

# CHRISTCHURCH PARISH COUNCIL

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

Tel: 01945 870083 Mobile: 07932 191050 E-mail: clerk@christchurchparishcouncil.org.uk

Clerk: Dave Gibbs

To Members of the Public and Press

4 March 2026

You are invited to attend a meeting of Christchurch Parish Council  
to be held in Christchurch Community Centre  
for the purpose of transacting the following business.

**On Monday 9 March 2026 at 7.30pm**

**Members of the public and press are invited to address the Council  
at its Public Time from 7.35pm to 7.50pm**

Yours truly

*Dave Gibbs*

(Clerk/Proper Officer)

---

## AGENDA

**Members are reminded that they need to declare any personal or prejudicial interest  
and reason before an item discussed at this meeting, under the  
Model Code of Conduct Order 2001 No 3576**

**191/25-26 Apologies for Absence**

To receive and consider apologies from those members not present

**192/25-26 Chairman's Announcements**

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

**193/25-26 Public Time**

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

**194/25-26 Confirmation of Minutes**

To approve and sign the minutes of the meeting held on 9 February

**195/25-26 Matters Outstanding**

- a) Fenland District Council Infrastructure Delivery Plan
- b) Public defibrillators
- c) Parking outside Townley School
- d) Overhanging vegetation

**196/25-26 Police Report**

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

**197/25-26 County & District Councillors Reports**

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

**198/25-26 Clerk's Report**

To receive a report on meetings attended and correspondence received

**199/25-26 Members and Residents Issues**

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

**200/25-26 Recreation Ground**

To receive a report on progress since the last meeting

**201/25-26 Nature Park Project**

To receive a report on progress since the last meeting

**202/25-26 Village Centre Regeneration Project**

To receive a report on progress since the last meeting

**203/25-26 Clarion Garden Project**

To receive a report on progress since the last meeting

**204/25-26 Green Lane Project**

To consider and determine the scope of the project

**205/25-26 Village Skip**

To receive an update from the Clerk on the arrangements for the village skip day

**206/25-26 Highways**

To finalise the arrangements for the public consultation on the 2025/26 Local Highway Improvements project for Wayside Estate

**207/25-26 Finance**

To consider and resolve on the following matters:

a) To receive an updated financial statement for the period to the end of February

b) To note the following sum received:

NatWest Bank (interest).....	£	17.40
HMRC (VAT refund) .....	£	3,275.04

c) To approve the following payments:

Clerk salary and home office allowance .....	£	398.15
Clerk expenses .....	£	197.52
Nurture Landscapes Ltd (grass cutting) .....	£	2,626.81
Cambridgeshire ACRE (subscription) .....	£	74.50
CPRE (subscription) .....	£	36.00

d) To receive a report on progress towards the adoption of a 3-year plan

**208/25-26 Annual Parish Meeting**

To receive an update on arrangements for the Annual Parish Meeting

**209/25-26 Policies and Procedures**

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

- a) Equality and Diversity Policy
- b) Homeworking Policy
- c) Expenses Policy
- d) Website Accessibility Policy

**210/25-26 Public Time**

To receive comments and suggestions from members of the public

**211/25-26 Matters for Next Meeting**

To discuss future agenda items from Councillors

**212/25-26 Date of Next Meeting**

To confirm the date of the next meeting of the Council as Monday 13 April

# CHRISTCHURCH PARISH COUNCIL

## Minutes of a meeting of Christchurch Parish Council held in the Community Centre on Monday 9 February 2026 at 7.30pm

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

### **168/25-26 Apologies for Absence**

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

### **169/25-26 Chairman's Announcements**

The Chairman welcomed everyone to the meeting.

### **170/25-26 Public Time**

Residents reported two street lights not working, one of which has been out for some time. The Clerk will ask the District Council to speed up the repairs.

### **171/25-26 Confirmation of Minutes**

The minutes of the meeting held on 12 January were correctly recorded and signed as being a true record.

### **172/25-26 Matters Outstanding**

- a) Fenland District Council Infrastructure Delivery Plan - No progress.
- b) Public defibrillators - The Clerk reported that the defibrillator at the Dun Cow has been registered on The Circuit. The Chairman confirmed that the defibrillator at Bridge Farm was installed by the previous owner. He will speak to the current owner regarding access and registration. As no suitable location has been identified for a defibrillator in the immediate vicinity of the Farmer's Boy, the Chairman offered to install it outside Fenland Leisure Products. Members agreed to this proposal and suggested that an alternative location might be provided on one of the two new housing developments in Padgetts Road near the junction with Church Road. Members also discussed the benefits of standardising the make and model of all future defibrillators as they reach the end of their warranty period to simplify the process of purchasing spare parts. This will be considered in more detail in the new financial year.
- c) Parking outside Townley School - Members agreed to include this as part of the forthcoming consultation on the Wayside Estate Local Highway Improvement scheme.
- d) Overhanging vegetation - Members were asked to monitor the properties with overhanging vegetation to identify those for which a further letter is required.

### **173/25-26 Police Report**

Nothing to report.

### **174/25-26 County & District Councillors Reports**

Cllr Roy reported that the Ministry of Housing, Communities and Local Government has launched a final public consultation on the proposed local government

reorganisation with a deadline of 26 March. Changes to the business rates system take effect from 1 April, with details on the Anglia Revenues Partnerships website. The second meeting of the new Nature Recovery group takes place later this month.

#### **175/25-26 Clerk's Report**

The Clerk reported on meetings attended, including website accessibility training with the Cambridgeshire and Peterborough Association of Local Councils and a County Council 20mph scheme webinar. Correspondence included Dr Bike bicycle maintenance sessions, an invitation to the District Council Chairman's Afternoon Tea, and update on the new March town centre toilets, a Norfolk County Council traffic order for Town Street, Upwell, the announcement of ACRE Village Halls Week from 16 to 23 March, an invitation to the CPRE local Annual General Meeting, the start of the Borough Council of King's Lynn and West Norfolk's local plan call for sites, and Electrical Safety First's Fire Safety Week.

#### **176/25-26 Members and Residents Issues**

- a) Townley School air source heat pumps - A resident contacted the Clerk to make the Council aware of noise nuisance from the newly-installed air source heat pumps on the front of the school building, facing the road. Cllr Burfield informed Members that the control unit for the heating system has not yet been installed. This will reduce the hours of operation but not the volume. The local authority is already aware of the problem and is monitoring the noise levels, with the installation of baffles being considered.
- b) Parish Council noticeboard - Cllr Burfield asked whether community groups may use one half of the noticeboard. Members agreed in principle, but the Clerk pointed out that during the audit process, a large number of official documents must be displayed, for which the whole board will be required. Cllr Hayes offered to clean the notice board and to display all new documents as and when required.
- c) Cllr Sparrow mentioned potholes on Upwell Road opposite Fen View and at the junction with Halfpenny Toll Road, and fly-tipping on Padgetts Road. The Clerk confirmed that the highway defects had been reported and were awaiting repair.

#### **177/25-26 Recreation Ground**

The Clerk presented a comparative quote for the minor repairs to the play equipment including the replacement of the balance beam, rather than repair, as discussed at January's meeting. The additional cost was £45. Members approved the revised quote of £1,525.30 + VAT.

#### **178/25-26 Nature Park Project**

Cllr Sparrow reported that there has been no progress on site as the contractor awaits more suitable weather.

#### **179/25-26 Village Centre Regeneration Project**

Cllr Sparrow circulated some 3D visuals based on the discussions of the working group to be used for the public consultation. It was agreed that these would be shared with residents at the Annual Parish Meeting.

#### **180/25-26 Clarion Garden Project**

Clarion's gardening team has cleared the garden. The project officer is no longer working for Clarion, but new contact details have been provided. The site is now ready for the laying of the membrane and gravel and the installation of raised beds.

### **181/25-26 Green Lane Project**

Members discussed the condition of Green Lane with several residents present. They noted that CityFibre has written to residents regarding the installation of cables in the verge. Several issues were raised regarding signage, wheelie bins, potholes, and agricultural traffic, some of which the Council will seek to address. Members agreed that the protection of the eastern verge can only be achieved by installing marker posts and removing vegetation from the dyke side. A more detailed proposal will be developed in due course.

### **182/25-26 Village Skip**

Members discussed the arrangements for the Village Skip day on Saturday 11 April. The skip will need to be delivered to the Community Centre early on the Saturday morning to ensure that it can be supervised. Restrictions will include no fridges, tyres or commercial waste. The event will not be advertised on Facebook to restrict take-up to residents of Christchurch.

### **183/25-26 Highways**

- a) Local Highway Improvements 2025/26 - Wayside Estate - The Clerk enquired about the availability of plans for the public consultation, but the scheme is still in the early stages of development. It may be possible to obtain drawings instead. Cllr Burfield expressed concern that the scheme might increase traffic outside the school.
- b) Local Highway Improvements 2026/27 - The Clerk confirmed that he had submitted the application, which will now be assessed by officers before being considered at October's meeting of the County Council's Highways and Transport Committee.
- c) County Council 20mph scheme - Members considered the opportunity to submit an application, but agreed not to do so. They also discussed the possibility of establishing a Community Speedwatch group and agreed to appeal for volunteers at the Annual Parish Meeting.

### **184/25-26 Planning**

Members considered the following application:

F/YR26/0041/F - Erect single-storey rear extension to existing dwelling involving link to existing garage and formation of a new access – Kotilo, Euximoor Drove, Christchurch

They resolved to offer no objection.

### **185/25-26 Consultations**

Members noted the following consultations and resolved to respond individually:

- a) Ministry of Housing Communities and Local Government consultation on proposals for local government reorganisation in Cambridgeshire and Peterborough
- b) Fenland District Council scoping consultation for the new Fenland 50 local plan

### **186/25-26 Finance**

- a) The management accounts as at 31.1.26 showed income of £35,801.39 and expenditure of £21,500.43, resulting in a surplus of £14,300.96 and total funds held of £52,326.50.
- b) Members noted the following sum received since the last meeting:

NatWest Bank (interest).....	£	19.61
------------------------------	---	-------
- c) Members noted the following sum paid by direct debit:

HMRC (tax and national insurance).....	£	334.64
--	---	--------

- d) Members noted the following sum paid by debit card:  
Westcotec Ltd (MVAS battery) ..... £ 109.80
- e) Members approved the following account for payment:  
Clerk salary and home office allowance ..... £ 397.95
- f) Members agreed to meet on Monday 23 February to consider the format and content of a 3-year plan.

**187/25-26 Annual Parish Meeting**

The meeting will take place on Wednesday 6 May and the format will be as in previous years. Cllr Sparrow confirmed that the National Farmers' Union county adviser Rory Kerr had agreed to attend the meeting to talk about farming in the Fens. The Clerk will contact the Wildfowl and Wetlands Trust to talk about the Welney Wetland Centre. Invitations will be issued to all village organisations to talk about their work.

**188/25-26 Public Time**

No further issues.

**189/25-26 Matters for Next Meeting**

None.

**190/25-26 Date of Next Meeting**

The date of the next meeting of the Parish Council will be Monday 9 March.

<b>Agenda Item No.</b>	198/25-26	<b>Christchurch Parish Council</b>
<b>Meeting Date</b>	9 March 2026	
<b>Report Title</b>	Clerk's Report	

### 1. Purpose of Report

To report on correspondence received.

### 2. Report

#### **Cambridgeshire County Council**

Roadworks and events bulletins  
Traffic order for closure of Euximoor Drove 6-9 April  
Traffic order for closure of Crown Road 8-14 April  
Traffic order for closure of Wayside Estate 13-16 April  
Traffic order for closure of The Hill 15-17 April  
Traffic order for closure of Poulters Drove 16-20 April  
Cambridgeshire Matters newsletter

#### **Fenland District Council**

The Fenlander newsletter  
Chairman's Easter Afternoon Tea - 26 March  
Adult cycle training

**NALC** - Events update, Chief Executive's bulletin, Star Council awards, annual conference

**CAPALC** - Bulletin

**Cambridgeshire and Peterborough Combined Authority** - Members newsletter

**Cambridgeshire ACRE** - Staying in Touch newsletter, Energy and Water for Community  
Buildings webinar, membership renewal

**Queen Elizabeth Hospital** - Modernising our hospital newsletter

**Keep Britain Tidy** - Great British Spring Clean

**E.ON** - Sewage treatment plant in The Croft

**Ben McGowan** - Mobile grocery service enquiry

### 3. Recommendations

Members note the report.

<b>Report Author</b>	Dave Gibbs
----------------------	------------

## Christchurch Parish Council - Receipts & Payments Summary as at 28.2.26

Income	Year to Date	Budget	%
FDC Precept	£ 22,200.00	£ 22,200.00	100.00
FDC Concurrent Functions Grant	£ 2,567.00	£ 2,567.00	100.00
Allotment Rents	£ -	£ -	0.00
Allotment Rates	£ -	£ -	0.00
Community Centre	£ -	£ -	0.00
Grants	£ 10,000.00	£ 10,000.00	100.00
Donations	£ 140.00	£ -	#####
Recycling Credits	£ 292.97	£ -	#####
Bank Interest	£ 378.82	£ 450.00	84.18
VAT Refunds	£ 3,275.04	£ 3,275.04	100.00
Miscellaneous	£ 240.00	£ -	#####

**Total Income    £ 39,093.83    £ 38,492.04    101.56**

### Expenditure

Clerk's Salary	£ 5,382.80	£ 6,125.00	87.88
Fees	£ 522.00	£ 470.00	111.06
Subscriptions	£ 445.03	£ 590.00	75.43
Admin Expenses	£ 635.61	£ 350.00	181.60
Insurance	£ 2,421.76	£ 1,600.00	151.36
Drainage Rates	£ 107.47	£ 120.00	89.55
Recreation Ground	£ 2,142.55	£ 2,500.00	85.70
Nature Park	£ 1,580.56	£ 9,500.00	16.64
Village Centre	£ -	£ 3,000.00	0.00
Churchyard	£ 245.00	£ 745.00	32.89
Community Centre	£ 166.46	£ 2,000.00	8.32
Street Lights	£ 4,627.65	£ 5,800.00	79.79
Section 137 Payments	£ 1,305.00	£ 1,000.00	130.50
Highways	£ -	£ 4,000.00	0.00
Recoverable VAT	£ 1,786.12	£ 1,750.00	102.06
Tree Works	£ -	£ -	0.00
Miscellaneous	£ 532.97	£ -	#####

**Total Expenditure    £ 21,900.98    £ 39,550.00    55.38**

### Summary

Total Income	£ 39,093.83
LESS Total Expenditure	£ 21,900.98

**Net Surplus or Deficit    £ 17,192.85**

### Balance Sheet

Balance B/fwd	£ 38,025.54
Surplus or Deficit	£ 17,192.85

**Balance C/fwd    £ 55,218.39**

### Represented by

Barclays Community Account	£ 658.23
Barclays Business Premium Account	£ 27,016.17
NatWest Current Account	£ 3,938.86
NatWest Deposit Account	£ 23,605.13
Cash / Cheques	£ -

**£ 55,218.39**

## **CHRISTCHURCH PARISH COUNCIL**

### **EQUALITY AND DIVERSITY POLICY**

Our commitment	2
The law	2
Types of unlawful discrimination	2
Equal opportunities in employment	3
Dignity at work	4
People not employed by the council	4
Training	4
Your responsibilities	4
Grievances	4
Monitoring and review	4

## **Our commitment**

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

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

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

## **The law**

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

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

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

## **Types of unlawful discrimination**

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

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

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

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

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

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

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

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

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

### **Equal opportunities in employment**

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

#### Recruitment

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

#### Working practices

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

#### Equal opportunities monitoring

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

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

## **Dignity at work**

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

## **People not employed by the council**

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

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

## **Training**

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

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

## **Your responsibilities**

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

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

## **Grievances**

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

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

## **Monitoring and review**

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

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

Adopted by the Council - April 2022

To be reviewed annually

## **CHRISTCHURCH PARISH COUNCIL**

### **HOMEWORKING POLICY**

Policy	2
Scope of this policy	2
Safe working environment	2
Facilities and equipment	3
Hours of work	3
Potential conflicts of interest	3
Data protection	3
Visits to work premises	4
Insurance, mortgage or rental agreements	4

## **Policy**

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

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

### **Scope of this policy**

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

### **Safe working environment**

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

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

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

Some of the most important considerations include: -

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

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

## **Facilities and equipment**

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

- Printer/scanner
- Laptop computer

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

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

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

## **Hours of work**

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

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

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

## **Potential conflicts of interest**

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

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

## **Data protection**

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

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

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

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

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

### **Visits to work premises**

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

### **Insurance, mortgage or rental agreements**

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

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

Adopted by the Council - April 2022

To be reviewed annually

## **CHRISTCHURCH PARISH COUNCIL**

### **EXPENSES POLICY**

Purpose	2
General procedure	2
Homeworkers	3
Training	3
Travel	3
Overnight accommodation	4
Meals	4
Entertainment/gifts	4
Annual events	5
Expenses that will not be reimbursed	5
False claims	5

## **Purpose**

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

## **General procedure**

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

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

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

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

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

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

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

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

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

## **Homeworkers**

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

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

- Laptop or personal computer
- Printer

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

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

## **Training**

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

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

## **Travel**

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

### Rail

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

### Use of your own car

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

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

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

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

### Use of bicycle or Motorcycle

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

### Taxis

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

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

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

### **Overnight accommodation**

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

### **Meals**

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

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

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

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

### **Entertainment/gifts**

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

## **Annual events**

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

## **Expenses that will not be reimbursed**

The Council will not reimburse you for:

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

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

## **False claims**

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

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

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

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

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

Adopted by the Council - April 2022

To be reviewed annually

# Christchurch Parish Council

## Web Accessibility Policy

### Christchurch Parish Council - Accessibility Statement

This website is run by **Christchurch Parish Council**. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader

We've also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

### How accessible this website is

We know some parts of this website are not fully accessible:

- some older PDF documents are not fully accessible to screen reader software
- some pages may have heading structures that are not fully compliant

### What to do if you cannot access parts of this website

If you need information on this website in a different format (accessible PDF, large print, easy read, audio recording or braille):

- Email: [clerk@christchurchparishcouncil.org.uk](mailto:clerk@christchurchparishcouncil.org.uk)
- Call: 01945 870083
- Write to: 358 High Road, Newton-in-the-Isle, Wisbech, PE13 5HS

We'll consider your request and get back to you within 10 working days.

### Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, please contact:

- The Parish Clerk
- Email: [clerk@christchurchparishcouncil.org.uk](mailto:clerk@christchurchparishcouncil.org.uk)
- Phone: 01945 870083

### Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. If you're not happy with how we respond to your complaint, contact the [Equality Advisory and Support Service \(EASS\)](#).

### Contacting us by phone or visiting us in person

If you would like to contact the Parish Council, please use one of the methods above.

We do not have a public office to visit, but we can arrange for the Clerk or a Councillor to visit you if you have difficulties accessing the monthly council meetings.

Find out how to contact us here: [Christchurch Parish Council Contact Page](#)

## **Technical information about this website's accessibility**

**Christchurch Parish Council** is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is compliant with the [Web Content Accessibility Guidelines version 2.2 AA](#) standard. Some content is partially compliant, due to the non-compliant items listed below.

### **Non-accessible content**

Some pages may contain attachments which are not currently compliant, such as:

- Older PDF files published before 23 September 2018
- Documents provided by 3rd parties
- Councillors' Declarations of Interests
- AGAR Annual Governance and Accountability documents (currently exempt from accessibility compliance)

### **Non-compliance with the accessibility regulations**

We will do all we can to identify content that is non-compliant and, where possible, provide an alternative format upon request.

When we publish new content, we will make sure our use of images meets accessibility standards, and our website is regularly reviewed to ensure all the pages are compliant. If you find a page that you are having difficulty accessing its content, please contact us at the above details and we will assist you in gaining access to the content where possible.

### **Disproportionate burden**

Some historical documents and meeting minutes published before 23 September 2018 are in PDF or scanned image format and may not be accessible. We believe fixing these would be a disproportionate burden but will provide accessible formats on request.

### **Content that's not within the scope of the accessibility regulations**

#### **PDFs and other documents**

Many of our older PDFs and Word documents do not meet accessibility standards – for example, they may not be structured so they're accessible to a screen reader. This does not meet WCAG 2.2AA success criterion 4.1.2 (name, role value).

The accessibility regulations [do not require us to fix PDFs or other documents published before 23 September 2018](#) if they're not essential to providing our services. For example, we do not plan to fix meeting agendas or minutes for meetings which were published prior to 23 September 2018.

Any new PDFs or Word documents we publish will meet accessibility standards.

### **Preparation of this accessibility statement**

This statement was prepared on **10 August 2025**. It was last reviewed on **9 March 2026**.

This website was last tested on **1 March 2026**. The test was carried out by **Christchurch Parish Council's internal web team**.