

NEWTON IN THE ISLE

PARISH COUNCIL

Clerk: Dave Gibbs, 358 High Road, Newton in the Isle, PE13 5HS
Tel: 01945 870083 • Email: parishclerk@newtonintheisle.org.uk

To Members of the Public and Press

You are invited to attend a meeting of the Newton-in-the-Isle Parish Council
to be held in Newton Village Hall on **Tuesday 9 January 2024 at 7.30pm.**

Dave Gibbs

Clerk

4 January 2024

AGENDA

*All members are reminded that they will 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*

062/23 Apologies

To receive and consider apologies from those members not present

063/23 Chairman's Announcements

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

064/23 Public Forum

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

065/23 Minutes of the Previous Meeting

- a) To approve and sign the minutes of the Parish Council meeting held on Tuesday 14
November*
- b) To approve and sign the minutes of the Planning Committee meeting held on
Tuesday 5 December*

066/23 County and District Councillors Reports

To receive reports from Cllrs S King (CCC), B Barber, S Clark and C Seaton (FDC)

067/23 Police Matters

*To receive a report from the Clerk on recent meetings with the Police and issues relating
to crime and anti-social behaviour*

068/23 Clerk's Report

To receive a report on correspondence received

069/23 Outstanding Matters

To receive updates on matters raised previously and to resolve accordingly

- a) Abandoned vehicle in Colvile Road
- b) Accumulation of scrap in Colvile Road
- c) Dangerous path surface at St James Close
- d) Vacant properties
- e) High Road bench
- f) Mossy pavement in Westfield Road
- g) Allocation of vacant allotment
- h) Wildflower meadow
- i) Arboretum
- j) Byway winter closures
- k) Village bus service
- l) Former Colvile School site
- m) Village Handyman
- n) Playing Field dyke
- o) Welcome packs

070/23 Members' and Residents' Issues

To receive reports from the Clerk and members on matters raised by local residents, and to report on matters raised previously, including the following:

- a) Pride in Fenland awards
- b) Annual Parish Meeting planning

071/23 Highways

- a) To receive a report from the Clerk on highway defects and maintenance issues
- b) To consider the County Council's scheme for 20mph speed limits
- c) To receive a data report from the MVAS speed monitoring sign in Goodens Lane

072/23 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 note the following sums received:

R Kublik (rent).....	£ 189.40
Newton Village Hall (rent).....	£ 1.00
Barclays Bank (interest)	<u>£ 42.25</u>
	£ 232.65
- c) To approve the following payments:

100771 D A Gibbs (salary December and January)	£ 947.60
100772 CPRE (subscription)(replacement cheque).....	£ 36.00
100773 Newton Village Hall (hall hire).....	£ 40.00
100774 Cambridgeshire ACRE (subscription)	<u>£ 65.00</u>
	£ 1,088.60

- d) *To consider and approve the budget for 2024-25 and to determine the level of precept required*

073/23 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*

074/23 Date of Next Meeting

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

Tuesday 12 March 2024 at 7.30pm

NEWTON IN THE ISLE

PARISH COUNCIL

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Minutes of a Meeting of Newton-in-the-Isle Parish Council held in the Village Hall on Tuesday 14th November 2023

Present - Cllr D Freeman (in the Chair), Cllr S Clark, Cllr E Jones, Cllr R Moore, Cllr K Simpson, Cllr S King (CCC), Cllr C Seaton (FDC), D Gibbs (Clerk)

050/23 Apologies for Absence

Cllr R Bradley, Cllr B Simpson, Cllr B Barber (FDC)

051/23 Chairman's Announcements

The Chairman reported that he had attended the Remembrance Sunday service and laid a wreath on behalf of the Council. He thanked the members who had attended.

052/23 Public Forum

None.

053/23 Minutes of Previous Meeting

RESOLVED - that the minutes of the meeting held on Tuesday 12th September 2023 be agreed and signed as a true and accurate record.

054/23 County and District Councillors Reports

County - Cllr King reported that a motion at the October County Council meeting to recommence the cyclical spraying of weeds on the public highway was defeated, however a report will be submitted to the January meeting of the Highways and Transport Committee with a range of options for future weed treatment.

Cllr King reminded members that community groups may submit bids for Local Highway Improvement funding alongside the Council's bids and the deadline for applications for 2024/25 is 12th January. A further round of 20mph applications will open thereafter.

District - Cllr Seaton reported that Clarion Housing Group had agreed to attend a meeting with representatives of the three parishes to discuss current issues of concern. The Combined Authority's Transport Committee will discuss bus services at its forthcoming meeting and it is hoped that consultation with the parishes will be arranged shortly.

055/23 Police Matters

The Clerk reported that no scheduled meetings had taken place with the Police, although he attended the public meeting on Operation Lambretta dealing with anti-social behaviour, especially relating to motorbikes and mopeds in and around Leverington.

He informed members that nitrous oxide has been reclassified as a Class C drug under the Misuse of Drugs Act 1971, placing restrictions on the sale and possession, which should lead to a reduction in the number of empty canisters being dumped around the parish.

056/23 Clerk's Report

The Clerk reported on meetings attended and correspondence received, including a meeting with the new Local Highways Officer and Fenland District Council's Golden Age 20th Anniversary celebration. Correspondence included the County Council's Steady on Your Feet falls prevention programme, the District Council's polling places review, remuneration panel review, hate crime resources pack, and the local government pay award for 2023/24.

057/23 Outstanding Matters

- a) Abandoned vehicle in Colvile Road - no update received.
- b) Accumulation of scrap in Colvile Road - the skip was collected but more items are accumulating.
- c) Dangerous path surface at St James Close - no update received.
- d) Vacant properties - no progress.
- e) High Road bench - installation required.
- f) Planter around village sign - Cllr K Simpson has replaced the planter. Members thanked him for a job well done.
- g) Mossy pavement in Westfield Road - Cllr B Simpson has swept it, but further work may be required.
- h) Allocation of vacant allotment - Cllr Clark will seek quotes from other contractors.
- i) Wildflower meadow - now awaiting spraying and reseeding by the contractor.
- j) Arboretum - the Clerk has ordered more trees to replace those that are not thriving.
- k) Byway winter closures - no progress.
- l) Village bus service - the Clerk will arrange a meeting for the seven parishes on the route to discuss the service and the needs of their communities.
- m) Local Highway Improvements application 2024/25 - a resubmission of the last application was suggested, however members agreed to prepare a list of potential projects for future years in consultation with the community and not to submit an application this year.
- n) Hedgehog highways - Cllr Jones reported that he had received a positive response at the recent Coffee Morning. Cllr Simpson offered to distribute some to neighbours in Westfield Road.
- o) Former Colvile School site - no progress.
- p) Village Handyman - The Clerk reported that he had spoken to the Handyman and explained the Council's decision not to continue with the arrangement. Members will consider alternative solutions.

- q) Highway weeds - see 054/23 above.
- r) Playing Field dyke - no progress.

058/23 Members’ and Residents’ Issues

- a) Welcome packs - Cllr Clark reported that the Village Hall Management Committee had decided to discontinue the provision of a welcome pack to new residents. Members felt that this was something of value that should be continued as a Council initiative. Cllr Clark agreed to take responsibility for the content and delivery of the packs and was asked to bring ideas to the next meeting for approval.
- b) Member surgeries - it was noted that the public had not taken advantage of the availability of member surgeries on Saturdays at the Village Hall. It was agreed that future surgeries would be offered at the regular Village Hall Coffee Mornings, with district and county councillors also invited to attend.

059/23 Finance

- a) The Clerk presented an updated financial statement as at the end of October, showing income of £12,220.65 and expenditure of £9,973.03, resulting in a surplus of £2,247.62 and total funds held of £36,932.62.
- b) Members noted the National Agreement on Local Government Salaries for 2023/24.
- c) Members approved the following payments:

<i>100769</i>	<i>D A Gibbs (salary Oct/Nov, backpay and expenses)</i>	<i>£ 1,874.80</i>
<i>100770</i>	<i>CPRE (subscription)</i>	<u><i>£ 35.00</i></u>
		<i>£ 1,909.80</i>

- d) Members were invited to nominate potential projects for inclusion in the budget for 2024/25, which will be finalised at the next meeting.

060/23 Policies and Procedures

Members reviewed the following policies and procedures and resolved to re-adopt them:

- a) Complaints Procedure
- b) Grievance Policy
- c) Disciplinary Policy

061/23 Date of Next Meeting

The next meeting of the Council will take place on Tuesday 9th January at 7.30pm.

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Minutes of a meeting of Newton-in-the-Isle Parish Council Planning Committee held in the Village Hall on Tuesday 5th December 2023

Present - Cllr R Bradley (Chairman), Cllr D Freeman, Cllr R Moore, Cllr B Simpson, Cllr K Simpson, D Gibbs (Clerk), 14 members of the public

006/23 Apologies for Absence

Cllr S Clark, Cllr E Jones

007/23 Planning Applications

- a) F/YR23/0884/F - Erect a dwelling (2-storey, 3-bed) with detached garage including formation of a new access - Land East of Charity Farmhouse, Goredike Bank, Gorefield. Members noted that the application is a resubmission without material change of an application submitted previously under reference F/YR17/0872/F which was not supported by the Parish Council at that time and subsequently refused permission. They restated their previous opinion that the proposal represents unsustainable development in the open countryside, outside the core built form of the village, contrary to policies LP12 and LP3. The proposed dwelling would be out of keeping with surrounding properties contrary to policy LP16 making neither a positive contribution to the local distinctiveness and character of the area, nor enhancing its local setting or improving the character of the local built environment. Permitting this development would set a precedent for further unsustainable development on numerous similar sites fronting onto Goredike Bank and Fitton End Road. Members resolved not to support the application.
- b) F/YR23/0996/O - Erect up to 6 x dwellings (outline application with all matters reserved) - Land North of High Trees, Rectory Road, Newton-in-the-Isle. Members considered this application and the views of the members of the public who attended the meeting, the majority of whom were opposed to the proposed development. The site is one of a number of locations identified by the Parish Council during the recent Emerging Local Plan process as suitable for frontage residential development in keeping with the existing character of the village. The whole site lies in Flood Zone 1 and is situated less than 150m from Newton Village Hall, the hub of the community. It sits on the village bus route and its close proximity to the A1101 will minimise the traffic impact to the wider village. The introduction of a 3-storey 6-bedroom dwelling adjacent to the site has established a precedent for modern executive-style housing in Rectory Road, and modest infilling of this nature is considered acceptable.

In the wider context, this proposal aligns with the Parish Council's aims to allow an appropriate level of growth to ensure the long-term sustainability of the village, as outlined in paragraph 6.7 of the Draft Local Plan. This site is ideally suited to facilitate the level of necessary growth highlighted in the Draft Plan.

Members expressed strong support for the proposed development.

- c) F/YR23/0998/O - Erect 1no dwellings (outline application with matters committed in respect of access) - Land West of 225 High Road, Newton-in-the-Isle

Members considered this application. The Council supports the addition of infill dwellings on the High Road. This part of the village is characterised by individual dwellings of different ages, sizes and styles, so whilst only considered here at outline stage, the proposed dwelling is likely to improve the current appearance of the site.

Members resolved to support the application.

008/23 Update on Previous Applications

F/YR22/0957/F and F/YR22/0958/LB - Convert existing barn, and erect a link extension (to existing dwelling), erect a 2-storey building involving the demolition of existing piggery, to form 2 x annexes (2-storey 2-bed) ancillary to existing dwelling, and erect a first-floor extension to existing outbuilding and a double garage (part retrospective) - Newton House, 217 High Road, Newton-in-the-Isle. Granted.

F/YR23/0056/F - Erection of 15.545m high (approx) (hub height) wind turbine - Wind Turbine at Land North West of Ivy Cottage, Seaford Farm, Cross Drove, Newton-in-the-Isle. Granted.

F/YR23/0243/TRTPO - Fell 1x Beech tree and works to 4x Yew and 4x Sycamore trees covered by TPO 13/1966 - Priory House, Chapel Lane, Newton-in-the-Isle. Granted.

F/YR23/0315/O - Erect up to 2 x dwellings (outline application with matters committed in respect of access) involving the demolition of 3x existing outbuildings - Land East and West of Croft Grange, 307 High Road, Newton-in-the-Isle. Granted.

F/YR23/0347/F - Erect a dwelling (2-storey, 2-bed) involving demolition of existing outbuilding - Land East of Fitton House, Fitton End Road, Newton-in-the-Isle. Refused.

F/YR23/0403/F - Change of use of land to secure dog exercise area - Land West of 1 Ferry Farm, Ferry Lane, Newton-in-the-Isle. Refused.

009/23 Other Planning Matters

None.

Agenda Item No.	068/23	NEWTON <small>IN THE</small> ISLE PARISH COUNCIL
Meeting Date	9 January 2024	
Report Title	Clerk's Report	

1. Purpose of Report

To report on correspondence received.

2. Key Issues

Correspondence received:

Cambridgeshire County Council

Roadworks and events bulletin
 #BeWinterWise toolkit
 Cambridgeshire Matters newsletter
 Budget briefing with Town and Parish Councils
 The Library Presents consultation

Fenland District Council

Changing Views grants
 Garden waste service subscriptions
 Grants for Fenland businesses
 Winter dog fouling enforcement
 Emergency cold weather support for rough sleepers
 Fenlander newsletter
 Free exercise, wellness and social activity sessions
 Pride in Fenland awards
 Draft budget and business plan consultation

Cambridgeshire & Peterborough Combined Authority

Local Transport and Connectivity Plan approved

National Association of Local Councils

Newsletter, bulletin and events

Cambridgeshire & Peterborough Association of Local Councils

Training courses and bulletin

NHS - Integrated Care System newsletter

Cambridgeshire ACRE - Staying in Touch newsletter

Keep Britain Tidy - Buy Nothing New Month 2024

Queen Elizabeth Hospital - modernising our hospital newsletter

LEAP - Free energy advice service

3. Recommendations

Members note the report.

Report Author	Dave Gibbs
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Agenda Item No.	071/23(c)	NEWTON IN THE ISLE PARISH COUNCIL
Meeting Date	9 January 2024	
Report Title	MVAS Speed Data	

1. Purpose of Report

To update members on the data from speed monitoring in the village.

2. Key Issues

The following raw data has been taken from the MVAS speed monitoring device:

Goodens Lane with a speed limit of 30mph

Monitoring period 29-10-2023 to 28-11-2023 (29 days)

Number of vehicles - 7,310

Minimum speed - 5mph

Maximum speed - 46mph

Average speed - 20.03mph

85th percentile speed - 26mph

Number over speed limit - 2.93% - 214 vehicles

Number over prosecutable limit (10%+2 above limit) - 0.56% - 41 vehicles

Number over disqualification limit (30mph above limit) - 0.0% - 0 vehicles

Highest speeds recorded:

Saturday 11 November	08:44	Departing	46mph
Tuesday 21 November	09:45	Arriving	45mph
Saturday 11 November	08:16	Departing	43mph
Tuesday 14 November	16:12	Departing	43mph
Tuesday 14 November	16:16	Arriving	42mph
Saturday 11 November	18:40	Arriving	40mph
Saturday 04 November	09:35	Arriving	39mph
Wednesday 08 November	20:16	Arriving	39mph
Thursday 09 November	16:03	Departing	39mph
Saturday 11 November	11:23	Arriving	39mph
Thursday 16 November	18:22	Arriving	39mph
Saturday 25 November	12:05	Arriving	39mph
Sunday 26 November	17:19	Arriving	39mph
Tuesday 07 November	07:55	Arriving	38mph
Sunday 19 November	21:13	Arriving	38mph
Tuesday 21 November	19:14	Arriving	38mph
Saturday 25 November	19:32	Departing	38mph
Monday 27 November	17:39	Arriving	38mph
Thursday 02 November	18:32	Departing	37mph
Sunday 05 November	21:01	Arriving	37mph
Monday 06 November	20:54	Arriving	37mph
Thursday 09 November	19:20	Arriving	37mph
Sunday 12 November	17:44	Arriving	37mph
Wednesday 15			

Continued overleaf...

Report Author	Dave Gibbs
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November	11:57	Departing	37mph
Monday 30 October	11:25	Arriving	36mph
Thursday 02 November	18:31	Arriving	36mph
Monday 06 November	15:54	Departing	36mph
Monday 13 November	14:24	Arriving	36mph
Sunday 19 November	22:42	Arriving	36mph
Friday 24 November	12:04	Departing	36mph
Monday 27 November	10:44	Departing	36mph
Monday 30 October	12:17	Departing	35mph
Tuesday 31 October	22:13	Arriving	35mph
Friday 03 November	14:54	Arriving	35mph
Saturday 11 November	10:29	Arriving	35mph
Tuesday 14 November	15:58	Arriving	35mph
Wednesday 15 November	20:43	Departing	35mph
Wednesday 15 November	20:54	Departing	35mph
Friday 17 November	16:11	Arriving	35mph
Thursday 23 November	08:00	Departing	35mph
Monday 27 November	15:49	Arriving	35mph
Tuesday 31 October	13:18	Departing	34mph
Wednesday 01 November	10:56	Departing	34mph
Thursday 02 November	13:41	Arriving	34mph
Thursday 02 November	14:37	Departing	34mph
Friday 03 November	08:01	Departing	34mph
Friday 03 November	12:12	Arriving	34mph
Friday 03 November	15:01	Arriving	34mph
Friday 03 November	16:35	Arriving	34mph
Sunday 05 November	15:00	Arriving	34mph
Thursday 09 November	07:25	Arriving	34mph
Saturday 11 November	10:27	Departing	34mph
Sunday 12 November	15:01	Arriving	34mph
Tuesday 14 November	17:59	Arriving	34mph
Wednesday 15 November	14:30	Arriving	34mph
Thursday 16 November	15:17	Arriving	34mph
Wednesday 22 November	11:14	Arriving	34mph
Wednesday 22 November	17:58	Arriving	34mph
Thursday 23 November	11:48	Arriving	34mph
Saturday 25 November	09:50	Departing	34mph
Saturday 25 November	19:32	Arriving	34mph
Saturday 25 November	20:04	Arriving	34mph
Sunday 26 November	13:31	Departing	34mph
Tuesday 31 October	20:03	Arriving	33mph
Thursday 02 November	14:12	Arriving	33mph
Friday 03 November	12:23	Departing	33mph
Friday 03 November	15:40	Departing	33mph
Saturday 04 November	09:10	Departing	33mph

Saturday 04 November	13:19	Arriving	33mph
Saturday 04 November	14:48	Departing	33mph
Sunday 05 November	17:42	Departing	33mph
Monday 06 November	11:36	Departing	33mph
Monday 06 November	20:10	Arriving	33mph

3. Recommendations

Members note the report

Newton-in-the-Isle Parish Council

Receipts & Payments Summary as at 31.12.23

Income	Year to Date		Budget	%	
FDC Precept	£	10,000.00	£	10,000.00	100.00
FDC Concurrent Functions Grant	£	1,968.00	£	1,968.00	100.00
Allotment Rents	£	384.44	£	473.44	81.20
Village Hall	£	1.00	£	1.00	100.00
Grants	£	-	£	-	0.00
Donations	£	-	£	-	0.00
Bank Interest	£	99.86	£	20.00	499.30
VAT Refunds	£	-	£	1,092.76	0.00
Miscellaneous	£	-	£	-	0.00
Total Income	£	12,453.30	£	13,555.20	91.87

Expenditure

Clerk's Salary	£	3,790.40	£	5,685.60	66.67
Fees	£	285.00	£	235.00	121.28
Subscriptions	£	438.10	£	475.00	92.23
Admin Expenses	£	287.48	£	1,500.00	19.17
Insurance	£	796.11	£	720.00	110.57
Drainage Rates	£	51.06	£	50.00	102.12
Playing Field	£	104.48	£	7,500.00	1.39
Highways	£	1,798.10	£	4,500.00	39.96
Street Lights	£	3,250.81	£	3,000.00	108.36
Section 137 Payments	£	-	£	2,500.00	0.00
LHI Projects	£	-	£	2,000.00	0.00
Recoverable VAT	£	1,081.29	£	-	#####
Total Expenditure	£	11,882.83	£	28,165.60	42.19

Summary

Total Income	£	12,453.30	£	13,555.20
LESS Total Expenditure	£	11,882.83	£	28,165.60
Net Surplus or Deficit	£	570.47	-£	14,610.40

Balance Sheet

Balance B/fwd	£	34,685.00
Surplus or Deficit	£	570.47
Balance C/fwd	£	35,255.47

Represented by

Barclays Community Account	£	23,079.08
Barclays Business Premium Account	£	12,176.39
Cash / Cheques	£	-
	£	35,255.47

**Newton-in-the-Isle Parish Council
Budget Calculation 2024/25**

	2021/22		2022/23		2023/24		2024/25		
Income	Actual	Actual	Budget	Actual 31.12.23	Anticipated Year End	Budget	Additions	Agreed Budget	
FDC Precept	£ 13,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ -	£ 10,000.00	
FDC Concurrent Functions Grant	£ 1,968.00	£ 1,968.00	£ 1,968.00	£ 1,968.00	£ 1,968.00	£ 1,968.00	£ -	£ 1,968.00	
Allotment Rents	£ 495.04	£ 473.44	£ 473.44	£ 195.04	£ 573.44	£ 573.44	£ -	£ 573.44	
Village Hall Rent	£ 2.00	£ 1.00	£ 1.00	£ 1.00	£ 1.00	£ 1.00	£ -	£ 1.00	
Grants	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
Donations	£ 100.00	£ 315.00	£ -	£ -	£ -	£ -	£ -	£ -	
Bank Interest	£ 1.20	£ 26.31	£ 20.00	£ 57.61	£ 70.00	£ 100.00	£ -	£ 100.00	
VAT Refunds	£ -	£ 2,646.83	£ 1,092.76	£ -	£ 1,827.26	£ 1,445.00	£ -	£ 1,445.00	
Miscellaneous	£ 315.00	£ 250.00	£ -	£ -	£ -	£ -	£ -	£ -	
Anticipated Income	£ 15,881.24	£ 15,680.58	£ 13,555.20	£ 12,221.65	£ 14,439.70	£ 14,087.44	£ -	£ 14,087.44	
Expenditure									
Clerk's Salary	£ -	£ 5,373.60	£ 5,685.60	£ 3,790.40	£ 5,685.60	£ 6,000.00	£ -	£ 6,000.00	
Fees	£ 555.00	£ 65.00	£ 235.00	£ 285.00	£ 285.00	£ 300.00	£ -	£ 300.00	
Subscriptions	£ 806.29	£ 50.00	£ 475.00	£ 438.10	£ 439.10	£ 450.00	£ -	£ 450.00	
Admin Expenses	£ 2,300.10	£ 1,640.37	£ 1,500.00	£ 287.48	£ 550.00	£ 600.00	£ -	£ 600.00	
Insurance	£ 695.23	£ 708.06	£ 720.00	£ 796.11	£ 796.11	£ 825.00	£ -	£ 825.00	
Drainage Rates	£ 43.19	£ 46.64	£ 50.00	£ 51.06	£ 51.06	£ 55.00	£ -	£ 55.00	
Playing Field	£ 4,756.08	£ 6,271.44	£ 7,500.00	£ 104.48	£ 1,968.00	£ 2,100.00	£ -	£ 2,100.00	
Highways	£ 884.16	£ 127.14	£ 4,500.00	£ 1,798.10	£ 1,800.00	£ -	£ -	£ -	
Street Lights	£ 5,336.56	£ 2,495.80	£ 3,000.00	£ 3,250.81	£ 3,250.81	£ 3,500.00	£ -	£ 3,500.00	
Section 137 Payments	£ 500.00	£ 700.00	£ 2,500.00	£ -	£ 500.00	£ 500.00	£ -	£ 500.00	
LHI Projects	£ -	£ -	£ 2,000.00	£ -	£ 4,500.00	£ -	£ -	£ -	
Recoverable VAT	£ 2,293.47	£ 1,827.26	£ -	£ 1,081.29	£ 1,445.00	£ -	£ -	£ -	
Anticipated Expenditure	£ 18,170.08	£ 19,305.31	£ 28,165.60	£ 11,882.83	£ 21,270.68	£ 14,330.00	£ -	£ 14,330.00	
Summary									
Total Income	£ 15,881.24	£ 15,680.58	£ 13,555.20	£ 12,221.65	£ 14,439.70	£ 14,087.44			
LESS Total Expenditure	£ 18,170.08	£ 19,305.31	£ 28,165.60	£ 11,882.83	£ 21,270.68	£ 14,330.00			
Net Surplus or Deficit	-£ 2,288.84	-£ 3,624.73	-£ 14,610.40	£ 338.82	-£ 6,830.98	-£ 242.56			

NOTES

Balance as at 31.3.23
Anticipated deficit for 2023/24
Anticipated carry forward

£ 34,685.00
-£ 6,830.98
£ 27,854.02

Further liabilities and additional expenditure

Playing Field
Trees
Emergency Plan
Highways
Allotments

£ -
£ -
£ -
£ -
£ -

£ -

NEWTON-IN-THE-ISLE PARISH COUNCIL

DATA PROTECTION POLICY

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Data protection principles	2
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Individual rights	5
Data security	6
Training	8

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 Newton-in-the-Isle 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

Newton-in-the-Isle 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

Newton-in-the-Isle 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 parishclerk@newtonintheisle.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

parishclerk@newtonintheisle.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

Newton-in-the-Isle Parish Council

Code of Conduct for Members

Adopted by the Council on 11 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 Newton-in-the-Isle 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.