty dwellings: England) of the Local Government Finance Act 1992 (LGFA 1992) as amended and in accordance with the Council tax (Prescribed Classes of Dwellings) (England) Regulations 2003 (PCDR 2003) as amended, and the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 the Council, as the billing authority for Fenland Council, has determined that from 1st April 2021 and for each subsequent financial year, the council tax charges in force for empty unfurnished dwellings will be as follows:
Effective from 1st April 2021 and for each subsequent financial year, council tax charges in relation to empty unfurnished dwellings:

- (i) From the date the property becomes empty & unfurnished 100% council tax charge (PCDR 2003 – Class C)
 - (ii) After 24 months 200% council tax charge (Section 11B LGFA 1992)
 - (iii) After 5 years 300% council tax charge (Section 11B LGFA 1992)
 - (iv) After 10 years 400% council tax charge (Section 11B LGFA 1992)
- At its' meeting on 20th February 2023, the Council determined that subject to the relevant legislation being passed:
(v) with effect from 1st April 2024, the 200% council tax charge will be payable after 12 months from the date the property becomes empty & unfurnished.

Council Tax Charges for Second Homes for Fenland Council

- (vi) with effect from 1st April 2024, a 200% council tax charge will be payable on all second homes (if legislation is passed before 31st March 2023).

Need help with Council Tax?

How to contact us

Information about all Council Services is on-line at www.fenland.gov.uk. You can phone us on 01354- 654321
You can email us at counciltax@angliarevenues.gov.uk (Council Tax) or info@fenland.gov.uk (General enquiries).

You can write to us at: Fenland District Council, Fenland Hall, County Road, March, Cambs, PE15 8NQ.

You can phone us on 01354-654321 to book an appointment to visit our fenland @ your service shops:-

Chatteris Community Hub – 2 Furrowfields, Chatteris, PE16 6DY
March - Fenland Hall, County Road, March, PE15 8NQ
Whittlesey Community Hub - 31-35 Market Street, Whittlesey, PE7 1BA
Wisbech - Harbour Square, Boathouse Business Centre, Wisbech, PE13 3BH

Need help paying?

Low income? Low savings? You can apply for Council Tax Support and we have an online calculator and form on our website.

Can't pay? The sooner you get in touch, the sooner we can help.

Living on your own?

You may get a discount for this!

Make payments easier

Direct Debit takes care of it! Payments are collected automatically once you sign up.
You can also now spread your payments over 12 months, starting in April. Contact us for details.

**Peter Catchpole, Corporate Director and
Chief Finance Officer**

CHRISTCHURCH PARISH COUNCIL

DATA PROTECTION POLICY

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Purpose

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

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

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

Definitions

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

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

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

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

Data protection principles

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

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

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

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

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

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

Processing

Personal data

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

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

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

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

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

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

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

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

Special categories of data

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

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

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

Individual rights

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

Subject access requests

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

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

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

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

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

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

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

Other rights

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

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

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

Data security

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

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

Data breaches

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

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

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

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

International data transfers

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

Individual responsibilities

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

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

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

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

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

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

Training

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

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

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

Adopted by the Council - January 2022

To be reviewed annually



Information available from Christchurch Parish Council under the ICO model publication scheme

Background

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

What is a Publication Scheme?

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

Model Scheme

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

What Charges are there?

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

Confidentiality Notice

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

Requests for Information

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

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

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

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

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

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

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

clerk@christchurchparishcouncil.org.uk

01945 870083

Schedule of Charges

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

Christchurch Parish Council

Code of Conduct for Members

Adopted by the Council on 10 January 2022

The Members' Code of Conduct is intended to promote high standards of behaviour amongst the elected and co-opted members of the Council.

The Code is underpinned by the following principles of public life which should borne in mind when interpreting the meaning of the Code:-

- i **Selflessness.** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- ii **Integrity.** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- iii **Objectivity.** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- iv **Accountability.** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- v **Openness.** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- vi **Honesty.** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- vii **Leadership** Holders of public office should promote and support these principles by leadership and example.

Part 1

General Provisions

1. Introduction and Interpretation

- 1.1 This Code applies to **you** as a member of Christchurch Parish Council (the Council).
- 1.2 The term “**the Authority**” used in this Code refers to the Council.
- 1.3 “**Member**” means any person being an elected or co-opted member of the Authority.
- 1.4 It is **your** responsibility to comply with the provisions of this Code.
- 1.5. In this Code –

“**Meeting**” means any meeting of:-

- a) The Authority;
 - b) Any meetings with the Council's officers;
 - c) Any of the Authority's Committees, sub-committees, joint committees, joint sub-committees, or area committees;
 - d) Any site visits to do the business of the Authority;
 - e) Any of the Authority's advisory groups and, working parties and panels.
- 1.6. In this Code “relevant authority” has the meaning given to it by section 27(6) of the Localism Act 2011.

2. Scope

- 2.1 You must comply with this Code whenever you act, claim to act or give the impression you are acting in your official capacity as a Member of the Authority.
- 2.2 Where you act as a representative of the Authority:-
- a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
 - b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

3. General Obligations

- 3.1 You must treat others with respect.
- 3.2 You must not:-
- a) do anything, which may cause the Authority to breach UK equalities legislation.

- b) bully any person.
- c) intimidate or attempt to intimidate any person who is or is likely to be:-
 - (i) a complainant,
 - (ii) a witness, or
 - (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a Member (including yourself) has failed to comply with his or her authority's code of conduct.
- d) do anything, which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Authority.
- e) conduct yourself in a manner, which could reasonably be regarded as bringing your office or authority into disrepute.

4. You must not:-

- 4.1 disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:-
 - a) you have the consent of a person authorised to give it;
 - b) you are required by law to do so;
 - c) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - d) the disclosure is:-
 - (i) reasonable and in the public interest; and
 - (ii) made in good faith and in compliance with the reasonable requirements of the authority.
- 4.2. prevent another person from gaining access to information to which that person is entitled by law.

5. You must not:-

- 5.1 use or attempt to use your position as a member improperly to confer on, or secure for yourself or any other person, an advantage or disadvantage.

6. You must:-

- 6.1 when using or authorising the use by others of the resources of the Authority:-
 - a) act in accordance with your Authority's reasonable requirements;
 - b) ensure that such resources are not used improperly for political purposes (including party political purposes); and
- 6.2. have regard to any Local Authority Code of Publicity made under the Local Government Act 1986.

Part 2

Interests

7. Disclosable Pecuniary Interests

- 7.1. Breaches of the rules relating to Disclosable Pecuniary Interests may lead to criminal sanctions.
- 7.2. You have a Disclosable Pecuniary Interest if it is of a description specified in Regulations made by the Secretary of State (Appendix A) and either:
- (a) it is an interest of yours, or
 - (b) it is an interest of:
 - (i) your spouse or civil partner,
 - (ii) a person with whom you are living as husband and wife, or
 - (iii) a person with whom you are living as if you were civil partners,

and you are aware that that other person has the interest.

8. Registration of Disclosable Pecuniary Interests

- 8.1. Subject to paragraph 12 (sensitive interests), **you must**, within 28 days of:
- (a) this Code being adopted or applied by the Authority; or
 - (b) your election or appointment (where that is later),
- notify the Authority's Monitoring Officer in writing of any Disclosable Pecuniary Interests you have at that time.
- 8.2. Subject to paragraph 12 (sensitive interests), **you must**, within 28 days of becoming aware of any new Disclosable Pecuniary Interest or any change to any such interest, notify the Authority's Monitoring Officer in writing of that new Disclosable Pecuniary Interest or change.

9. Disclosable Pecuniary Interests in matters considered at meetings

- 9.1. If you attend a meeting and have and are aware that you have a Disclosable Pecuniary Interest in any matter to be considered, or being considered, at that meeting, -
- (a) **you must disclose** to the meeting the fact that you have a Disclosable Pecuniary Interest in that matter. **If you have not already done so, you must notify the Authority's Monitoring Officer** of the interest before the end of 28 days beginning with the date of the disclosure, and
 - (b) whether the interest is registered or not you **must not** - unless you have obtained a dispensation from the Authority's Monitoring Officer -
 - (i) participate, or participate further, in any discussion of the matter or vote at the meeting; or
 - (ii) remain in the meeting room whilst the matter is being debated or participate in any vote taken on the matter at the meeting.

10. Other Interests

- 10.1. In addition to the requirements of Paragraph 3, if you attend a meeting at which any item of business is to be considered and you are aware that you have a "non-pecuniary interest" in that item, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent
- 10.2. You have a "non-pecuniary interest" in an item of business of your authority where -
- (a) a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or
 - (b) it relates to or is likely to affect any of the interests listed in the Table in the Appendix to this Code, but in respect of a member of your family (other than a "relevant person") or a person with whom you have a close association and that interest is not a disclosable pecuniary interest.

11. Sensitive Interests

- 11.1 Where you consider (and the Authority's Monitoring Officer agrees) that the nature of a Disclosable Pecuniary or Personal Interest is such that disclosure of the details of the interest could lead to you or a person connected with you being subject to intimidation or violence, it is a "sensitive interest" for the purposes of the Code, and the details of the sensitive interest do not need to be disclosed to a meeting, although the fact that you have a sensitive interest must be disclosed, in accordance with paragraphs 8, 9 and 10.

Note: Register of Interests

Interests under paragraph 8 will be notified to the Monitoring Officer on a form approved for the purpose by the Monitoring Officer and for this purpose will be deemed the "register of interests". A copy of the register will be available for public inspection and will be published on the authority's website.

12 Gifts and Hospitality

- 12.1 You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £100 which you have accepted as a member from any person or body other than the authority.

Appendix A

Disclosable Pecuniary Interests

This note explains the requirements of the Localism Act 2011 (Ss 29-34) in relation to Disclosable Pecuniary Interests. These provisions are enforced by criminal sanction. They come into force on 1 July 2012.

Notification of Disclosable Pecuniary Interests

<i>Disclosable Pecuniary Interest</i>	<i>Description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority -</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land, which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to M's knowledge) -</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where -</p> <p>(a) that body (to M's knowledge) has a place of business or land in the area of the relevant</p>

authority; and

(b) either -

(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

These descriptions on interests are subject to the following definitions:

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land, which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“Member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Offences

It is a criminal offence to

- Fail to notify the Monitoring Officer of any Disclosable Pecuniary Interest within 28 days of election
- Fail to disclose a Disclosable Pecuniary Interest at a meeting if it is not on the register
- Fail to notify the Monitoring Officer within 28 days of a Disclosable Pecuniary Interest that is not on the register that you have disclosed to a meeting
- Participate in any discussion or vote on a matter in which you have a Disclosable Pecuniary Interest (without a dispensation)

- Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer of a Disclosable Pecuniary Interest or in disclosing such interest to a meeting

The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a Councillor for up to 5 years.