

CHRISTCHURCH PARISH COUNCIL

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

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Clerk: Dave Gibbs

To Members of the Public and Press

7 January 2026

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 12 January 2026 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**

146/25-26 Apologies for Absence

To receive and consider apologies from those members not present

147/25-26 Chairman's Announcements

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

148/25-26 Public Time

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

149/25-26 Confirmation of Minutes

To approve and sign the minutes of the meeting held on 8 December

150/25-26 Matters Outstanding

- a) Fenland District Council Infrastructure Delivery Plan
- b) Public defibrillators
- c) Parking outside Townley School
- d) Village skip
- e) Green Lane reinstatement
- f) Overhanging vegetation

151/25-26 Police Report

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

152/25-26 County & District Councillors Reports

To receive reports from Cllrs Fisher, Galbraith, Roy and Summers

153/25-26 Clerk's Report

To receive a report on meetings attended and correspondence received

154/25-26 Members and Residents Issues

To consider any matters raised by Members of the Council and local residents
Public rights of way - Green Lane and footpath 5

155/25-26 Recreation Ground

To consider a quotation from Fenland Leisure Products for remedial work to the small children's play area and other minor repairs

156/25-26 Nature Park Project

To receive a report on progress since the last meeting

157/25-26 Village Centre Regeneration Project

To receive a report on progress since the last meeting

158/25-26 Clarion Garden Project

To receive a report on progress since the last meeting

159/25-26 Highways

- a) To receive a report from the Clerk regarding the 2025/26 Local Highway Improvements project for Wayside Estate
- b) To confirm schemes nominated under the Capitally Funded Highway Maintenance programme for 2026/27
- c) To agree a project for submission to the Local Highway Improvement scheme for 2026/27

160/25-26 Policies and Procedures

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

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

161/25-26 Consultations

To note the following consultation and formulate an appropriate response if required:

Fenland District Council draft business plan and budget 2026/27

162/25-26 Santa Run

To receive a report on the recent Santa Run

163/25-26 Finance

To consider and resolve on the following matters:

- a) To receive an updated financial statement for the period to the end of December
- b) To receive and note the quarterly financial reconciliation
- c) To note the following sums received:

Barclays Bank (interest).....	£	72.63
Santa Run (collection)	£	140.00
NatWest Bank (interest).....	£	22.59

- d) To note the following sums paid by debit card:

Defibstore Ltd (defib battery)	£	376.80
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- e) To approve the following payments:

Clerk salary and home office allowance	£	397.95
Christchurch PCC (grass cutting).....	£	245.00
- f) To consider a grant application from Heron Publishing
- g) To consider and agree items for inclusion in the budget for 2026/27
- h) To approve the budget for 2026/27 and determine the level of precept required

164/25-26 Annual Parish Meeting

To confirm the date and consider and agree the format and invitees for the Annual Parish Meeting 2026

165/25-26 Public Time

To receive comments and suggestions from members of the public

166/25-26 Matters for Next Meeting

To discuss future agenda items from Councillors

167/25-26 Date of Next Meeting

To confirm the date of the next meeting of the Council as Monday 9 February 2026

CHRISTCHURCH PARISH COUNCIL

Minutes of a meeting of Christchurch Parish Council held in the Community Centre on Monday 8 December 2025 at 7.30pm

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

127/25-26 Apologies for Absence

Cllr S Fisher (CCC), Cllr C Galbraith (CCC), Cllr M Summers (FDC)

128/25-26 Chairman's Announcements

The Chairman welcomed everyone to the meeting and reminded them that there were only 17 days until Christmas. He reported that he had attended the District Council's Chairman's Carol Service, which was an enjoyable service, despite a poor attendance.

129/25-26 Public Time

A resident reported that two street lights were not working. The Clerk will investigate.

130/25-26 Confirmation of Minutes

The minutes of the meeting held on 10 November were correctly recorded and signed as being a true record.

131/25-26 Matters Outstanding

- a) Fenland District Council Infrastructure Delivery Plan - The Clerk was asked to write to Cllr Roy with a formal request to pursue the mapping of mobile telephone signals using bin lorries.
- b) Public defibrillators - The Clerk reported that the defibrillator at the Dun Cow has still not been registered on The Circuit. Cllr Feeney will now register it. Replacement battery and pads have been purchased. Cllr Feeney will check the power supply within the building. Members discussed the possibility of installing a fused spur to prevent the power supply being switched off. Elgoods might be willing to install this. The defibrillator at Bridge Farm is a different make and model and in a locked cabinet. Further investigation is required.
- c) Parking outside Townley School - No progress.
- d) Village skip - The suggestion has been published in the latest edition of The Heron to ascertain the level of support.
- e) Green Lane reinstatement - The Clerk has provided letters for residents of Green Lane. Cllr Hayes agreed to deliver them.
- f) Overhanging vegetation - The Clerk has provided letters to be delivered to properties with overhanging vegetation. Cllr Hayes agreed to deliver them.

132/25-26 Police Report

Nothing to report.

133/25-26 County & District Councillors Reports

Cllr Roy congratulated the Council on the success of the Local Highway Improvement application for Wayside Estate. He also noted the progress on the Clarion Garden

project. The District Council's Environmental Services team has formed a Nature Recovery Project, including Cllr Roy, to restore overgrown areas. The first meeting will take place in January. Cllr Roy is also working with the fly-tipping officers on a more proactive approach to identify fly-tippers and secure prosecutions. Members were asked to advise residents undertaking work on their properties to check and photograph permits and the loaded vehicles used.

134/25-26 Clerk's Report

The Clerk reported on meetings attended and correspondence received, including a meeting with Cambridgeshire Highways regarding the Wayside Estate project. Correspondence included traffic orders for Fifty Road until 19 December, Sixteen Foot Bank until 9 December and again from 22 to 24 December, although it is unclear whether the initial works are taking place, March Road, Tipps End from 6 January to 3 April, and Church Road from 2 to 6 February. The County Council's budget briefing takes place on 11 December, the District Council has a Golden Age Fair on 12 December and the Wisbech Christmas Fayre on 14 December, and the deadline for the Stage 3 consultation on the Anglian Water Fens Reservoir is on 10 December.

135/25-26 Members and Residents Issues

a) Blocked drains - The Clerk advised Members that surface water flooding had been reported between Orchard House and 3 Upwell Road, despite the presence of a drain. Other drains in the vicinity appear to be functioning. The Clerk will report this for further investigation.

136/25-26 Recreation Ground

Cllr Burfield reported that he had complained to the Salvation Army Trading Company regarding the unannounced removal of the clothes bank from the Community Centre car park. This is part of a national programme of rationalisation of sites.

137/25-26 Nature Park Project

Cllr Sparrow reported that he has placed the order for Giles Landscapes and Management Ltd to undertake the next phase of the preparation of the site.

138/25-26 Village Centre Regeneration Project

Cllr Sparrow reported that the working group had a productive meeting considering options for the site, looking at how it is used and ways in which it could be enhanced. Discussions included designs of street furniture, a new bus shelter, lighting, planters, and the possibility of incorporating a defibrillator. A range of surface materials were considered that would satisfy the requirements of the highway authority and minimise maintenance costs.

The group agreed to prepare two proposals to be used in a public consultation; one incorporating all of the existing features, but upgraded into a cohesive heritage style, whilst the second option includes the relocation of the bus shelter away from the site creating a more open seating and planting area around the repositioned village sign. The next phase will involve the creation of 3D visuals to be used for the public consultation.

The Clerk advised Members that he had written to the Combined Authority regarding the location of the bus shelter and asking whether they might provide a new shelter in a safer location. The initial email received a positive response, so further conversations and investigations will take place over the coming months.

139/25-26 Clarion Garden Project

The Probation Service has started work on the site, with most of the vegetation cleared. Clarion's landscaping team have removed some of the green waste and may assist with digging out further vegetation. A working party may be required to complete this part of the project. Once the site is cleared, a plan can be drafted and access issues confirmed. This is the last of the jobs identified for Payback, so the Clerk will advise them accordingly.

140/25-26 Highways

- a) Wayside Estate - The Clerk reported that he met with the Project Officer responsible for the delivery of the scheme. The project does not include speed humps due to budgetary constraints. A draft plan is being prepared for discussion.
- b) Sixteen Foot Bank - The Clerk reported that some patching has been carried out and there are further closures planned for remedial work. Cllr Sparrow spoke to Graham Chappell about the Council's concerns, following which Mr Chappell wrote to Cambridgeshire Highways. This prompted an immediate response on several of the worst defects. Cllr Sparrow thanked Mr Chappell on behalf of the Council for his support.
- c) Capitably Funded Highway Maintenance - The Clerk explained the annual process of nominating locations for significant capital works. Members agreed that the Sixteen Foot Bank is the most dangerous road in the Parish due to its condition and the volume of traffic using it. The Clerk will submit the necessary paperwork.
- d) Local Highway Improvements 2026/27 - Members discussed potential projects for submission for the next round of LHI funding. Improvements to the junction of Church Road, Upwell Road and Green Lane were suggested at the previous meeting, but the Clerk advised Members that he had visited the site and there is no obvious solution that would satisfy the criteria for an LHI project. Elements of the Village Centre Regeneration Project were also suggested, but would be unlikely to achieve the necessary scoring level for funding.

Street lighting in Crown Road near the junction of Crown Avenue was suggested. Members resolved to submit an application for a new street light between Townley School and Crown Avenue, subject to a suitable location being available.

141/25-26 Finance

- a) The management accounts as at 30.11.25 showed income of £35,546.56 and expenditure of £18,688.24, resulting in a surplus of £16,858.32 and total funds held of £54,883.86.
- b) Members noted the following sum received since the last meeting:

NatWest Bank (interest).....	£	20.12
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- c) Members noted the following sum paid by debit card:

Westcotec Ltd (MVAS battery).....	£	109.80
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- d) Members approved the following accounts for payment:

Clerk salary and home office allowance	£	398.15
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- e) Members considered potential projects for inclusion in the budget for 2026/27.

At the previous meeting, in addition to the Nature Park, Village Centre Regeneration and Clarion Garden projects, they agreed to consider the refurbishment of the skatepark. Cleaning of the war memorial was also suggested. Consumables may be required for the Farmers Boy defibrillator if a suitable location can be found for it.

The final budget will be agreed at January's meeting.

142/25-26 Santa Run

The Clerk reminded Members that Fenland Farmers Santa Run will start at the Farmer's Boy at 5.00pm on the evening of 20 December. Three tractors will take part this year. Volunteers are needed to act as stewards for public safety.

143/25-26 Public Time

Cllr Bliss reported that she had seen adults on motorbikes riding on byways and across fields of crops.

144/25-26 Matters for Next Meeting

Budget and precept.

145/25-26 Date of Next Meeting

The Chairman wished everyone a Happy Christmas. The date of the next meeting of the Parish Council will be Monday 12 January.

DRAFT

Agenda Item No.	153/25-26	Christchurch Parish Council
Meeting Date	12 January 2026	
Report Title	Clerk's Report	

1. Purpose of Report

To report on correspondence received.

2. Report

Cambridgeshire County Council

Roadworks and events bulletins
Traffic order for the closure of March Road, Tipps End - 6 January to 3 April
Traffic order for the closure of Church Road - 2 to 6 February
Cambridgeshire Matters newsletter
Waste Education Centre newsletter

Fenland District Council

The Fenlander newsletter
Record attendance at Golden Age Fair
Local Plan update
Civic events diary 2026
£1.5 million for play areas
Draft business plan and budget consultation
Precept form and revised taxbase

NALC - Events update, Chief Executive's bulletin

CAPALC - Bulletin, new website, Great Collaboration survey

Cambridgeshire and Peterborough Combined Authority - Members newsletter

Cambridgeshire ACRE - Community Energy webinar - 3 February

Manea Parish Council - Development issues

Police and Crime Commissioner - Budget consultation

Green Energy Switch - Fuel poverty awareness training

Andrew Deptford - Defibrillator warranty expiry

Fenland Leisure Products - Remedial works to play equipment

3. Recommendations

Members note the report.

Report Author	Dave Gibbs
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CHRISTCHURCH PARISH COUNCIL

DATA PROTECTION POLICY

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Purpose

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

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

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

Definitions

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

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

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

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

Data protection principles

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

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

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

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

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

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

Processing

Personal data

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

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

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

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

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

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

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

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

Special categories of data

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

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

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

Individual rights

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

Subject access requests

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

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

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

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

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

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

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

Other rights

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

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

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

Data security

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

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

Data breaches

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

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

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

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

International data transfers

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

Individual responsibilities

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

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

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

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

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

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

Training

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

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

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

Adopted by the Council - January 2022

To be reviewed annually



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

Background

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

What is a Publication Scheme?

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

Model Scheme

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

What Charges are there?

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

Confidentiality Notice

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

Requests for Information

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

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

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

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

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

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

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

clerk@christchurchparishcouncil.org.uk

01945 870083

Schedule of Charges

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

Christchurch Parish Council

Code of Conduct for Members

Adopted by the Council on 10 January 2022

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

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

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

Part 1

General Provisions

1. Introduction and Interpretation

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

“**Meeting**” means any meeting of:-

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

2. Scope

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

3. General Obligations

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

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

4. You must not:-

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

5. You must not:-

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

6. You must:-

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

Part 2 Interests

7. Disclosable Pecuniary Interests

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

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

8. Registration of Disclosable Pecuniary Interests

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

9. Disclosable Pecuniary Interests in matters considered at meetings

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

10. Other Interests

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

11. Sensitive Interests

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

Note: Register of Interests

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

12 Gifts and Hospitality

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

Appendix A

Disclosable Pecuniary Interests

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

Notification of Disclosable Pecuniary Interests

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

authority; and

(b) either -

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

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

These descriptions on interests are subject to the following definitions:

“the Act” means the Localism Act 2011;

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

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

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

“M” means a member of a relevant authority;

“Member” includes a co-opted member;

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

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

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

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

Offences

It is a criminal offence to

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

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

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

Christchurch Parish Council

Biodiversity Policy

Background

According to Detra (Biodiversity 2020), biodiversity is the variety of life around us and includes every species of plant and animal, the genetic material that makes them what they are, and the communities that they form. Biodiversity is essential to sustaining the living networks, or 'ecosystems', that provide us all with health, wealth, food, fuel and the vital services our lives depend on. It is a core component of sustainable development, underpinning economic development and prosperity. Conserving biodiversity can include restoring or enhancing a population or habitat.

Introduction

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Christchurch Parish Council, will, in exercising all its functions, have regard to the purpose of conserving biodiversity.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

Aims and Objectives

The Parish Council will show that it has regard for conserving biodiversity if it has identified ways to integrate biodiversity:

- In considering planning applications the council will take particular account of the impact on biodiversity. It will support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- It will consider what each proposed development might make in terms of biodiversity net gain.
- The council will be mindful of the importance of 'connectedness' between fragments of habitat, and will ensure that wildlife corridors are preserved.
- When specifying any ground maintenance contracts ensure that the work, while reaching acceptable standards, does not harm the natural environment.
- Work in partnership, (where applicable), with other organisations to protect, promote and enhance biodiversity within the village.
- Raise, wherever possible, public awareness of biodiversity issues by means of, for example, community involvement in biodiversity projects in the village, such as tree planting and maintenance, wildflower meadows, etc.
- Communicate information to raise awareness of biodiversity through its website and newsletters.

Monitoring

This policy was adopted on 9 December 2024 (Minute reference 127/24-25(d)) and will be reviewed annually or sooner should legislation dictate.

Christchurch Parish Council - Receipts & Payments Summary as at 31.12.25

Income	Year to Date	Budget	%
FDC Precept	£ 22,200.00	£ 22,200.00	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	£ 10,000.00	£ 10,000.00	100.00
Donations	£ 140.00	£ -	#####
Recycling Credits	£ 292.97	£ -	#####
Bank Interest	£ 341.81	£ 450.00	75.96
VAT Refunds	£ -	£ 3,275.04	0.00
Miscellaneous	£ 240.00	£ -	#####

Total Income £ 35,781.78 £ 38,492.04 92.96

Expenditure

Clerk's Salary	£ 4,252.26	£ 6,125.00	69.42
Fees	£ 522.00	£ 470.00	111.06
Subscriptions	£ 445.03	£ 590.00	75.43
Admin Expenses	£ 539.86	£ 350.00	154.24
Insurance	£ 2,421.76	£ 1,600.00	151.36
Drainage Rates	£ 107.47	£ 120.00	89.55
Recreation Ground	£ 2,142.55	£ 2,500.00	85.70
Nature Park	£ 1,580.56	£ 9,500.00	16.64
Village Centre	£ -	£ 3,000.00	0.00
Churchyard	£ -	£ 745.00	0.00
Community Centre	£ 166.46	£ 2,000.00	8.32
Street Lights	£ 4,627.65	£ 5,800.00	79.79
Section 137 Payments	£ 360.00	£ 1,000.00	36.00
Highways	£ -	£ 4,000.00	0.00
Recoverable VAT	£ 1,767.82	£ 1,750.00	101.02
Tree Works	£ -	£ -	0.00
Miscellaneous	£ 532.97	£ -	#####

Total Expenditure £ 19,466.39 £ 39,550.00 49.22

Summary

Total Income	£ 35,781.78
LESS Total Expenditure	£ 19,466.39

Net Surplus or Deficit £ 16,315.39

Balance Sheet

Balance B/fwd	£ 38,025.54
Surplus or Deficit	£ 16,315.39

Balance C/fwd £ 54,340.93

Represented by

Barclays Community Account	£ 658.23
Barclays Business Premium Account	£ 27,016.17
NatWest Current Account	£ 348.41
NatWest Deposit Account	£ 26,318.12
Cash / Cheques	£ -

£ 54,340.93

Christchurch Parish Council

Bank Reconciliation as at 31.12.25

Cash Book

Balance brought forward from 31.3.25	£	38,025.54
<u>ADD</u> Income received	£	35,781.78
	£	73,807.32
<u>LESS</u> Expenditure incurred	£	19,466.39
	£	54,340.93

Bank Accounts

Barclays Bank Community Account	£	658.23
NatWest Bank Current Account	£	348.41
<u>LESS</u> Outstanding Cheques		
000000	£	-
000050	£	-
	£	-
	£	-
	£	-
Barclays Bank Business Premium Account	£	27,016.17
NatWest Bank Deposit Account	£	26,318.12
	£	54,340.93

Signed:

Date:

Christchurch Parish Council

Grant Application Form

Name of Group or Organisation	Friends of the Heron (Heron Publishing)		
Contact Name	Mrs Lorna Sparrow	Position	Chair
Address	Acorn Farm, Padgett's Rd, Christchurch, Wiltshire, Cambs PE14 9PJ		
Telephone	01354 638 020	E-mail	lorna.kirk472@gmail.com
Registered Charity?	Yes / <input checked="" type="radio"/> No	Charity No.	n/a

Please provide a brief description of your group/organisation's main purpose/activities.

The Heron is currently a bi-monthly Magazine for Christchurch Parish. It benefits the residents by providing a service, I believe enhances the quality of life of those who read and engage with the publication and promotes the Parish in a positive way. Magazines delivered to every door are free of charge. The Friends of the Heron has an Executive Committee which sees to it that the Heron is published and is financially stable. The Heron Editorial Committee puts the magazine together. The Heron publishes details of local community events, clubs, activities and includes additional articles to inform and support people.

Please indicate the number or percentage of your members/beneficiaries who live in the parish of Christchurch.

100%

Are there any restrictions on who can use your services?

No

Please explain the project for which the grant is required.

To finance the publication / contribute to the running costs of the Heron.

The magazine combats loneliness by including & informing readers of local events, providing useful telephone numbers e.g. Health Centre, keeps people up to date with Parish Council Business. Local companies advertise in The Heron.

How will this project benefit the parishioners of Christchurch?

The Heron reaches every household in the Parish. Its purpose to inform, involve and enthuse our community members by

- info about + reports of Parish Council business, school, church, news village activities and clubs
- historical information about our village & its inhabitants
- lists of useful telephone numbers, info - whats going on locally
- Health Centre & hospice news items
- info about our environment, farming, other matters of interest
- items to do with Eco friendly subjects eg energy saving projects

<p>Total cost of project.</p>	<p>Requesting £945 support for 3 issues</p>	<p>Amount of grant requested. £ 945</p>
<p>Have you received, applied or intend to apply for funding from other sources for this project? If yes, please provide details and amounts.</p>	<p>We would like to apply to become a registered Charity in September 26 once our newly appointed publisher has successfully been involved for a year.</p>	
<p>How much of the total cost do you intend to raise yourself and how?</p>	<p>Donations £ 272 Fundraising £ 395 - plant sale Subscription/Advertising £ 592 Printing £ 1309.36 Liability Insurance, stamp, domain renewal £ 403 Total £ 1712.36</p> <p style="text-align: right;">} Total income 1259.98</p>	

Please tick to confirm you have included the following documentation with your application (please enter n/a if not applicable):

- Full and complete copies of your signed, certified and audited accounts for the last two years (if your organisation has been in existence for that period)
- Bank statements for the last 3 months, signed by a member of your organisation, indicating their position
- Detailed budget plan and supporting evidence
- Copy of your organisation's Constitution, Terms of Reference or Rules
- Evidence of any other awards towards the project e.g. lottery funding, other bodies

DECLARATION

Please sign the declaration overleaf and return this form together with all supporting documentation required to:

Dave Gibbs, Clerk to Christchurch Parish Council,
 Parrock View, 358 High Road, Newton-in-the-Isle, Wisbech, PE13 5HS.

Please ensure the person signing the declaration on behalf of your organisation has the appropriate authority to do so.

"I confirm that the information contained in this application is correct to the best of my knowledge. I agree that any money awarded by Christchurch Parish Council as a result of this application will be used only for the purposes stated in the application, and in accordance with the grant conditions detailed in the Parish Council's Grant Policy. I confirm that the proposed project is lawful and conforms to any rules governing our group/organisation. I further agree to provide copies of receipts and invoices etc. as required to Christchurch Parish Council to confirm to them exactly how the money has been spent if the application is successful.

I understand that all money awarded must be repaid to Christchurch Parish Council and my organisation will not be able to apply for future grant applications in the following circumstances:

- If a false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated;
- If the proposed project does not proceed/or is abandoned for any reason or if the organisation disbands during the period of the grant;
- If the organisation does not provide the necessary invoices and receipts confirming how the money has been spent or does not comply with any other conditions stipulated in the award"

Signed Lorna Sparrow

Print Name LORNA SPARROW

Position in the organisation CHAIR

Date 1/1/2026