

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

6 March 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 11 March 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**

141/23-24 Apologies for Absence

142/23-24 Chairman's Announcements

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

143/23-24 Public Time

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

144/23-24 Membership of the Council

To consider requests from eligible individuals for co-option to the vacant position on the Council

145/23-24 Confirmation of Minutes

To approve and sign the minutes of the meeting held on 12 February 2024

146/23-24 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 and communications
- f) Santa run
- g) Bowls Club donation
- h) Outdoor gym and play equipment inspections
- i) Annual Parish Meeting planning

147/23-24 Police Report

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

148/23-24 County & District Councillors Reports

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

149/23-24 Clerk's Report

To receive a report on correspondence received

150/23-24 Members and Residents Issues

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

151/23-24 Recreation Ground Extension

To receive a report on progress since the last meeting

152/23-24 Highways

To consider and agree a response to the Highways questionnaire on the new weed spraying policy

153/23-24 Planning

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

- a) F/YR24/0078/F - Installation of air source heat pump to front of existing dwelling - Annabelle, March Road, Tipps End
- b) F/YR24/0122/F - Erect a single-storey extension to front of existing dwelling and erect a boundary fence 1m high (max) - 4 Fen View, Christchurch
- c) F/YR24/0161/F - Erect 1 x dwelling (2-storey 4-bed) in association of existing farm, and formation of an access - Land South of 4 Hole in the Wall Cottages, Padgetts Road, Christchurch

154/23-24 Finance

To consider and resolve on the following matters:

- a) To receive an updated financial statement for the period to the end of February
- b) To receive a report on matters relating to the Barclays Bank accounts
- c) To consider and determine future banking arrangements
- d) To approve the transfer of compensation received from Barclays Bank to the Recreation Ground charity
- e) To approve the transfer of the recycling credits received from Fenland District Council to the Recreation Ground charity
- f) To approve the following payments:

Clerk salary and home office allowance	£	467.13
Clerk expenses	£	138.57
Fenland District Council (election costs)	£	331.08
Cambridgeshire ACRE (subscription)	£	65.00
T A Blackamore Ltd (grass cutting)	£	tbc

155/23-24 Policies and Procedures

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

- a) Equality and Diversity Policy
- b) Homeworking Policy
- c) Expenses Policy

156/23-24 Matters for Next Meeting

To discuss future agenda items from Councillors

157/23-24 Date of Next Meeting

To confirm the date of the next meeting of the Council as Monday 8 April

CHRISTCHURCH PARISH COUNCIL

Minutes of a Meeting of Christchurch Parish Council held in the Community Centre on Monday 12 February 2024 at 7.30pm

Present: Cllrs J Hughes (Chairman), J Bliss, S Potter, D Gibbs (Clerk), six parishioners

128/23-24 Apologies for Absence

Cllrs R Feeney, J Hayes, A Sparrow, Cllr S Count (CCC), Cllr J French (CCC), Cllr D Roy (FDC), Cllr M Summers (FDC)

129/23-24 Chairman's Announcements

None.

130/23-24 Public Time

Residents asked about street lighting in Church Road, the proposed traffic island in Church Road, the progress of the planning application for a stable at the end of Fen View, and the introduction of a village bus service. The Clerk advised them that the missing street light outside the former Memorial Hall site had been reported and a replacement should be installed soon. The Council has agreed to adopt the lights in Church Road either side of The Croft, so they will be inspected and repaired soon. The Chairman reported that he had signed off the design for the traffic island, but there is currently no date for the work to commence. The Clerk reported that the planning application will go before the District Council's Planning Committee for determination, but there is a backlog of applications, so the date of the meeting is not known. Nothing is known about the proposed bus service, as there has been no communication from the Combined Authority. The Parish Council first heard about it in the local press.

131/23-24 Confirmation of Minutes

The minutes of the meeting held on 8 January were correctly recorded and signed as being a true record.

132/23-24 Matters Outstanding

- a) Pavement outside Field Lodge, Upwell Road - No further update.
- b) Affordable housing proposal - No further update.
- c) Household items outside property in Upwell Road - No further update.
- d) Wayside Estate pedestrian safety - No further update.
- e) Parishioner engagement - Members noted that the new Facebook page is attracting attention.
- f) Santa Run - The Clerk is still trying to contact the organiser.
- g) Bowls Club donation - To be agreed at the next meeting.
- h) Outdoor gym and play equipment inspections - The outdoor gym equipment has now been relocated to the far end of the Recreation Ground. Cllr Sparrow will complete the inspection checklist.
- i) Annual Parish Meeting planning - Suggested speakers - Chief Fire Officer, Cambs Police, a Planning Officer.

133/23-24 Police Report

The Clerk reported that he had attended a meeting with the Neighbourhood Sergeant. The vacant roles on the Neighbourhood Team have been filled. The two new

constables have police and military experience respectively. There have been some of hare coursing incidents in the area, although fewer than in previous years, possibly due to the weather.

134/23-24 County & District Councillors Reports

In the absence of the County and District Councillors, there were no reports.

135/23-24 Clerk's Report

The Clerk reported on the Police meeting outlined above and correspondence received, including the County Council's 20mph funding applications, a Flood Resilience Day at Wisbech Library, a closure of the Sixteen Foot Bank between Cotton's Corner Bridge and the county boundary, King's Lynn and West Norfolk Council's consultation on gypsy and traveller sites, older driver workshops from Cambridgeshire Fire and Rescue, Cambridgeshire ACRE's Village Halls Week from 18 March and the Centenary Community Buildings Conference in Burwell on 21 March.

136/23-24 Members and Residents Issues

- a) Accidents on the Sixteen Foot Bank - The Chairman reported that there had been several accidents early one frosty morning. The road appeared to be ungritted despite the weather forecast, although the gritters were working during the night. At least one car was written off. Cllr Count has asked Highways for more information.
- b) Local bus service - As reported in Public Time, it appears that there is a plan to reinstate a bus service connecting Christchurch to Wisbech and Downham Market. The Council is awaiting further information.
- c) Equestrian safety signage - It was suggested that signs could be placed around the parish to remind motorists of the need to slow down and give plenty of room to horses. An example of a suitable sign from the British Horse Society was circulated. The Clerk agreed to discuss this with the Highways Vision Zero team.

137/23-24 Recreation Ground Extension

Mr Freeland reported that more than 2000 trees and hedging plants had been planted. Quotes are being obtained for other elements of the project. Some elements, such as the second bridge, might require additional funding. The Chairman thanked the volunteers for their hard work over the winter months.

138/23-24 Finance

- a) The management accounts as at 31.1.24 showed income of £26,423.80 and expenditure of £17,421.30, resulting in a surplus of £9,002.50 and total funds held of £50,320.76.
- 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
Fenland Leisure Products Ltd (outdoor gym installation).....	£	5,589.48
- d) Members approved the transfer of £20,000 from the Barclays Bank account to the NatWest Bank account.

139/23-24 Matters for Next Meeting

The Annual Parish Meeting.

140/23-24 Date of Next Meeting

The date of the next meeting of the Parish Council will be Monday 11 March.

Agenda Item No.	149/23-24	Christchurch Parish Council
Meeting Date	11 March 2024	
Report Title	Clerk's Report	

1. Purpose of Report

To report on correspondence received.

2. Report

Correspondence received:

Cambridgeshire County Council

Roadworks and events bulletins

New weed spraying policy

Daytime closure of Sixteen Foot Road 11 March onwards

Cambridgeshire Matters newsletter

Fenland District Council

Community Safety survey

Think Fraud campaign

Incinerator decision

Great British Spring Clean

Council tax penalties for empty properties and second homes

Rural England Prosperity Fund grants for businesses

Craft workshops for St George's Festival

The Fenlander newsletter

CAPALC - Training courses, Monthly bulletin

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

Cambridgeshire & Peterborough Combined Authority - Electric vehicle and charging point survey

Queen Elizabeth Hospital - Modernising our hospital newsletter

Cambridgeshire ACRE - Staying in Touch newsletter

Support Cambridgeshire - Volunteer Cambs launch

Arthritis Action - Community presentations and online support

Fenland Leisure Products - Playground inspection course

3. Recommendations

Members note the report.

Report Author	Dave Gibbs
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My ref:
Your ref:

Date:

Contact:

Telephone: 0345 045 5212
E Mail: highways@cambridgeshire.gov.uk



David Allatt
Interim Service Director
Highways and Transport

by e-mail only

12 February 2024

Dear Parish, Town, and District Councils

Subject: Review of Highways Operational Standards in Relation to Weed Management

I am writing to provide you with an update on the recent review of the Highways Operational Standards (HOS) in relation to weed management in Cambridgeshire. The review aimed to assess the impact of changes implemented in April 2023 and gather stakeholders' feedback to inform further improvements.

The review identified the need for revisions to the HOS and recommended their approval for consultation with local stakeholders. This aims to improve environmental performance, reduce carbon emissions, and enhance road user safety through proactive weed management.

In January the Highways and Transport committee decided to reinstate the use of chemical weed control across the county, the report findings confirmed that the use of chemical weed control remains to be the most effective method for weed control as well as being the most financially viable option.

The paper submitted to the committee can be found [here](#).

Additionally, we would like to inform you that a one off non-chemical weed removal program will be implemented to cleanse all areas affected by weeds. This program will serve as a deep clean measure before the cyclical chemical weed treatment program, which will take place twice per annum, is reinstated in May 2024.

Please click link attached to complete a short questionnaire regarding the use of chemicals as weed control in your area.

However, we understand that some residents may have concerns about the use of chemicals in weed management. If your area prefers not to have chemicals used, we kindly request you still complete the questionnaire using the link and email assetdatastrategy@cambridgeshire.gov.uk with your alternative proposals on how you wish weed control is managed within your area.

Funding towards alternative weed control management can be offered, this would be the equivalent cost of using chemicals to control the weeds so therefore would act as a contribution towards alternative weed control and not cover the full cost.

We believe that this review and the proposed revisions to the Highways Operational Standards will contribute to creating a greener, safer, and more environmentally sustainable Cambridgeshire. Your participation in the process to reinstate the use of chemical weed control is crucial to ensure that the standards reflect the needs and concerns of our local communities.

Please feel free to reach out to us if you have any questions or require further information. We appreciate your continued cooperation and support in maintaining the quality and safety of our highways.

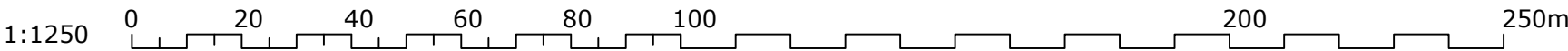
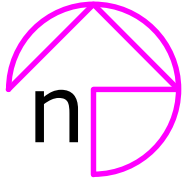
Thank you for your attention.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'D. Allatt'.

David Allatt

Interim Service Director Highways and Transport



A	Boundary adjusted	AW	23/01/24
Rev:	Description:	By:	Date:



octopusenergy
services

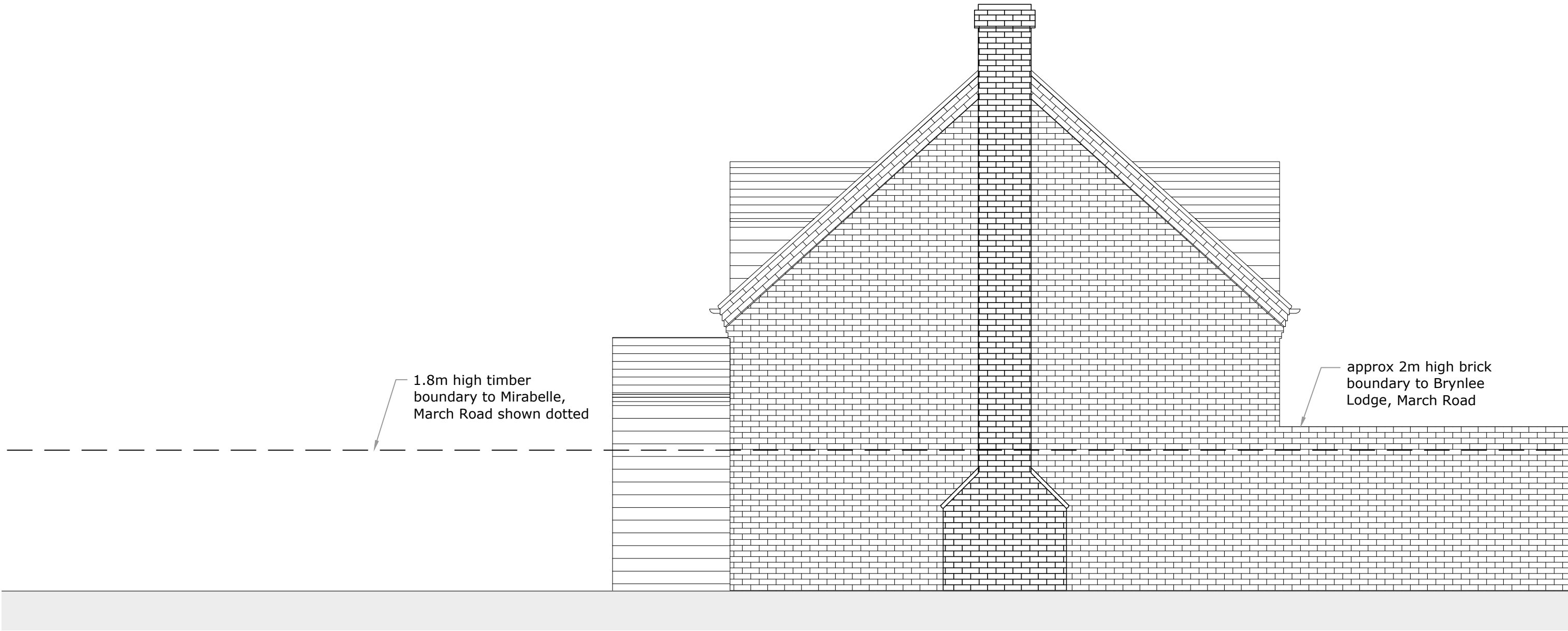
Accredited by:


Client/Project: Darrell Felton, Annabelle, March Road, Tipps End, Welney, Wisbech, PE14 9SH	Project status: PLANNING
	Drawing title: Location plan

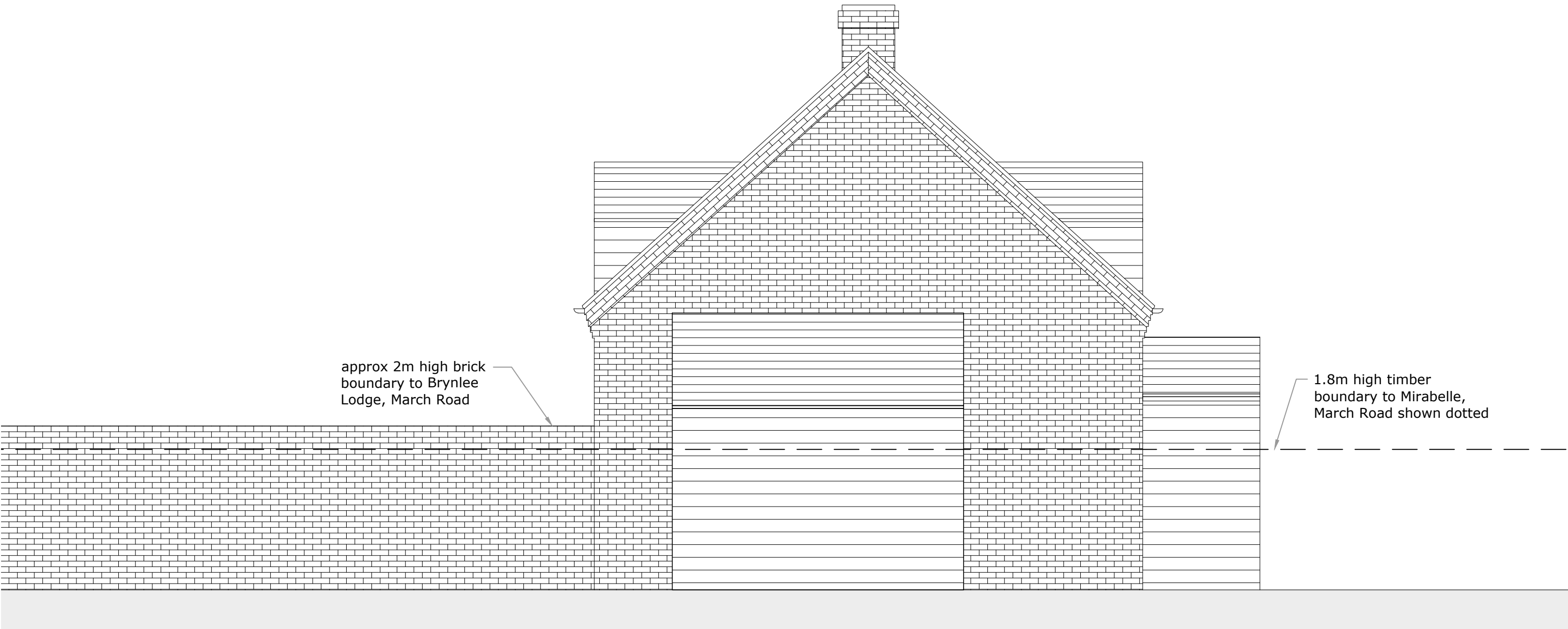
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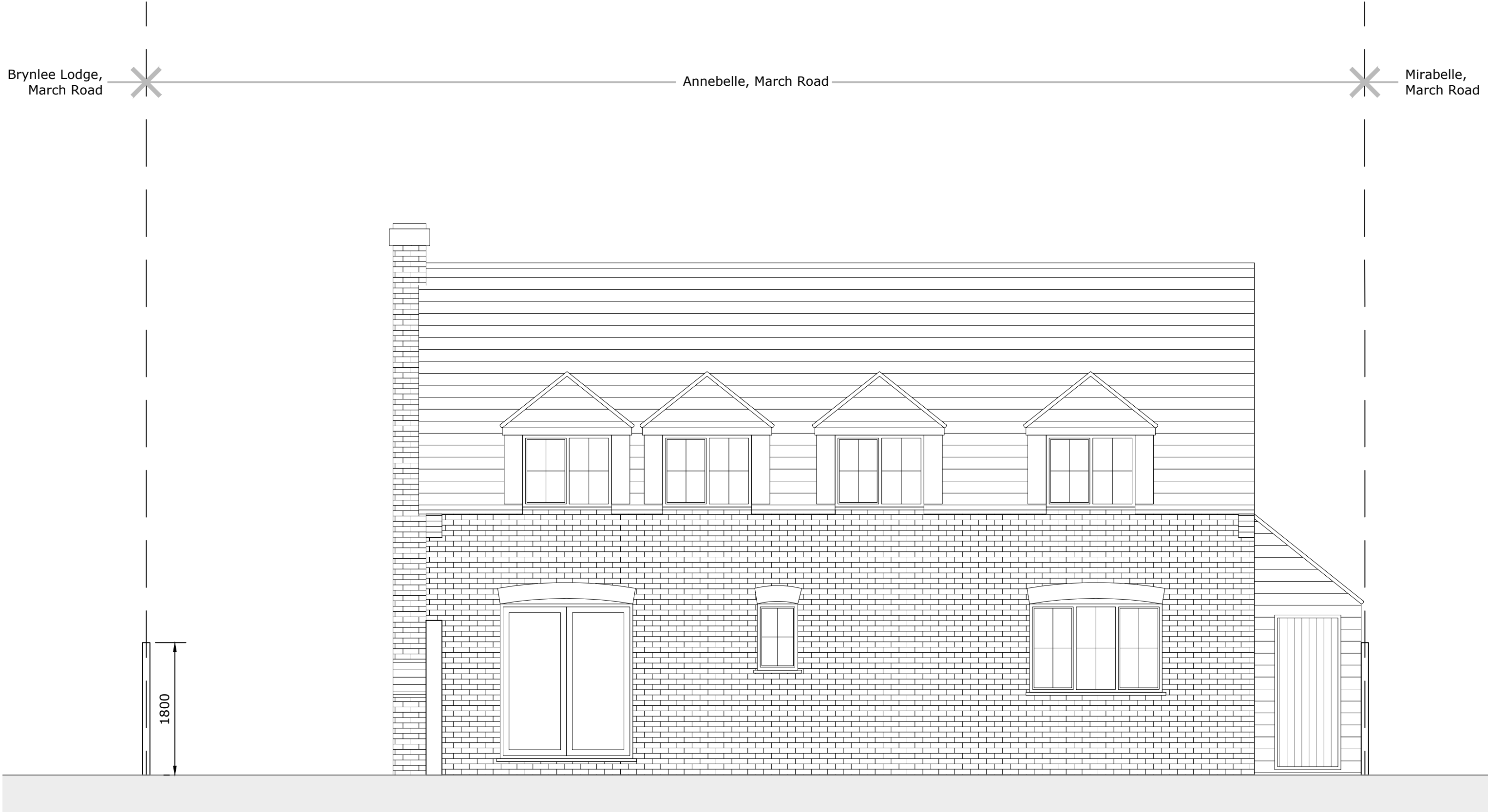
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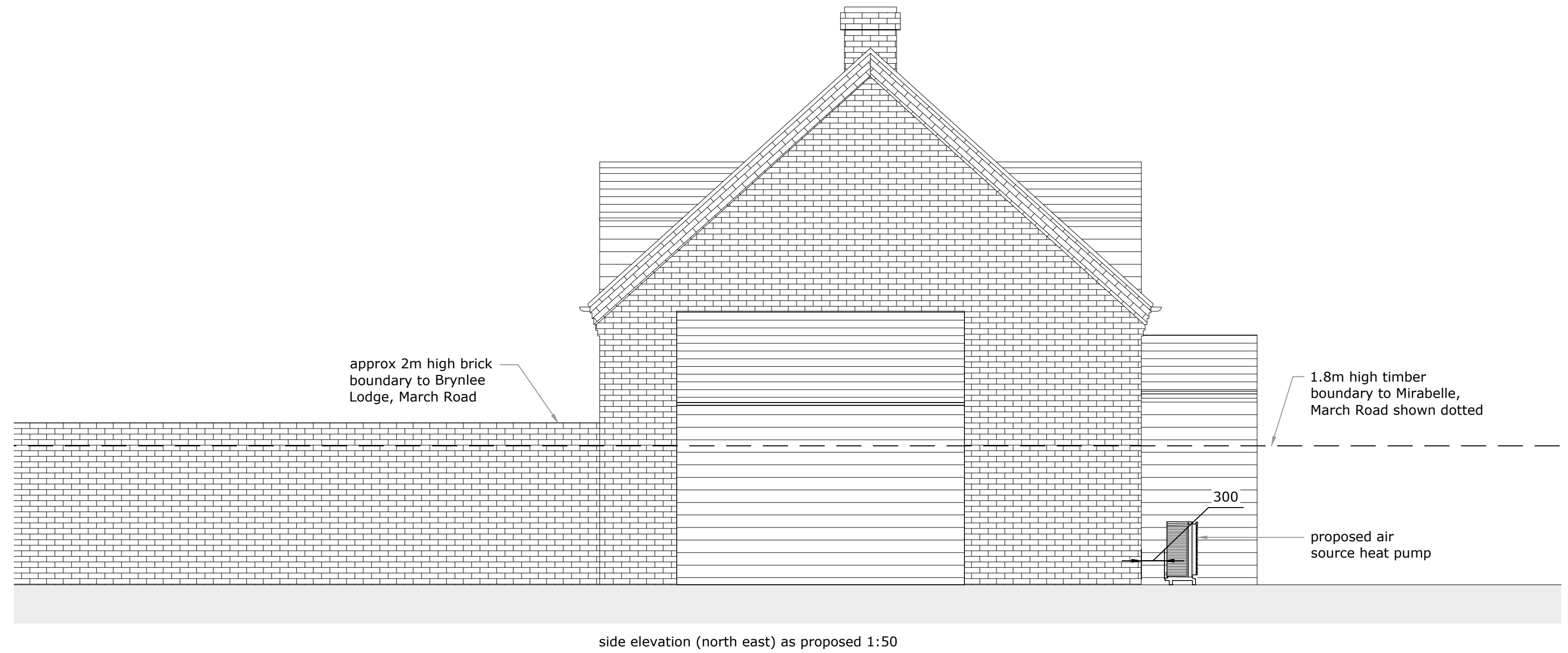
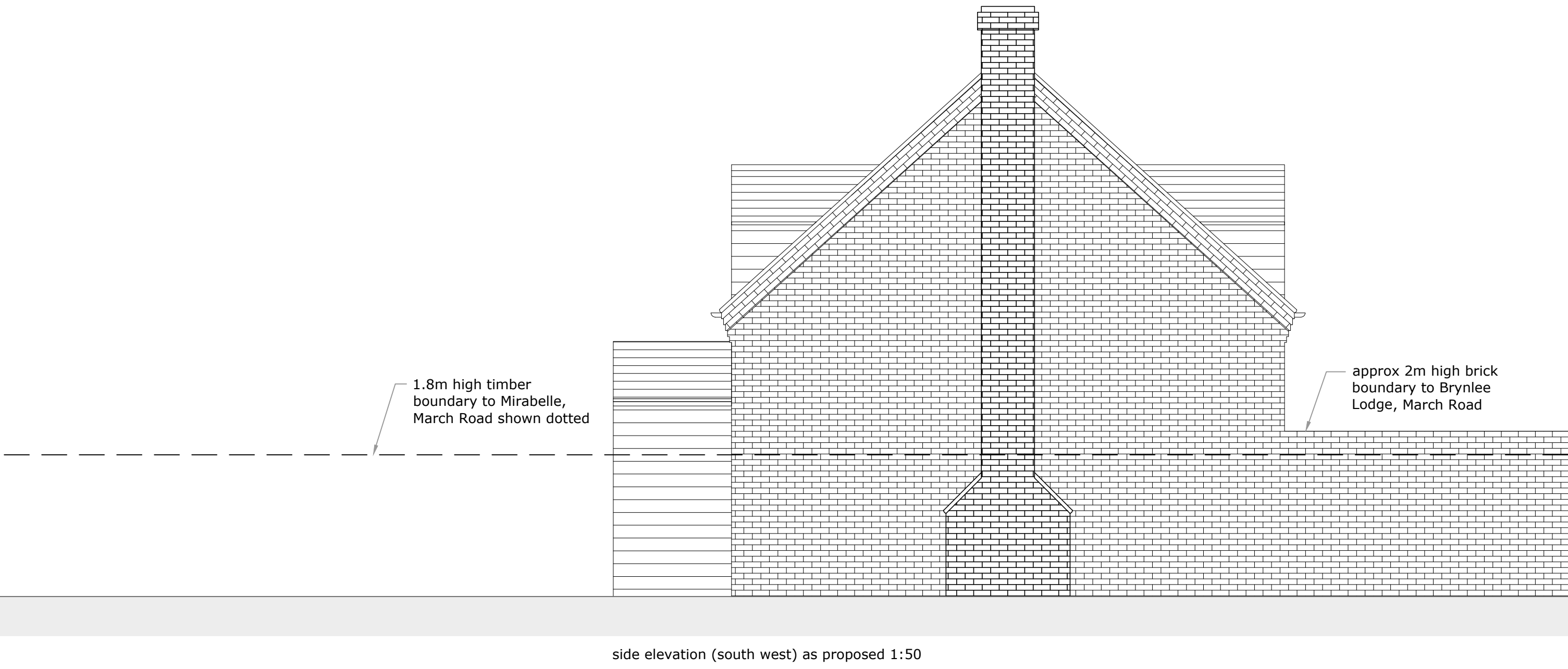
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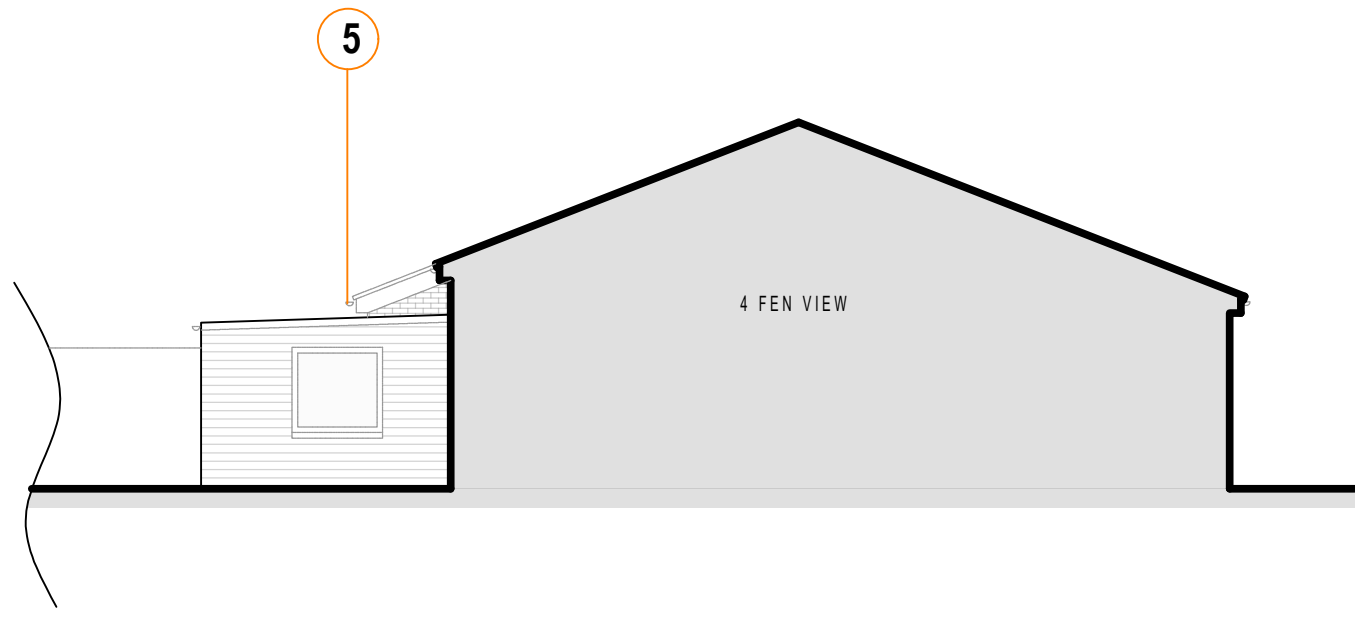
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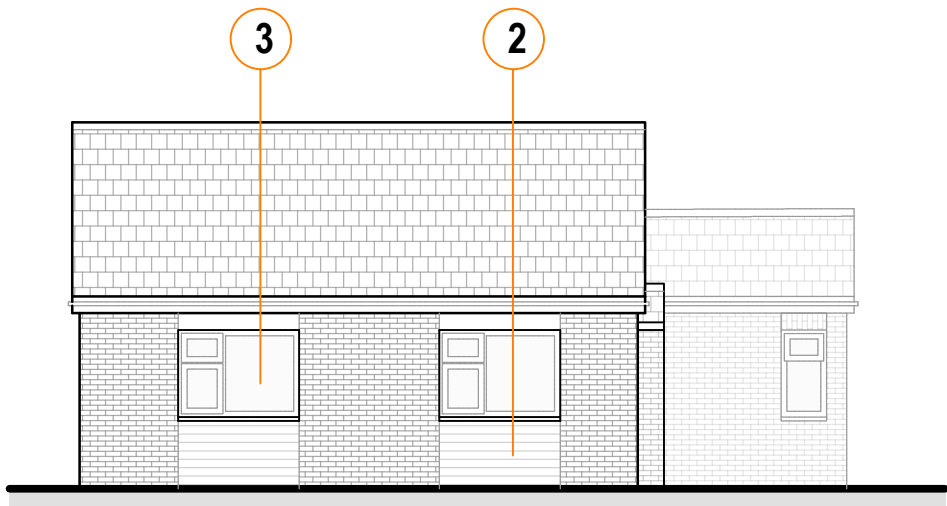
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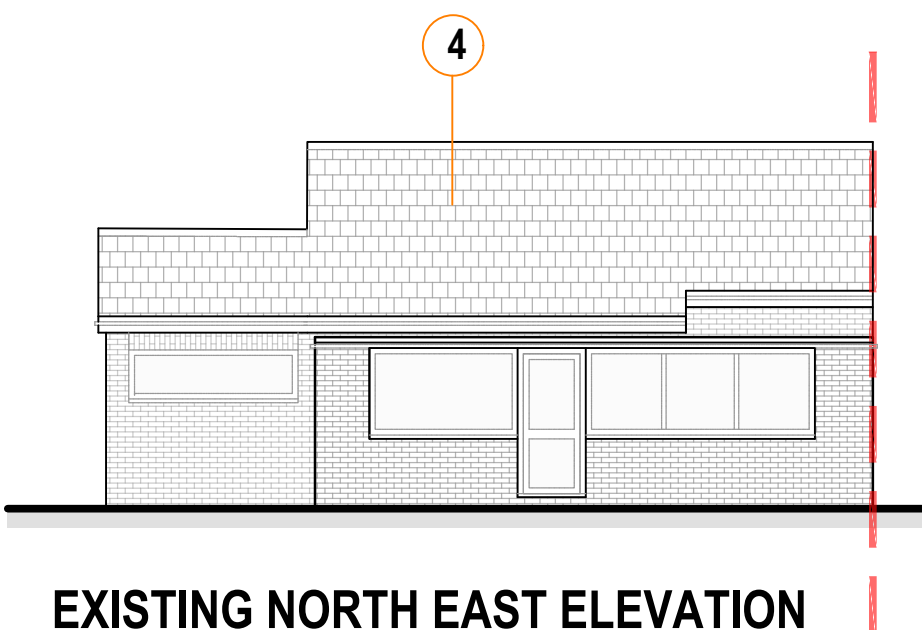
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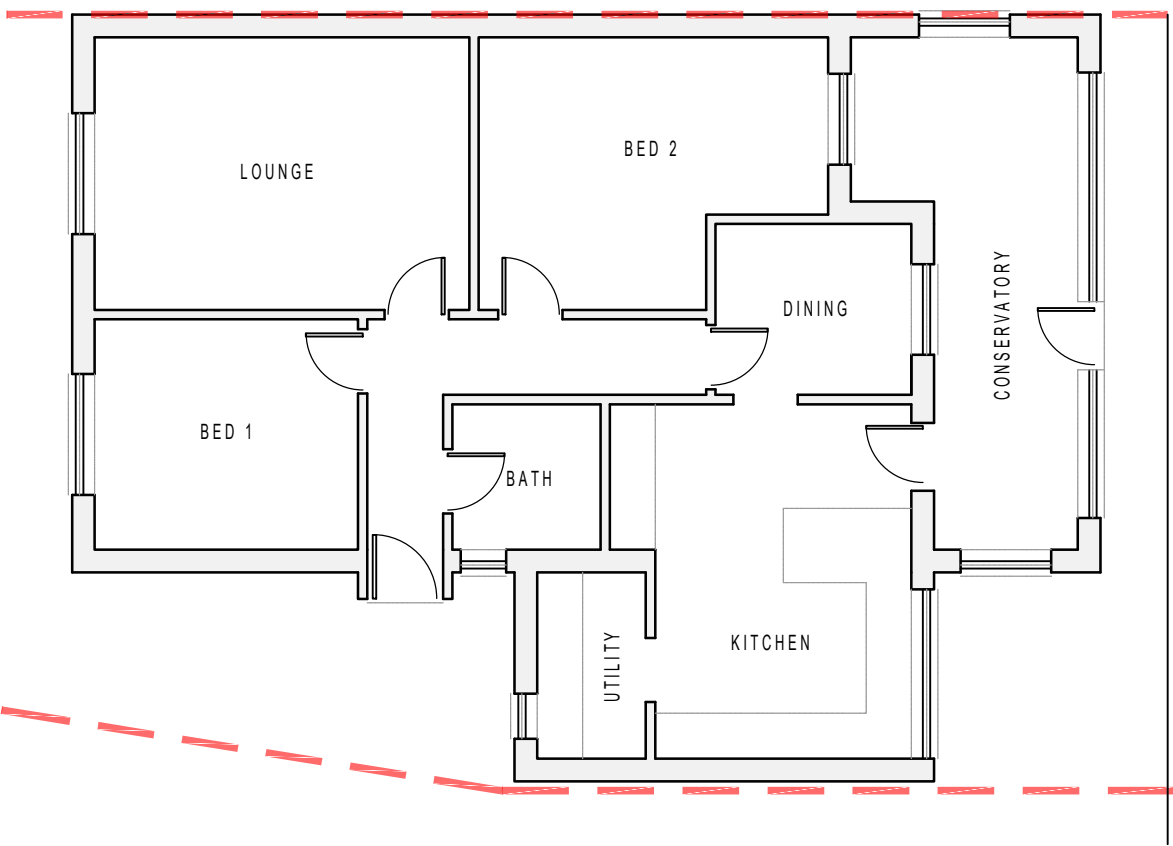
EXISTING SOUTH WEST ELEVATION



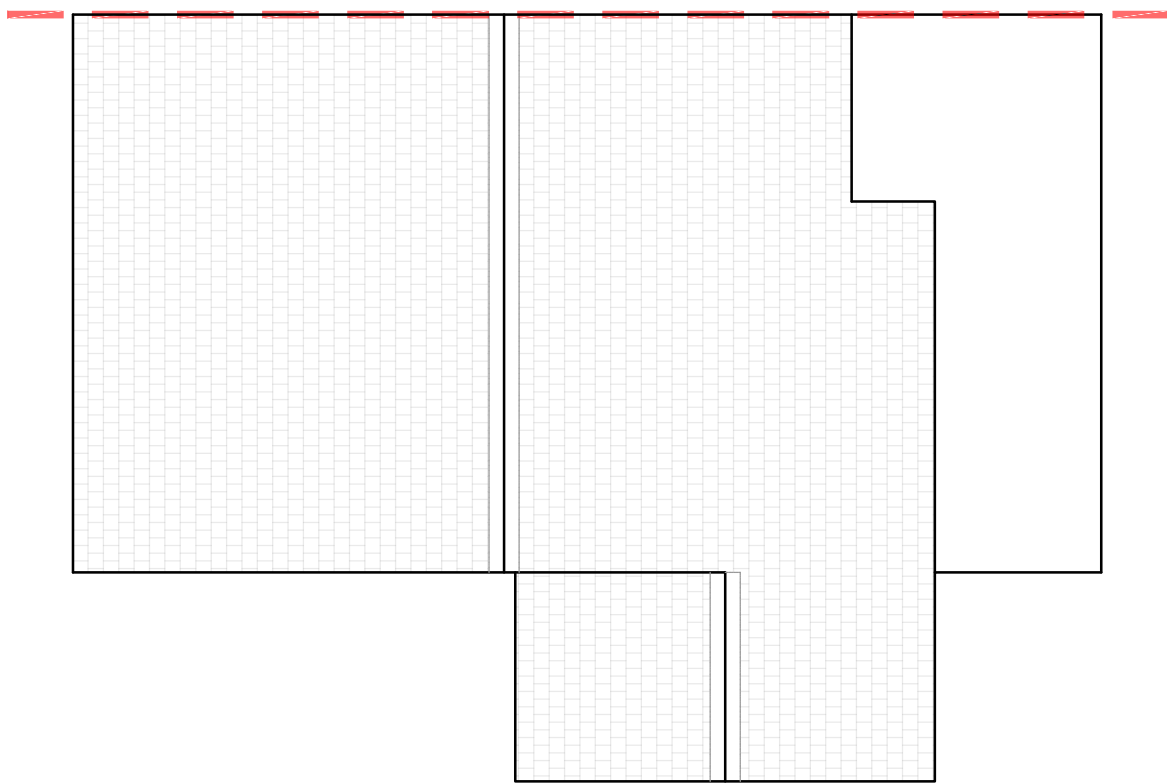
EXISTING SOUTH EAST ELEVATION



EXISTING NORTH EAST ELEVATION

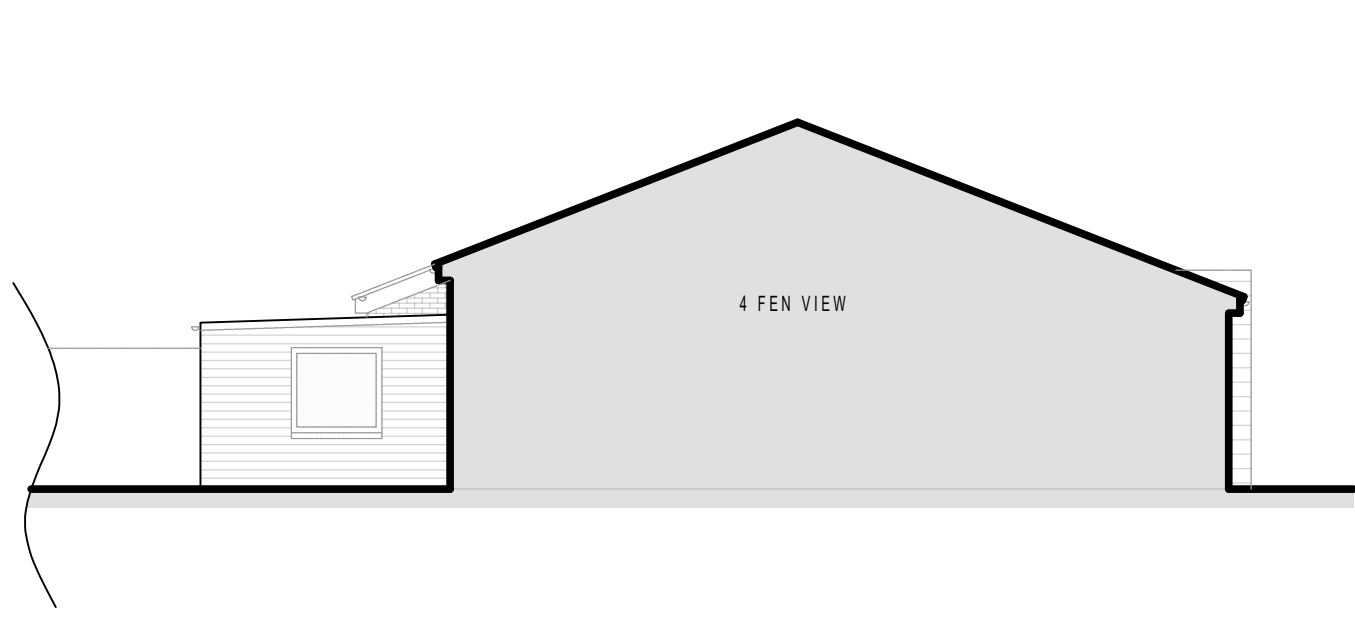


EXISTING GROUND FLOOR PLAN

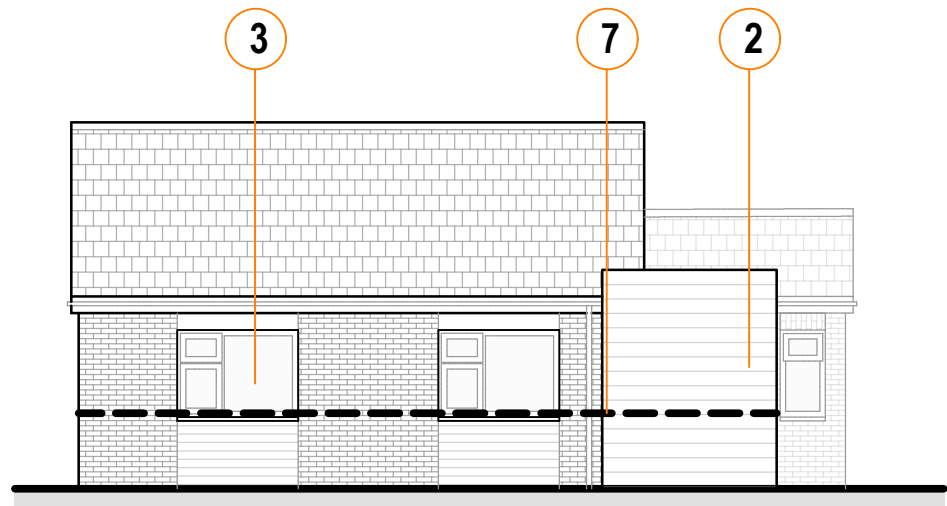


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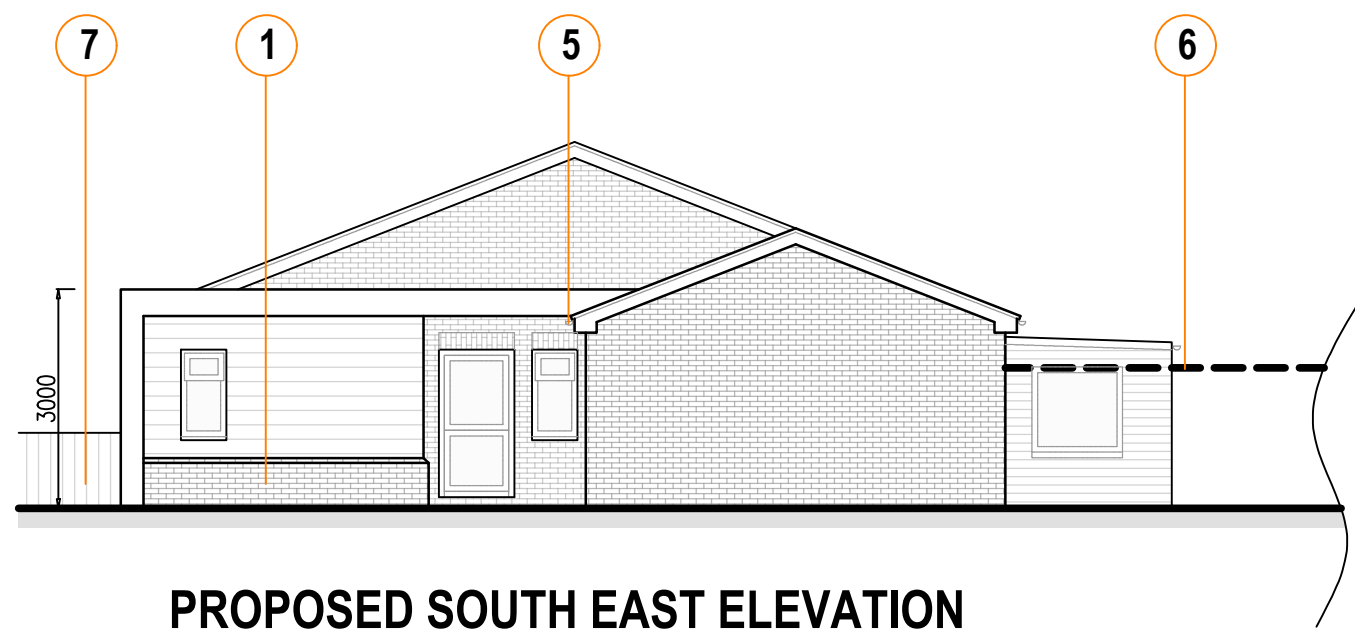
PROPOSED



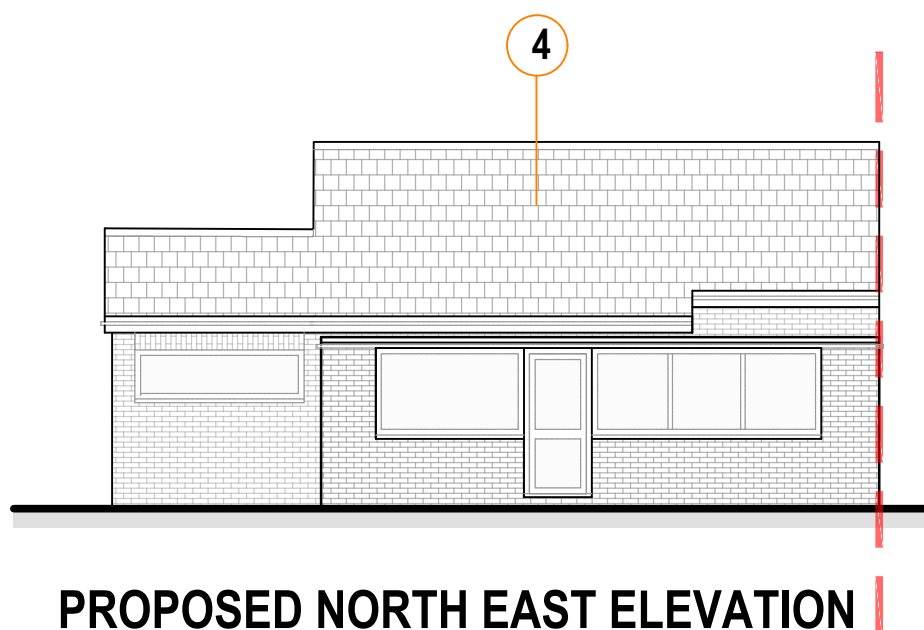
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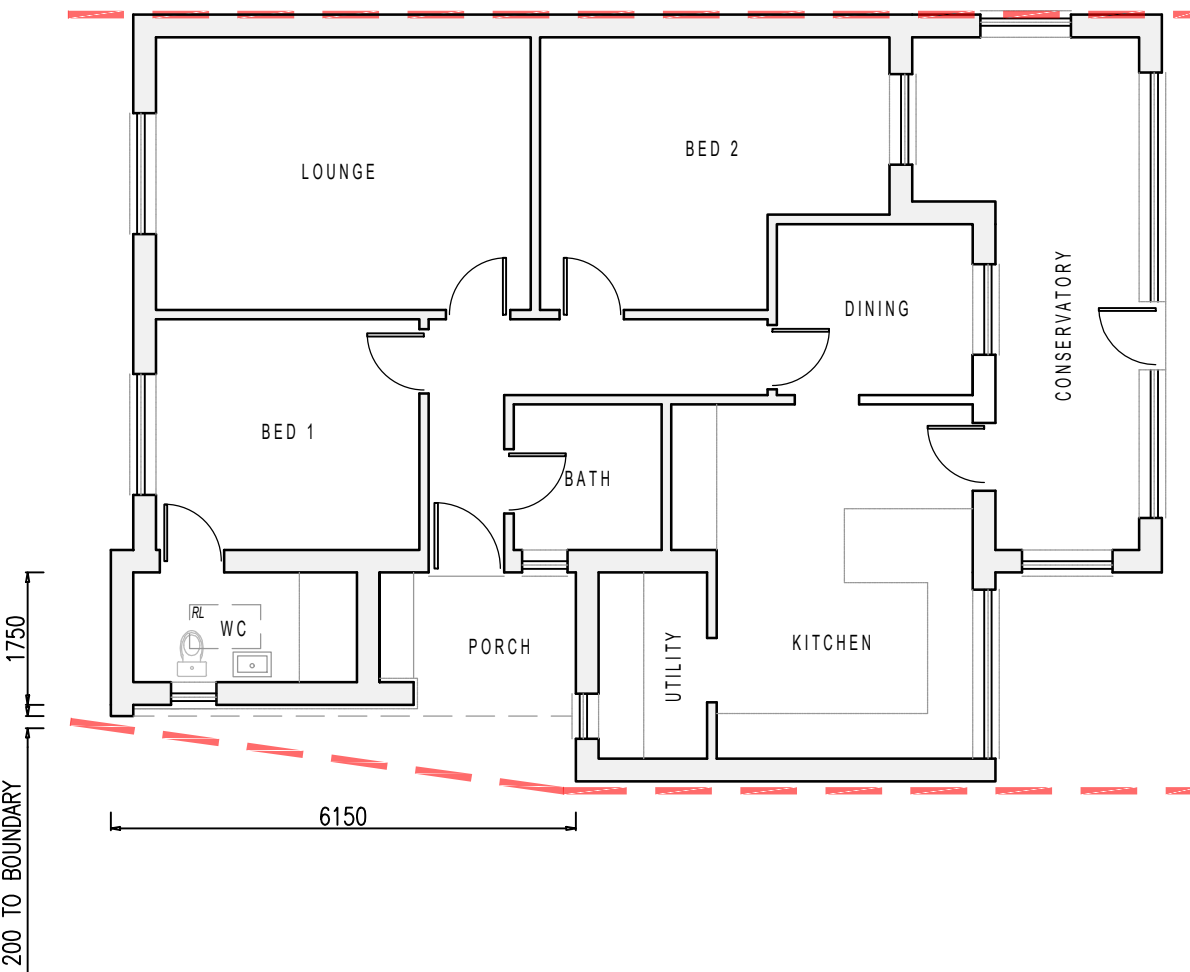
PROPOSED SOUTH WEST ELEVATION



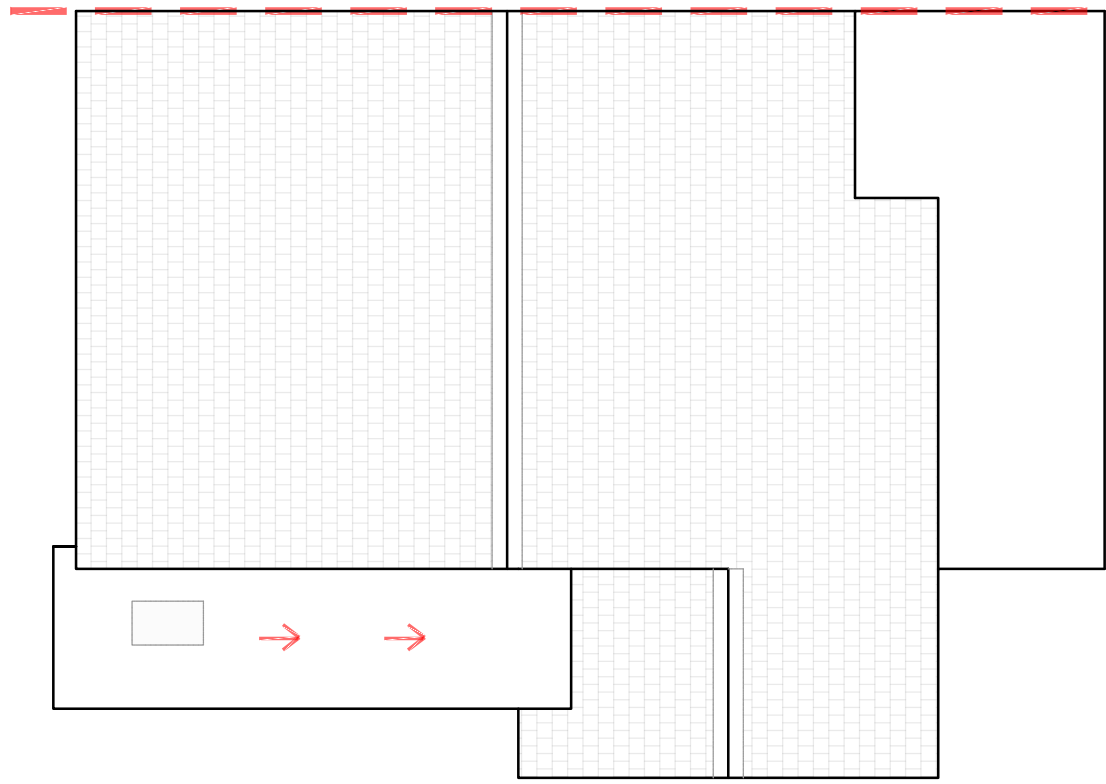
PROPOSED SOUTH EAST ELEVATION



PROPOSED NORTH EAST ELEVATION



PROPOSED GROUND FLOOR PLAN



PROPOSED ROOF PLAN

LEGEND

- 1 - BRICK
- 2 - CLADDING
- 3 - UPVC WINDOW
- 4 - CONCRETE TILES
- 5 - WHITE PVC RWG
- 6 - BOUNDARY WALL
- 7 - 1M BOARDED TIMBER FENCE

Site Address
4 Fen View
Christchurch
PE14 9PB

Drawing
EXISTING & PROPOSED
Plans, Elevations,
Location and Block
Plan

Notes

- Existing parking arrangements unaffected by proposals
- REV A (In accordance with LA comments)

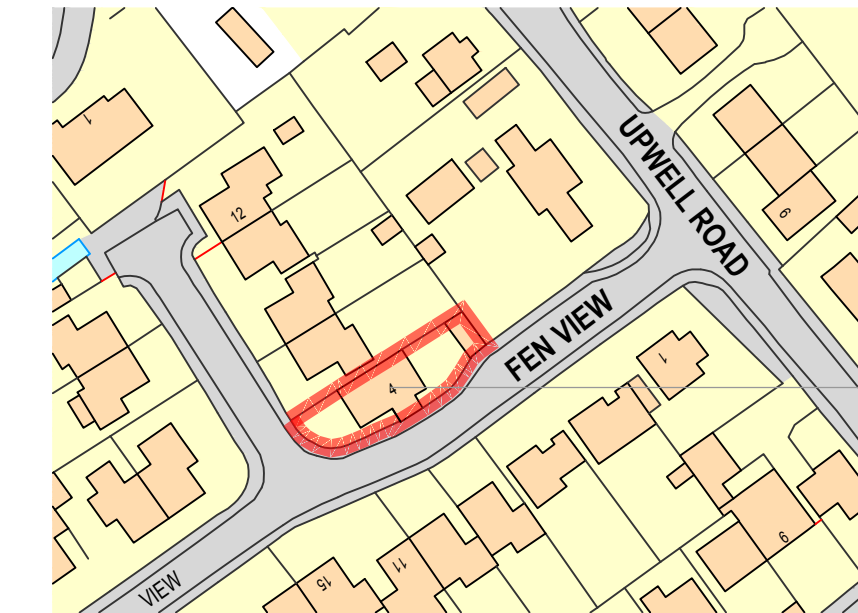
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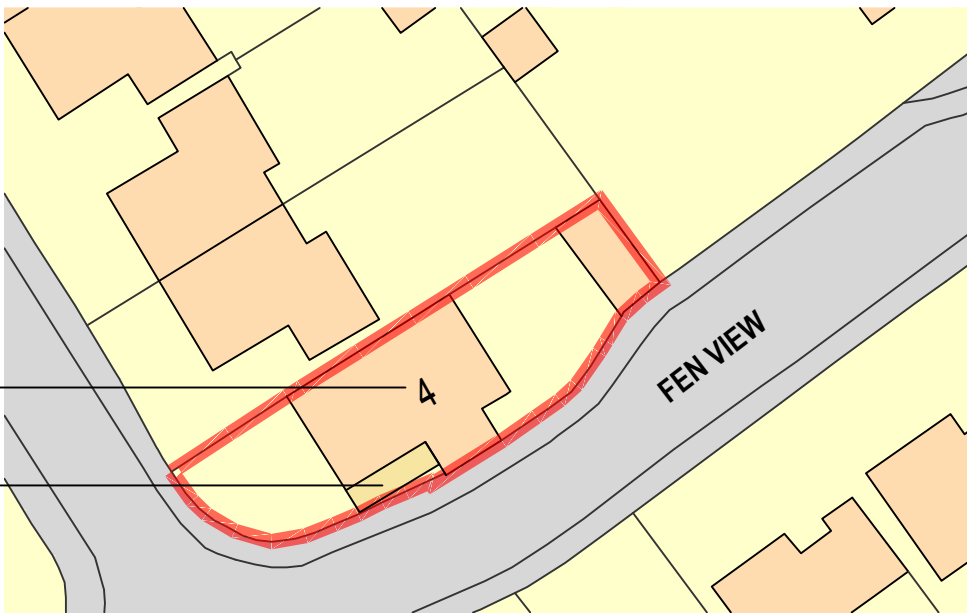
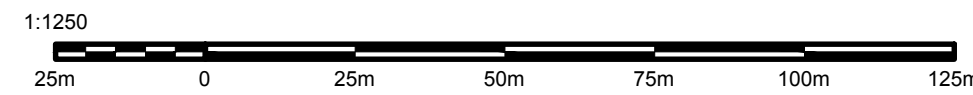
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20-080

Drawing No.
(08)002

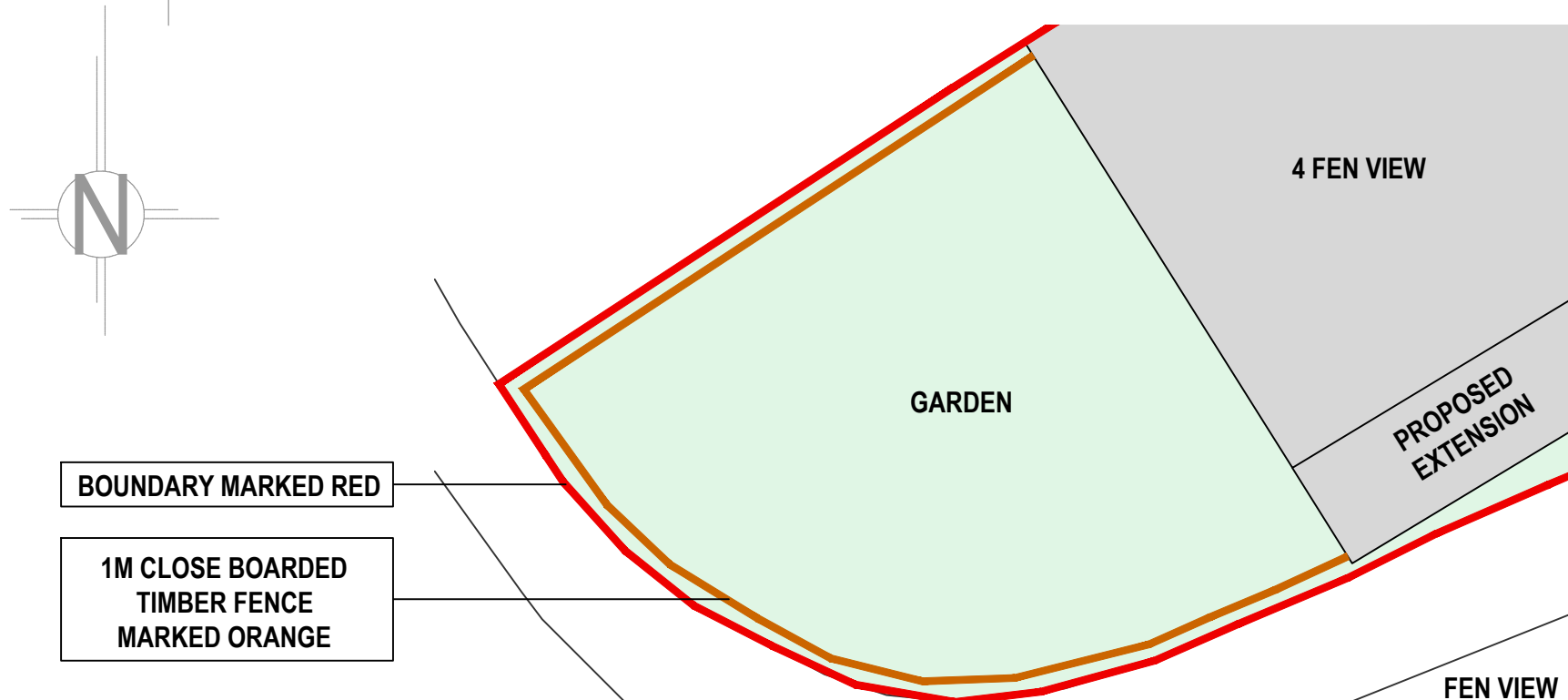
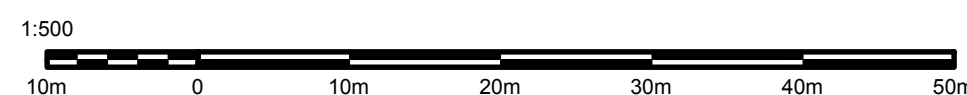
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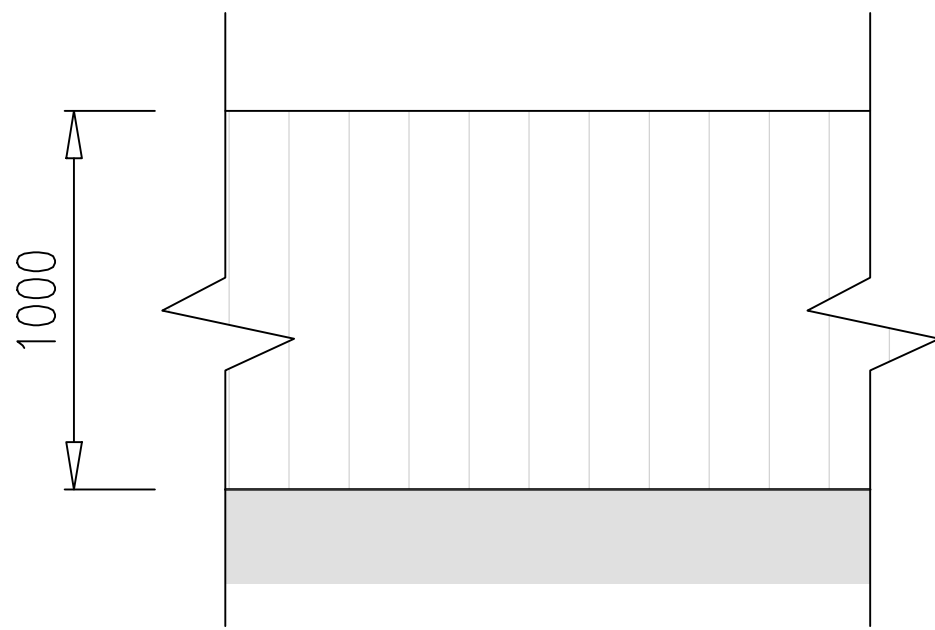
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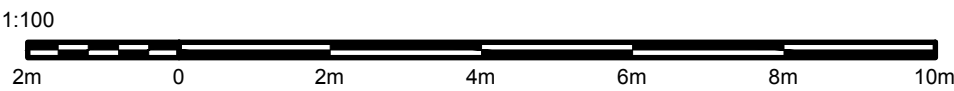
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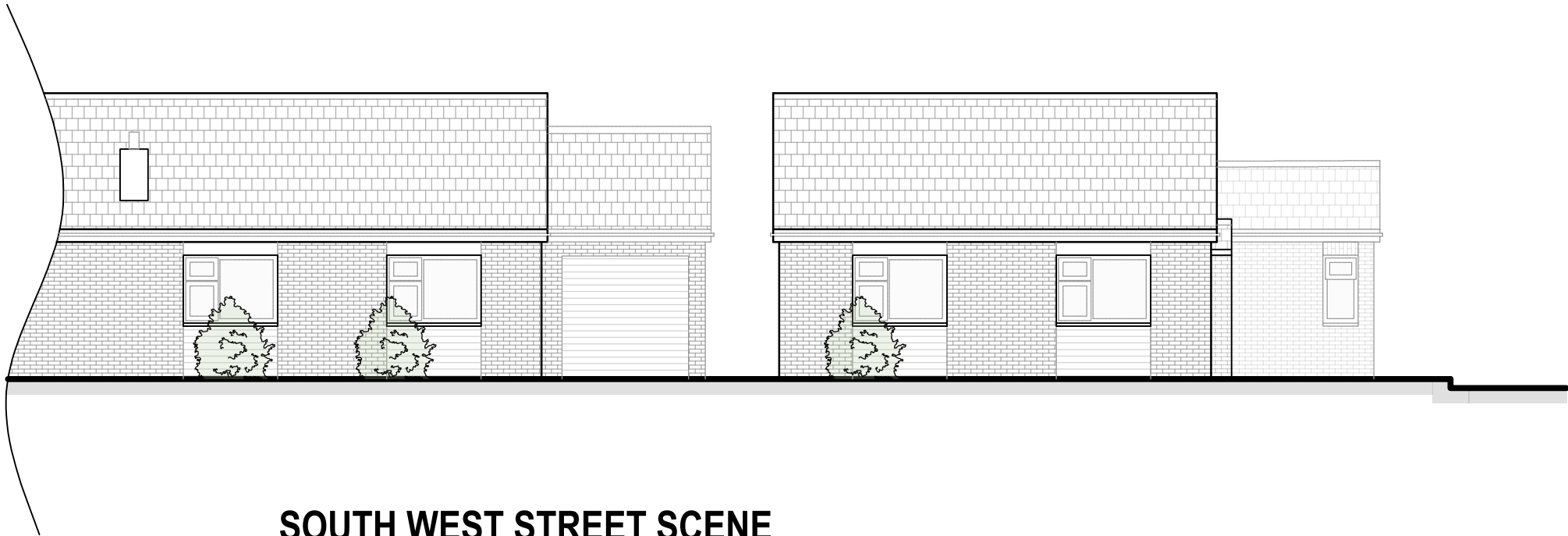
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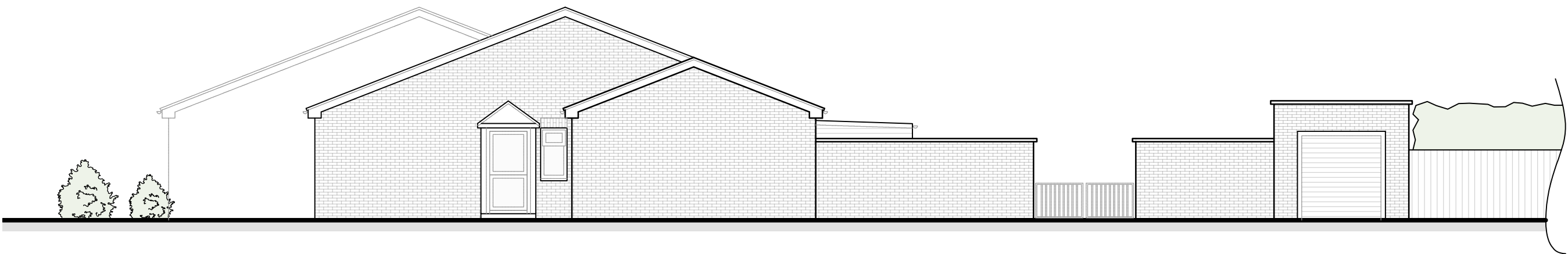
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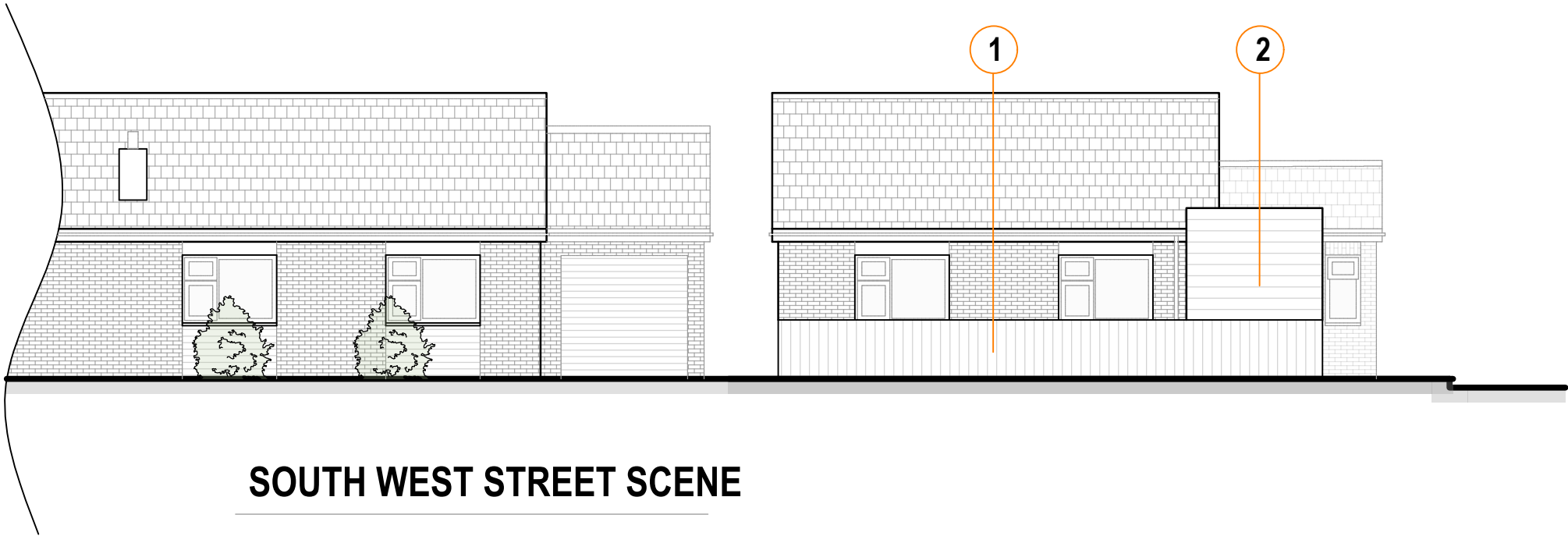


SOUTH WEST STREET SCENE

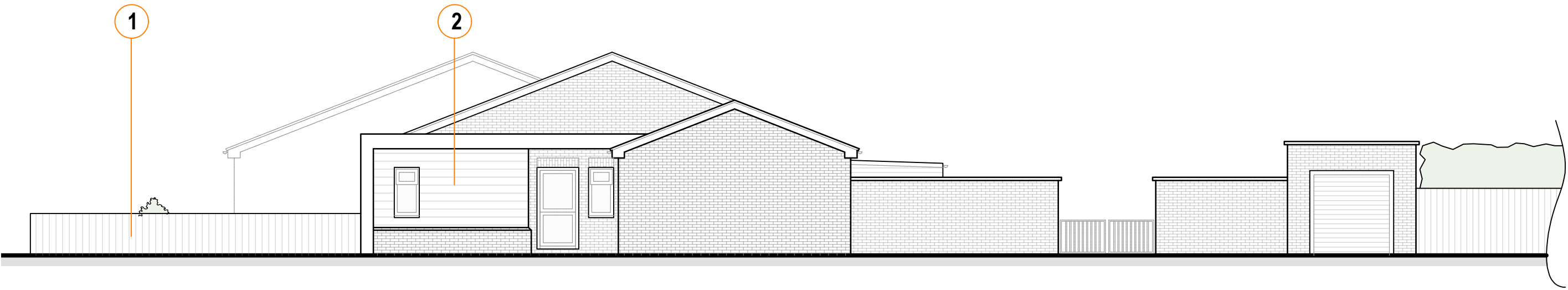


SOUTH EAST STREET SCENE

PROPOSED



SOUTH WEST STREET SCENE



SOUTH EAST STREET SCENE

LEGEND

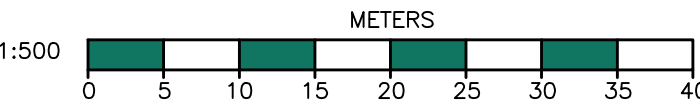
- 1 - 1M BOARDED TIMBER FENCE
- 2 - PROPOSED EXTENSION

Site Address
4 Fen View
Christchurch
PE14 9PB

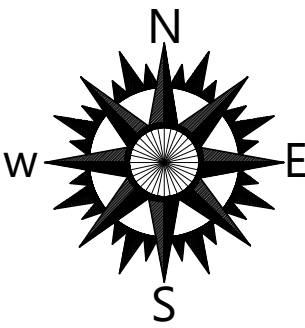
Drawing
EXISTING & PROPOSED
Street Scenes

Notes
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EXISTING SITE PLAN
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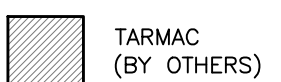
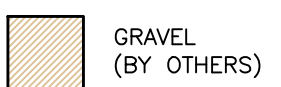
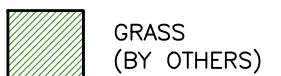
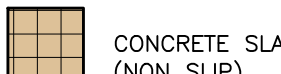
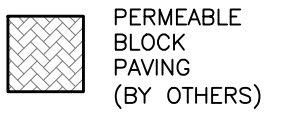


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Please read, if in doubt ask. Change nothing without consulting the Engineers.
Contractor to check all dimensions on site before work starts or materials are ordered. If in doubt ask. All dimensions are in mm unless stated otherwise.
Where materials, products and workmanship are not fully specified they are to be of the standard appropriate to the works and suitable for the purpose stated in or reasonably to be inferred from the drawings and specification. All work to be in accordance with good building practice and BS 8000 to the extent that the recommendations define the quality of the finished work. Materials products and workmanship to comply with all British Standards and EOTA standards with, where appropriate, BS or EC marks.

All products and materials to be handled, stored, prepared and used or fixed in accordance with the manufacturers current recommendations.

The contractor is to arrange inspections of the works by the BCO (or NHBC) as required by the Building Regulations and is to obtain completion certificate and forward to the Engineer

All finishes, insulation and damp-proofing to architect's details



Springfields

REVISIONS	DATE

MORTON & HALL
CONSULTING LIMITED
CONSULTING STRUCTURAL ENGINEERS

1 Gordon Avenue,
March,
Cambridgeshire,
PE15 8AJ

Tel: 01354 655454
Fax: 01354 660467
E-mail: info@mortonandhall.co.uk
Website: www.mortonconsultingengineers.co.uk

LABC BUILDING EXCELLENCE AWARDS
winner

Fenland District Council
Building Design Awards
winner
Building Excellence in Fenland

CLIENT

Mr Gladwin
P.J Farms Ltd.

PROJECT

Hole in the wall Farm,
Padgetts Road,
Christchurch,
Cambridgeshire, PE14 9PN

TITLE

Existing Site Plan &
Location Plan

DRAWN J. Scotcher	DATE OF ISSUE
CHECKED	
DATE Nov 2023	DRAWING NUMBER H9305/06
SCALE AS SHOWN	

Hole in the Wall
Farm

B 1100

1

2

3

4

11495

EXISTING VEGETATION TO 15m
HIGH, TRUNK IS 0.7m ø

SD

PADGETTS ROAD

Def

Co Const Bdy

Hole in the Wall
Cottages

B-B

A-A

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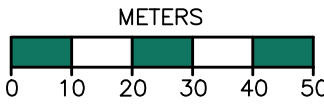
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LOCATION PLAN (1:2500)





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- PERMEABLE BLOCK PAVING (BY OTHERS)
- CONCRETE SLABS (NON SLIP)
- GRASS (BY OTHERS)
- VEGETATION
- HEDGING
- GRAVEL (BY OTHERS)
- SITE ENVELOPE
- TARMAC (BY OTHERS)
- FOUL DRAINAGE
- SURFACE WATER DRAINAGE



OWL BOX



BAT BOX



BIRD BOX

A	CLIENTS COMMENTS	JAN 2024
	REVISIONS	DATE
<div><div><div>MORTON & HALL</div><div>CONSULTING LIMITED</div><div>CONSULTING STRUCTURAL ENGINEERS</div></div><div><div>1 Gordon Avenue, March, Cambridgeshire, PE15 8AJ</div><div><div>Tel: 01354 655454</div><div>Fax: 01354 660467</div><div>E-mail: info@mortonandhall.co.uk</div><div>Website: www.mortonconsultingengineers.co.uk</div></div></div><div><div><div>LABC</div><div>LABC</div><div>LABC</div></div><div><div>Fenland District Council</div><div>Building Design Awards</div><div>winner</div></div><div><div>Building Design Awards</div><div>Building Excellence in Fenland</div></div></div></div>		
CLIENT		
Mr Gladwin P.J Farms Ltd		
PROJECT		
Hole in the wall Farm, Padgetts Road, Christchurch, Cambridgeshire, PE14 9PN		
TITLE		
Proposed Site Plan & Fence Detail		
DRAWN	J. Scotcher	DATE OF ISSUE
CHECKED		
DATE	Nov 2023	DRAWING NUMBER
SCALE	AS SHOWN	H9305/07_A

Christchurch Parish Council - Receipts & Payments Summary as at 29.2.24

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	£	44.33	£ -	#####
Bank Interest	£	125.59	£ 20.00	627.95
VAT Refunds	£	-	£ 1,700.00	0.00
Miscellaneous	£	425.00	£ -	#####
Total Income	£	26,518.13	£ 22,787.00	116.37

Expenditure

Clerk's Salary	£	5,138.43	£ 5,350.00	96.05
Fees	£	175.00	£ 400.00	43.75
Subscriptions	£	423.00	£ 500.00	84.60
Admin Expenses	£	353.28	£ 700.00	50.47
Insurance	£	1,280.64	£ 700.00	182.95
Drainage Rates	£	92.57	£ 85.00	108.89
Recreation Ground	£	9,112.01	£ 11,800.00	77.22
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	£	2,347.72	£ -	#####
Tree Works	£	-	£ 1,000.00	0.00
Miscellaneous	£	265.00	£ -	#####
Total Expenditure	£	23,480.71	£ 29,780.00	78.85

Summary

Total Income	£	26,518.13
LESS Total Expenditure	£	23,480.71
Net Surplus or Deficit	£	3,037.42

Balance Sheet

Balance B/fwd	£	41,318.26
Surplus or Deficit	£	3,037.42
Balance C/fwd	£	44,355.68

Represented by

Barclays Community Account	£	4,345.19
Barclays Business Premium Account	£	20,000.00
NatWest Current Account	£	20,010.49
Cash / Cheques	£	-
	£	44,355.68

CHRISTCHURCH PARISH COUNCIL

EQUALITY AND DIVERSITY POLICY

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Our commitment

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics."

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

Dignity at work

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

Training

The council will raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will raise the awareness of all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.

Your responsibilities

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law.

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

Adopted by the Council - April 2022

To be reviewed annually

CHRISTCHURCH PARISH COUNCIL

HOMEWORKING POLICY

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Policy

The Council recognises the advantages of home-based working although it doesn't suit everyone, and some job roles may not be appropriate to undertake at home.

This policy describes the working arrangements and expectations that will apply if you work from home.

Scope of this policy

It applies to all staff who are home-based whether full time, part time or fixed term. It does not apply to office-based staff who work from home on an ad-hoc basis.

Safe working environment

Health and safety for home-based staff applies in the same way as office-based staff, insofar as is reasonably practicable, that you work in a safe manner and that you follow all health and safety instructions issued by us.

You must complete and submit a 'Home Based Workers Risk Assessment' to the Clerk (or the Chair in the case of the Clerk). This is a checklist for you to identify any possible hazards in your home working area. Following completion of the checklist, measures may need to be taken to control any risks identified. This checklist should be completed annually, or more frequently if there are any changes to your arrangements such as new equipment or changes to your home-office space.

You must complete and submit a workstation risk assessment and ensure that this remains up-to-date. If you have any questions about the risk assessment, or if you identify any potential risks when carrying out the assessment, you should refer these to the Clerk (or the Chair in the case of the Clerk) in the first instance.

Some of the most important considerations include: -

- If possible, an area should be set aside from the rest of your living space to ensure that you are able to work from home without distractions,
- Your home office should have adequate space for you to work safely and comfortably,
- Your desk should be large enough to accommodate your equipment and paperwork,
- You should have sufficient storage and your workspace should be organised so equipment is close to hand,
- Your work area should be well lit, with natural lighting if possible,
- Equipment and sockets should be situated to avoid potential trip hazards, and,
- You must also ensure that you visually check the cables of any electronic equipment supplied to you regularly (and at least every 6 months) and report any defects.

We reserve the right to visit you at home at agreed times for work-related purposes, including health and safety matters and to inspect, service or repair equipment (e.g. for PAT testing).

Facilities and equipment

The Council will provide you with the following equipment for you to work from home and we will maintain and replace these items when necessary.

- Printer/scanner
- Laptop computer

It is your duty to ensure that proper care is taken of the equipment provided to you and to let the Clerk (or the Chair in the case of the Clerk) know of any need to maintain or replace the equipment. Should the risk assessment identify any further equipment that is necessary, please discuss this with the Clerk (or the Chair in the case of the Clerk).

All equipment provided by the Council is for you to work safely and effectively at home and cannot be used for personal use by you or your family.

All equipment will belong to the Council and you will be required to return it to us promptly should you leave our employment. If we are unable to make suitable arrangements, we may collect the equipment and any documents before your last day.

Hours of work

As a home-based worker, your contract of employment will specify the hours when we expect you to be at work and contactable by telephone or email. There may be times during the working day when you are not available in which case these should be flagged to the Clerk (or the Chair of the Council) with prior authorisation.

You must be mindful to take adequate rest breaks which should be, as a minimum:

- A break of at least 20 minutes during each working day over 6 hours,
- A daily rest break of at least 11 continuous hours, i.e. the time between stopping work one day and beginning work the next day, and,
- At least one complete day each week when no work is done.

Potential conflicts of interest

During your hours of work, the Council expects that your work environment enables you to work effectively and that you are not distracted by domestic matters. It is not appropriate to combine homeworking with caring for a dependant.

If there is an emergency and you need to attend to a non-work matter, then you should notify the Clerk (or the Chair in the case of the Clerk).

Data protection

As a home-worker you are responsible for keeping all documents and information associated with the Council secure at all times. Specifically, homeworkers are under a duty to:

- Keep filing cabinets and drawers locked when they are not being used,
- Keep all documentation belonging to us in the locked filing cabinet at all times except when in use,
- Set up and use a unique password for the laptop computer, and

- Ensure that documents are saved to the server rather than the laptop computer's hard drive.

Furthermore, the laptop computer and other equipment provided by us must be used only for work-related purposes and must not be used by any other member of the family at any time or for any purpose.

If you have a telephone conversation where you are discussing confidential work matters, you should ensure that such calls take place in privacy to avoid inadvertent breach of confidentiality.

Visits to work premises

On occasions you may need to attend other locations for training, performance assessment meetings, team briefings etc. This will normally not be frequent, and the dates and times of such visits will be agreed in advance.

Insurance, mortgage or rental agreements

Whilst our Employer's Liability Insurance extends to home based staff, and any Council equipment installed in your home will also be covered, you should ensure that any agreement with your landlord or mortgage lender allows you to work from home, and that your house buildings and contents insurance will not be invalidated by you working from home.

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

Adopted by the Council - April 2022

To be reviewed annually

CHRISTCHURCH PARISH COUNCIL

EXPENSES POLICY

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Purpose

This policy sets out the Council's rules on how employees can claim for expenses incurred in the performance of their duties for the Council. The purpose of this policy is to ensure that employees are properly reimbursed for legitimate business expenses and to ensure that these expenses are treated appropriately for tax purposes. It does not apply to councillors.

General procedure

The Council will reimburse you for actual expenditure that is incurred wholly, necessarily and exclusively in connection with authorised duties that you undertake in the course of your employment. To claim for expenses, you must use the Council's expenses claim forms and set out the reasons why the expense was incurred on the claim form. If you are unsure whether an expense can be claimed, you must seek prior written authorisation from the Clerk (or the Chair in the case of the Clerk).

Expenses will not be paid unless supporting evidence is provided, together with a completed expense claim form. This should include original receipts or invoices with the date and time of the transaction (unless you are claiming for mileage). When claiming for travel expenses on public transport, you should enclose the tickets showing the departure point and destination of your journey, where possible. Credit and debit card statements will not be accepted. Where you are submitting a VAT receipt, you should set out:

- the name and VAT registration number of the retailer or service provider;
- the goods and services provided; and
- the amount of VAT payable.

Once completed and signed, you should submit your expense claim form to the Clerk (or the Chair in the case of the Clerk) for approval. Once approved the claim form should be submitted to the RFO for payment.

Expenses claims must be submitted within 3 months of the expense being incurred. If this is not practical, written approval for any extension will be required from the Clerk (or the Chair in the case of the Clerk). The Council reserves the right to withhold any payment where prior written approval has not been given.

The Council may return an expense claim form to you without payment if it is completed incorrectly or lacks supporting evidence.

The Council will pay claims for authorised expenses by cheque or BACS transfer into the same bank account into which your salary is paid.

In general, you should not incur expenses other than in the categories listed below. However, if you have claims for expenditure other than for those categories listed below, you should seek written approval from the Clerk (or the Chair in the case of the Clerk) before incurring the expense. The Council will accept email as written approval where it is required in this policy.

Any queries in relation to this policy should be directed to the RFO or the Chair.

Homeworkers

If you are a Homeworker, your normal place of work as stated in your contract will be your home. The council will reimburse all reasonable expenses incurred by homeworkers in the course of their duties upon receipt of satisfactory claims.

The council will provide the following equipment necessary to enable homeworking employees to do their job.

- Laptop or personal computer
- Printer

Alternatively, the council will agree with homeworkers a suitable sum to cover use of their own equipment.

The council should also pay the employee for the costs associated with heating, lighting, etc. HMRC rules allow for some of these expenses to be paid tax-free (see HMRC guidance: www.gov.uk/expenses-and-benefits-homeworking/whats-exempt).

Training

When attending training courses all employees should be able to claim travel expenses for the difference in the usual home to work costs. Where the training takes place outside contracted daily hours, part-time employees should be paid on the basis as time spent on training is working time.

Some training can be very expensive and as a condition for funding training, the council requires full repayment of all costs incurred for any training course in excess of £500 should an employee not complete the training or leave the council within a year of completion. Repayment of costs reduces to 50% reimbursement in the second year.

Travel

Employees and managers should consider whether or not travel is necessary or if there are more appropriate means (for example tele-conferencing or video-conferencing).

Rail

You may claim for standard class rail fares only. Where possible, rail journeys should be booked well in advance to benefit from any discounts for early booking.

Use of your own car

It may be appropriate and cost-effective to use your own car when travelling on business, for example if you are travelling with other staff or councillors or, where there is limited public transport to your destination, or the journey time is significantly shorter than using public transport. Any use of your own car on business is subject to you:

- holding a full UK driving licence;
- ensuring that your car is roadworthy and fully registered; and
- holding comprehensive motor insurance that provides for business use.

Prior authorisation should be sought from the Clerk (or the Chair in the case of the Clerk), before using your own car on business. The Council accepts no liability for any accident, loss, damage or claim arising out of any journey that you make on business. The Council will not pay for the cost of any insurance policy on your own car.

To claim for petrol expenditure, you should set out the distance of the journey undertaken on your expenses claim form. The Council will pay you a mileage allowance of 45p per mile for mileage under 10,000 miles and 25p per mile for mileage over 10,000 miles, or such other rate as set out from time to time by HM Revenue and Customs. The Council will pay for tolls, congestion charges and parking costs incurred, where applicable.

Use of bicycle or Motorcycle

If use of your bicycle or motorcycle is approved, you can claim a mileage allowance of 20p or 24p per mile respectively. Any use of your own motorcycle on business is subject the same requirements as a car (see above).

Taxis

Any use of taxis will require prior approval and only in limited circumstances. These are:

- where taking a taxi would result in a significantly shorter travel time than using public transport;
- where there are several employees travelling together; or
- where personal security and safety of employees is an issue, for example taxis may be permitted after 9.30pm.

You must obtain a receipt with details of the date, place of departure and destination of the journey.

Overnight accommodation

As a guideline for travel on council business you should book accommodation equivalent to three-star standard or less. You may book hotel accommodation of up to £120 maximum in a major city and £100 elsewhere. It is your responsibility to ensure that any hotel reservations are cancelled within the required cancellation period if they are no longer required.

Meals

If you are required to be away from home on council business, you may claim up to:

- £10 for breakfast (if this is not included in the hotel room rate);
- £15 for lunch;
- £20 for dinner

The maximum amounts above are inclusive of drinks. Alcohol cannot be reclaimed under any circumstances.

You should supply receipts and invoices for all hotel and meal expenses other than for the daily allowance, where no receipt is required.

Entertainment/gifts

The Council has strict rules about offering or receiving both entertainment and gifts. Any gifts, rewards or entertainment offered to you should be reported immediately to the Clerk (or the Chair in the case of the Clerk). As a general rule, small tokens of appreciation, for example flowers or a bottle of wine, may be retained by employees.

Annual events

The Council may decide to hold a staff event, such as a Christmas meal or other celebration. Except where agreed to the contrary, attendance is not compulsory, and you will remain responsible for any expenses you incur.

Expenses that will not be reimbursed

The Council will not reimburse you for:

- the cost of any travel between your home and usual place of work (except in exceptional circumstances for early morning/late night transport as set out above);
- the cost of any travel undertaken for personal reasons;
- the cost of any travel for your partner or spouse;
- any fines or penalties incurred while on council business for whatever reason, including penalties for not paying for a rail ticket in advance of boarding the train and penalties or fines associated with motoring offences, including speeding or parking fines, clamping or vehicle recovery charges;
- alcohol; and
- cash advances or withdrawals from an ATM machine.

You are required to pay for any travel costs incurred by your partner or spouse in the event that he or she accompanies you on business. Your spouse or partner must have adequate travel insurance for that journey.

False claims

If the Council considers that any expenditure claimed was not legitimately incurred on behalf of the Council, it may request further details from you. The Council will thoroughly investigate and check any expenses claim as it sees fit. It may withhold payment where insufficient supporting documents have been provided. Where payment has been made to you prior to the discovery that the claim was not legitimate or correct, it may deduct the value of that claim from your salary.

Any abuse of the Council's expenses policy will not be tolerated. This includes, but is not limited to:

- false expenses claims;
- claims for expenses that were not legitimately incurred;
- claims for personal gain;
- claims for hospitality and/or gifts without them having been declared; and
- receipt by you of hospitality and/or gifts from contacts that may be perceived to influence your judgment.

The Council will take disciplinary action where appropriate and, in certain circumstances, may treat a breach of this policy as gross misconduct, which may result in your summary dismissal. In addition, the Council may report the matter to the police for investigation and criminal prosecution.

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

Adopted by the Council - April 2022

To be reviewed annually