

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 11 November 2025 at 7.30pm.**

Dave Gibbs

Clerk

6 November 2025

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*

057/25 Apologies for Absence

To receive and consider apologies from those members not present

058/25 Vacancy for a Councillor

*To welcome Councillor Ian Giles as the newly elected member and to witness the signing
of his declaration of acceptance of office*

059/25 Chairman's Announcements

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

060/25 Public Forum

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

061/25 Election of Vice Chairman

*To elect the Vice Chairman for the remainder of the municipal year and to witness the
signing of the declaration of acceptance of office*

062/25 Minutes of the Previous Meetings

- a) *To approve and sign the minutes of the Parish Council meeting held on Tuesday 9
September*
- b) *To approve and sign the minutes of the Extraordinary meeting held on Wednesday 1
October*

063/25 County and District Councillors Reports

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

064/25 Police Matters

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

065/25 Clerk's Report

To receive a report on meetings attended and correspondence received

066/25 Village Hall Report

To receive a report from Cllr K Simpson on matters relating to the Village Hall

067/25 Clarion Housing Group Issues

To receive a report from Cllr B Simpson on the recent meeting with a representative from Clarion Housing Group

068/25 Queen Elizabeth II Playing Field

To receive an update from the Clerk regarding matters relating to the Playing Field and to resolve accordingly

069/25 Outstanding Matters

To receive updates on matters raised previously and to resolve accordingly

- a) Allocation of vacant allotments*
- b) Village bus service*
- c) Former Colville School site*
- d) Bird deflectors on overhead power lines*
- e) High Road overhanging vegetation*
- f) Defibrillator training*
- g) Tree in Westfield Road*

070/25 Members' and Residents' Issues

To receive reports from the Clerk and Members on matters raised by local residents
Gaymer's Cider sign - ownership and maintenance responsibility

071/25 Highways

- a) To receive an update from the Clerk on the recent meeting with the new Highway Maintenance Officer*
- b) To receive an update from the Clerk on the Local Highway Improvement application for 2025/26*
- c) To receive an update from the Clerk on the 20mph Scheme application for 2025/26*
- d) To receive and consider a data report from the MVAS speed monitoring sign opposite 326 High Road*
- e) To receive an update from the Clerk on progress towards establishing a Community Speed Watch*
- f) To consider potential projects for submission to the Local Highway Improvement scheme for 2026/27*

072/25 Wisbech Incinerator Campaign

To consider lobbying local councillors to oppose future waste processing contracts

073/25 Planning

- a) *To consider the following application and agree a response to the planning authority:*

F/YR25/0775/VOC - Variation of condition 7 (list of approved drawings) of planning permission F/YR22/1153/F (Erect 1 x dwelling (2-storey 4-bed) and a detached garage with hobby room above, including formation of a new access) - Land West of 241 High Road, Newton-in-the-Isle

- b) *To note the following application:*

F/YR25/0821/AG1 - Erect a fertiliser storage tank - Land East of Seaford Farm, Cross Drove, Newton-in-the-Isle

074/25 Finance

To consider and resolve on the following matters:

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

<i>Barclays Bank (interest)</i>	<i>£</i>	<i>112.20</i>
<i>Fenland District Council (precept instalment).....</i>	<i>£</i>	<i>13,000.00</i>
<i>S Sands (allotment rent).....</i>	<i>£</i>	<i>21.60</i>
<i>S Yates (allotment rent)</i>	<i>£</i>	<i>51.84</i>
		<i>£ 13,185.64</i>

- d) *To note the following direct debit payment issued since the last meeting:*

HMRC (tax and national insurance)..... £ 191.97

- e) *To ratify the following payment issued since the last meeting:*

100840 Cheque cancelled..... £ 0.00

- f) *To approve the following payments which have been verified by the Clerk:*

<i>100841 D A Gibbs (salary October and November).....</i>	<i>£</i>	<i>916.24</i>
<i>100842 D Freeman (handyman).....</i>	<i>£</i>	<i>167.98</i>
<i>100843 Idverde Ltd (grass cutting).....</i>	<i>£</i>	<i>717.60</i>
<i>100844 Newton Village Hall (hall hire).....</i>	<i>£</i>	<i>30.00</i>
		<i>£ 1,831.82</i>

- g) *To consider potential projects for inclusion in the budget for 2026/27*

075/24 Policies and Procedures

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

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

076/25 Date of Next Meeting

To confirm the date and time of the next meeting of the Council
Tuesday 13 January at 7.30pm

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

Minutes of a Meeting of Newton-in-the-Isle Parish Council held in the Village Hall on Tuesday 9th September 2025

Present - Cllr R Bradley (Chairman), Cllr A Clark, Cllr S Clark, Cllr K Humphris, Cllr B Simpson, Cllr K Simpson, Cllr B Barber (FDC), D Gibbs (Clerk), 5 parishioners

038/25 Apologies for Absence

Cllr A Osborn (CCC), Cllr C Seaton (FDC)

039/25 Chairman's Announcements

The Chairman welcomed everyone to the meeting. He informed the meeting that Cllr Roger Moore had resigned after 7 years as a Councillor and Vice Chairman. The Chairman asked the Clerk to convey the Council's thanks to Mr Moore for his dedication to the work of the Council. Following the advertisement of the vacancy, residents had petitioned for a public election to be held. The Clerk explained the process and likely timetable for the election and asked members to determine whether polling cards should be issued to residents. Members resolved not to issue polling cards.

040/25 Public Forum

A resident asked who is responsible for the trees in the churchyard. The Clerk confirmed that the Parochial Church Council is responsible.

The large pothole in Fen Road near the junction with Goredike Bank was highlighted again. The Clerk confirmed that a traffic order is in place to close the road and the pothole is due to be repaired on 16th September.

041/25 Minutes of Previous Meetings

RESOLVED - that the minutes of the Parish Council meeting held on Tuesday 8th July be agreed and signed as a true and accurate record.

042/25 County and District Councillors Reports

County - In Cllr Osborn's absence, there was no report.

District - Cllr Barber reminded Members of the availability of Electrical Safety First grants.

Cllr S Clark reported that a Golden Age Fair will be held in Wisbech St Mary on 26th September.

043/25 Police Matters

The Clerk reported that Nick Dean, the Chief Constable of Cambridgeshire Constabulary, is retiring at the end of September and his replacement will be Simon Megicks, currently the Deputy Chief Constable of Norfolk Constabulary.

The Clerk met with PC David Lovitt, the neighbourhood officer for Newton-in-the-Isle to discuss local issues and concerns.

044/25 Clerk's Report

The Clerk reported on meetings attended and correspondence received, including a meeting with the Police, an Ely Diocese webinar and a National Grid consultation.

Correspondence included traffic orders for closures of Fen Road from 1st September to 24th October, and occasional closures of Colvile Road from 1st October onwards, invitations to the District Council's Civic Reception and Charity Coffee Morning, and a report of a £400 fine issued to a resident for allowing waste to be fly-tipped.

045/25 Outstanding Matters

- a) Accumulation of scrap in Colvile Road - No improvement. The Clerk has reported untaxed vehicles.
- b) Dangerous path surface at St James Close - Awaiting a visit from Clarion Housing.
- c) Vacant properties - The Clerk advised Members that he had contacted Fenland District Council regarding the disposal of two Clarion Housing Group properties in the village. The properties are listed for sale due to the cost of bringing them up to a lettable standard. The District Council is seeking assurances from Clarion Housing Group that the proceeds of the sales will be reinvested into properties in Fenland, but it is unlikely that there will be any benefit to Newton-in-the-Isle. The loss of these two properties coincides with the sale of up to eight affordable properties by a private landlord in the village.
- d) Allocation of vacant allotments - Cllr Bradley will remove the concrete, metal and other rubbish on the site.
- e) Village bus service - no further progress.
- f) Former Colvile School site - A planning application is expected this autumn.
- g) Bird deflectors on overhead power lines - The Clerk is awaiting further information from UK Power Networks.
- h) Litter bin outside former Woadman's Arms - The District Council has relocated the bin.
- i) High Road overhanging vegetation - It is hoped that the trees will be cut back soon. The hedge around the BT exchange has been cut. Other garden hedges also need attention.

046/25 Members' and Residents' Issues

- a) Defibrillator training - The Clerk reported that a resident has asked about the possibility of arranging emergency first aid training. Members agreed that this would be beneficial

and asked the Clerk to contact the Community First Responders to make the necessary arrangements.

- b) Tree in Westfield Road - Cllr B Simpson reported concern from residents of Westfield Road regarding a large copper beech tree that was overshadowing properties and damaging telephone lines. All residents had been consulted and the consensus was that the tree was too large for its location and should be felled. Residents were also asked for ideas for future use of the space. A memorial bench to a former resident was suggested, possibly incorporating part of the tree trunk. The Clerk has obtained a quote for the removal of the tree and will provide further quotes for the next meeting to enable a final decision to be made. It was also suggested that the Council might seek contributions from residents to defray the cost.
- c) Thistles and ragwort - A resident complained about the proliferation of thistles and ragwort in fields to the west of the village causing widespread seed distribution on the prevailing wind and a potential danger of poisoning to horses. Cllr Bradley suggested that the land might be subject to an environmental management scheme. The field has recently been cut, but Members agreed to monitor the situation early next year and to discuss concerns with the landowner. The Clerk will research the legal position, particularly in relation to ragwort.
- d) Bonfire event - Following the success of last year's Bonfire Night event in the Playing Field, Members discussed the possibility of organising a similar event this year. It was agreed that last year's event had achieved its objective of bringing residents together and Members resolved to repeat it on the evening of Wednesday 5th November. Cllr B Simpson offered to make the necessary arrangements with help from other Councillors as required.
- e) Missing street light - A resident reported that street light Roman Bank PC1 at the junction of High Road, Little Ramper and Roman Bank had been removed without prior consultation. The Clerk advised Members that the District Council's new contractor appears to be acting outside the terms of the legal agreement and carrying out unauthorised work.

047/25 Highways

- a) The Clerk reported that Julie Skinner has been appointed as the new Highway Maintenance Officer and he will be meeting her shortly to discuss local issues. The long-awaited new highway fault reporting and management system is to be launched later this month.
- b) Members discussed the data report from the MVAS speed monitoring device located at the east end of the High Road. The data is broadly in line with expectation, showing a small number of motorists driving at dangerous speeds well in excess of the speed limit. The MVAS will be relocated elsewhere in the village shortly.
- c) The Clerk reported that he is working towards establishing a new Community Speed Watch group. Training materials will be circulated to the volunteers and locations agreed with Cambridgeshire Constabulary.

- d) The tour of the public rights of way in the Parish requested at the July meeting has not taken place. Members expressed a preference for a Sunday afternoon. The Clerk will circulate suggested dates.

048/25 Queen Elizabeth II Playing Field

The Clerk provided an update regarding issues relating to the management and maintenance of the Playing Field. They noted the following and resolved accordingly.

- i) Bricks, concrete and metal around the perimeter of the field - This has been gathered together by the Community Payback team and needs to be removed from the site. Cllr Bradley will remove this.
- ii) New field drain - Quotes for the work are still needed.
- iii) Carousel bearing - The carousel has been removed to be dismantled to clarify the remedial work required. The hole has been filled with soil to make it safe for the duration of the works. Members agreed that the carousel should be reinstalled no later than March to enable the play equipment repairs to be completed for the summer season. An Easter re-opening event was suggested.
- iv) Soft play surfacing - Awaiting completion of the carousel bearing repair.
- v) Teen shelter - The Handyman has painted the shelter.
- vi) Moles - The contractor has completed the initial phase of work to remove the moles, but there are still moles present. The contract has been extended.
- vii) Signage - To be purchased shortly. The Handyman will install the signs.
- viii) Grass cutting - The new contractor has made significant progress in improving the site, with the grass now cut to the specified length. The annual cut of the wildflower meadow and the copse will take place later this month.
- ix) Arboretum - One dead tree still to be replaced when a suitable replacement can be located.
- x) Orchard - Several of the fruit trees were vandalised overnight on 12 July. One tree was cut down, another badly damaged and the apples were removed from several more.

049/25 Residents' Survey

Cllr Humphris reported that she had received the final proof of the survey, which is now ready for printing. The total cost will be well within the budget agreed by the Council. The survey forms will be delivered in a ziploc bag with a leaflet confirming collection arrangements. A two-week deadline for collection was agreed with a target to have all forms collected by mid-October.

050/25 Consultations

Members considered the following consultations and resolved accordingly:

- a) Local Nature Recovery Strategy - The consultation period fell between meetings of the Council, leaving insufficient time for a considered response. Members were invited to respond individually before the deadline in two days' time.

- b) Local Government Reorganisation Option A - Members noted the County Council's preference for this option, uniting Peterborough City Council, Huntingdonshire District Council and Fenland District Council in a new single unitary authority.

051/25 Finance

- a) The Clerk presented an updated financial statement as at the end of August, showing income of £15,316.13 and expenditure of £12,987.30, resulting in a surplus of £2,328.83 and total funds held of £34,043.87.
- b) Members noted the 2025/26 Local Government pay settlement.
- c) Members noted the confirmation of the completion of the audit for 2024/25.
- d) Members noted the following payments issued by direct debit:

<i>HMRC (tax and national insurance)</i>	£	44.63
<i>North Level District Internal Drainage Board (drainage rates)</i>	£	57.37
	£	102.00

- e) Members ratified the following payments issued since the last meeting:

<i>100832 Idverde (grass cutting)</i>	£	358.80
<i>100833 Newton Village Hall (hall hire)</i>	£	30.00
	£	388.80

- f) Members approved the following payments:

<i>100834 D A Gibbs (salary August and September inc backpay)</i>	£	961.40
<i>100835 D Freeman (handyman)</i>	£	367.50
<i>100836 Idverde Ltd (grass cutting)</i>	£	358.80
<i>100837 SJA Pest Control (mole removal)</i>	£	258.00
<i>100838 Newton Village Hall (hall hire)</i>	£	30.00
<i>100839 T A Blackamore Ltd (grass cutting)</i>	£	1,526.40 *
	£	3,502.10

* *Members considered the revised invoice from T A Blackamore Ltd. Whilst there remained some doubt about the actual sum due, they resolved to settle the account to bring the matter to a close.*

052/25 Policies

Members considered the draft Information Technology policy provided by the Clerk. They resolved to adopt the policy.

053/25 Date of Next Meeting

The next meeting of the Council will take place on Tuesday 11th November at 7.30pm.

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PARISH COUNCIL

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

Minutes of an Extraordinary Meeting of Newton-in-the-Isle Parish Council held in the Village Hall on Wednesday 1st October 2025

Present - Cllr R Bradley (Chairman), Cllr S Clark, Cllr K Humphris, Cllr B Simpson, Cllr K Simpson, D Gibbs (Clerk)

054/25 Apologies for Absence

Cllr A Clark

055/25 Confidential Item

Members resolved to exclude the press and public from the following item by reason of the confidential nature of the business to be transacted, in accordance with paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Members considered the confidential report compiled by the Clerk. Cllr Humphris left the meeting during the discussion of the contents of the report. A proposal not to continue with the distribution of the residents' survey was tabled by Cllr Bradley, seconded by Cllr K Simpson and carried unanimously. Members also resolved unanimously to ask the Clerk to issue a letter to a resident to protect the Council's rights.

Members noted the positive contributions made by some of the members of the public and asked the Clerk to convey their thanks to those members.

056/25 Date of Next Meeting

The next meeting of the Council will take place on Tuesday 11th November at 7.30pm.

Agenda Item No.	065/25	
Meeting Date	11 November 2025	
Report Title	Clerk's Report	

1. Purpose of Report

To report on meetings attended and correspondence received.

2. Key Issues

Meetings attended:

Tour of public rights of way - 28 September
 Fens Reservoir pre-consultation briefing - 7 October
 Clarion Housing Group meeting - 16 October
 Bus service survey drafting - 30 October
 Highway Maintenance Officer - 6 November

Correspondence received:

Cambridgeshire County Council

Roadworks and events bulletins
 Traffic order for the closure of Park Lane - 1-7 December
 Traffic order for the closure of Chapel Lane - 15-19 December
 Traffic order for the closure of Roman Bank - 16 December
 Cambridgeshire Matters newsletter
 Waste Education Centre newsletter
 Flood and Water newsletter
 Dr Bike bicycle health checks
 Community Gritting Scheme application
 Local Government Reorganisation Option A

Fenland District Council

The Fenlander newsletter
 Local government reorganisation update
 Chairman's Carol Service invitation
 Postal voters must reapply to vote
 £1.5 million in incorrectly claimed council tax support and discounts recovered
 Christmas gift collection for older people relaunched
 Hate crime champions needed

National Association of Local Councils - Events update, Chief Executive's bulletin

CAPALC - Bulletin, AGM, training

Cambridgeshire and Peterborough Combined Authority - Members newsletter

Cambridgeshire ACRE - Staying in Touch newsletter

NHS Older People's Healthwatch - Partnership Board vacancies

Green Energy Switch - Support for households, free boiler scheme

Queen Elizabeth Hospital - Modernising our hospital newsletter

National Grid - Grimsby to Walpole update

Report Author	Dave Gibbs
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Annette Green - Fens Perspectives workshops

3. Recommendations

Members note the report.

Agenda Item No.	068/25	
Meeting Date	11 November 2025	
Report Title	Playing Field Progress Report	

1. Purpose of Report

To provide an update on actions agreed at the September 2024 meeting and subsequent meetings relating to the Queen Elizabeth II Playing Field.

2. Progress on Actions

- i) Bricks, concrete and metal around the perimeter of the field - This has been gathered together by the Community Payback team and needs to be removed from the site.
- ii) New field drain - Quotes for the work are needed.
- iii) Carousel bearing - The carousel has been removed to be dismantled to clarify the remedial work required. The hole has been filled with soil to make it safe for the duration of the works.
- iv) Soft play surfacing - Awaiting completion of the carousel bearing repair.
- v) Teen shelter - The Handyman has painted the shelter.
- vi) Moles - The contractor has completed the initial phase of work to remove the moles, but there are still moles present. The contract has been extended. The extensive network of mole tunnels will require a heavy roller during the winter to improve the surface.
- vii) Signage - To be purchased shortly. The Handyman will install the signs.
- viii) Grass cutting - The grass is now being cut to the specified length. The annual cut of the wildflower meadow has not yet taken place. The Handyman is removing the brambles and nettles from the copse. This will enable more bulb and wildflower planting in the spring.
- ix) Arboretum - There are now two dead trees to be replaced during the winter months.
- x) Orchard - Several of the fruit trees were vandalised overnight on 12 July. One tree was cut down, another badly damaged and the apples were removed from others. Some of the trees need to be properly staked to straighten and protect them.

3. Recommendations

Members note the progress on the agreed actions.

Report Author	Dave Gibbs
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Agenda Item No.	071/25(d)	
Meeting Date	11 November 2025	
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:

High Road West with a speed limit of 40mph

Monitoring period 01-09-2025 to 30-09-2025 (28 days)

Number of vehicles - 30,229

Minimum speed - 5mph

Maximum speed - 64mph

Average speed - 31.34mph

85th percentile speed - 37mph

Number over speed limit - 4.23% - 1,278 vehicles

Number over prosecutable limit (10%+2 above limit) - 0.69% - 208 vehicles

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

Highest speeds recorded:

Friday 19 September	16:09	Departing	64mph
Thursday 11 September	04:13	Departing	62mph
Saturday 06 September	17:13	Arriving	60mph
Tuesday 16 September	16:53	Arriving	60mph
Wednesday 24 September	13:02	Arriving	60mph
Sunday 07 September	17:55	Arriving	58mph
Saturday 27 September	12:22	Departing	58mph
Monday 29 September	15:59	Arriving	58mph
Monday 08 September	01:22	Arriving	57mph
Sunday 21 September	16:09	Arriving	57mph
Wednesday 03 September	17:48	Arriving	56mph
Monday 22 September	10:35	Departing	55mph
Thursday 25 September	17:29	Arriving	55mph
Friday 26 September	20:24	Departing	55mph
Saturday 13 September	14:44	Arriving	54mph
Saturday 20 September	11:07	Arriving	54mph
Saturday 20 September	18:21	Departing	54mph
Friday 26 September	17:39	Departing	54mph
Tuesday 09 September	20:31	Arriving	53mph
Monday 15 September	11:41	Arriving	53mph
Thursday 18 September	21:16	Arriving	53mph
Saturday 20 September	17:20	Arriving	53mph
Wednesday 24 September	16:54	Departing	53mph
Friday 26 September	15:15	Arriving	53mph
Monday 29 September	16:55	Arriving	53mph

Continued overleaf...

Report Author	Dave Gibbs
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Wednesday 03 September	13:51	Departing	52mph
Friday 05 September	11:02	Arriving	52mph
Saturday 06 September	12:26	Arriving	52mph
Saturday 06 September	19:20	Departing	52mph
Tuesday 09 September	17:23	Departing	52mph
Wednesday 10 September	16:00	Departing	52mph
Tuesday 16 September	15:45	Departing	52mph
Thursday 18 September	20:04	Departing	52mph
Saturday 20 September	11:03	Departing	52mph
Saturday 27 September	18:35	Departing	52mph
Tuesday 30 September	05:35	Departing	52mph
Tuesday 02 September	09:09	Departing	51mph
Tuesday 02 September	20:04	Arriving	51mph
Sunday 07 September	08:25	Arriving	51mph
Sunday 07 September	11:58	Arriving	51mph
Monday 08 September	05:51	Departing	51mph
Friday 12 September	21:31	Arriving	51mph
Sunday 14 September	13:10	Departing	51mph
Tuesday 16 September	13:09	Departing	51mph
Thursday 18 September	16:18	Arriving	51mph
Friday 19 September	05:47	Arriving	51mph
Sunday 21 September	08:14	Departing	51mph
Wednesday 24 September	16:10	Departing	51mph
Saturday 27 September	17:34	Departing	51mph
Monday 29 September	19:12	Arriving	51mph
Wednesday 03 September	19:52	Departing	50mph
Saturday 06 September	00:38	Arriving	50mph
Saturday 06 September	15:18	Departing	50mph
Tuesday 09 September	15:48	Arriving	50mph
Wednesday 10 September	08:56	Departing	50mph
Thursday 11 September	08:42	Arriving	50mph
Thursday 11 September	13:59	Departing	50mph
Friday 12 September	10:27	Arriving	50mph
Friday 19 September	19:47	Arriving	50mph
Saturday 20 September	12:23	Departing	50mph
Sunday 21 September	15:03	Departing	50mph
Sunday 21 September	15:19	Arriving	50mph
Sunday 21 September	18:24	Departing	50mph
Monday 22 September	08:37	Departing	50mph
Monday 22 September	19:16	Arriving	50mph
Saturday 27 September	15:33	Arriving	50mph
Saturday 27 September	18:50	Departing	50mph
Tuesday 02 September	18:20	Departing	49mph
Thursday 04 September	05:24	Departing	49mph
Friday 05 September	17:06	Departing	49mph
Friday 05 September	17:51	Arriving	49mph
Wednesday 10 September	05:54	Departing	49mph
Wednesday 10 September	10:31	Arriving	49mph

3. Recommendations

Members note the report

News

My map

Show only

Articles

Local News

Newsletters

Opinions

Reports

Westminster News

Next steps on the Wisbech Incinerator campaign

Post

Wednesday, 17 September, 2025

Local News



Around the country there are a large number of incinerators that have received planning approval but have not been built. This is the case at:

- Shelton Road Incinerator (Covanta), Corby, Northamptonshire
- Pidley Waste Management Facility, Pidley, Cambs
- Energy Recovery Centre (J. Mould), Burghfield, Berkshire
- Portland Power Station (Powerfuel), Portland/Weymouth, Dorset
- Envar Composting Incinerator (Envar), Woodhurst, Cambs
- Swadlincote Energy Recovery Park, Swadlincote, Derbyshire.

The reason is that developers cannot secure the contracts for waste processing from local authorities if they do not have an incinerator already approved for planning. So they seek planning permission first and then look for the contracts for the waste. This is what has happened at Wisbech, with the Planning Inspector based in Bristol approving the scheme and now the developer seeking waste contracts from local authorities to make the build commercially viable.

A key potential client for the Wisbech incinerator is Cambridgeshire County Council. The developer can be expected to seek a waste contract with them as this is the nearest local authority to the site.

Stopping any such contract from Cambridgeshire County Council will therefore be an important blow to the developer, as they would then have to seek waste from further afield which would be less commercially attractive. This decision sits with county councillors on Cambridgeshire County Council who can choose to approve or reject a contract with this developer.

Preventing waste or increasing the cost of securing it to undermine the commercial viability of the Wisbech site is also why it matters that Wisbech Port is not given a permit to store large amounts of waste. The port is an alternative route by which the developer might seek to ship in the large volumes of waste. I have updated separately on the delayed decision from the Environment Agency regarding refusing a permit for Wisbech Port.

Following the local elections this year to the County Council, I wrote to every elected councillor on Cambridgeshire County Council. My letter outlined the serious dangers posed by the proposed Wisbech incinerator, shared the latest evidence of its environmental harm, and invited them to join our cross party campaign by signing a public pledge not to vote for or support waste going to a Wisbech incinerator..

The response has been encouraging, with many councillors stepping up to sign the pledge. You can view the growing list of signatories on my website: stevebarclay.net/campaigns/wisbechincinerator

Signatories include representatives from Labour, Reform UK, and the Conservatives, such as Cllr Alex Bulat (Labour), Cllr Colin Galbraith (Reform UK), and Cllr Chris Boden (Conservative), reflecting broad cross-party support. However, we still do not have a majority of councillors in order to block a contract being awarded by Cambridgeshire County Council to the Wisbech developer.

Over 30 environmental charities oppose the use of waste incinerators, which the BBC recently reported is the dirtiest way to produce energy. There is also a wide cross-party consensus in Parliament against burning plastic waste. This was shown recently in a Parliamentary debate led by the Labour MP for Derby South.

It is important locally that a clear majority of county councillors have signed to say Cambridgeshire County Council will not use the Wisbech Incinerator, so a clear message is sent to the developer regarding their business case. We can then lobby neighbouring local authorities to do the same.

The enclosed graphic shows which councillors have signed and which are sitting on the fence. Please email them and encourage them to sign up. This is a cross party campaign. Any councillor in Cambridgeshire who cares about Wisbech and Fenland, cares about the environment, and wants to avoid the impact of congestion from hundreds of lorries on local roads throughout the county, should sign up. 🙌

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All dimensions and levels should be checked on site prior to commencement of works. Any discrepancy found should be reported to the agent.

This drawing is to be read in conjunction with all relevant engineers and specialist sub-contractors drawings and specifications, along with any other drawings, specification and details prepared by Anglia Building Consultants for the project.

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High Road

Form new access to Cambridgeshire County Council highway requirements with the access being sealed and drained away from the highway in a bound material for a minimum of 5m back from the existing highway.

1.8m high Laurel hedge

Visibility Splay

Approximate line of cables

Visibility Splay

Any gate to the vehicular access shall be set back 5m from the near edge of the highway carriageway, hung to open inwards

To Sewer

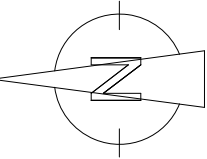
Garage

241

Clifton House

239a

Brewers Lane



ASHP	Air source heat pump
S/A	Soakaway
RE	Rodding eye
○ SVP	Soil and Vent Pipe
○ RWP	Rainwater Downpipe
○ SS	Stub stack
○ AAV	Air Admittance valve
⊙ IC	Inspection Chamber
⊠ B/G	Back Inlet Gully
- - -	Foul water drain run
- - -	Surface water drain run



Villeneuve - Basin Road - Outwell
Norfolk - PE14 8TQ
07748970781
www.angliabuildingconsultants.co.uk
info@angliabuildingconsultants.co.uk

Surface Water Drainage

Subject to a satisfactory percolation test rainwater from proposal to be taken to geo-modular crate type system i.e. Marley Waterloc 250.

The size of the soakaway is dependent upon the soakage characteristic of the soil. To base of soakaway excavation lay 100mm sharp sand base, then install the cells which should be wrapped in a permeable geotextile membrane. Backfill around the cells and top of the soakaway with 100mm sharp sand. Drainage soakaway should be a minimum of 4.5m from any building and 3.5m from any boundary and away from any drainage fields.

The base of the soakaway should be positioned so that it is above the water table, (at all times of the year), in order to achieve this it may be necessary to lay the create flat, rather than in a cube and on top of each other.

Foul Water Drainage

To main sewer.

Patio area/paved area

Gravel parking and turning area

Amendment Statement and Schedule of Proposed Changes
25-2512

For

Residential Development

At

Land adjacent 241 High Road
Newton
Cambridgeshire
PE13 5HW

Client

Mr and Mrs Davies

To be read in conjunction with plans P-25-2512-1 to P-25-2512-7

6th October 2025

Villeneuve
Basin Road
Outwell
Norfolk
PE14 8TQ

07748970781

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Amendment Statement

The proposal is for the construction of a two storey detached dwelling at land adjacent to 241 High Road, Newton.

The application is a section 73 application seeking to amend the plans that were originally approved reference F/YR22/1153/F for the site.

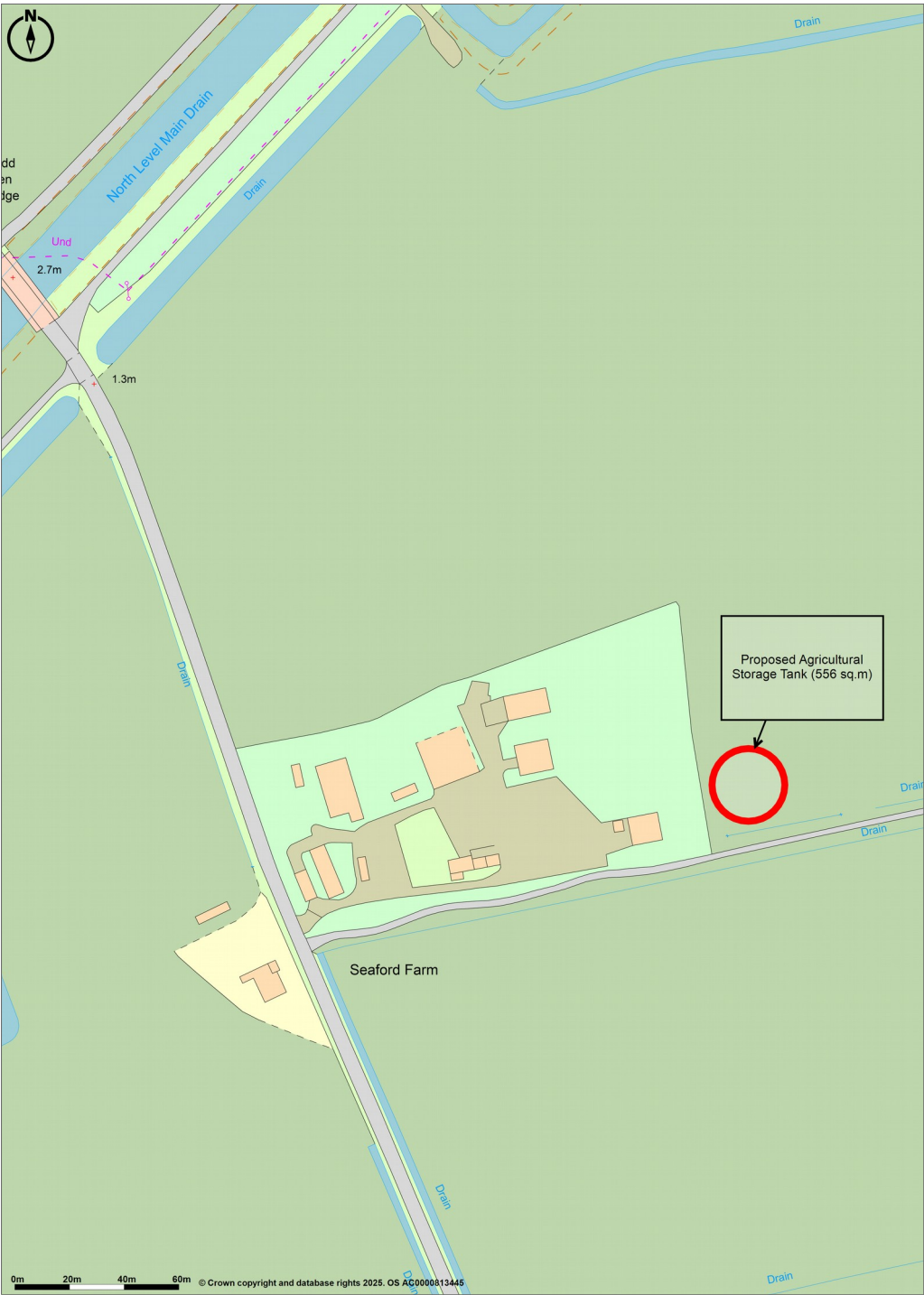
Mr and Mrs Davies have recently purchased the site and proposed to make some changes to the proposed dwelling and garage. Essentially the dwelling size and design is as originally approved, with only minor changes being made these include:

1. Repositioning the dwelling and garage on site to avoid the highway boundary.
2. Slight alterations to the overall dimensions to correspond with brick sizes.
3. Reduction in the size of the proposed sunroom.
4. Change of porch design.
5. Removal of the external garage stairs, and installing them internally.
6. Minor changes to the widths of some openings to correspond with brick sizes, and removal of full height windows to the side elevations.
7. Change to the internal floor layout.
8. Confirmation of external materials.

Schedule of changes		
Approved Plan Title/Reference	New Plan Title/Reference	Changes Made
Location plan	P-22-2512-1 – Location Plan	Red line amended slightly to reflect land registry and actual ownership
No existing site plan provided	P-25-2512-2 – Existing Site Plan	New plan
Hew-2021-Ste-3 Ste Plan	P-25-2512-3 – Proposed Site Plan	Boundary amended slightly to reflect land registry and actual ownership. Dwelling and garage footprint re-positioned slightly to avoid highway boundary, and altered to reflect updated design. Drainage added.
Hew-2021-pln-1 – Floor Plans	P-25-2512-4 – Proposed dwelling floor plans	Dwelling design altered at request of new site owner. External dimensions

		altered slightly to correspond with brick sizing. Sunroom reduced in size and porch redesigned. Alterations to internal layout.
Hew-2021-gge-1 Garage Plans	P-25-2512-5 – Proposed garage floor plans see also	Garage design altered at request of new site owner. External dimensions altered slightly to correspond with brick sizing. Stairs moved internally. Elevations removed and added to plan P-25-2512-6.
Hew-2021-ele-1 Elevation	P-25-2512-6 – Proposed Elevations	Dwelling and garage design altered at request of new site owner. External dimensions altered slightly to correspond with brick sizing. Sunroom reduced in size. Window/doors design altered, and re-sized to correspond with brick sizing, porch re-designed. Garage and dwelling elevations included on one plan.
Hew-2021-Scene-1 Street Scene	P-25-2512-7 – Proposed Roof Plan, Site Section and Street Scene	Street scene updated to show re-designed and re-positioned dwelling and garage. Roof plan and site sections added.

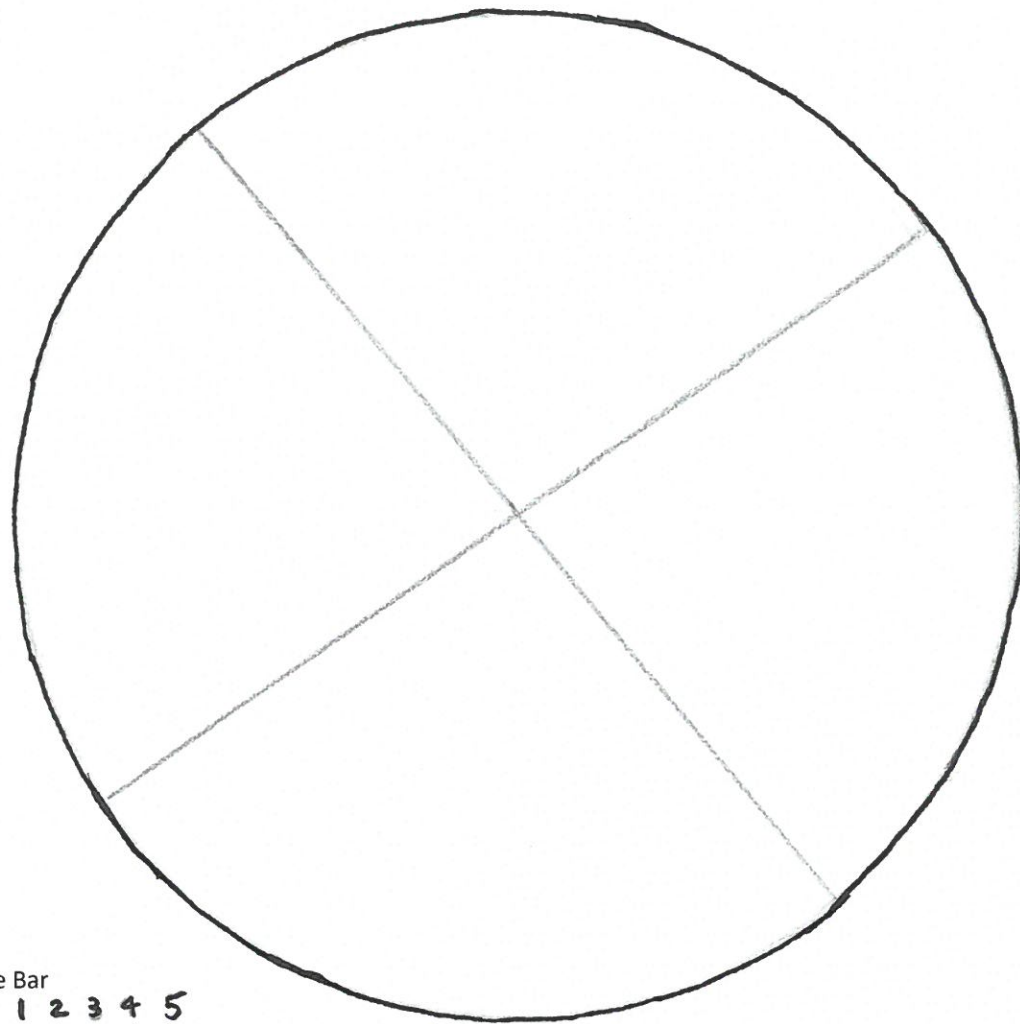
Location Plan



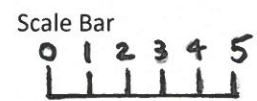
Promap
LANDMARK INFORMATION

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Plotted Scale - 1:2500. Paper Size – A4

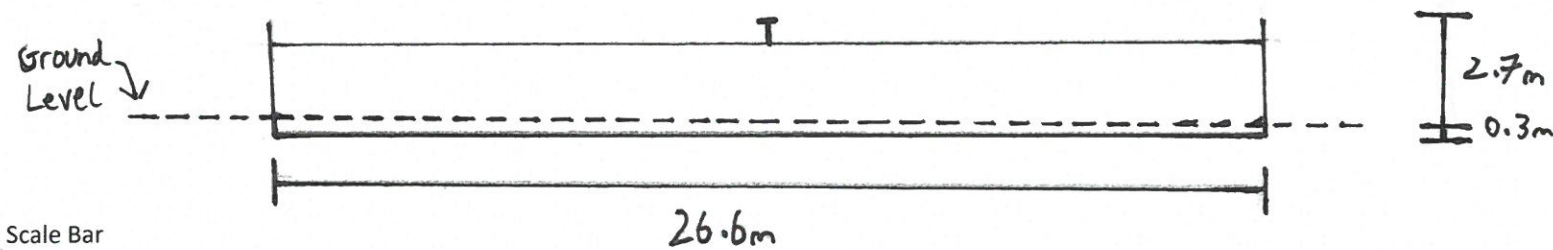
Proposed Plans (1:200 @A3)



Floating Roof System



Proposed Elevation (1:200 @ A3)



Materials:

Galvanised steel mesh construction with a Nicroflex 800 HSPO lining



Standard Image of Proposed Store

Proposed Plans & Elevations

Erection of Agricultural Store

Newton-in-the-Isle Parish Council

Receipts & Payments Summary as at 31.10.25

Income	Year to Date		Budget		%
FDC Precept	£	26,000.00	£	26,000.00	100.00
FDC Concurrent Functions Grant	£	1,968.00	£	1,968.00	100.00
Allotment Rents	£	173.44	£	573.44	30.25
Village Hall	£	-	£	1.00	0.00
Grants	£	-	£	-	0.00
Donations	£	-	£	-	0.00
Bank Interest	£	217.41	£	300.00	72.47
VAT Refunds	£	-	£	1,349.98	0.00
Miscellaneous	£	142.92	£	-	#####
Total Income	£	28,501.77	£	30,192.42	94.40

Expenditure

Clerk's Salary	£	2,985.92	£	6,210.00	48.08
Fees	£	287.00	£	260.00	110.38
Subscriptions	£	-	£	550.00	0.00
Admin Expenses	£	456.92	£	500.00	91.38
Insurance	£	681.35	£	685.00	99.47
Drainage Rates	£	57.37	£	60.00	95.62
Playing Field	£	3,454.30	£	20,000.00	17.27
Highways	£	566.25	£	1,000.00	56.62
Street Lights	£	6,349.72	£	6,000.00	105.83
Section 137 Payments	£	-	£	500.00	0.00
LHI Projects	£	-	£	8,000.00	0.00
Recoverable VAT	£	1,842.54	£	2,000.00	92.13
Total Expenditure	£	16,681.37	£	45,765.00	36.45

Summary

Total Income	£	28,501.77	£	30,192.42
LESS Total Expenditure	£	16,681.37	£	45,765.00
Net Surplus or Deficit	£	11,820.40	-£	15,572.58

Balance Sheet

Balance B/fwd	£	31,715.04
Surplus or Deficit	£	11,820.40
Balance C/fwd	£	43,535.44

Represented by

Barclays Community Account	£	1,152.57
Barclays Business Premium Account	£	42,382.87
Cash / Cheques	£	-
	£	43,535.44

Newton-in-the-Isle Parish Council
Bank Reconciliation as at 30.9.25

Cash Book

Balance brought forward from 31.3.25	£	31,715.04
<u>ADD</u> Income received	£	15,428.33
	£	47,143.37
<u>LESS</u> Expenditure incurred	£	16,489.40
	£	30,653.97

Bank Accounts

Barclays Bank Community Account	£	3,271.10
<u>LESS</u> Outstanding Cheques		
	100 £	-
	£	-
	£	-
	£	-
	£	-
Barclays Bank Business Premium Account	£	27,382.87
	£	30,653.97

Signed:

Date:

NEWTON-IN-THE-ISLE PARISH COUNCIL COMPLAINTS PROCEDURE

1. Newton-in-the-Isle Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - 3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
 - 3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 11 January 2022 and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of Fenland District Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Fenland District Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary.
5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.
6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council.
8. The Clerk or the Council will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)

10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be reviewed by the full Council and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

Date of Adoption: 12 November 2024

Minute ref: 060/24(a)

Contact details for the Parish Clerk:

D Gibbs
Newton-in-the-Isle Parish Council
% 358 High Road
Newton-in-the-Isle
Wisbech
PE13 5HS

Phone - 01945 870083

Email - parishclerk@newtonintheisle.org.uk

For Correspondence to the Chairman:

R Bradley
Ivy Cottage
Cross Drove
Newton-in-the-Isle
Wisbech
PE13 4QF

Phone - 07584 055341

Email - richard.bradley@newtonintheisle.org.uk

NEWTON-IN-THE-ISLE PARISH COUNCIL

GRIEVANCE POLICY

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice.¹ It also takes account of the ACAS guide on discipline and grievances at work.² It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
3. This policy confirms:
 - employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his/her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
 - the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
 - any changes to specified time limits must be agreed by the employee and the Council
 - an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final
 - information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)

¹. <http://www.acas.org.uk/index.aspx?articleid=2174>.

². https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf

- audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- Employees can use all stages of the grievance procedure if the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the Council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor. Employees cannot use the formal stages of the Council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of Fenland District Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the Council's grievance procedure (see paragraph 5)
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the Council's grievance procedure. However, whatever the complaint, the Council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination
- If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The Council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime.

Informal grievance procedure

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of the Council. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

Formal grievance procedure

5. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the Council.
6. The Council will appoint a committee of three members to hear the grievance. The committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the committee.

Investigation

7. If the committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).
8. The investigator will summarise their findings (usually within an investigation report) and present their findings to the committee.

Notification

9. Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
 - the names of its Chairman and other members
 - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance
 - the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
 - a copy of the Council's grievance policy
 - confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting
 - confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
 - findings of the investigation if there has been an investigation
 - an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

The grievance meeting

10. At the grievance meeting:
 - the Chairman will introduce the members of the committee to the employee
 - the employee (or companion) will set out the grievance and present the evidence
 - the Chairman will ask the employee questions about the information presented and will want to understand what action he/she wants the Council to take
 - any member of the committee and the employee (or the companion) may question any witness
 - the employee (or companion) will have the opportunity to sum up the case
 - a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the committee.
11. The Chairman will provide the employee with the committee's decision, in writing, usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

The appeal

12. If an employee decides that his/her grievance has not been satisfactorily resolved by the committee, he/she may submit a written appeal to the Council. An appeal must be received by the Council within five working days of the employee receiving the committee's decision and must specify the grounds of appeal.
13. Appeals may be raised on a number of grounds, e.g.
 - a failure by the Council to follow its grievance policy
 - the decision was not supported by the evidence
 - the action proposed by the committee was inadequate/inappropriate
 - new evidence has come to light since the grievance meeting.
14. The appeal will be heard by a panel of three members of the Council who have not previously been involved in the case. There may be insufficient members of the Council who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the committee. The appeal panel will appoint a Chairman from one of its members.
15. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.
16. At the appeal meeting, the Chairman will:
 - introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the committee
 - explain the action that the appeal panel may take.
17. The employee (or companion) will be asked to explain the grounds of appeal.

18. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
19. The appeal panel may decide to uphold the decision of the committee or substitute its own decision.
20. The decision of the appeal panel is final.

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NEWTON-IN-THE-ISLE PARISH COUNCIL

DISCIPLINARY POLICY

Introduction

- 1 This policy is based on and complies with the 2015 ACAS Code of Practice.¹ It also takes account of the ACAS guide on discipline and grievances at work.²

The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

- 2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 3 This policy confirms:
 - informal coaching and supervision will be considered, where appropriate, to improve conduct and/or attendance
 - the Council will fully investigate the facts of each case
 - the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective³
 - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
 - employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
 - employees may be accompanied or represented by a companion - a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case

¹ <http://www.acas.org.uk/index.aspx?articleid=2174>

² https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf

³ For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>

- the Council will give employees reasonable notice of any meetings in this procedure. Employees must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties.

Examples of misconduct

4 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct. The list is not exhaustive.

- unauthorised absence
- poor timekeeping
- misuse of the Council's resources and facilities including telephone, email and internet
- inappropriate behaviour
- refusal to follow reasonable instructions
- breach of health and safety rules.

Examples of gross misconduct

5 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct. The list is not exhaustive

- bullying, discrimination and harassment
- incapacity at work because of alcohol or drugs
- violent behaviour
- fraud or theft
- gross negligence
- gross insubordination
- serious breaches of Council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

Suspension

6 If allegations of gross misconduct or serious misconduct are made, the Council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.

7 While on suspension, the employee is required to be available during normal hours of work in the event that the Council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or Councillor.

8 The employee must not attend work. The Council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

9 The following list contains some examples of unsatisfactory work performance. The list is not exhaustive.

- inadequate application of management instructions/office procedures
- inadequate IT skills
- unsatisfactory management of staff
- unsatisfactory communication skills.

The Procedure

10 Preliminary enquiries. The Council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

If the employee's manager believes there may be a disciplinary case to answer, the Council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

11 Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

Disciplinary investigation

12 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.

13 If a formal disciplinary investigation is required, the Council will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a Councillor. If the Council considers that there are no Councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The Council will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:

- the allegations or events that the investigation is required to examine
- whether a recommendation is required
- how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
- who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.

- 14 The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an Investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).
- 15 The Council will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an Investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.
- 16 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
- 17 If there are other persons (e.g. employees, Councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 18 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Council whether or not disciplinary action should be considered under the policy.
- 19 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
 - the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
 - the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
 - the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.
- 20 The Investigator will submit the report to the Council which will decide whether further action will be taken.
- 21 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

- 22 If the Council decides that there is a case to answer, it will appoint a staffing committee of three Councillors, to formally hear the allegations. The staffing committee will appoint a Chairman from one of its members. The Investigator shall not sit on the committee.
- 23 No Councillor with direct involvement in the matter shall be appointed to the committee. The employee will be invited, in writing, to attend a disciplinary meeting. The committee's letter will confirm the following:
- the names of its Chairman and other two members
 - details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
 - a copy of the information provided to the committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
 - the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he/she has sufficient time to prepare for it
 - that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
 - that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chairman will introduce the members of the committee to the employee and explain the arrangements for the hearing
 - the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
 - the Chairman will invite the employee to present their account
 - the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
 - any member of the committee and the employee (or the companion) may question the Investigator and any witness
 - the employee (or companion) will have the opportunity to sum up.
- 24 The Chairman will provide the employee with the committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.
- 25 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the committee.

Disciplinary action

- 26 If the committee decides that there should be disciplinary action, it may be any of the following:

First written warning

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Dismissal

The Council may dismiss:

- for gross misconduct
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

- 27 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal. If the committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The appeal

- 28 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.
- 29 The grounds for appeal include;
- a failure by the Council to follow its disciplinary policy
 - the committee's disciplinary decision was not supported by the evidence
 - the disciplinary action was too severe in the circumstances of the case
 - new evidence has come to light since the disciplinary meeting.
- 30 Where possible, the appeal will be heard by a panel of three members of the Council who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the Council who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members previously involved. The appeal panel will appoint a Chairman from one of its members.
- 31 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
- 32 At the appeal meeting, the Chairman will:
- introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
 - explain the action that the appeal panel may take.
- 33 The employee (or companion) will be asked to explain the grounds for appeal.
- 34 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
- 35 The appeal panel may decide to uphold the disciplinary decision of the Council, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
- 36 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 37 The appeal panel's decision is final.