

# 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

2 July 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 July 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)

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## 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**

**036/24-25 Apologies for Absence**

**037/24-25 Chairman's Announcements**

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

**038/24-25 Public Time**

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

**039/24-25 Confirmation of Minutes**

To approve and sign the minutes of the meeting held on 10 June 2024

**040/24-25 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) Litter bin outside former village shop
- f) Village sign
- g) Fly-tipping at Bedlam Bridge
- h) Disposal of batteries
- i) Cambridgeshire Fire & Rescue Service visit

- 041/24-25 Police Report**  
To receive a report on policing matters in the area over the last month
- 042/24-25 County & District Councillors Reports**  
To receive reports from Cllrs Count, French, Roy and Summers
- 043/24-25 Clerk’s Report**  
To receive a report on meetings attended and correspondence received
- 044/24-25 Members and Residents Issues**  
To consider any matters raised by Members of the Council and local residents
  - a) Dun Cow public house - Airbnb proposal
  - b) Fly-tipping on Green Lane
- 045/24-25 Recreation Ground Extension**  
To receive a report on progress since the last meeting
- 046/24-25 Communications Working Group**  
To receive a report on the work of the Group
- 047/24-25 Bus Shelter Project**  
To receive a report on progress since the last meeting
- 048/24-25 Planning**  
To consider the following application and agree a response to the planning authority:  
F/YR24/0508/VOC - Variation of condition 7 (Natural England Licence) of planning permission F/YR22/1211/F (Conversion of existing barns to create 3 x dwellings (2 x single-storey 1-bed and 1 single-storey x 2-bed) and a 1-bed annexe (ancillary to existing dwelling), including raising the height of barn 1 and erection of a single-storey extension to barn 2, involving partial demolition of existing barn) - Laddus Farm, March Riverside, Upwell
- 049/24-25 Finance**  
To consider and resolve on the following matters:
  - a) To receive an updated financial statement for the period to the end of June
  - b) To note the following sums received:
 

NatWest Bank (interest) .....	£	17.84
Barclays Bank (interest) .....	£	74.84
  - c) To approve the following payment:
 

Clerk salary and home office allowance .....	£	467.13
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  - d) To review the new financial regulations and resolve accordingly
- 050/24-25 Matters for Next Meeting**  
To discuss future agenda items from Councillors
- 051/24-25 Date of Next Meeting**  
To confirm the date of the next meeting of the Council as Monday 12 August

# CHRISTCHURCH PARISH COUNCIL

## Minutes of a Meeting of Christchurch Parish Council held in the Community Centre on Monday 10 June 2024 at 7.30pm

**Present:** Cllrs J Hughes (Chairman), B Burfield, R Feeney, J Hayes, S Potter, A Sparrow, Cllr D Roy (FDC), D Gibbs (Clerk), three parishioners

### **020/24-25 Apologies for Absence**

Cllr J Bliss, Cllr S Count (CCC), Cllr M Summers (FDC)

### **021/24-25 Chairman's Announcements**

None

### **022/24-25 Public Time**

Mrs Scott stated that the Street Pride group would like to plant bulbs in the planters around the village if sufficient volunteers come forward. Members encouraged her to consider submitting a grant application to equip the group and enable them to undertake environmental improvements around the village. She also asked about progress with the village sign. Cllr Sparrow reported that he had contacted the original manufacturers of the sign for advice.

Mr Benjamin asked whether the District Council's waste contractor would collect batteries if they were left on top of wheelie bins. The Clerk offered to clarify this.

### **023/24-25 Confirmation of Minutes**

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

### **024/24-25 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 - See 026/24-25.
- d) Wayside Estate pedestrian safety - The Clerk will contact the Local Highway Officer.
- e) Litter bin outside former village shop - It was suggested that the bin could be relocated onto the verge adjacent to Fen View. The Clerk will discuss this with the District Council.
- f) Village sign - See 022/24-25.
- g) Fly-tipping at Bedlam Bridge - The Clerk has discussed the matter with the District Council. The area is private property, so the landowner will be required to arrange for the disposal of the waste.

### **025/24-25 Police Report**

The Clerk reported that no meetings have taken place. Cllr Feeney reported that during the recent roadworks at Lot's Bridge, items had been stolen from the works compound.

### **026/24-25 County & District Councillors Reports**

Cllr Roy advised members that he is expecting a response from Clarion Housing soon regarding the gardens of bungalows on The Hill. An Enforcement Officer has visited

Syringa House and it is hoped that the caravan and other matters will be resolved by the end of July. The Leader of the Council has advised Cllr Roy that the new bus route is out to tender based on an hourly service. The Flood Resilience Team is planning a public meeting, which may take place in Elm, with details to be confirmed. The Middle Level Commissioners have created a series of videos about their work, available on YouTube.

#### **027/24-25 Clerk's Report**

The Clerk reported on meetings attended and correspondence received, including a webinar on the Fens Reservoir, the County Council's closure of Padgetts Road from 22 July to 26 August, the District Council's tendering of the street light maintenance contract, the appointment of the board to administer the £20million Government grant for Wisbech, and a warning about the disposal of batteries. The Combined Authority has a question and answer session on the new bus route proposals, Anglian Water has launched the second consultation on the Fens Reservoir and Online Playgrounds are offering another play equipment inspection course.

#### **028/24-25 Members and Residents Issues**

- a) Cambridgeshire Fire and Rescue Service - As the Fire Service was unable to send anyone to the Annual Parish Meeting, they have offered to come to another village event. The Friday Morning Breakfast was suggested, as this brings together the greatest number of residents.
- b) Townley School Special Educational Needs Consultation - Members discussed the proposal and agreed that no response was required.
- c) Crown Drove grass cutting - The Clerk reported that the grass has now been cut.
- d) Kimberlea House - Members discussed residents' concerns about recent events. The Clerk explained that he had discussed the matter with the relevant District Council officers who had advised that the residents continue their dialogue with the company responsible for the property.
- e) Trees behind Wayside Estate - Residents have expressed concern regarding the size and condition of some of the trees. The Clerk confirmed that overhanging branches can be cut back to the boundary line.
- f) Cllr Burfield advised Members that the grass cutting contractor was not keeping to the schedule of fortnightly cuts. The Clerk will contact the contractor.

#### **029/24-25 Recreation Ground Extension**

Cllr Hughes reported that the fencing has been installed and the contractor will be returning soon to sow the grass. The dyke has been remeasured and contractors have been invited to quote for the installation of the concrete pads for the bridge.

#### **030/24-25 Communications Working Group**

Cllr Sparrow provided a brief update. The Group has not met since the last meeting. Cllr Feeney has written a short profile for the Facebook page and Cllr Hughes will follow. A new noticeboard has been purchased to go inside the Community Centre. Two roller banners will be printed explaining the work of the Council. Members approved expenditure of up to £100 for the printing of the banners. This month's meeting has been postponed until July to allow time for the banners to be designed. The Clerk has purchased badges for Members.

#### **031/24-25 Bus Shelter Project**

Cllr Sparrow agreed to present options for the scheme, once the Highway plans are received from the Local Highway Officer.

**032/24-25 Planning**

Members considered the following application:

F/YR24/0426/VOC - Variation of condition 02 (external finish) and 11 (list of approved plans) relating to planning application F/YR23/0273/F (Conversion of barn to a single storey 1-bed dwelling) to enable black cladding to sections of the dwelling instead of bricks to match existing - Barn at Willow Farm, Euximoor Drove, Christchurch

They resolved to offer no objection.

**033/24-25 Finance**

- a) The management accounts as at 31.5.24 showed income of £9,291.81 and expenditure of £8,593.79, resulting in a surplus of £698.02 and total funds held of £43,117.85.
- b) Members noted the following sum received since the last meeting:

Barclays Bank (interest).....	£	24.33
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- c) Members ratified the following payments issued since the last meeting:

Identity Plus (badges) .....	£	7.44
NPS Fencing & Countryside Management Ltd (fencing) .....	£	4,560.00
- d) Members approved the following accounts for payment:

Clerk salary and home office allowance .....	£	467.13
Viking Office UK Ltd (noticeboard) .....	£	50.39
CPRE (subscription) .....	£	36.00

**034/24-25 Matters for Next Meeting**

None

**035/24-25 Date of Next Meeting**

The date of the next meeting of the Parish Council will be Monday 8 July.

<b>Agenda Item No.</b>	043/24-25	<b>Christchurch Parish Council</b>
<b>Meeting Date</b>	8 July 2024	
<b>Report Title</b>	Clerk's Report	

### 1. Purpose of Report

To report on meetings attended and correspondence received.

### 2. Report

Meetings attended:

Cambridgeshire ACRE Centenary Celebration - 13 June

Correspondence received:

**Cambridgeshire County Council**

Closure of Padgetts Road 22 July to 26 August  
Weed management programme  
Holiday Activity and Food programme  
Road Safety newsletter  
Cambridgeshire Matters newsletter  
Roadworks and events bulletins

**Fenland District Council**

New Active Fenland exercise and wellbeing sessions  
Cyber-crime, scams and fraud warnings  
The Fenlander newsletter

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

**Anglian Water** - Fens Reservoir second consultation

**Cambridgeshire ACRE** - Rural Affordable Housing Mythbuster Tour, Staying in Touch newsletter

### 3. Recommendations

Members note the report.

<b>Report Author</b>	Dave Gibbs
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Fenland District Council  
Planning Department  
Fenland Hall, County Road, March

29<sup>th</sup> May 2024

Our Ref 21-2123  
Your Ref F/YR22/1211/F

Dear Sirs

**Part demolition, alterations, extensions and conversion of barns to form 3 dwellings and an annexe at Laddus Farm, March River Side, Upwell**

Further to your recent approval of the above, please find attached a planning application to vary condition 7.

Planning condition 7 prevents any work on site taking place until the planning authority has been provided with either:

- a) a licence issued by Natural England pursuant to Regulation 53 of The Conservation of Habitats and Species Regulations 2010 authorizing the specified activity/development to go ahead; or
- b) a statement in writing from the relevant licensing body to the effect that it does not consider that the specified activity/development will require a licence.

The Bio-diversity Construction Environmental Management Plan prepared by Philip Parker Associates Ltd, as attached, however found no evidence of protected species within the area of the barn that is to be demolished. We therefore seek to amend the wording of condition 7 to enable this section of the building to be removed prior to discharging of the condition, and would ask that it is re-worded as 'Other than demolition of the barn that is due to be demolished the proposal shall not in any circumstances commence unless the local planning authority has been provided with either: etc... ..

A separate application has also just been submitted to discharge conditions 3, 6 and 8.



Registered company address  
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Hopefully you should have all required information to enable validation of the application, however should you require anything else or wish to discuss any aspects of the proposal in anyway do not hesitate to contact me.

I look forward to receiving your acknowledgement and planning permission in due course.

Yours faithfully

*Nick*

Nick Seaton MBA MRICS C.Build E FCABE

Cc Client



# PROPOSED REMOVAL AND CONVERSION OF BARNES AT LADDUS FARM, UPWELL, NORFOLK



## CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN

**FINAL**

**Prepared by:**  
Philip Parker Associates Ltd  
White Row Cottage  
Leziate Drove  
Pott Row  
King's Lynn  
Norfolk  
PE32 1DB

**Prepared for:**  
Mr P West

**Report ref:** P2024-14 R2 DRAFT

**Date:** 21/05/2024

## CONTENTS

- 1.0 Introduction
- 2.0 Ecological value of the site
- 3.0 Summary of potentially damaging activities
- 4.0 Identification of “Biodiversity Protection Zones”
- 5.0 Practical measures (both physical measures and sensitive working practices) to avoid or reduce impacts during construction on possible protected species
- 6.0 The location of timing and sensitive works to avoid harm to biodiversity features
- 7.0 The times during construction when specialist ecologists need to be present on site to oversee works
- 8.0 Responsible persons and lines of communication
- 9.0 The role and responsibilities on site of an ecological clerk of works (ECOW) or similarly competent person
- 10.0 Use of protective fences, exclusion barriers and warning signs

### Appendix

Appendix 1 Development Plan

Appendix 2 Potential invasive non-native plant species

DOCUMENT HISTORY				
Project reference: 2023-93 R2		Document title: Construction Environmental Management Plan : Biodiversity		
Revision	Status	Originated	Reviewed	Date
Rev. 1	Draft	Philip Parker	Jenny Parker	25/04/2024
Rev. 2	Final	Rebecca Easter	Philip Parker	21/05/2024

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## 1.0 INTRODUCTION

- 1.1 Anglia Building Consultants have obtained a planning permission on behalf of Mr P West for the conversion of existing barns at Laddus Farm, March Riverside, Upwell, Wisbech (Planning Ref F/YR22/1211/F). The original application was accompanied by an ecological assessment prepared by Wild Frontier (Laddus Farm, Upwell, Cambridgeshire – Ecology Report).
- 1.2 The planning permission includes a number of conditions, some of which relate to ecology.
- 1.3 Philip Parker Associates Ltd (Ecological Consultants) have been instructed to undertake the necessary works to satisfy Condition 8 which states;

*No development shall take place (including demolition, ground works, vegetation clearance) until a construction environmental management plan (CEMP: Biodiversity) has been submitted to and approved in writing by the local planning authority. The CEMP (Biodiversity) shall include the following: a) Summary of potentially damaging activities. b) Identification of "biodiversity protection zones". c) Practical measures (both physical measures and sensitive working practices) to avoid or reduce impacts during construction on possible protected species that may use the habitat (may be provided as a set of method statements) including ensuring no Non-Native Invasive Species are spread across the site. d) The location and timing of sensitive works to avoid harm to biodiversity features. e) The times during construction when specialist ecologists need to be present on site to oversee works. f) Responsible persons and lines of communication. g) The role and responsibilities on site of an ecological clerk of works (ECoW) or similarly competent person. h) Use of protective fences, exclusion barriers and warning signs. The approved CEMP shall be adhered to and implemented throughout the construction period strictly in accordance with the approved details, unless otherwise agreed in writing by the local planning authority. The development hereby permitted shall not be occupied until at least 2 bird boxes and 2 bat boxes have been suitably designed into the scheme in accordance with best practice methodology as set out by the Royal Society for the Protection for Birds and Bat Conservation Trust, evidence of the inclusion of these boxes should be provided to the Local Planning Authority. unless otherwise approved in writing by the local planning authority or varied by a European Protected Species licence subsequently issued by Natural England.*

- 1.4 The CEMP that follows will follow the headings as set out in the condition.

## 2.0 ECOLOGICAL VALUE OF THE SITE

2.1 The Ecological Appraisal prepared by Wild Frontier identified the following features as being of ecological value on the site:

### HABITATS

2.2 The site supports the following habitats:

- Modified grassland and scrub – Low Ecological Value
- Building – Local ecological value due to the presence of bat roosts;
  - A single common pipistrelle roost – max 1 bat
  - A second common pipistrelle roost – max 10 bats
  - A single soprano pipistrelle roost – max 1 bat
  - A single brown long-eared roost – max 1 bat

2.3 There was also a suggestion that badgers may be using the holes in the floor of Barn 3. Trail camera surveys by Wild Frontier in August 2022 and Philip Parker Associates in March 2024 did not record any badgers utilising these holes (refer to separate report P2024-14 R1).



**Figure 1** – Green line shows the extent of the buildings, green areas show modified grassland/scrub. Remainder within red line = grassy track

### **3.0 SUMMARY OF POTENTIALLY DAMAGING ACTIVITIES**

3.1 The development of the barns would impact on the following

- 0.08ha of building supporting active bat roosts of Local Ecological Value;
- 0.04ha of grassy track of Low Ecological Value.

3.2 All the works to Barns 2, 3 and 4 have the potential to destroy bat roosts and therefore need to be covered by an appropriate derogation licence. There was no evidence of any bats roosting Barn 1 and therefore this would not need to be covered. Works could therefore commence on removing this area (stand alone open sided asbestos barn) prior to a derogation licence being issued.

## 4.0 IDENTIFICATION OF "BIODIVERSITY PROTECTION ZONES"

- 4.1 The proposed development will be subject to an appropriate derogation licence issued by Natural England. Until this licence has been issued and has been validated by the LPA, no works are to take place on Barns 2, 3 and 4 (ie this will become the protected zone).
- 4.2 As the previous surveys were undertaken in 2022, update bat surveys will be required in 2024 to support the original surveys and to apply for the licence.



**Figure 2** – Green line shows the extent of the Barns 2, 3 and 4 and the sensitive work areas

## **5.0 PRACTICAL MEASURES (BOTH PHYSICAL MEASURES AND SENSITIVE WORKING PRACTICES) TO AVOID OR REDUCE IMPACTS DURING CONSTRUCTION ON POSSIBLE PROTECTED SPECIES**

- 5.1 As set out in Section 4, the only impact on protected species relates to the development of the barn building itself (Barn 2, 3 and 4). The works to these barns will be subject to the method statement and mitigation to accompany the EPS licence and agreed with Natural England. This can only be completed once the update surveys have been undertaken and will include:
- Exclusion of any bat roosts identified in the walls through one way exclusion devices;
  - Supervised destruction of bat roosts;
  - Provision of new bat mitigation features to mitigate the loss of all roosts.
- 5.2 No invasive non-native species were identified as part of the previous PEA survey.
- 5.3 A summary of potential invasive non-native species can be found in Appendix 2 of this document for guidance.
- 5.4 If any such species are noted on site during the course of the development, works in that area shall immediately cease and Philip Parker Associates Ltd be contacted in order that an updated assessment can be undertaken.
- 5.5 The presence of little owl has been noted on site during the camera trap surveys. A single little owl was also reported in Wild Frontier Ecology's Report (23/09/22) recorded perching (not nesting) inside Barn 4. A little owl box will be erected on site (location to be agreed) to replace any potential loss of nesting habitat.

## 6.0 THE LOCATION AND TIMING OF SENSITIVE WORKS TO AVOID HARM TO BIODIVERSITY FEATURES

- 6.1 The extent of the existing biodiversity features to be protected prior to works commencing (subject to licensing) are shown on the following figure.



**Figure 3** – Red line shows the site boundary. Green line shows the extent of the barns with the sensitive work areas

- 6.2 Given the presence of several bat roosts in Barns 2, 3 and 4, works to exclude the bats from the buildings will either be undertaken in mid-September/October or April (subject to the presence of nesting birds).
- 6.3 Birds have the potential to nest in the barns or in the existing scrub. No works are to be undertaken at a time when nesting birds could be disturbed. This is most likely in the April 'bat' window. Therefore, recommended clearance works to take place in mid-September/October.
- 6.4 As long as there are no birds nesting in Barn 1 at the time of the works, there need be no restrictions on its removal. This should be confirmed by the ecologist.



## **7.0 THE TIMES DURING CONSTRUCTION WHEN SPECIALIST ECOLOGISTS NEED TO BE PRESENT ON SITE TO OVERSEE WORKS**

- 7.1 A licenced bat ecologist will need to be present on site at commencement of the works to the Barns 2, 3 and 4. They will present the contractor with a toolbox talk setting out the obligations in relation to bats prior to the works commencing. The licensed bat ecologist will undertake the necessary exclusions and supervise the removal of any roof tiles etc where bats have or are found to be roosting in the future. Once the buildings have been considered to be bat free, the contractor will be allowed to proceed with the works without supervision.
- 7.2 The licensed bat ecologist will also oversee and approve the installation of any bat mitigation.
- 7.3 The exact timings of the works will be set out in the bat mitigation licence (a copy of which will be submitted separately once received to satisfy condition 8).

## 8.0 RESPONSIBLE PERSONS AND LINES OF COMMUNICATION

- 8.1 In the case that ecology issues arise or clarification on matters is required during the course of the works, it will be the role of the responsible persons to contact Philip Parker Associates Ltd for discussion.
- 8.2 Below are details of the names of the responsible persons for the stages requiring ecological involvement. It is additionally their responsibility to coordinate works (as detailed within this CEMP) with Philip Parker Associates Ltd to ensure ecological supervision is arranged.

### **Supervising ecologist**

Philip Parker of Philip Parker Associates (Tel: 01553 630842 or 07850 275605)

### **Client**

Mr P West

### **Contractor**

To be confirmed

## **9.0 THE ROLE AND RESPONSIBILITIES ON SITE OF AN ECOLOGICAL CLERK OF WORKS (ECOW) OR SIMILARLY COMPETENT PERSON**

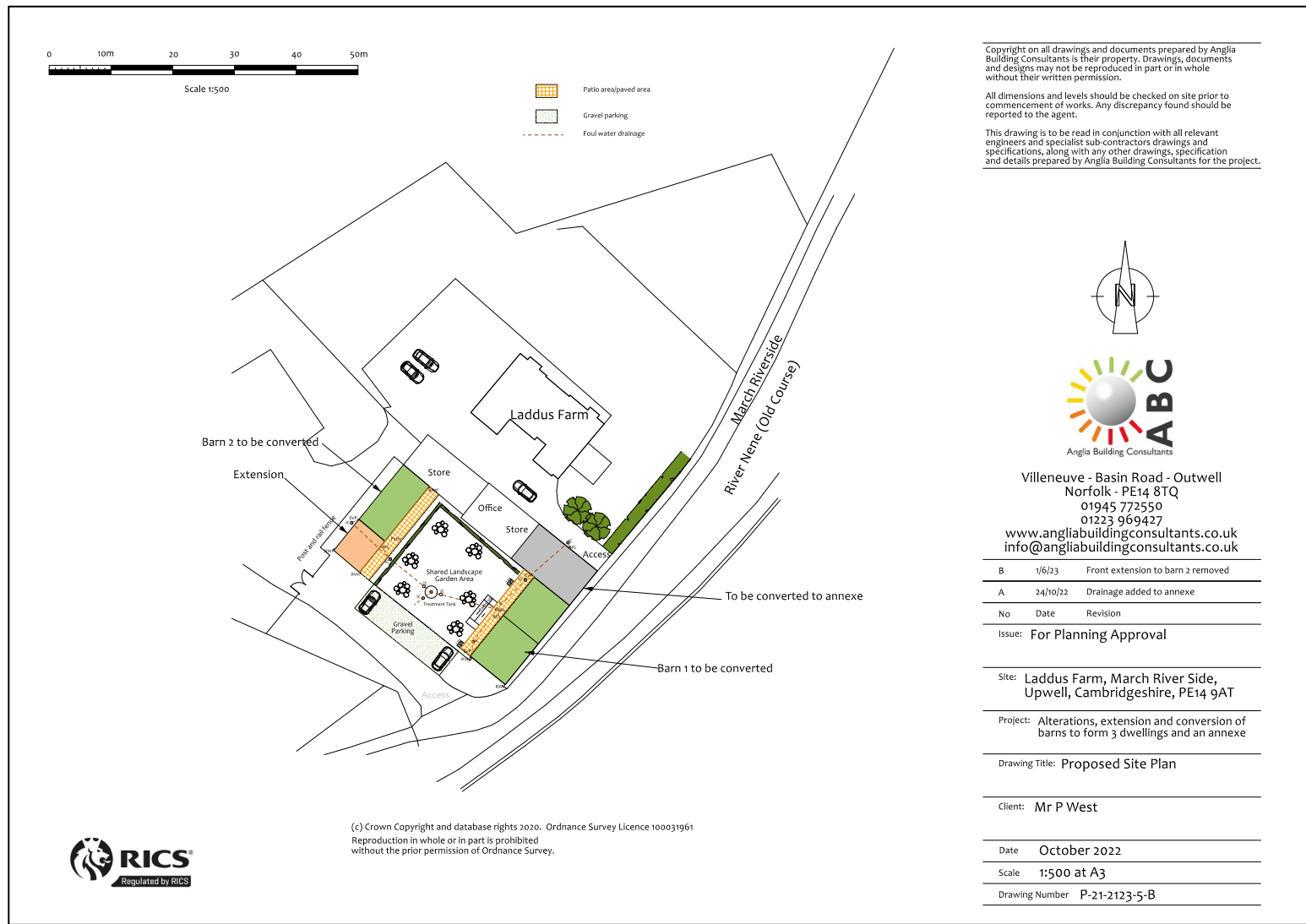
9.1 The role of the ecological clerk of works is defined as follows:

1. Advise the client on protecting valued biodiversity features on construction sites;
2. Provide practical, site-specific and proportionate assistance on how their clients can achieve compliance with environmental legislation;
3. Avoid unexpected costs, delays to project timetables, or adverse publicity that may have future negative commercial implications; and ultimately risk of enforcement action and/or potential prosecution;
4. Manage ecological operatives engaged in ecological mitigation activities – such as undertaking ecological watching briefs and translocation of protected species.

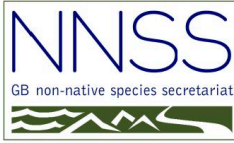
## **10.0 USE OF PROTECTIVE FENCES, EXCLUSION BARRIERS AND WARNING SIGNS**

- 10.1 There is no requirement for any protective fences, exclusion barriers or warning signs. The only protected zone is that around Barns 2, 3 and 4 and works in this location cannot commence until the relevant Natural England licence has been granted.
- 10.2 No exclusion will be required in respect of the formerly identified holes as these are not currently in use by badgers and it would be currently difficult for them to access.

**APPENDIX 1 DEVELOPMENT PLAN**



APPENDIX 2 POTENTIAL INVASIVE NON-NATIVE PLANT SPECIES



www.nonnativespecies.org

Produced by Olaf Booy, Max Wade and Vicky White of RPS

# Japanese Knotweed

## Species Description

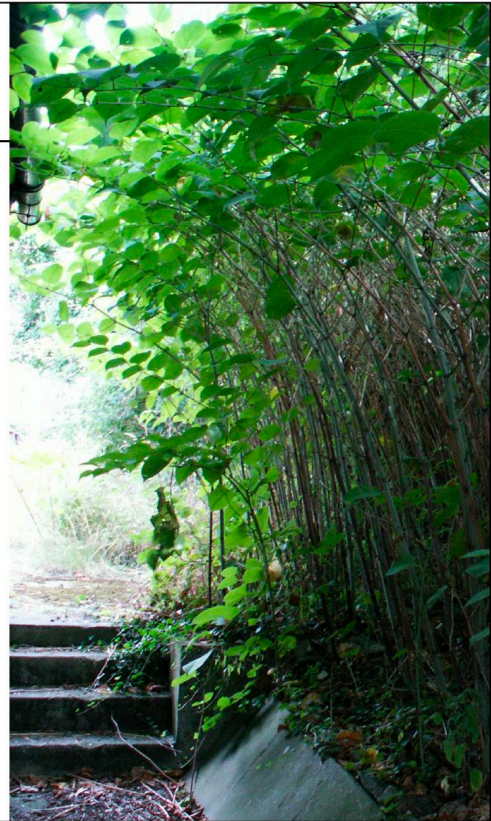
**Scientific name:** *Fallopia japonica*  
**AKA:** Japanese Bamboo, Pysen saethwr (Welsh), *Polygonum cuspidatum*, *Reynoutria japonica*  
**Native to:** Japan, Taiwan, northern China  
**Habitat:** Common in urban areas, particularly on waste land, railways, road sides and river banks

Tall herbaceous perennial with bamboo like stems. Often grows into dense thickets. Characteristic leaves and stems, persistence of last year's dead canes and distinctive rhizome (underground root-like stems) enables year round identification.

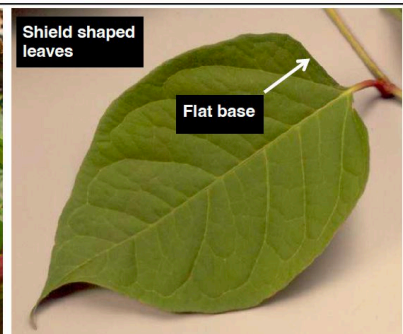
Introduced in the early 19<sup>th</sup> century as an ornamental plant. Now common and widespread across the UK. Spreads rapidly in the wild by natural means and as a result of spread by humans. Spread is solely by vegetative means, either fragments of rhizome or stem. Does not produce seed in the UK. Negative impacts include outcompeting native flora, contributing to river bank erosion and increasing the likelihood of flooding. Can also cause significant delays and cost to development as well as structural damage (it can grow through asphalt and some other surfaces).

Japanese Knotweed is listed under Schedule 9 to the Wildlife and Countryside Act 1981 with respect to England, Wales and Scotland. As such it is an offence to plant of otherwise cause Japanese Knotweed to grow in the wild. Under the Environmental Protection Act 1990, Japanese Knotweed is classified as controlled waste.

For details of legislation go to [www.nonnativespecies.org/legislation](http://www.nonnativespecies.org/legislation).



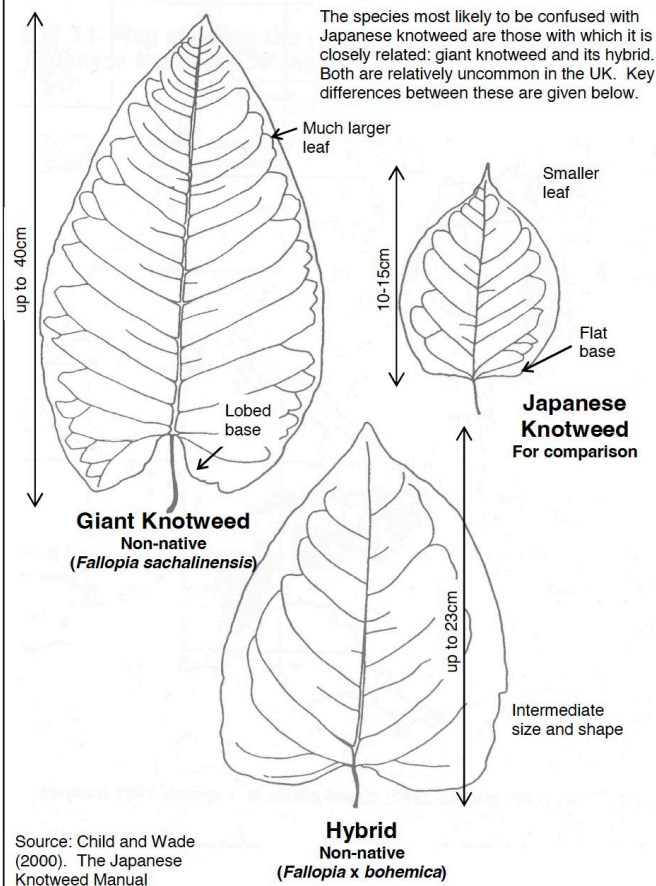
## Key ID Features



## Identification throughout the year



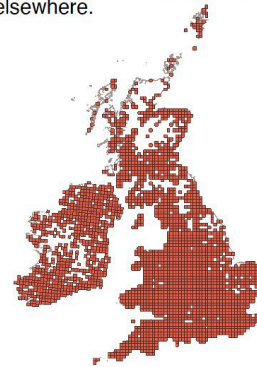
## Similar Species



## Distribution

Widespread and common across the UK. Notably extensive infestations are found in the south-west of England, south Wales and Greater London, however similarly extensive populations can also be found elsewhere.

Source: NBN Gateway. Check website for current distribution



### References and further reading:

- Blamey, M, Fitter, R and Fitter, A (2003) "The Wild Flowers of Britain and Ireland. The Complete Guide to the British and Irish Flora." A & C Black
- Child, L E and Wade, P M (2000) "The Japanese Knotweed Manual". Packard
- Environment Agency (2006) "The Japanese Knotweed Code of Practice". Environment Agency
- Preston, C D, Pearman, D A and Dines, T A (editors) (2002) "New Atlas of the British and Irish Flora". Oxford University Press
- Stace, C (1999) "Field Flora of the British Isles". Cambridge University Press

Photos from: Olaf Booy, Helen Parish, Max Wade, Vicky White





## Identification throughout the year



## Similar Species



**Hogweed**  
Native  
(*Heracleum sphondylium*)

Comparison of seeds



Giant Hogweed

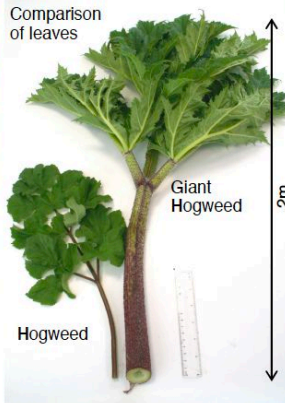
Hogweed

When in full height it is difficult to confuse giant hogweed with any other plant. While still growing or stunted, possibly as a result of disturbance, it can be confused with some other native plants. The most likely species with which it might be confused is hogweed.

Key differences between hogweed and giant hogweed include the height, width of stem, size of leaf, size of flower head and size of seed.



Comparison of leaves



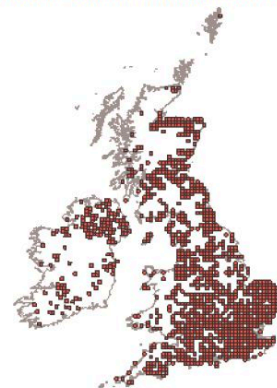
Hogweed

Giant Hogweed

## Distribution

Widespread and common across much of the UK. Extensive infestations are found particularly in Scotland and the north of England. Less abundant in Cornwall. Often associated with large rivers.

Source: NBN Gateway. Check website for current distribution



## References and further reading:

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## Christchurch Parish Council - Receipts & Payments Summary as at 30.6.24

Income	Year to Date	Budget	%
FDC Precept	£ 9,250.00	£ 18,500.00	50.00
FDC Concurrent Functions Grant	£ -	£ 2,567.00	0.00
Allotment Rents	£ -	£ -	0.00
Allotment Rates	£ -	£ -	0.00
Community Centre	£ -	£ -	0.00
Grants	£ -	£ -	0.00
Donations	£ -	£ -	0.00
Recycling Credits	£ -	£ -	0.00
Bank Interest	£ 134.49	£ 200.00	67.25
VAT Refunds	£ -	£ 2,711.72	0.00
Miscellaneous	£ -	£ -	0.00
<b>Total Income</b>	<b>£ 9,384.49</b>	<b>£ 23,978.72</b>	<b>39.14</b>

### Expenditure

Clerk's Salary	£ 1,401.39	£ 5,885.00	23.81
Fees	£ 150.00	£ 400.00	37.50
Subscriptions	£ 477.74	£ 550.00	86.86
Admin Expenses	£ 60.29	£ 700.00	8.61
Insurance	£ -	£ 700.00	0.00
Drainage Rates	£ -	£ 100.00	0.00
Recreation Ground	£ 5,875.00	£ 7,025.00	83.63
Churchyard	£ -	£ 745.00	0.00
Community Centre	£ -	£ 2,000.00	0.00
Street Lights	£ -	£ 10,000.00	0.00
Section 137 Payments	£ -	£ 1,500.00	0.00
Highways	£ -	£ 1,000.00	0.00
Recoverable VAT	£ 1,184.64	£ 400.00	296.15
Tree Works	£ -	£ -	0.00
Miscellaneous	£ -	£ 500.00	0.00
<b>Total Expenditure</b>	<b>£ 9,149.06</b>	<b>£ 31,505.00</b>	<b>29.04</b>

### Summary

Total Income	£ 9,384.49
LESS Total Expenditure	£ 9,149.06
<b>Net Surplus or Deficit</b>	<b>£ 235.43</b>

### Balance Sheet

Balance B/fwd	£ 42,419.83
Surplus or Deficit	£ 235.43
<b>Balance C/fwd</b>	<b>£ 42,655.26</b>

### Represented by

Barclays Community Account	£ 4,433.23
Barclays Business Premium Account	£ 20,086.35
NatWest Current Account	£ 2,076.03
NatWest Deposit Account	£ 16,059.65
Cash / Cheques	£ -
	<b>£ 42,655.26</b>

CHRISTCHURCH PARISH COUNCIL

DRAFT FINANCIAL REGULATIONS

**Contents**

- 1. General.....2
- 2. Risk management and internal control .....3
- 3. Accounts and audit .....3
- 4. Budget and precept .....5
- 5. Procurement .....6
- 6. Banking and payments.....7
- 7. Electronic payments .....9
- 8. Cheque payments.....10
- 9. Payment cards.....10
- 10. Petty Cash.....10
- 11. Payment of salaries and allowances.....10
- 12. Loans and investments .....11
- 13. Income .....11
- 14. Payments under contracts for building or other construction works .....12
- 15. Stores and equipment .....12
- 16. Assets, properties and estates .....12
- 17. Insurance.....13
- 18. Suspension and revision of Financial Regulations .....13
- Appendix 1 - Tender process.....14

These Financial Regulations were adopted by the council at its meeting held on

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales - A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
  - **setting the final budget or the precept (council tax requirement);**
  - **the outcome of a review of the effectiveness of its internal controls**

- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of **£5,000**; and

## **2. Risk management and internal control**

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

## **3. Accounts and audit**

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions;
  - provide financial, legal or other advice including in relation to any future transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### **4. Budget and precept**

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.
- 4.3. No later than January each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.
- 4.6. The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.
- 4.7. Having considered the proposed budget forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.



4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed **£10,000** including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than **£3,000** excluding VAT the Clerk shall seek at least three fixed-price quotes;
- 5.9. where the value is between **£500** and **£3,000** excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
  - i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below **£500** excluding VAT.
  - the Clerk, in consultation with the Chair of the Council, for any items below **£2,000** excluding VAT.
  - the council for all items over **£5,000**;
- Such authorisation must be supported by a minute or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk may authorise expenditure of up to **£1,000** excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above **£250** excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Barclays Bank and National Westminster Bank. The arrangements shall be reviewed annually for security and efficiency.

- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking or cheque, in accordance with a resolution of the council, unless the council resolves to use a different payment method.
- 6.6. For each financial year, the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
  - i. any payments of up to **£500** excluding VAT, within an agreed budget.
  - ii. payments of up to **£2,000** excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
  - iv. Fund transfers within the councils banking arrangements up to the sum of **£10,000**, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A

detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and included in the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.

- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities should not be used on any computer used for council banking.

## **8. Cheque payments**

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two authorised signatories.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

## **9. Payment cards**

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of **£500** unless authorised by council in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to **£250** including VAT, incurred in accordance with council policy.

## **10. Petty Cash**

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis.

## **11. Payment of salaries and allowances**

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## **12. Loans and investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **13. Income**

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software. Any repayment claim under section 33 of the VAT Act 1994 shall be made at least annually at the end of the financial year.

#### **14. Payments under contracts for building or other construction works**

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

#### **15. Stores and equipment**

- 15.1. The Clerk shall be responsible for the care and custody of stores and equipment.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

#### **16. Assets, properties and estates**

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters

such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

## **17. Insurance**

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.3. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

## **18. Suspension and revision of Financial Regulations**

- 18.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.



## **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.