



HACONBY & STAINFIELD CIVIL PARISH

INFORMATION & POLICY GUIDE



Version 1.6.1 – 30 June 2021

Haconby & Stainfield Parish Information & Policy Guide

Version: 1.6.1
Adopted: 28 April 2021
Annual Review: March 2022
Distribution: On public display at Haconby & Stainfield Parish website.

Appointments 2021	Name
Parish Council – Chairman	Cllr Richard Dixon-Warren
Parish Council – Vice Chairman	Cllr Derek Bailey
Parish Council – Parish Councillor	Cllr Brian Blackbourn
Parish Council – Parish Councillor	Cllr Laura Leyland
Parish Council – Parish Councillor	Cllr Janine Rayfield
Parish Council – Parish Councillor	Cllr David Winn
Parish Council – Parish Councillor	Vacant
Parish Council – Parish Clerk	Mrs Wendy Gray
Haconby with Stainfield Parochial Church Council – Secretary	Mr Richard Dixon-Warren
Lincolnshire County Council Folkingham Rural Division – Elected Member	Cllr Martin Hill
South Kesteven District Council Aveland Ward – Elected Member	Cllr Dr. Peter Moseley
Lincolnshire Association of Local Councils – Admin Officer	Mrs Lindsey Westman

Revision / Adoption / Amendments. The Guide will be reviewed annually or at the direction of the Haconby & Stainfield Parish Council and will be adopted annually at the Annual Parish Council Meeting. Amendments may be proposed by any Councillor or Parishioner at any time, through the Parish Clerk (hspcclerk@gmail.com).

Date	Details	Remarks
13 Jan 16	Parish Clerk to create a handbook as a 'one stop shop' for all routine areas of the H&SPC business.	Parish Council Meeting Minutes
23 Jan 17	Concept updated and proposed to Council	Agreed in principle
24 Apr 17	'Haconby & Stainfield Civil Parish Policy Guide' Draft 2 circulated for comment	Separate circulation of draft Standing Orders / Policies
12 May 17	'Haconby & Stainfield Civil Parish Information & Policy Guide' ('Parish Guide') Final Draft circulated	Final comment / proofread
17 May 17	Version 1.1 approved and adopted	Annual Parish Council Meeting
01 Jun 17	Version 1.1 finalised for publication	
30 Jun 17	Version 1.2 finalised for publication	Interim update – approved 19 June at Parish Council Meeting
09 Jan 18	2018 review initiated	Parish Council Meeting
09 Mar 18	2018 Scrutiny	Parish Council Meeting
01 May 18	Version 1.3 approved and adopted	Annual Parish Council Meeting
01-25 May	GDPR Update	
Jun – Sep 18	Parish Land updates	
1 Oct 18	Version 1.4 finalised for publication	Held for amendment
15 May 19	Version 1.5 approved and adopted	Annual Parish Council Meeting
28 Apr 21	Version 1.6 approved and adopted	Annual Parish Council Meeting
30 June 21	Version 1.6.1 – minor updates / revisions	Chairman

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FOREWORD

Haconby & Stainfield Parish Council created this 'Information & Policy Guide' in 2017 to provide an authoritative source for parishioners, parish and outside organisations, and interested outsiders, on Parish information and policies.

The aim is to provide the people the Parish Council exists to serve with an easily accessible insight into their parish and how it works. It also serves to comply with legislation and regulation on localism, transparency and freedom of information.

This is the sixth version of a living document. Parishioners' opinions on accuracy and suggestions for improvement are welcome at any time. The Guide will be reviewed annually and adopted at every Annual Parish Council Meeting.

Signed on original

Richard Dixon-Warren
Chairman
Haconby & Stainfield Parish Council

INTRODUCTION

Haconby and Stainfield are villages in a civil parish in the South Kesteven district of Lincolnshire, England. They lie on the western edge of the Lincolnshire Fens, 3 miles (4.8 km) north of Bourne. Both are just off the A15, Haconby to the east and Stainfield to the west. The parish is predominantly agricultural, with farms, a stud and livery, and local businesses operating in both villages. Haconby contains St Andrew's Church, a former Baptist Chapel, and the 'Hare & Hounds' public house.

Parish matters are dealt with by Haconby and Stainfield Parish Council, in concert as required with Haconby with Stainfield Parochial Church Council, Bourne and Billingborough Neighbourhood Police Team, South Kesteven District Council and Lincolnshire County Council.

The civil parish extends northwards to just north of the A15-B1177 junction, skirting the southern edge of Dunsby Hall Farm. The parish boundary extends due east, along the Haconby Lode drain over Haconby Fen, following Haconby Drove to the south. To the north is the parish of Dunsby and Dunsby Fen. It reaches the South Forty-Foot Drain. The parish boundary (also with Pinchbeck and South Holland) follows this drain for just under a mile south. It then follows Lane Dike due west which crosses the Car Dyke just north of Cardyke Farm. The parish boundary crosses the A15 next to a transmitter and extends westwards to reach the north of Spring Wood, where it meets the parish of Edenham. Just south of Thorny Wood it meets the parish of Dunsby. The parish boundary follows the southern edge of Dunsby Wood, crossing the Stainfield-Kirkby Underwood road just north of Stainfield spa¹.

The Parish is part of the Aveland Ward of South Kesteven District Council and, since May 2017, is part of the Folkingham Rural electoral division of Lincolnshire County Council.

The parish council is an elected body in the first tier of local government, the closest to the community it serves. It is an elected body, with discretionary powers and rights laid down by Parliament to represent its community. It is a corporate body, a legal entity, separate from that of its members. Its decisions are the responsibility of the whole body. It has the authority to raise money through taxation (the precept) and a range of powers to spend public money². It routinely meets at 7.15 pm on the second Wednesday of January, March, May, July, September and November. Annual Parish meetings are held at 7.00 pm in May and other meetings are called as required. Its formal meetings are open to the public.

The Parish is in the Anglican Benefice of Ringstone in Aveland Group, which includes All Saints (Dunsby), St Andrew (Haconby), St Mary & All Saints (Kirkby Underwood), St John the Baptist (Morton) and St Andrew (Rippingale). The Benefice is in the Beltisloe Deanery in the Anglican Diocese of Lincoln, which is the Church of England in Lincolnshire, North Lincolnshire and North-east Lincolnshire.

A Parochial Church Council is the executive committee of a Church of England parish and consists of clergy and churchwardens of the parish, together with representatives of the laity. Legally the council is responsible for the financial affairs of the church parish and the maintenance of its assets, such as churches and church halls. Its principal function, or purpose, is "promoting in the parish the whole mission of the Church"³. It is a charity.

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¹ Wikipedia - <http://en.wikipedia.org/wiki/Haconby>.

² The Good Councillors' Guide 4th Edition 2013.

³ The Parochial Church Councils (Powers) Measure 1956 as amended.

USEFUL INFORMATION AND LINKS

Lincolnshire County Council (LCC):

- Roads and Transport: <https://www.lincolnshire.gov.uk/roads-transport>
- LCC current and planned roadworks in Lincolnshire: <https://lincolnshire.roadworks.org/>

South Kesteven District Council (SKDC):

- SKDC Fly Tipping Report Online:
<http://www.southkesteven.gov.uk/index.aspx?articleid=11225>
- SKDC Report Dog Fouling: <https://www.southkesteven.gov.uk/?service=CLDOFO>
- SKDC Sign In (account to allow you to track the progress of the requests, applications and problems you've reported, 24 hours a day / 7 days a week, and get updates via email.):
https://www.southkesteven.gov.uk/index.aspx?articleid=8799&ReturnUrl=https%3A%2F%2Fwww.southkesteven.gov.uk%2F%3Fservice%3DWSTR_409

Defibrillator. Funds were raised in 2016 to buy a defibrillator, which is now fixed to the west facing wall of the Hare & Hounds' public house on West Street. Operating instructions are enclosed within the machine.

Streetlights. LCC and SKDC provide streetlights in Haconby and Stainfield and are responsible for their repair / maintenance. LCC / SKDC points of contact are as follows:

- LCC (<https://www.lincolnshire.gov.uk/faults-maintenance/report-street-light-fault>)
- SKDC (<https://www.southkesteven.gov.uk/?service=STREETLG>)



Planning

A parish council has the right to be notified of planning applications and to express its views to the planning authority. While the planning authority does not have to agree, it must consider the parish view before deciding to grant or refuse permission. More detail is at [Planning](#).

Community Cleaner

The Parish Council employs a Community Cleaner, paid for by SKDC. More detail is at [Community Cleaner](#).

Grass Cutting and Maintenance

The Parish Council assumed responsibility for cutting urban highway grass verges from LCC on 27 March 2018, for which it receives a subsidy from LCC. More detail is provided in the [Grass Cutting and Maintenance Policy](#).

Public Rights of Way

In accordance with Natural England guidance (<https://www.gov.uk/guidance/public-rights-of-way-landowner-responsibilities>), it is the responsibility of owners or occupiers of land with a public right of way across it to keep the route visible and to not obstruct or endanger users.

MODEL PUBLICATION SCHEME

Source:

1. Model Publication Scheme (Freedom of Information Act) published 23 October 2015.

This model publication scheme has been prepared and approved by the Information Commissioner. Haconby & Stainfield Parish Council adopted the scheme without modification on 17 May 2017 at its Annual Parish Council Meeting and it will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do. Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing. Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions. Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures. Current written protocols for delivering our functions and responsibilities. Lists and registers. Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer. Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

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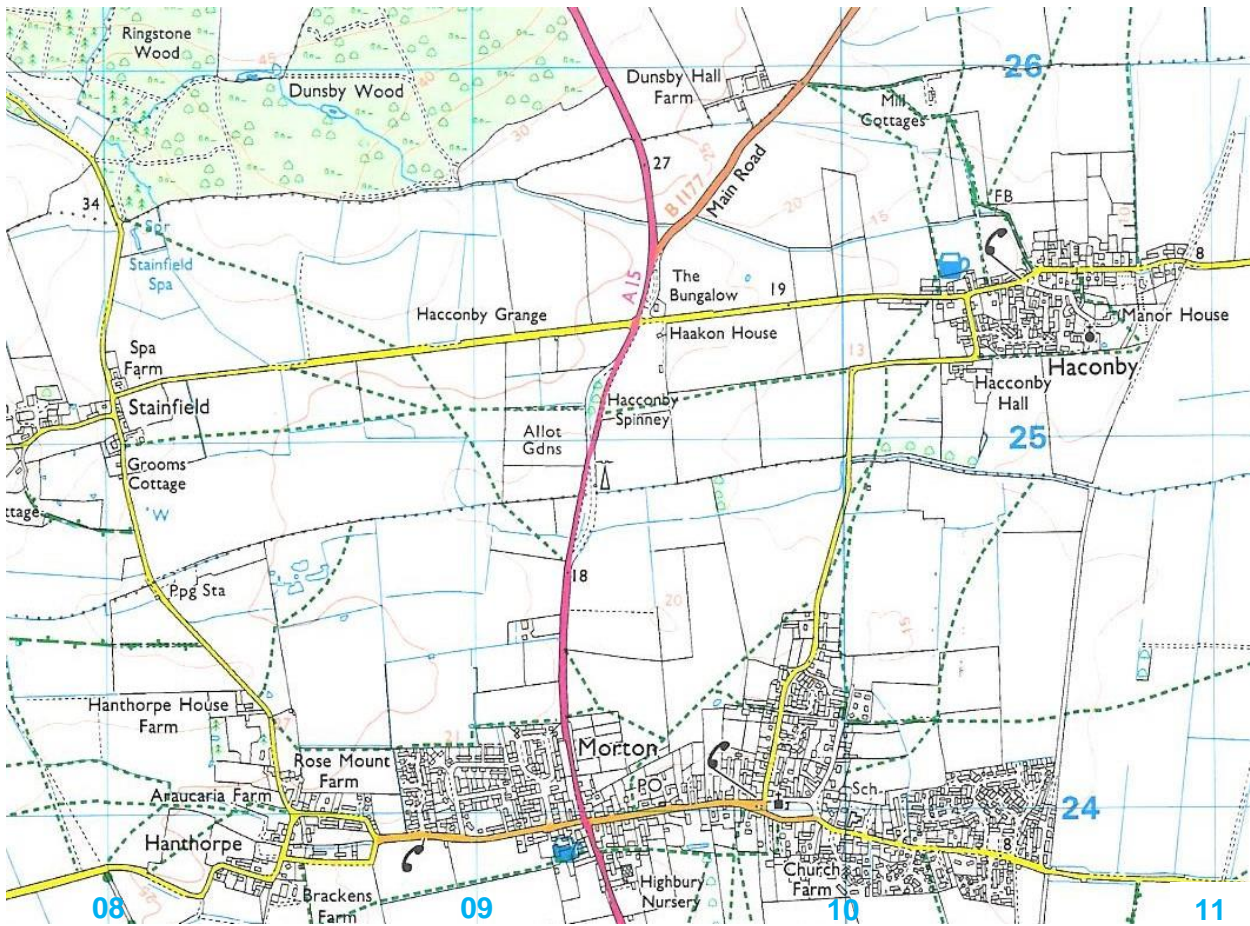
MAPS

Haconby & Stainfield Civil Parish – Electoral Boundaries



Screenshots from Ordnance Survey – Election Maps – Civil and Community Boundaries
(<https://www.ordnancesurvey.co.uk/election-maps/gb/>)

Scanned facsimile – OS Explorer 248 – Bourne & Heckington 1:25 000 scale



Haconby CP – Parish Online



Date Created: 25-2-2016 | Map Centre (Easting/Northing): 511757 / 325277 | Scale: 1:31362 | © Crown copyright and database right. All rights reserved (00009999) 2016 © Contains Ordnance Survey Data . Crown copyright and database right 2016

HACONBY & STAINFIELD PARISH COUNCIL

Sources:

1. NALC – About Local Councils (<http://www.nalc.gov.uk/about-local-councils>).
2. Governance Toolkit for Parish & Town Councils – Version 3 April 2009.
3. Thanet DC (<https://www.thanet.gov.uk/the-thanet-magazine/editorial/margate-community-governance-review/what-are-the-powers-and-duties-of-parish-or-town-councils/>).

Haconby & Stainfield Parish Council is a statutory body and is part of the first tier of local government in England. It serves an electorate in a small rural community, is independently elected and raises a precept. It is a voluntary group comprising seven Parish Councillors (a Chairman, a Vice Chairman and five residents of the parish, all of whom are Councillors or Members), and a Parish Clerk (the Proper Officer and Responsible Financial Officer). It manages Parish resources and develops policies. It maintains links to a range of local public bodies and organisations (see Enclosure 1). It strives to work constructively with these bodies and organisations.

The Council's primary sources of income are the precept (a form of council tax from the local community through South Kesteven District Council) and income from its Parish Land. This funds the Parish Clerk's wages, Parish Land maintenance, public liability insurance, internal auditor and PAYE accountancy services, subscriptions (such as Black Sluice Internal Drainage Board ⁴) and Parish Council expenses. It publishes financial statements to inform parishioners.

The Council sets strategy and makes its decisions at one Annual Parish Meeting, one Annual Parish Council Meeting and six ordinary Parish Council meetings per year. It convenes Extraordinary Meetings for specific issues when required. These meetings are advertised in advance and are open to the public. It prepares for these meetings through working groups held when required and with public attendance or involvement as required. Council Meetings are routinely held in the restaurant of the Hare & Hounds public house in Haconby.

There are 9,000 local councils in England served by 80,000 councillors. As tiers of local government, they are elected bodies with discretionary powers and rights laid down by Parliament to represent their communities and provide services for them. Policy has centred on the fact that they act as a focus for local opinion and they provide a way to get things done in a way that is best suited to their local community.

Local councils work towards improving community well-being and providing better services at a local level. Their activities fall into three main categories:

- representing the local community;
- delivering services to meet local needs;
- striving to improve quality of life and community well-being.

Local councils provide and maintain a variety of important and visible local services through an extensive range of discretionary powers (see Enclosure 2). These powers were recently strengthened by powers contained in the Localism Act 2011 including the extension of the general power of competence to eligible local councils. Local services include allotments, bridleways, burial grounds, bus shelters, car parks, commons and open spaces, community transport schemes, community safety and crime reduction measures, events and festivals, footpaths, leisure and sports facilities, litter bins, public toilets, planning, street cleaning and lighting, tourism activities, traffic calming measures, village greens and youth projects.

⁴ <http://blacksluiceidb.gov.uk/>: "...an authority set up to control water levels and reduce the risk of flooding within the Board's area. It operates 34 pumping stations and maintains 500 miles of watercourses...".

Parish councils in their current form were created by the Local Government Act 1894. Parish council governance, shape and form was consolidated in the Local Government Act 1972. All councils are constituted in the same way; councillors are elected by the local government electorate and each council has a Chair, who must be one of the elected councillors. A council is a corporate body with perpetual succession and a name. The number of councillors is fixed by the district council. A parish council's lawful acts, assets and liabilities are its own and not those of its councillors or any other council.

A parish council must act within the law. It can only spend, raise or use money if it has a statutory power to do so, otherwise it acts *ultra vires* (beyond its powers). A parish council has a wide range of powers under different acts of Parliament. Most of these powers are discretionary, i.e. a council may do something, rather than it must do something.

A parish council has the unfettered right to raise money by precept (a mandatory demand) on the district council. The precept required by a parish council is then collected by the principal council as part of the council tax levied on taxpayers in that parish.

A parish council acts as sounding boards for local opinion, though the range of services and amenities provided varies enormously. It often works with local voluntary organisations and other tiers of local government and has an important role in providing and improving very local services and amenities. Councils are represented nationally by NALC (National Association of Local Councils) and Haconby & Stainfield is represented locally by LALC (Lincolnshire Association of Local Councils), which provide routine support for councils and their clerks. County training partnerships provide training to the members and employees of parish councils.

A parish council must meet certain obligations by law. These include:

- Holding an annual meeting;
- Holding at least three other meetings a year;
- Appointing such officers as it believes necessary for the proper discharge of its functions. This must include an officer responsible for the administration of financial affairs;
- Making Standing Orders for the supply of goods and services to the council.

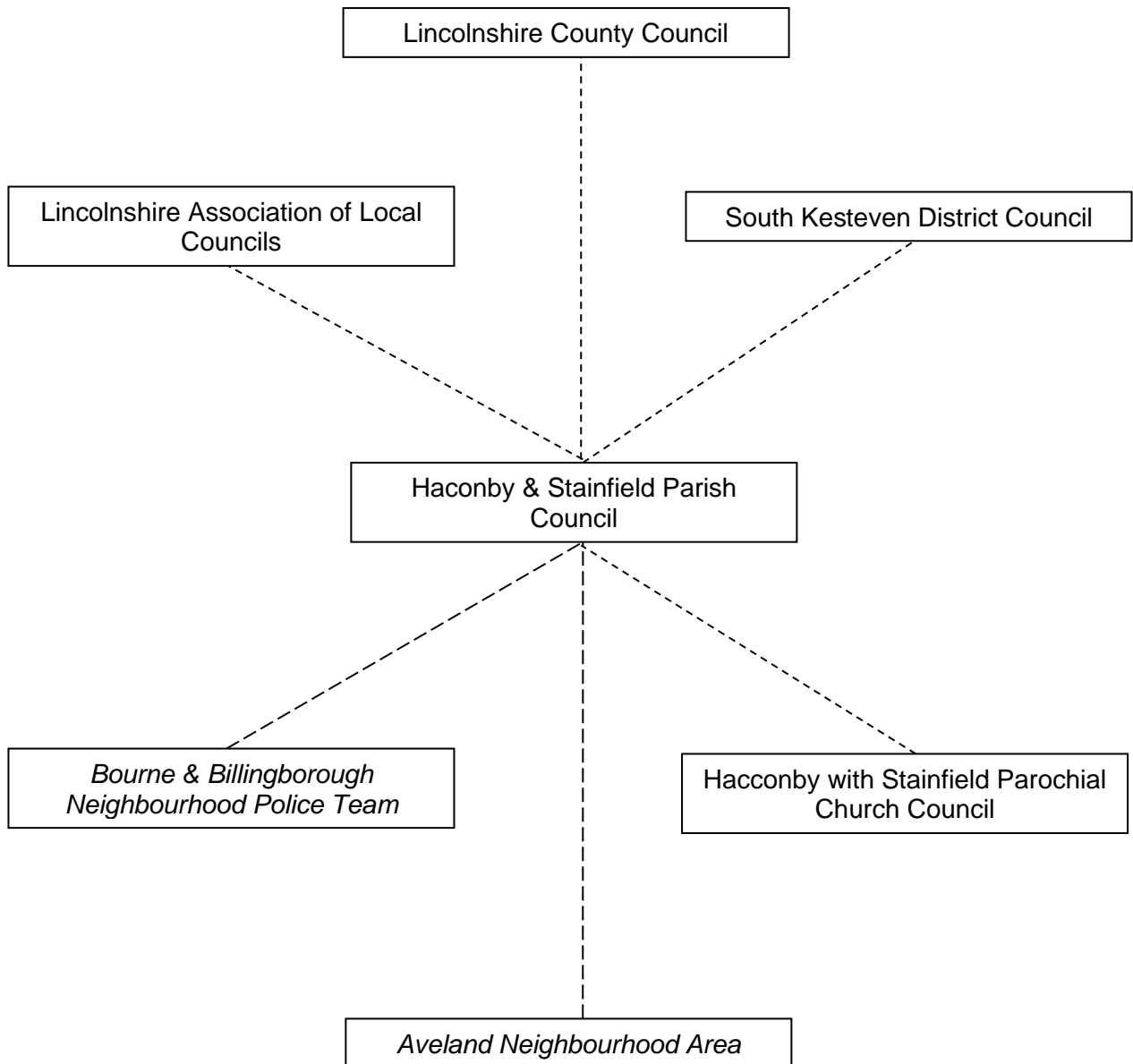
The arrangements for meetings and proceedings of local councils are set out in Part II of Schedule 12 to the Local Government Act 1972, as set down in Parish Council Standing Orders, which are reviewed and adopted annually by the Council.

A parish council can expect:

- To be consulted on planning applications and to liaise with the planning office of the district council. **Note:** Haconby & Stainfield Parish Council has decided not to prepare its own parish plan. It monitors those of neighbouring parishes, which may be taken into account by South Kesteven District Council in preparing the local development framework.
- To liaise with county and district council services, such as highways, cleansing, parks, elections etc., and to contribute to the way such services are provided.
- To liaise when required with the Monitoring Officer of the district council on ethical framework matters and the members' code of conduct.
- To liaise with other stakeholders operating services within civil parish boundaries.
- To contribute to proposals which may be made to the Secretary of State under the Sustainable Communities Act 2007.

As the lowest tier of democratically elected representatives in the country, a parish council has the mandate to speak on behalf of the people it represents. Haconby & Stainfield Parish Council strives to do this with authority and integrity for optimum effect.

Parish Council Organisation Links Chart



Parish Council Functions, Powers and Duties

Function	Powers & Duties	Statutory Provisions
Access land	Power to enforce byelaws made by another authority	Countryside and Rights of Way Act 2000, s. 17
Allotments	Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights	Small Holding & Allotments Act 1908, ss. 23, 26, and 42
Baths and washhouses	Powers relating to provision of public baths, washhouses and bathing huts	Public Health Act 1936, ss. 221, 222, 223 and 227
Burial grounds, cemeteries and crematoria	Power to acquire and maintain Power to provide Power to agree to maintain monuments and memorials Power to contribute towards expenses of cemeteries	Open Spaces Act 1906, Ss 9 and 10; Local Government Act 1972, s. 214; Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s. 1 Local Government Act 1972, s. 214(6)
Bus shelters	Power to provide and maintain shelters	Local Government (Miscellaneous Provision) Act 1953, s. 4
Byelaws	Power to make byelaws in regard to pleasure grounds Cycle parks Baths and washhouses Open spaces and burial grounds Mortuaries and post-mortem rooms	Public Health Act 1875, s. 164 Road Traffic Regulation Act 1984, s.57(7) Public Health Act 1936, s.223 Open Spaces Act 1906, s.15 Public Health Act 1936, s.198
Clocks	Power to provide public clocks	Parish Councils Act 1957, s.2
Closed churchyards	Powers as to maintenance	Local Government Act 1972, s.215
Commons	Power for parish council to contribute to expense relating to scheme for the regulation and management of a common	Commons Act 1899, s.5
Common pastures	Powers in relation to providing common pasture	Smallholdings and Allotments Act 1908, s.34
Conference facilities	Power to provide and encourage the use of facilities	Local Government Act 1972, s.144
Community centres	Power to provide and equip buildings for use of clubs having athletic, social or recreational objectives	Local Government (Miscellaneous Provisions) Act 1976 s.19
Crime prevention	Powers to install and maintain equipment and establish and maintain a scheme for detection or prevention of crime	Local Government and Rating Act 1997, s.31 Power to contribute to police services e.g. PCSOs Police Act 1996, s.92 Duty on Parish Councils to consider crime reduction in every policy and action s17 Crime and Disorder Act 1998 (as amended) Drainage Power to deal with ponds and ditches Public Health Act 1936, s.260
Dogs	Power to make a Dog Control Order Power to take enforcement action against those who commit an offence against a Dog Control Order Cleaner	Neighbourhoods and Environment Act 2005
Entertainment and the arts	Provision of entertainment and support of the arts	Local Government Act 1972, s.145

Function	Powers & Duties	Statutory Provisions
Flyposting and Graffiti	Power to take enforcement action against those that fly post or graffiti	Cleaner Neighbourhoods and Environment Act 2005
Financial assistance	Duty to require information	Local Government Act 1972, s.137A
General powers	Power to incur expenditure for certain purposes	Local Government Act 1972, s. 137
Gifts	Power to accept	Local Government Act 1972, s.139
Highways	Power to maintain footpaths and bridleways Power to light roads and public places Provision of litter bins Powers to provide parking places for bicycles and motorcycles, and other vehicles Power to enter into agreement as to dedication and widening Power to provide roadside seats and shelters Consent of parish council required for ending maintenance of highway at public expense, or for stopping up or diversion of highway Power to complain to highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside wastes Power to provide traffic signs and other objects or devices warning of danger Power to plant trees and lay out grass verges etc. and to maintain them	Highways Act 1980, ss.43,50 Parish Councils Act 1957, s.3; Highways Act 1980, s.301 Litter Act 1983, ss.5,6 Road Traffic Regulation Act 1984, ss.57,63 Highways Act 1980, ss.30,72 Parish Councils Act 1957, s.1 Highways Act 1980, ss.47,116 Highways Act 1980, s.130 Road Traffic Regulation Act 1984, s.72 Highways Act 1980, s.96
Investments	Power to participate in schemes of collective investment	Trustee Investments Act 1961, s.11
Land	Power to acquire by agreement, to appropriate, to dispose of Power to accept gifts of land	Local Government Act 1972, ss.124, 126, 127 Local Government Act 1972, s.139
Litter	Provision of receptacles Power to take enforcement action against those that litter	Litter Act 1983, ss.5,6 Cleaner Neighbourhoods and Environment Act 2005
Lotteries	Powers to promote	Lotteries and Amusements Act 1976, s.7
Mortuaries and post-mortem rooms	Powers to provide mortuaries and post-mortem rooms	Public Health Act 1936, s.198
Open spaces	Power to acquire land and maintain	Public Health Act 1875, s.164 Open Spaces Act 1906, ss.9 and 10
Parish documents	Powers to direct as to their custody	Local Government Act 1972, s.226
Telecommunications facilities	Power to pay public telecommunications operators any loss sustained providing telecommunication facilities	Telecommunications Act 1984, s.97
Public buildings and village hall	Power to provide buildings for public meetings and assemblies	Local Government Act 1972, s.133
Public conveniences	Power to provide	Public Health Act 1936, s.87
Recreation	Power to acquire land for or to provide public walks, pleasure grounds and open spaces and to manage and control them Power to provide gymnasiums, playing fields, holiday camps Provision of boating pools	(see Local Government Act 1972, Sched.14 para. 27) Public Health Act 1875, s.164 Public Health Acts Amendment Act 1890 s.44 Open Spaces Act 1906, ss.9 and 10 Local Government (Miscellaneous Provisions) Act 1976, s.19

Function	Powers & Duties	Statutory Provisions
		Public Health Act 1961, s.54 Town and country planning, right to be notified of planning applications Town and Country Planning Act 1990, Sched.1, para.8
Sustainable communities	Able to be represented on a panel of representatives to be consulted on proposals that would contribute to sustainable communities	Sustainable Communities Act 2007
Town and country planning	Right to be notified of planning applications	Town and Country Planning Act 1990, Sched.1, para. 8
Tourism	Power to encourage visitors and provide conference and other facilities	Local Government Act 1972, s.144
Traffic calming	Powers to contribute financially to traffic calming schemes	Highways Act 1980, s.274A
Transport	Powers in relation to car-sharing schemes, taxi fare concessions and information about transport Powers to make grants for bus services	Local Government and Rating Act 1997, s.26, 28 and 29 Transport Act 1985, s.106A
War memorials	Power to maintain, repair, protect and alter war memorials	War Memorials (Local Authorities' Powers) Act 1923, s.1; as extended by Local Government Act 1948, s.133
Water supply	Power to utilise well, spring or stream and to provide facilities for obtaining water from them	Public Health Act 1936, s.125
Well-Being	Power to well-being of the area (for eligible councils)	s2 and 4 of the Local Government Act 2000 (as amended by Part 4 of the Local Government and Public Involvement in Health Act 2007)

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HACCONBY WITH STAINFIELD PAROCHIAL CHURCH COUNCIL

St Andrew's Church, Hacconby, is part of the Benefice of Ringstone in Aveland Group⁵, which includes All Saints (Dunsby), St Andrew (Rippingale), St John the Baptist (Morton), and St Mary & All Saints (Kirkby Underwood). It is part of the Deanery of Beltisloe, which is part of the Diocese of Lincoln.

A parochial church council (PCC) is the executive committee of a Church of England parish and consists of clergy and churchwardens of the parish, together with representatives of the laity. Legally the council is responsible for the financial affairs of the church parish and the maintenance of its assets, such as churches and church halls. It is a charity.

Aim and purposes

St Andrew's Church's aim is to promote the whole mission of the Church – pastoral, evangelistic, social and ecumenical.

St. Andrew's PCC's purpose is to cooperate with the incumbent in promoting the whole mission of the Church in the ecclesiastical parish.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at St Andrew's Church and to become part of the parish community at Hacconby and Stainfield. The PCC maintains an overview of worship throughout the parish. Services and worship put faith into practice through prayer and scripture, music and sacrament.

The PCC will, when planning activities for the next and future years, aim to consider the Charity Commission's guidance on public benefit⁶ and, in particular, the supplementary guidance on charities for the advancement of religion⁷. It routinely tries to enable people to live out their faith as part of the parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work – the PCC donates to missionary work in Malawi.

Structure, governance, and management

The method of appointment of PCC members is set out in the Church Representation Rules. At St. Andrew's the membership of the PCC consists of the incumbent (the Rector), churchwardens, lay ministers, a co-opted member, and members elected by those members of the congregation who are on the electoral roll of the church.

All members are charity trustees. Members may be PCC representatives on the Diocesan and Deanery synods. Office holders (Secretary and Treasurer) may but need not be members of the PCC; if they are not, they are not trustees and have no voting rights. The PCC encourage all those who attend services to register on the Electoral Roll and stand for election to the PCC.

PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

⁵ <https://www.ringstonegroupchurches.org/>

⁶ <https://www.gov.uk/guidance/public-benefit-rules-for-charities>.

⁷ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/35853/1/advancement-of-religion-for-the-public-benefit.pdf.

The full PCC meets as many times a year as required. It has one committee, which is for fundraising activities. This committee is responsible to the PCC and reports back to it with notes on its decisions being received by the full PCC and discussed, as necessary.

Safeguarding is a Group issue. A Group Safeguarding Officer carries out the function for all five churches to discharge safeguarding responsibilities.⁸ It is a shared task in the Church of England to:

- Always Promote the welfare and safety of children, young people, and adults.
- Endeavour to Prevent abuse from occurring.
- Protect those at risk of being harmed or abused.
- Respond pastorally to those who have suffered abuse and those who are subject of concerns.

General Data Protection Regulation (GDPR) policy is a Group issue. PCCs are required to keep and process personal data about their members and congregations in accordance with their legal obligations under GDPR. The Group policy is available on request via ringstoneoffice@gmail.com.

Administrative information

St. Andrew's Church is situated at the end of Church Road in Haconby. It is part of the Diocese of Lincoln within the Church of England. The correspondence address is The New Vicarage, 46A High Street, Morton, Lincolnshire.

A 'Short and Selective History 1086-2018' of Haconby, Stainfield and St Andrew's is at:

<https://haconby-stainfield.parish.lincolnshire.gov.uk/downloads/file/18/00haconbystandrewsshorthistory10862018edn1nov181>.

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity currently excepted from registration with the Charity Commission.

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⁸ <https://www.ringstonegroupchurches.org/keeping-safe>.

RELIEF IN NEED CHARITY OF THOMAS WYMENT ATKINSON

This Haconby-based charity is available to financially assist residents in the Parish of Haconby who are in conditions of need, hardship or distress by making grants of money or paying for items, services or facilities calculated to reduce the need, hardship or distress of such persons.

This could include travelling expenses for visits to hospital, convalescent homes or similar institutions. Assistance in paying energy bills and necessary building or plumbing repairs.

Please contact any of the trustees below if you believe that either your family or any other resident requires financial support.

All requests are treated in the strictest of confidence.

Website: <https://beta.charitycommission.gov.uk/charity-details/?regid=509230&subid=0>

Charity no. 509230

Contact: davidpdonovan@gmail.com

Aims & activities: Relief in need of the villagers

What the charity does: General charitable purposes. The prevention or relief of poverty

Who the charity helps: The general public/mankind

How the charity works: Makes grants to individuals

Charitable objects: Relief either generally or individually of persons resident in Haconby who are in conditions of need, hardship or distress by making grants of money or providing or paying for items, services or facilities calculated to reduce the need, hardship or distress of such persons.

Governing document: Scheme of 5 June 1979

Area of benefit: Parish of Haconby

Organisation type: Standard registration

Policies:

- Investment
- Safeguarding vulnerable beneficiaries

Land And Property: This charity owns and/or leases land or property.

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SMALLER AUTHORITIES (TRANSPARENCY REQUIREMENTS) (ENGLAND) 2015

HACONBY & STAINFIELD PARISH COUNCIL

Annual Governance Statement. To be published on noticeboards and website. Parish Councillors acknowledge their responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements.

Register of Councillors' Interests. See website.

Details of Public Land and Building Assets.

Public Lands / Building Assets	Value – £	Remarks
Allotments (21.35 acres)	149,450	Land Registry Title No LL255886
Bus Shelter, Hall Road	5,500	Estimated replacement value
Bench on 'Village Green'	500	Estimated replacement value
Noticeboard – Main Street	630	Estimated replacement value
Noticeboard – Hall Road	230	Estimated replacement value
Noticeboard – Stainfield	230	Estimated replacement value
Lenovo Laptop Computer and HP Printer	350	Purchase price December 2015

End of Year Accounts. To be published on noticeboards and website.

Internal Audit Report. To be published on noticeboards and website.

Transactions/Items of Expenditure Above £100. To be published on website.

Draft Minutes of Parish Council Meetings. Aim to publish between 14 days and one month after the meeting on website and noticeboards, advertise on Facebook group.

Agenda and Associated Papers for Parish Council Meetings. Publish no later than three clear days before the meeting on website and noticeboards, advertise on Facebook group.

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HACONBY & STAINFIELD PARISH COUNCIL
CODE OF CONDUCT EXPECTED OF MEMBERS

Source:

1. DCLG 'Illustrative text for code dealing with the conduct expected of members and co-opted members of the authority when acting in that capacity', published 6 September 2012.

You are a member or co-opted member of Haconby & Stainfield Parish Council and hence you shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership⁹.

Accordingly, when acting in your capacity as a member or co-opted member:

- You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
- You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.
- You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.
- You must be as open as possible about your decisions and actions and the decisions and actions of your authority and should be prepared to give reasons for those decisions and actions.
- You must declare any private interests, both pecuniary and non-pecuniary, including your membership of any Trade Union, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out in the box below.
- You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
- You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example.

This version of Haconby & Stainfield Parish Council Code of Conduct was adopted by the Parish Council at its Annual Parish Council Meeting on 15 May 2019.

Annex:

A. Pecuniary and Non-Pecuniary Interests, and The Seven Principles of Public Life.

⁹ The seven principles of public life (the 'Nolan principles') – the basis of the ethical standards expected of public office holders – published 31 May 1995.

Annex A to Haconby & Stainfield Parish Council Code of Conduct

Registering and declaring pecuniary and non-pecuniary interests

You must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

In addition, you must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interest which your authority has decided should be included in the register or which you consider should be included if you are to fulfil your duty to act in conformity with the Seven Principles of Public Life. These non-pecuniary interests will necessarily include your membership of any Trade Union.

If an interest has not been entered onto the authority's register, then the member must disclose the interest to any meeting of the authority at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'.

Following any disclosure of an interest not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by your authority.

Seven Principles of Public Life (the 'Nolan principles')

1. **Selflessness.** Holders of public office should act solely in terms of the public interest.
2. **Integrity.** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
3. **Objectivity.** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. **Accountability.** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. **Openness.** Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
6. **Honesty.** Holders of public office should be truthful.
7. **Leadership.** Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

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HACONBY & STAINFIELD PARISH COUNCIL

STANDING ORDERS

Sources:

- Model Standing Orders for Smaller Parish Councils (compiled by the Northumberland Association of Local Councils Councillors – July 2010).
- NALC Model Standing Orders 2018 (England)

1. Standing Orders are the written rules of Haconby & Stainfield Parish Council. They are used to confirm the Council's internal organisational, administrative and procurement procedures and procedural matters for meetings. They are supported by Council Policies.

2. Meetings of full Council, Councillors, the Responsible Financial Officer and Proper Officer are subject to statutory requirements. These Standing Orders confirm those statutory requirements. They control the number, place, quorum, notices and other procedures for committee and working group meetings, which are subject to fewer statutory requirements.

3. Standing Orders are organised under the headings:

- Rules and Procedures
- Administration
- Clerk to Council
- Finance

4. Haconby & Stainfield Parish Council Standing Orders do not include Financial Regulations. These are the standing orders that regulate and control the financial affairs and accounting procedures of the Council, and they include most of the requirements relevant to the Responsible Financial Officer. They are available on request from the Parish Clerk.

5. This version of Haconby & Stainfield Parish Council Standing Orders was reviewed and adopted by the Parish Council at its Annual Parish Council Meeting on 28 April 2021. It will be reviewed by April 2026.

Rules and Procedures

1. Code of Conduct and Standing Orders

1.1. Following election or co-option to the Council, each Councillor will be issued with a copy of the Code of Conduct and Standing Orders of the Council. They will sign the form of Declaration of Acceptance of Office in the presence of the Parish Clerk.

1.2. Councillors will observe the Code of Conduct at all times when on Council business and no member will act in such a way that will bring the Council into disrepute, behave offensively in meetings or obstruct the Council's business.

1.3. The Code of Conduct adopted by the Council will define when a Councillor will declare an interest in an item for discussion at a Council meeting. The Councillor will declare that interest and its nature at the earliest opportunity. Unless a dispensation has been requested and granted, a Councillor with a disclosable pecuniary or other interest shall withdraw from the meeting while the relevant matter is discussed.

1.4. Standing Orders will be reviewed annually by the Clerk and the Chairman, and any amendments will be decided by the Council.

1.5. The Chairman's decision on the interpretation of Standing Orders during Council meetings will be final. In cases of doubt, the Council will seek the advice of the Lincolnshire Association of Local Councils.

1.6. The Council may resolve to suspend a Standing Order, in order to progress the business of the Council. This resolution will be time limited and recorded in the minutes.

2. Annual Meetings

2.1. If the Annual Meeting is in an election year it must be held within 14 days of that election. Otherwise, the annual meeting will take place on an appropriate day in May.

2.2. The outgoing Chairman should preside until a new Chairman has been elected. The first business of the Annual Meeting will be the election of the Chairman (and Vice Chairman, if appropriate) and to receive their acceptance of office.

2.3. The retiring Chairman will report on the activities of the Council for the preceding year.

2.4. The business at annual meetings shall include acceptance of office forms, confirmation of the accuracy of the minutes of the last meeting, review and adoption of standing orders and financial regulations, land and other assets, the information and policy guide, expenditure incurred under s.137, LGA 1972, confirmation of arrangements for insurance cover, and determining the forecast of meetings for the year.

2.5. The Council will invite its District and County Councillors to all meetings of the Council and will inform them as required of matters of mutual interest.

3. Ordinary / Extraordinary Meetings

3.1. Meetings will be held in appropriate, accessible accommodation. In Haconby and Stainfield, no other suitable accommodation is available so meetings will routinely be held in the 'Hare & Hounds' public house.

3.2. An agreed frequency of meetings will be decided at the Annual Meeting and Councillors will be advised of the meetings by the issue of a summons and agenda delivered by email, post or by hand at least three clear business days before the meeting.

- 3.3 The Chairman may convene an extraordinary meeting at any time. Any two councillors may request the Chairman to convene an extraordinary meeting. If this request is not acted upon, the two councillors may convene an extraordinary meeting, signing the public notice of the meeting. If it is not appropriate to convene an extraordinary meeting then emergency business will be handled by the Clerk, in consultation with the Chairman and one other Councillor. Actions will be reported promptly to the Council.
- 3.4 Public notices will be posted on Parish noticeboards and website informing members of the public of the venue, time, date and business to be transacted at the meeting. The notice will be posted at least three clear working days before the meeting.
- 3.5 The agenda for the meeting will be agreed by the Clerk, Chairman and Vice Chairman as appropriate. The agenda will always include an item to enable Councillors to declare interests. An opportunity for public questions will be made available immediately before the commencement of each meeting.
- 3.6 The Chairman of the Council will preside at the meeting and be responsible for the conduct of that meeting. If the Chairman is not present, then the Vice Chairman will preside. If they are not present, then the first matter on the agenda will be the election of an appropriate Councillor who will chair the meeting and assume the duties of the Chairman.
- 3.7 Meetings will be open to the public and press but they may be temporarily excluded from the meeting if the business is regarded as confidential. Reasonable facilities will be provided to the press.
- 3.8 Members of the public may speak at Council meetings. The 'public forum' will normally not exceed 15 minutes. Questions will not require a response at the meeting nor start a debate – the Chairman will direct any response at the meeting.
- 3.9 Persons attending Council meetings may film, photograph or make audio recording of proceedings to report on them subsequently. Persons doing so should have the courtesy to inform the Council beforehand of their intent.
- 3.10 The Council may only take decisions on items clearly specified on the agenda. If agreed by the Chairman, urgent items not on the agenda may be discussed under 'Any Other Business' and a consensus reached, but no decision may be made at the meeting.
- 3.11 If a Councillor has pecuniary or other interest in any item on the agenda, they should declare it and request the Council's dispensation to speak. If granted, a statement can be made and information provided in the meeting, but the Councillor may not vote on the issue.
- 3.12 The quorum for the Council will be one third of the total Councillor places, in any case not fewer than three. If there be insufficient members present, then no business will be transacted and a fresh notice will be issued to reconvene the meeting at a later date. If at any time during the meeting it ceases to be quorate then the meeting will be adjourned and any further business carried forward to the meeting when next convened.
- 3.13 Voting at the meeting shall be by a show of hands unless a majority of Councillors wants a ballot. Only the proposer and seconder will be recorded in the minutes unless a Councillor requests that their vote is noted. A Councillor may also request that the Clerk records how each Councillor has voted, including abstentions, before moving on to the next business. In cases of equal votes, the Chairman will have a second or casting vote.
- 3.14 No person shall be allowed to obstruct business at a meeting or behave offensively or improperly. The Chairman shall act as required to restore order or to progress the meeting.

4. Minutes

4.1. Minutes of the meeting will be recorded by the Clerk or other nominated person in the Clerk's absence. Minutes circulated will be draft minutes until they are approved by the Parish Council at their next meeting and signed by the person presiding at that meeting.

4.2. Minutes shall be an accurate record of the meeting's time and place, councillors present and absent, interests declared, dispensations granted, public participation and resolutions made. They are not required to be a verbatim record. Draft minutes shall be published on the Council website not later than one month after the meeting. They will be served on Councillors with the summons and agenda of the next meeting so that they can be taken as read.

5. Committees and task and finish groups

5.1. The Council may set up committees and task-and-finish groups to undertake work on behalf of the Council. It will set their Terms of Reference and reporting procedure.

6. Alteration or Reversal of previous resolutions

6.1. A resolution shall not be reversed within six months except by a special motion requiring written notice by at least two Councillors and considered and approved by the Council.

7. Restriction on Councillor Activities

7.1. No councillor shall inspect land which the Council has a right or duty to inspect, or issue orders, instructions or directions, unless duly authorised.

Administration

8. Risk Assessment

8.1. A risk assessment will be undertaken annually of all the activities of the Council and a report approved by the Council. This assessment will also cover the appropriateness of the internal audit arrangements. The Risk Assessment will be reviewed annually.

8.2. An assessment will be undertaken on any new activity not covered by the existing risk assessment before the activity commences.

9. Insurance

9.1. Following the annual risk assessment, the Council will review the level of insurance cover and ensure it is adequate and appropriate for the activities of the Council. Minimum cover will include Public Liability, Employers Liability, Money and Fidelity Guarantee.

10. Business Continuity.

10.1. The Council must be prepared for incidents causing significant disruption to normal business, particularly the delivery of key activities. Incidents include loss of key staff or skills e.g. illness, short notice resignation or death, loss of key systems e.g. computer failure and denial of access to facilities e.g. meeting place.

10.2. Four phases:

10.2.1. Preparation – plan to respond to a disruptive incident, maintain delivery of critical activities / services during an incident, and return to 'business as usual'.

10.2.2. Respond – manage incident, ensure safety of people (if necessary), protect vital assets (equipment, data, reputation), and communicate with all stakeholders.

10.2.3. Maintain – ensure that critical activities are resumed as quickly as possible and / or continue to be delivered during the disruption.

10.2.4. Return – resume normal working practices.

10.3. Key preparatory activities – be prepared to:

10.3.1. Replace key staff or skills at short notice – procedures and responsibilities to store and back up hard and soft copy of records, secure ICT and records, identify and inform potential replacement(s).

10.3.2. Provide temporary cover pending replacement of key systems.

10.3.3. Identify alternative facilities.

11. Freedom of Information and Data Protection

11.1. The Council will, in accordance with freedom of information legislation, publish information in accordance with its publication scheme and respond to requests for information held by the Council. The Council will respond to individuals exercising statutory rights concerning personal data and to data breaches.

12. Communicating with Press / Media / District and County Councillors

12.1. The Council will respond to requests from the press or media for comment or statement in accordance with current Council policy.

13. Management of Information.

13.1. The Council shall have technical and organisational measures to secure, retain and safely destroy information which it holds in paper and electronic form. Confidential and personal information shall not be disclosed without legal justification.

Clerk to the Council

14. Clerk / Proper Officer / Responsible Financial Officer.

14.1. The Council will appoint a Clerk to the Council which will be on an employed basis, unless the Clerk is a member of the Council, acting in an unpaid capacity.

14.2. The Clerk will be Proper Officer of the Council, undertaking work detailed in paragraph 15 of NALC Model Standing Orders 2018 (England) as appropriate to the Council. This will include receiving Declarations of Acceptance of Office and notices disclosing interests; signing documents on behalf of the Council and issuing agendas and notices of meetings; receiving and distributing plans and documents on behalf of the Council; and advising the bank of changes to mandates with the bank.

14.3. The Clerk will be Responsible Financial Officer, dealing with accounts and accounting statements, and financial controls and procurement, as detailed in paragraph 14 below.

14.4. The Clerk, as an employee of the Council, is covered by employment legislation dealing with employment rights, discrimination in employment, unfair dismissal, redundancy and similar matters. The Clerk will have a contract of employment stating the terms and conditions under

which he/she is employed. This will effectively be administered by the Chairman or designated Councillor acting with the authority of the Council.

Finance

15. Responsible Finance Office (RFO)

14.1. The RFO is a statutory office appointed by the Council. The Clerk will assume this role to manage the Council's financial affairs in accordance with Proper Practices detailed in paragraphs 16-18 of NALC Model Standing Orders 2018 (England) as appropriate to the Council.

16. Estimates and Precept

16.1. The RFO will compile estimates of income and expenditure annually for the Council's consideration. The Council will review the budget not later than the end of December in preparation for the precept being agreed and submitted to the Collection Authority in January. During the year the budget will be reviewed against actual expenditure and income. Amendments to the budget will be discussed in Council and changes minuted.

17. Income and Expenditure

17.1. The RFO will supply regular updates of income and expenditure throughout the year and detail actual figures against estimate. Significant underspends or overspends will be brought to the attention of the Council and action taken to address any discrepancies. Underspent revenue will be identified and earmarked to reserves by a Council resolution.

18. Accounting and Audit

18.1. The RFO will determine all accounting procedures and financial records of the Council in accordance with the Accounts and Audit Regulations.

18.2 The RFO will supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December a statement to summarise Council receipts and payments for each quarter, aggregate receipt and payments for the year to date, balances held at each quarter's end and comparison with budget for the financial year, highlighting overspends.

18.3. The RFO will complete the annual financial statements of the Council including the annual return as soon as possible after the end of the financial year on 31 March and will submit and report on them to the Council. The Council will review each year and ensure that there is an adequate, effective system of internal audit of the Council's accounting, financial and other procedures in line with Proper Practice.

18.4. The Council will appoint an Internal Auditor to carry out work required to comply with Proper Practice. The person appointed will be competent and independent of Council operations.

18.5. The RFO will submit the Annual Return to the External Auditor by the due date, ensuring the return is complete.

19. Banking Arrangements and Cheques

19.1. The Council's banking arrangements, including the Bank Mandate, will be made by the RFO and approved by the Council. They will be regularly reviewed for efficiency. A resolution of the Council will nominate at least three members to be authorised by the Council to sign cheques.

19.2. All items of expenditure will be authorised by the Council and the payments approved. The RFO will examine invoices and verify and certify the expenditure. Cheques will be completed for all transactions and signed by two authorised Councillors.

19.3. Any utility bill may be paid by Direct Debit provided that the instructions are signed by two authorised Councillors.

20. Contracts and Purchase Orders

20.1. An official order or letter will be issued for all work or service paid for by the Council. All Councillors and officers are responsible for obtaining good value for money at all times.

20.2. Orders for values £500 to £1,000 require a minimum of two quotations; for values above £1,000 three quotations are required. Contracts exceeding £5,000 require additional safeguards and will follow Proper Practice.

20.3. All estimates will be approved by the Council; while the Council is not obliged to accept the lowest quotation the reasons for accepting the quotation will be recorded.

21. Assets

21.1. The RFO will ensure that an appropriate and accurate Register of Assets is maintained by the Council. It will be reviewed at least annually, in conjunction with a health and safety inspection of assets if appropriate.

22. VAT

22.1. The RFO will complete any VAT Return that is required.

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HACONBY & STAINFIELD PARISH COUNCIL POLICY

PLANNING APPLICATIONS

Sources:

1. Town and Country Planning Act 1990, Sched.1, para. 8.
2. 'The good councillor's guide 2016', Part 4 (Delivering the Goods) Section 13 (Planning).
3. SKDC Advice for Parish/Town Councils Commenting on Planning Applications.

1. A parish council has the right to be notified of planning applications and to express its views to the planning authority. While the planning authority does not have to agree, it must consider the parish view before it decides to grant or refuse permission for the development.

2. A parish council's recommendations on a planning application should fit with statutory local development plans, otherwise they may be ignored. These include the local plan and, if available, the neighbourhood plan. The parish council needs to understand the procedures by which the planning authority makes decisions.

3. SKDC is Haconby & Stainfield Parish Council's Local Planning Authority. It is under a statutory duty to determine planning applications within a statutory period of 8 weeks for minor applications and 13 weeks for major applications. The Parish Council must therefore ensure that comments on applications are made within the consultation period outlined in the covering letter. With the opportunity for electronic consultation, extra time cannot be given for matters beyond SKDC's control, e.g. a postal strike.

4. Planning applications must be determined having regard to development plans, public interest and material planning considerations:

- The development plan (SKDC Local Plan and County Structure Plan) is the starting point for all decisions.
- In general terms, the planning system operates to ensure the "control of land use in the public interest." Whilst matters of broader public interest will often coincide with the interests of individuals, businesses or groups of householders, there are also occasions that they will be in direct conflict. The significance of this in the day-to-day determination of applications is that the issues of most importance to individuals, especially householders, are often very much private in nature and have a minor, if any, role to play in a planning decision.
- Material planning considerations "Must fairly and reasonably relate to the application concerned". Examples include: The number, size, layout, siting, design, external appearance of buildings and the proposed means of access, together with landscaping, impact on the neighbourhood and the availability of infrastructure. Living conditions for neighbouring residents.

5. Material planning considerations relate to the use and development of land. They must be genuine planning considerations and fairly and reasonably relate to the proposed development:

- Previous planning decisions on the application site and previous appeal decisions on the site and on other sites where similar and/or the same development has been proposed
- Traffic generation
- Road access to the site
- Nature conservation / impact on protected species and habitats
- Landscaping needed / proposed
- Noise and disturbance resulting
- Loss of trees on the site and impact on trees covered by a Tree Preservation Order

- The layout and density of the building / development proposed
- Overlooking and loss of privacy
- Local, Strategic and National planning policies, proposals in the Development Plan / Local Development Framework and Government Circulars / Orders / Statutory Instruments
- Impact of the development on a Listed Building and/or the setting of a Listed Building
- Design, appearance and materials
- Smells generated
- Impact on Highway safety
- Impacts during construction works (eg noise associated with crushing or hours of working) – mainly applicable to larger developments
- Adequacy of parking, loading and turning facilities
- Impact on visual amenity (but not loss of a private view), loss of light or overshadowing
- Planning Guidance and Supplementary Planning documents
- Archaeological impacts
- Impact on a Conservation Area
- Hazardous materials/ground contamination

6. Non-material considerations cannot be taken into account by SKDC. These include:

- Devaluation of property.
- Personal opinion regarding the applicant.
- Commercial harm to other businesses from competition.
- That a lot of people have objected.
- The work was commenced without planning permission.
- Land ownership, Boundary disputes or matters referring to legal covenants.
- Loss of private view.
- Matters covered by other legislation (e.g. Alcohol Licences or Building Regulations).
- Objections based on moral, racial or religious opinion.
- Personal circumstances (except very rarely).
- How the District Council should consider the application.

7. SKDC will notify the Parish Council by e-mail that it has received an application for development within the parish area. The particulars of the proposed development will include:

- Application number.
- Name and address of applicant.
- Proposal – description.
- Location of development.
- Application type.

8. SKDC will make the forms, plans and any other submitted documents available for search (using the application number) at www.southkesteven.gov.uk/planningsearch/.

9. The Parish Council will consider the application to ensure the "control of land use in the public interest" and with regard to material planning considerations. Consideration will, ideally, take place at a Council meeting. If time does not permit, Councillors' views will be sought by e-mail and their responses collated by the Clerk, who will then forward the Council's response (with or without representation as required) to SKDC.

10. The Parish Council will respond to in a format specified and by the deadline set by SKDC, in order to ensure that SKDC is able to take the Parish Council's comments into consideration when determining its decision on the application.

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HACONBY & STAINFIELD PARISH COUNCIL POLICY

FILLING A CASUAL VACANCY IN THE OFFICE OF PARISH COUNCIL

Sources:

1. Governance Toolkit for Parish & Town Councils – Version 3 April 2009.
2. NALC Legal Briefing L15-08 – Co-option – 23 July 2008, re-issued 7 May 2015.
3. Local Elections (Parishes and Communities) (England and Wales) Rules 2006.

Policy Summary

1. Haconby & Stainfield Parish Council ('the Council') seeks Councillors who are willing to give their time for free to attend Parish Council meetings, to represent the local community, and to work on behalf of their community to improve community wellbeing. Statutory rules for Parish Councillors require that they are eligible for election or co-option, being qualified pursuant to Section 79 of the 1972 Act and not disqualified pursuant to Section 80 of the 1972 Local Government Act (see Annex A).

Procedure

2. In the event of a casual vacancy occurring in the office of Parish Councillor, the Council will give public notice in accordance with Section 87(2) of the Local Government Act 1972 (LGA 72). In a case where the office is declared to be vacant in accordance with Section 86 of LGA 72 (i.e. through the disqualification or non-attendance of a member) the vacancy will be publicly advertised immediately. In all other cases, public notice of the vacancy will be given as soon as practical after the vacancy has occurred.

Notice of Vacancy

3. Section 232 of LGA 72 requires the Council to give public notice of vacancy by posting the notice in some conspicuous place or places within the area of the local authority and in such other manner as appears to the Council to be desirable for giving publicity to the notice.

4. The form of notice is attached to this policy at Enclosure 1. It provides for the date by which an election must be requested and the last possible date for a poll to be held to be inserted. The Council will check these dates with the Elections Officer at South Kesteven District (SKDC) prior to publishing the notice. The date on which the notice is posted will be inserted at the bottom of the notice and a copy of the notice will be forwarded to the Elections Officer at SKDC.

Claiming a Poll

5. Proper notification of the vacancy is essential because, on such vacancy occurring in the office of Parish Councillor, an election to fill the vacancy shall be held if, within fourteen days¹⁰ after public notice of the vacancy has been given, notice in writing of a request for such an election has been given to the returning officer by ten electors for the area. If an election is requested, the vacancy must be filled by election and the Council cannot fill it by co-option, even if there are insufficient candidates. An election must be held within sixty days (calculated as above) of the date of the public notice of the vacancy.

6. Where a casual vacancy occurs within six months before the day on which the Councillor whose office is vacant would normally have retired, an election to fill the vacancy shall not be held. The Council nevertheless may fill the vacancy by co-option if it wishes.

¹⁰ Calculated by excluding Saturdays, Sundays, Christmas Eve, Christmas Day, Good Friday, Bank Holidays and days appointed for public thanksgiving or mourning.

Co-option

7. If no request for an election is received within the time stipulated, the Council will try to fill the vacancy by co-option as soon as practicable, and will advertise this accordingly. The form for this is attached to this policy at Enclosure 2.

8. The Council will require applications to fill the vacancy to be sent by e-mail or post to the Parish Clerk. Applications will be required to be accompanied by a note explaining reasons for wanting to be a Parish Councillor, and a summary of relevant experience and / or qualifications.

9. The Parish Clerk will respond to every application to inform prospective candidates of the requirements and to request confirmation of qualification and eligibility within the statutory rules, using the format attached to this policy at Enclosure 3. The Clerk will then inform prospective candidates of the date of the meeting at which the Council will vote for their co-option.

Eligibility for Co-option

10. A person is eligible to be co-opted provided he / she is qualified to be a councillor pursuant to Section 79 of LGA 72 and is not disqualified pursuant to Section 80 of LGA 72 (see Annex A).

11. Candidates standing for a parish council election must submit to the Returning Officer a form (prescribed by Part 7 of the Local Elections (Parishes and Communities) (England and Wales) Rules 2006), which confirms their consent to nomination and includes a declaration that they meet the statutory qualifications to stand for election. Candidates who wish to be co-opted on to a parish council are not subject to such requirements but are to declare or certify in writing that they are eligible, qualified and not disqualified.

12. The Council may need to investigate or obtain evidence about a candidate's eligibility and / or qualification to be a councillor if this is challenged.

Candidate Suitability

13. After receipt of a candidate's certification in writing that they are eligible, qualified and not disqualified, the Council will fairly consider suitability for co-option.

Decision Making

14. The Council's decisions about whether to co-opt when vacancies remain unfilled after an ordinary election, who to co-opt when vacancies remain unfilled after an ordinary election, and when casual vacancies arise, will be transparent. It will rarely be the case that the public are excluded during a council meeting, (s.1(2) Public Bodies (Admission to Meetings) Act 1960) when it is making decisions about a matter of public interest such as co-option. The Council will explain whenever asked, for example by unsuccessful candidates, the reasons for its decisions.

Voting by Council on Casual Vacancy Co-Option

15. In the case of co-option, the following procedure will be followed¹¹:

- Notice of the intention to co-opt to the vacancy will be given in the agenda for the meeting of the Council;

¹¹ There is nothing preventing Councillors from approaching persons to offer themselves for co-option or even advertising for applicants. All applicants will be treated alike in order that the arrangements are seen as fair. Applicants under such arrangements must not undertake any lobbying.

- When the item is reached, the Chairman will call for nominations, which will be duly proposed and seconded;
- When all the nominations have been received a vote will be taken. The names of candidate(s) will be put in alphabetical order;
- The person co-opted must receive a majority of the votes of those Councillors present at the meeting where the co-option takes place. Where there are more than two candidates for one vacancy, a person must get a majority of votes over all the other candidates. Where candidate A receives four votes, and candidates B and C each receive two, A is not elected because he has the same number of votes as B and C put together and does not have a majority over their combined votes. Where there are more than two candidates, the candidate with the least number of votes will be eliminated, the final vote is between two candidates only;
- Where the number of candidates matches the number of vacancies, the vote will be by a show of hands. Where there are more candidates than vacancies, the vote will be in writing on the form attached at Enclosure 4 to this policy. The candidate(s) with the least number of votes will be eliminated (progressively if required), so that the final vote is between two candidates for each vacancy only. The Clerk will total the vote and identify the candidate(s) receiving the majority of votes over all other candidates.
- After the vote has been taken, the Chairman will declare the candidate who received the highest number of votes duly elected;

Action Following Co-option

16. The Clerk will inform the newly co-opted Councillors of the Council's decision, either at the meeting or subsequently.

17. The newly co-opted Councillor(s) will take office at the meeting following co-option, and must:

- Make a declaration of acceptance of office before, or at, the first meeting of the Parish Council following his election, in the presence of a member of the Council or the Proper Officer of the Parish Council. The declaration is retained in parish records.
- Undertake to abide by the Parish Council Code of Conduct and Standing Orders.

Enclosures:

1. Notice – Vacancy in the Office of Parish Councillor.
2. Notice – Advertisement for Co-option to the Office of Parish Councillor.
3. Form – Declaration of Qualification and Eligibility for Co-option.
4. Co-option Voting Form.

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HACONBY & STAINFIELD PARISH COUNCIL NOTICE

NOTICE OF VACANCY IN THE OFFICE OF PARISH COUNCILLOR

NOTICE IS HEREBY GIVEN pursuant to Section 87(2) of the Local Government Act 1972 that formerly a Member of the above Parish Council has ceased to be a Member and that a casual vacancy exists in the office of Councillor for the said Parish.

On receipt of a request in writing from any ten local government electors for the said Parish/Parish Ward, an election to fill the vacancy will be held not later than... If no such request is made the vacancy will be filled by co-option by the Parish Council.

Requests for such an election should be addressed to The Returning Officer at South Kesteven District Council, to arrive not later than.....

Date:

Signed

Designation

(Clerk to the Council, the Proper Officer for this purpose)

HACONBY & STAINFIELD PARISH COUNCIL NOTICE

VACANCY FOR PARISH COUNCILLOR(S)

There is a vacancy on Haconby & Stainfield Parish Council ('the Council'). The Council has been given permission to fill the position by co-option. It hopes to do so at the meeting of the Council to be held on (day and date).

Applications to fill the vacancy are invited.

The Council seeks volunteers who are willing to give their time for free to attend Parish Council meetings and to work on behalf of their community. Eligibility and disqualifications for Parish Councillors are below.

Council meetings are held every two months, usually at 7.15 pm on the second Wednesday, in the restaurant of the 'Hare and Hounds' public house in Haconby. The Council's aims are to represent the local community and to improve community wellbeing.

Any person is eligible for co-option who is:

- A British or Commonwealth citizen; or a citizen of the Republic of Ireland; or a citizen of a state of the European Union.
- At least 18 years old.
- An elector of the parish or in the past 12 months have occupied land or other premises in the parish (as owner or tenant) or work in the parish (as the principal or only place of work) or live within three miles of the parish boundary.

Disqualifications for co-option (see 5.80 of the Local Government Act 1972) include:

- Holding a paid office of the Parish Council
- Bankruptcy
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election
- Being disqualified under any enactment relating to corrupt or illegal practices.

Applications to fill this vacancy should be sent by e-mail or post to the Clerk to the Council. A brief note with reasons for wanting to be a Parish Councillor and a summary of relevant experience and / or qualifications would be helpful.

Parish Clerk – name and electronic and postal contact details

HACONBY & STAINFIELD PARISH COUNCIL

DECLARATION OF QUALIFICATION AND ELIGIBILITY FOR CO-OPTION

Personal Details:

Title:
Surname:
Forenames:

Full Address:

Postcode:
Email:

Declaration:

I declare that I wish to be a Parish Councillor, to give my time for free to attend Parish Council meetings, to represent the community and to work on its behalf, to improve community wellbeing

I declare that I am¹²:

- A British citizen, or a citizen of the Commonwealth or European Union
- 18 years or older on (the day nominated for election)
- I have, for the whole of the 12 months prior to nomination:
 - Been an elector of the parish and either rented or occupied premises in the parish, or
 - Resided within three miles of the boundary of the parish, or
 - Had principal or only place of work in that area.

I declare that I¹³:

- Have not been subject to a bankruptcy restriction order or interim order
- Have not, within five years of the day of election, been convicted in the United Kingdom of any offence and having had a prison sentence (whether suspended or not) for a period of over three months without the option of a fine
- Do not and have not worked for the Parish Council

Signed: Dated:

¹² A person is eligible to be co-opted provided he/she is qualified to be a councillor pursuant to Section 79 of the 1972 Local Government Act

¹³ A person is eligible to be co-opted provided he/she is not disqualified pursuant to Section 80 of the 1972 Local Government Act.

HACONBY & STAINFIELD PARISH COUNCIL PARISH COUNCILLOR(S) CO-OPTION

VOTING FORM

Councillor:

Votes:

Candidate (Alphabetical Order)	Vote 1	Vote 2	Vote 3	Vote 4

Notes:

1. Councillors are to register votes by preference for each candidate.
2. The person(s) co-opted must receive a majority of the votes of those Councillors present and voting at the meeting where the co-option takes place. Where there are more than two candidates for one vacancy:
 - a. A person must get a majority of votes over all the other candidates. Thus, where candidate A receives four votes, and candidates B and C each receive two, A is not elected because he has the same number of votes as B and C put together and does not have a majority over their combined votes.
 - b. The candidate(s) with the least number of votes will be eliminated (progressively if required), so that the final vote is between two candidates for each vacancy only.
3. The Clerk will total the votes, working through Councillor preferences, to arrive at the candidate(s) with the majority of votes, to be presented to the Chairman for announcement.

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HACONBY & STAINFIELD PARISH COUNCIL POLICY

PARISH LAND

Sources:

1. Agricultural Tenancies Act 1995.
2. Landlord and Tenant Act 1954.
3. Allotments Acts 1908, 1922, 1925, 1931 and 1950.
4. Highways Act 1980.

1. **Introduction.** Haconby & Stainfield Parish Council owns 21.35 acres of land. This is sub-divided into plots rented by tenants and Lincolnshire County Council. These plots are collectively known as 'Parish Land', a title resolved by the Parish Council on 5 September 2017 to replace the former titles of 'farm allotments', 'Townlands' and 'modern allotments'. Planning permission for mixed use was granted by SKDC on 5 August 2020.

2. **Policy.** It is the Council's policy to offer Parish Land to tenants under agreements appropriate to the use of the land, and to manage this Council resource and its income for the benefit of the community. The land is expected to be held by the Council in perpetuity. It is valued periodically at market rates and the valuation published for parishioners' information. Priority of expenditure of Parish Land income is:

- Upkeep, maintenance, fees and expenses for Parish Land.
- The Parish community.

3. **Review.** This policy is effective from 1 September 2018 and will be reviewed annually.

4. **History.** *SK Today* (Issue Twenty February/March 2009, pages 10-11) included the following in its 'Village Spotlight: Haconby' 'Rooted in agriculture':

In the 19th century, most of the families worked on the land owned by the large landowners such as the Earl of Ancaster, Thomas Lawrence of Haconby Hall, William Lawrence of Dunsby and Thomas Brown. If the workers were able to establish a long association with Haconby they were allocated one of 22 acres of land, known as 'the allotments' at Haconby Top. The plots, which they rented from Lord Ancaster, allowed them to grow their own crops. Today Haconby and Stainfield Parish Council still owns most of these allotments.'

5. **Agreements.** Parish Land is rented under Farm Business Tenancy, Common Law Tenancy (adapted for specific use of each plot) or Allotment Garden¹⁴ agreements determined by the use of the land. Agreements are drawn up by a local land agent. As at April 2021, rent is £ 120.00 per acre per year, except Allotment Gardens, for which rent is £ 30.00 per year.

- A Farm Business Tenancy is a lease for land which is farmed for the purposes of trade or business and on which agriculture takes place (Agricultural Tenancies Act 1995).
- A Common Law Tenancy is governed by the common law rather than statutory regimes. Parish Land Common Law Tenancies cover Private Enjoyment and Grazing.
- An 'allotment garden' is an allotment cultivated by the occupier for the production of fruit or vegetables for consumption by himself and his family (Allotments Act 1922).

6. **Agreement Procedure.**

- Agreements are reviewed for renewal as required. This will be 2-3 months in advance for Common Law Tenancies and 14-16 months in advance for Farm Business Tenancy and allotment garden agreements.

¹⁴ Plots of cultivated land (40 poles or 1,000 m² in area), the traditional view of allotments.

- Tenancies are advertised on Parish noticeboards and social media as required.
- Tenancies may be put out to tender if demand so requires.
- Individuals may take out more than one tenancy, subject to demand.

7. **Allotment Gardens.** Where the Council is of the opinion that there is a demand for allotments in its area, it has a duty to provide a sufficient number of allotments and to let them to persons residing in its area who want them. Representations may be made to the local authority on the need for allotments by any six resident registered electors. (Section 23 of the Small Holdings and Allotments Act 1908). This duty is advertised annually.

8. **Management.** Parish Land is managed directly by the Council. It will liaise with individual tenants to ensure that the terms of each agreement are being met.

9. **Maintenance.** The Council will meet its maintenance responsibilities as a 'riparian owner' under common law. Responsibility for maintenance and repairs of dykes, ditches, hedges and fields adjacent to plots is delegated to tenants. The Council will set maintenance standards and will advise, support and assist where required – see Enclosure 2. The Council will centrally organise maintenance on repayment in collaboration with tenants where this best delivers efficient and cost-effective land management.

10. **Rights of Way.** As the owner / occupier of land with a public right of way across it, the Council will keep the route visible and will not obstruct or endanger users. Public and private access rights may co-exist on the same route. It is an offence to drive on a public footpath, public bridleway or restricted byway without the Council's authorisation. The following applies to public and private access, and maintenance:

- The Council will delegate private rights by individual arrangement on request, to allow tenants access to plots. The mode of private access may be greater than the public right. The Council may delegate a private right on request to allow vehicles over a footpath where only walkers have legitimate public right of access.
- The Council may give permission on request to allow a greater level of access along a public right of way, such as horse riding on a footpath. The dedicated public right of access along a route would take precedence over any other permitted or private use.
- Private right must not damage the surface of the public right of way causing it to be unfit for use by the public. Where exercise of a private right causes damage or wear, the Council will reinstate the surface of the path and will recoup the cost.
- The Council is responsible, under the Highways Act 1980, for the maintenance of existing structures on public rights of way. This includes the maintenance of side vegetation, such as hedges and trees, on or by the side of a public right of way, to ensure that it does not encroach onto the public path. The Council will normally delegate this responsibility to tenants with plots adjacent to the right of way.

11. **Visits / Inspections.** As the owner / occupier and landlord of land rented to tenants, the Council allows tenants to 'hold and enjoy the Land without interruption or disturbance'. It also reserves right of entry at any time to inspect the holding or to carry out necessary work. Reasonable notice of such visits or inspections will normally be given.

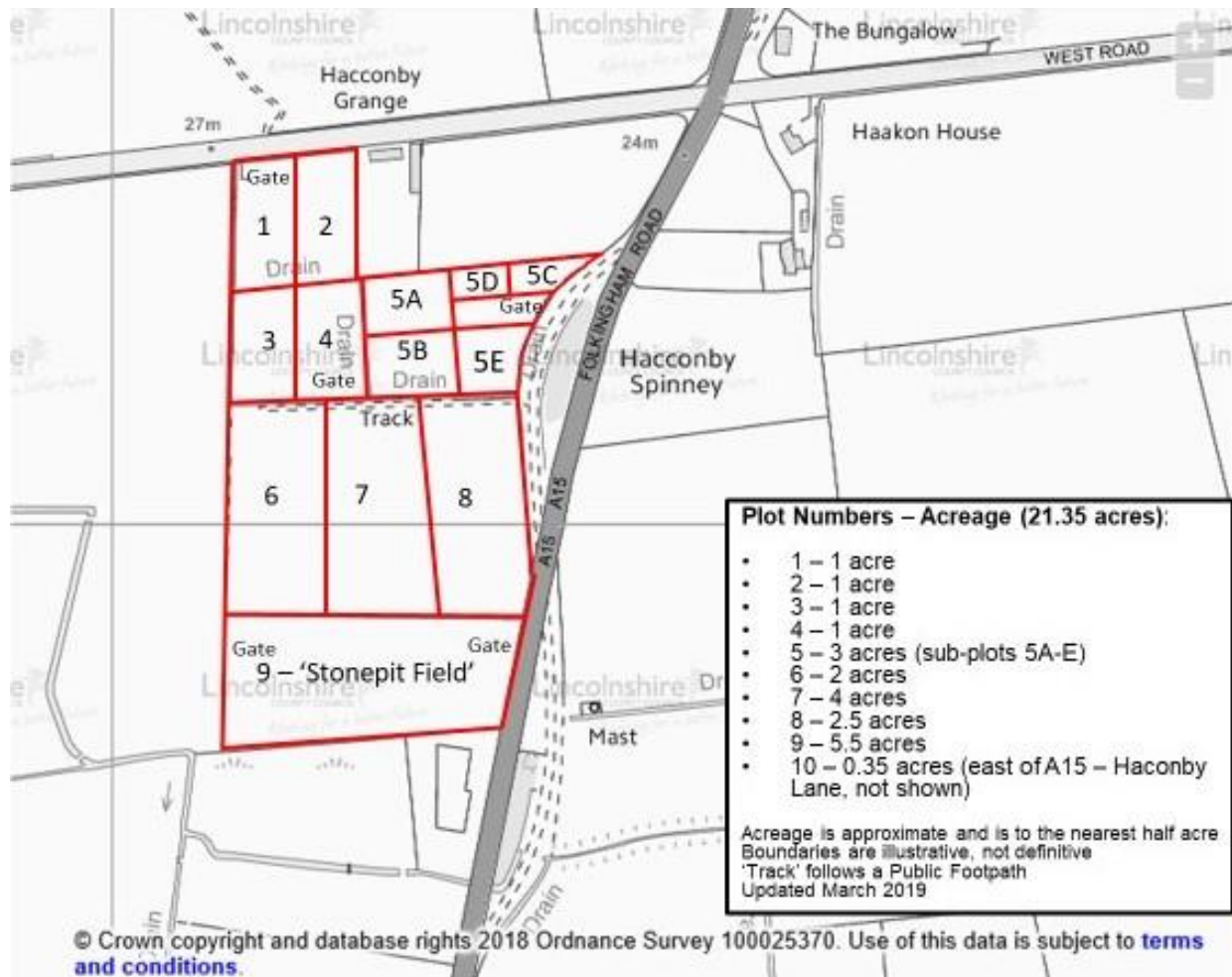
12. **Shooting Rights.** The Council reserves all rights to sporting, including shooting rights, for separate exercise by individual licensee(s). Tenants will be notified of the annual award of the shooting rights licence. The licensee is required to 'exercise the Shooting Rights safely and strictly in accordance with the conditions' and to 'abide by the code of Good Shooting Practice'. See Parish Policy on [Shooting Rights](#).

Enclosures:

1. Map.
2. Maintenance.

Enclosure 1

Haconby & Stainfield Parish Land Map



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Enclosure 2

Haconby & Stainfield Parish Land Maintenance

Sources:

1. Glossary: Thomson Reuters Practical Law – Good Husbandry ©:
[https://uk.practicallaw.thomsonreuters.com/4-518-9396?transitionType=Default&contextData=\(sc.Default\)&firstPage=true&comp=pluk&bhcp=1](https://uk.practicallaw.thomsonreuters.com/4-518-9396?transitionType=Default&contextData=(sc.Default)&firstPage=true&comp=pluk&bhcp=1).
2. Guidance – HM Land Registry plans: boundaries (practice guide 40, supplement 3) © – (<https://www.gov.uk/government/publications/land-registry-plans-boundaries/land-registry-plans-boundaries-practice-guide-40-supplement-3>) updated 25 June 2015.

Introduction

As landowner / occupier and landlord, the Parish Council is responsible for ensuring that its Parish Land is properly maintained and kept in good condition. It seeks to follow the rules of good husbandry. The Council delegates the responsibility for maintenance of individual plots to individual tenants, except where centrally organised maintenance on repayment best delivers efficient and cost-effective land management. The Council will set maintenance standards, detail maintenance responsibilities, and will advise, support and assist where required.

Standards

Plots are to be kept tidy and in good condition, trees and saplings are to be protected, ditches and dykes are to be kept clear and free of rubbish and obstructions to enable drainage, and hedges are to be kept trimmed to a height of 2m.

Responsibilities

Tenants are responsible, by the terms of their tenancy agreements¹⁵, for:

- Preventing damage to the land, pasture or any boundary features
- Preventing infestation by injurious weeds including ragwort and docks
- Mowing or topping the land before the end of June in each year of the agreement and spraying all harmful weeds with an appropriate selective weed-killer
- Keeping the land and any buildings in a tidy condition, keep all gates, gate posts, fences, hedges, stiles, footpaths and ditches in a good condition, and making good any damage
- Protecting all timber trees, saplings and underwood from injury or destruction; no nail or fastening to be driven into any such trees or saplings
- Keeping the land in good condition, in a tidy state and free from rubbish, and tended in accordance with the rules of good husbandry to prevent impoverishment or deterioration
- Keeping ditches or watercourses clear of obstruction
- Maintaining ditches, dykes or hedges which are adjacent to the land

Plot Boundaries

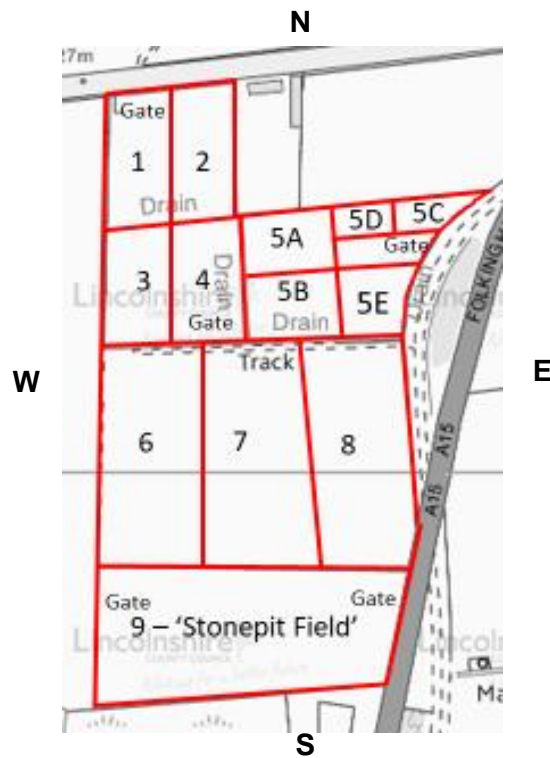
To understand the extent of their maintenance responsibilities, tenants must know the extent of their plots, whose boundaries are invisible lines dividing one plot from another. These boundaries are not all identified with any precision on the ground, are not necessarily defined by fences, and are not shown on Ordnance Survey or other mapping. The Council therefore:

- Determines plot boundaries on its land to be as shown on the plot plan overleaf.
- Uses Land Registry guidance to determine maintenance responsibility where ditches, dykes or hedges are adjacent to plots, specifically:

¹⁵ Additional responsibilities for Farm Business Tenancy are detailed in the relevant agreement.

“...where two plots are divided by a hedge or bank and an artificial ditch, the boundary is presumed to run along the edge of the ditch furthest from the hedge or bank...”.

Plot Plan



Management

The Council will ensure that responsibilities for maintaining the land and keeping it in good condition are being discharged. It will manage maintenance in collaboration with tenants, by meetings and on-site visits as required.

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HACONBY & STAINFIELD PARISH COUNCIL POLICY

SHOOTING RIGHTS

Sources:

1. Ground Game Act 1880 (and Amendment 1906).
2. Pest Act 1954.
3. Wildlife and Countryside Act 1981.
4. Defra General Licences – <https://www.gov.uk/government/news/new-general-licences-for-the-control-of-wild-birds>.
5. BASC Shooting leases and shooting agreements – <https://basc.org.uk/game-and-gamekeeping/shooting-leases-and-shooting-agreements/>.
6. BAS012.1 – Shooting Rights Permit Final May 2011.

1. **Background.** Haconby & Stainfield Parish Council owns 21.35 acres of land, known as Parish Land. 21 acres are shown on the map at the attached plan. Plots are leased as tenancies and garden allotments, with the Parish Council excepting and reserving the shooting rights for separate exercise by individual licensee(s). The Parish Council is the landowner / occupier under the Ground Game Act 1880 (with an inalienable right to kill and take ground game) and the 1954 Pest Act (to comply with any directions contained in rabbit clearance orders).

2. **Defra General Licences.** Defra published three new general licences for the control of wild birds in November 2020, which came into force on 1 January 2021. This followed Defra's review and user survey into general licensing. The new licences (GL40, GL41, GL42) replace the old general licences (GL34, GL35 and GL36) and from 1 January 2021, licence users must act in accordance with the new licence conditions.

3. **Licence Requirements.** The Parish Council grants licence(s) to shoot in season game over 21 of its 22 acres (Plots1-9) annually between 1 August and 31 July inclusive. The Shooting Rights Permit template for this is enclosed. The key requirements for licensees are:

- Ten Million Pounds (£10,000,000.00) public liability insurance cover. The Parish Council is to be indemnified against all claims, proceedings, costs and expenses arising from the exercise of the Shooting Rights unless these arise from the negligence or breach of duty of the Parish Council.
- A valid shotgun / firearms licence.
- Compliance with Schedule 1, particularly with respect to Common Law and Farm Business Tenants.

4. **Procedure.** Shooting Rights will be advertised annually on 1 July for 'sealed bid' consideration and grant of licence on 1 August. The Shooting Rights Permit may be granted for individual plots or for the Parish Land as a whole. Tenants may bid for the shooting rights over their plot, and any parishioner may bid for the shooting rights across the Parish Land. The Parish Council will consider applications, check insurance and weapon license(s), and decide on allocation.

SHOOTING RIGHTS PERMIT

THIS PERMIT is granted on (date) by the person in Clause 1.1 to the person in Clause 1.2

1. Definitions

1.1 **"The Owner"**: Haconby & Stainfield Parish Council

1.2 **"The Licensee"**: (Name) of

Address

Telephone number

(BASC Membership Number – if applicable or alternative insurance details)

Expiry Date

1.3 **"Shooting Rights"**. The exclusive/non-exclusive* (delete as applicable) right to shoot over the Land and to take away only the Game/Wildfowl/Deer/Pest* Species shown in Clause 2 below.

1.4 **"The Land"**. The Land known as Haconby & Stainfield Parish Land, or selected part thereof (Allotment X), edged red for the purposes of identification only on the attached plan, on which the permitted parking area is coloured blue.

1.5 **"The Permit"**. This Permit duly completed, signed and dated by the Owner and the Licensee.

1.6 **"The Duration"**. This shall be from 1 August 20XX to 31 July 20XX.

1.7 **"The Licensee's Conditions"**. All the conditions exceptions reservations and stipulations set out in Schedule 1.

1.8 **"The Owner's Conditions"**. All the conditions exceptions reservations and stipulations set out in Schedule 2.

2. **Game Permitted to be Shot***. (To be agreed with The Owner; the shooting of wildfowl and deer will not ordinarily be permitted).

Game and Quarry Species: Pheasants/Partridges/Grouse/Black Grouse/Snipe/Hares

Wildfowl: ~~_____~~ Ducks/Geese/Moorhen/Coot

Deer: ~~_____~~ Fallow/Roe/Red/Sika/Muntjac/CWD

Pest Species: In accordance with DEFRA General Licences

3. Other Licensees.

3.1 The Shooting Rights permitted by this Permit are exclusive to the Licensee.

3.2 The Owner has granted a Shooting Rights Permit to the person mentioned and upon the terms set out in Schedule 3.

4. Terms of Permit

4.1 The Owner permits the Licensee to exercise the Shooting Rights and ancillary rights of access and parking upon the Land in accordance with Clause 3.1 above.

4.2 This Permit is granted strictly subject to the compliance at all times of:

(i) the Licensee with the Licensee's Conditions (Schedule 1). Breach of one or more of the Conditions entitles the Owner to terminate the Permit immediately without compensation.

(ii) the Owner with the Owner's Conditions (Schedule 2). Breach of one or more of the Conditions entitles the Licensee to terminate the Permit immediately without compensation.

4.3 The Licensee shall pay the Owner £ XX for the Permit payment, which shall be valid for one season.

4.4 The Licensee agrees to comply with the Licensee's Conditions (Schedule 1).

4.5 The Owner agrees with the Licensee that subject to the Licensee complying with the Licensee's Conditions (Schedule 1), the Owner will comply with the Owner's Conditions specified in (Schedule 2).

4.6 If there is a dispute between the Owner and Licensee with respect to this Permit, and if the dispute cannot be resolved by negotiation, then the dispute shall be referred to a single arbitrator to be agreed by the parties. The fees and costs of the appointed arbitrator shall be borne by the Owner or Licensee as the arbitrator shall direct.

SCHEDULE 1

THE LICENSEE'S CONDITIONS

(with which the Licensee agrees to comply for the duration of the Permit)

1. **Insurance and Indemnity.** The Licensee to maintain Ten Million Pounds (£10,000,000.00) public liability insurance cover and to notify the Owner immediately if insurance is discontinued or suspended for whatever reason. The Licensee to indemnify the Owner against all claims, proceedings, costs and expenses arising from the exercise of the Shooting Rights unless these arise from the negligence or breach of duty of the Owner

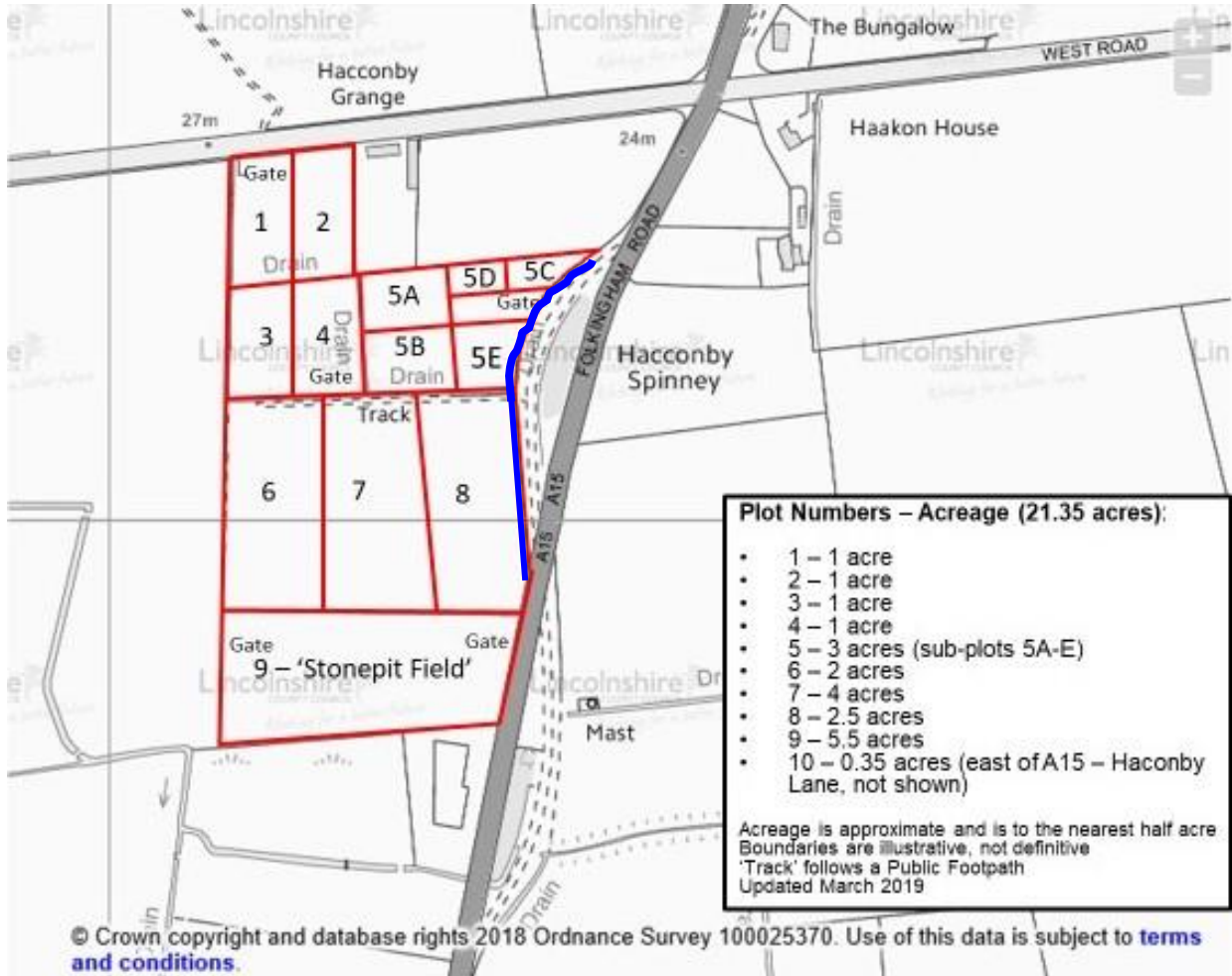
2. **Compliance Matters.** The Licensee shall at all times:

- (i) exercise the Shooting Rights safely and strictly in accordance with the Conditions.
- (ii) respect the Land and all growing crops livestock and equipment on it from time to time.
- (iii) abide by the code of Good Shooting Practice.
- (iv) comply with the Wildlife and Countryside Act 1981 and any statutory modification of it.
- (v) do nothing in derogation of the terms and conditions of any grant aided schemes entered into by the Owner at any time.
- (vi) keep and supply a weekly/monthly/annual record of all Game / Wildfowl / Deer / Pest Species shot.
- (vii) comply with this Agreement.

3. **Permitted Hours.** The exercise of the Shooting Rights is permitted in daylight hours only.

4. **Vehicular Access.** Vehicular access to the Land is not permitted except for access and parking.

Plan – Haconby & Stainfield Parish Land



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HACONBY & STAINFIELD PARISH COUNCIL POLICY

PARISH CLERK

Sources:

1. NALC / SLCC Model Contract of Employment.
2. Recruiting a New Clerk – A Guide for Local Councils – Cumbria Association of Local Councils – July 2013.

1. A good Parish Clerk is the bedrock of a good parish or town council (“local council”). The modern Parish Clerk is a professional whose workload, hours of work, pay and training and development must be properly provided for in the council’s budget. Haconby & Stainfield Parish Council is clear on what it expects of this key appointment.

2. The recruitment of a Parish Clerk is one of the most important decisions that a council will make and must be conducted correctly. The task is the responsibility of the whole council.

3. This policy sets out the Contract and Job Description, Person Specification, Recruitment and Appointment Procedure, and Advertisement Format.

Enclosures:

1. Contract of Employment and Job Description.
2. Person Specification.
3. Recruitment and Appointment Procedure.
4. Advertisement Format.

CONTRACT OF EMPLOYMENT – PARISH CLERK

This contract of employment (“the contract”) contains the main terms and conditions of your employment with Haconby & Stainfield Parish Council (“the Council”). It includes all the written particulars required by the Employment Rights Act 1996.

THE EMPLOYER: *The Council*

THE EMPLOYEE:

DATE OF ISSUE:

1. COMMENCEMENT DATE

1.1 Your permanent employment with the Council is with effect [] (“the commencement date”).

2. CONTINUOUS SERVICE

2.1 Subject to 2.2 below, no period of employment before the commencement date counts as part of your period of continuous service.

2.2 For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies, and your service as Temporary Clerk.

3. CONDITIONS OF SERVICE

3.1 The National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services (“the Green Book”) applies to your employment save as amended by this contract.

4. PROBATION

4.1 Your appointment is subject to satisfactory completion of a probationary period of not less than 13 weeks (subject to experience and qualification).

5. JOB TITLE

5.1 You are employed as Parish Clerk.

6. JOB DUTIES

6.1 You are expected to perform all duties which may be required of you as set out in the attached job description.

6.2 The Council may from time to time wish to amend your job description. You may be required to undertake other duties to meet the requirements of the job.

7. DECLARATION OF OTHER EMPLOYMENT

7.1 You shall not undertake other employment without the Council’s written consent. Such consent shall not be unreasonably withheld.

8. PLACE OF WORK AND OFFICE EQUIPMENT

8.1 Your usual places of work are your home address, the Hare & Hounds public house (for Council meetings), and other venues as directed by the Council.

8.2 You will be provided with a laptop computer and printer to support your work for the Council. These machines are exclusively for Council business. Council electronic records are to be stored on the Council laptop.

8.3. The Council will provide or reimburse you for all consumables (see Expenses).

9. SALARY

9.1 Your salary is £ [] per hour, as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.

9.2 Subject to satisfactory performance, you will progress automatically through the range in salary scale by annual increments until you reach the maximum salary in the range. Your first increment will be payable on [] and thereafter on the 1st April each year until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so.

9.3 One salary point will be added to your salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications:

- Certificate of Higher Education in Community Engagement and Governance – Level 1 or equivalent qualification previously awarded by the University of Gloucestershire
- Certificate of Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
- Diploma in Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
- BA (Hons) Degree in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire.

9.4 Your salary will be paid to you by cheque or bank transfer to your bank or Building Society.

10. EXPENSES

10.1 A copy of the Council's Allowances and Travel and Subsistence Expenses policy is on the Council website.

10.2 The Council shall reimburse you at NJC rates in force at the time for mileage incurred in the performance of Council business ("mileage expenses") provided that mileage expenses have been approved by the Council, in accordance with Council policy.

10.3 The Council shall reimburse you for other expenses which may include overnight accommodation, meals and fares incurred in the performance of Council business ("other expenses") provided that the other expenses have been receipted and approved by the Council.

10.4 Expenses may include any of the following:

10.4.1 Purchase or use of office equipment

10.4.2 Purchase of office consumables, including for Council machines

10.4.3 Connection, rental or use of telephone line and Internet/broad band

10.4.4 A sum to take into account the use of space, lighting, heating and electricity due to working from your home.

11. **WORKING AT HOME – INSURANCE**

11.1 You shall notify your insurers that your home is your main place of work and that in the course of your employment members of the public may attend at your home.

11.2 You shall provide the Council with evidence that you have the correct insurance cover for the circumstances set out in clause 11.1. The Council shall pay for any additional insurance premiums arising from the arrangements for working at home set out in clause 11.2.

12. **APPRAISAL**

12.1 You will receive an annual appraisal.

13. **HOURS OF WORK**

13.1 You are required to work two hours per week.

14. **ADDITIONAL HOURS**

14.1 Additional hours are to be approved by the Council and will be reimbursed at the appropriate NJC rate for these hours.

15. **ANNUAL LEAVE**

15.1 Subject to clause 2.2 of the contract, the calculation of your annual leave commences from the first day of your employment. You are entitled, in addition to the normal bank and public holidays, to *pro rata* leave. This entitlement will increase when you have five years' continuous service immediately prior to the commencement of the leave year.

15.2 If your employment commenced or terminates part way through the leave year, your leave entitlement will be calculated on a *pro rata* basis. Deductions from your final salary payment will be made for any leave taken in excess of your entitlement.

15.3 Annual leave must be taken at times agreed with the Council. You may carry forward leave into the following leave year, subject to the approval of the Council.

16. **SICKNESS ABSENCE**

16.1 If you are absent from work on account of sickness or injury, it is your responsibility to inform the Council of the reason for your absence as soon as possible, but no later than the end of the working day on which the absence first occurs.

16.2 You will be provided with a copy of the Council's sickness absence policy.

17. **SICK PAY**

17.1 Provided that you comply with the Council's sickness absence policy, you will receive sick pay when you are absent from work because of sickness, as follows:

17.1.1 During 1st year of service • one month's full pay and (after completing 4 months' service) 2 months' half pay

17.1.2 During 2nd • 2 months' full pay and 2 months' half pay year of service

17.1.3 During 3rd • 4 months' full pay and 4 months' half pay year of service

17.1.4 During 4th • 5 months' full pay and 5 months' half pay & 5th - year of service

17.1.5 After 5 years' service • 6 months' full pay and 6 months' half pay

18. MATERNITY /PATERNITY /ADOPTION LEAVE

18.1 Your entitlement to maternity / paternity / adoption leave is as set out in legislation.

19. INJURY OR ASSAULT

19.1 In the event of death or permanent disablement arising from a violent or criminal assault suffered in the course of employment then all insurance payments will be made in accordance with paragraph 7 of Part 3 of the Green Book.

20. PENSIONS

20.1 The Council is enrolled with the Pension Regulator Under the Pensions Act 2008.

21. NOTICE OF TERMINATION OF EMPLOYMENT

During probationary period (*delete if not applicable):

21.1 Either party may terminate the contract by giving one week's notice in writing.

After completion of probationary period (*delete if not applicable):

21.2 The length of notice which you are obliged to give to the Council to terminate your employment is one month in writing.

21.3 The length of notice which you are entitled to receive from the Council to terminate your employment is four weeks in writing until you have been continuously employed for four years and thereafter such notice entitlement increases by one week for each year of continuous service until you have completed twelve years of continuous employment after which time you will be entitled to twelve weeks' notice.

21.4 Within one week of the termination of your employment you are required to surrender to the Council all Council property including computers and other electronic devices and any documents and other materials, including copies that you have been holding on behalf of the Council. You shall irretrievably delete from all your personal electronic devices all property of the Council and shall produce evidence of such as the Council may require.

22. DISPUTE RESOLUTION

22.1 The Council's Dispute and Grievance policy is in the Parish Policy Guide on the Council website.

22.2 If you have a grievance arising from your employment, you should raise it with [the Chairman of the Council. If you are dissatisfied with any disciplinary decision made against you, you should raise it with the Chairman of the Council.

23. HEALTH AND SAFETY

23.1 You have a duty to ensure the health and safety of yourself and others. You must also co-operate with the Council so that it can comply with its health and safety obligations.

23.2 The Council's Health and Safety policy is in the Parish Policy Guide on the Council website.

24. EQUAL OPPORTUNITY POLICIES

24.1 You must comply with the Council's Equality and Diversity policies. The Council's Equality and Diversity policy is in the Parish Policy Guide on the Council website.

25. TRAINING AND DEVELOPMENT

25.1 The Council shall be responsible for the costs associated with any training and development that it considers necessary. This may include the cost of training and development courses or examinations, and payment of mileage expenses and other expenses in accordance with the Council's Allowances and Travel and Subsistence Expenses policy. Where the Council considers it necessary, it shall give you reasonable paid time off for study.

26. INDEMNITY

26.1 The Council undertakes to indemnify you against any actions of commission or omission that are authorised by the Council.

Signed:

Dated:

Name:

Signed for and on behalf of Haconby & Stainfield Parish Council

Signed:

Dated:

Name:

Enclosed Overleaf – Job Description

JOB DESCRIPTION – CLERK TO THE COUNCIL

Overall Responsibilities

1. The Clerk to Haconby and Stainfield Parish Council will be the Proper Officer of the Council, under a statutory duty to carry out all the functions of this office. In particular, to serve or issue all the notifications required by law of a Parish Council's Proper Officer. The Clerk will:
 - a. Be responsible for ensuring that the instructions of the Council in connection with its function as a Parish Council are carried out.
 - b. Advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's activities. In particular, to produce all information required to inform effective decision making, and to implement, or enable and support implementation of all decisions.
 - c. Be accountable to the Council for the effective management of its resources and will report to the Council as and when required.
 - d. Be the Responsible Financial Officer, responsible for all Parish Council financial records and the administration of its finances.
 - e. Be the Data Protection Officer, responsible for ensuring compliance with the Data Protection Act.

Specific Responsibilities

2. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
3. To act as the representative of the Council as required.
4. To monitor and balance the Council's accounts, prepare records for audit purposes and VAT, and prepare the annual budget.
5. To ensure that the Council's obligations for Risk Assessment are met.
6. To make all necessary arrangements for all Parish meetings, prepare agendas (in consultation with appropriate members) and to issue summons, invitations, notices and supporting papers / documents for the Annual Parish Meeting, the Annual Parish Council Meeting, routine Parish Council Meetings and Extraordinary Meetings of the Council. In particular, before any meeting, support the Chairman and other members in studying the items on the agenda to confirm, for each item, the following questions:
 - Is a resolution or resolutions required?
 - Is it lawful?
 - Are members conversant with the issue and is specialist advice required?
 - Does any member have an interest?
7. To attend Parish Council and committee meetings, record discussion and decisions, draft, circulate and post Minutes, and action decisions and resolutions as required.
8. To receive, action and file correspondence and documents on behalf of the Council, consulting the Council as required. Circulate information received to Councillors as necessary, to ensure their awareness of current national, county and district issues.

9. To draft / prepare letters for despatch on behalf of the Council, consulting the Council and copying letters to Members as required.
10. To file / store all paper and electronic correspondence and documents in a manner that protects and secures these records, and that facilitates rapid and effective retrieval when required. Parish Records are to be archived in accordance with LCC procedures. As part of the Council's business continuity procedures, electronic files are to be stored on the Parish Council laptop's hard drive and are to be backed up on the Chairman's electronic archive (USB memory stick) at each Parish Council meeting. The recovery disk for the Parish Council laptop is to be kept securely and separately.
11. To receive and report on invoices for goods and services to be paid for by the Council and pay all invoices in accordance with Council direction on expenditure. The Council will normally authorise all expenditure on a case-by-case basis but may delegate authority for expenditure within specified circumstances. To issue invoices on behalf of the Council for goods and services and ensure payment is received.
12. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with external organisations and agencies, and to produce reports for circulation and discussion by the Council.
13. To monitor implementation of policies adopted by the Council to ensure they are delivering the required effect. On direction of the Council or own initiative as appropriate, draw up proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
14. To supervise any other members of staff as their line manager, managing salaries, conditions of employment and work as required.
15. To monitor, in consultation with the Chairman and appropriate Members, press and other media (including social media) and be prepared to draft press releases about activities and decisions of the Council.
16. To arrange Parish Councillor attendance at Lincolnshire Association of Local Councils (LALC) and other training courses or seminars as required.
17. To develop professionally to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. The Council will cover the costs, manage workload and follow progress. Professional development includes:
 - a. As required, work towards the achieving the status of Qualified Clerk, as a minimum requirement for effectiveness in the position of Clerk to the Council.
 - b. Membership of The Society of Local Council Clerks (SLCC).
 - c. Attendance at conferences, seminars and meetings of the National Association of Local Councils (NALC), LALC, SLCC and other relevant bodies, as a representative of the Council as required.

SPECIMEN PARISH CLERK PERSON SPECIFICATION**Designation:** Clerk/ Responsible Financial Officer to Haconby & Stainfield Parish Council

Competency	Highly Desirable	Desirable
Education, professional qualifications and training	High level of numeracy and literacy Completion or willingness to work towards the Certificate in Local Council Administration.	Administration / bookkeeping qualifications
Abilities: Practical and Intellectual skills	Ability to work effectively on your own and in a team A working knowledge and understanding of local government structure and practices Competent in bookkeeping and meetings administration Computer literacy Ability to communicate at all levels in the community both orally and in writing Excellent organisational skills	Experience of dealing with the public Confident public speaker Knowledge of a computer accounting package. Experience of managing a small team. Experience as a parish council clerk Experience of managing small projects
Circumstances	Willingness to work evenings when council or committees meet. Willingness to undertake training Flexible and committed to the Council	Current driving licence

RECRUITMENT AND APPOINTMENT PROCEDURE

Advertisement

1. Recruitment of the Parish Clerk will be fully transparent. The vacancy will be advertised on parish notice boards and on parish social media. The advertisement will include essential information such as salary, hours of work, main duties and a closing date. It will sell the 'job', tell people about the Council, and give a good description of what's wanted.

2. Candidates will be invited to apply by e-mail to a nominated Councillor. Applications are to be accompanied by personal details, documents / certificates confirming relevant skills and experience, and references. Scanned facsimiles will be acceptable. A deadline for applications will be set. Job description and person specification will be sent by return to all applicants. Applications and supporting documents will be forwarded to all Councillors and the outgoing Clerk (if appropriate) 48 hours after the deadline.

Interview

3. The Council will appoint a panel of three Councillors to shortlist and interview candidates. The Chairman will normally chair this panel. The panel will provisionally select the successful candidate and will make its recommendation to the full Council. The Council has the final decision on the appointment.

4. Each panel member should:

- Understand the role and responsibilities of the Parish Clerk and have a copy of the job description and person specification.
- Have a role in the questioning – a "batting order" will be agreed and questions will be limited to two or three per person.
- Use the job description and the person specification as a checklist.

Venue

5. Interviews will usually be held at the Council's normal meeting place.

Timing

6. Interviews should be held at the beginning of the week to allow time for following up any outstanding issues. Each applicant will be given an appointment time.

Supporting Documents and References

7. Applicants will be asked to show original documents / certificates confirming relevant skills and experience, and references, (if held) at interview.

Conduct of Interview

8. The Chairman will introduce him / herself and the panel, and will tell candidates the order in which panel members will ask questions. He will inform candidates that they will have the opportunity to ask questions at the end of the interview.

9. The panel will ask questions that include the essential knowledge and skills needed for the job, personal skills of communication, and aptitude for dealing with people and reading official documents, skills and experience, approach to the job and flexibility in terms of hours of work.

10. The Council will not discriminate on the grounds of age, sex, race, creed or colour. The panel will not ask questions about personal circumstances.

11. A copy of the job description and person specification will be available to the panel for reference during the interview.

12. The Chairman will keep notes as a record for subsequent reference if required.

Selection

13. Successful and unsuccessful candidates will be informed as soon as possible after the interview. The Chairman will be responsible for congratulating the successful candidate and for informing unsuccessful candidates.

14. An offer of appointment letter and Contract of Employment will be sent to the successful candidate.

Induction and Training

15. The Council will draw up an induction plan for the newly appointed Clerk. If possible, this will include a briefing from the outgoing Clerk and a period of overlap so that the new Clerk can take time to assimilate information if possible. If this is not possible, the Chairman will lead on briefing, and introductions to the rest of the Council and neighbouring Parish Clerks.

16. If required, induction training on CiLCA¹⁶, LALC¹⁷ and other relevant courses will be started as soon as possible.

Appraisal and Salary / Job Description Review

17. The Council will make its first appraisal of the new Clerk's performance 12 months following appointment and annually thereafter. This will be concurrent with annual reviews of salary in line with national pay rates and formally reviews of the job description. On appointment, salary will take account of qualifications and experience. Subsequent attainment of qualifications and professional development will be included in annual salary reviews.

¹⁶ CiLCA is a Certificate in Local Council Administration awarded at Level 3 of the National Qualifications Framework (NQF) where it is worth 20 credits. The qualification is owned and managed by the Improvement and Development Board (IDB) working on behalf of local councils in England (parish, town, community and neighbourhood councils). CiLCA is administered by the Society of Local Council Clerks (SLCC).

¹⁷ Lincolnshire Association of Local Councils, affiliated to the National Association of Local Councils.

ADVERTISEMENT FORMAT

HACONBY & STAINFIELD PARISH COUNCIL

ADVERTISEMENT

VACANCY – CLERK TO THE PARISH COUNCIL

Haconby & Stainfield Parish Council seeks a confident person with an interest in the local community for the post of Clerk to the Parish Council from [date].

The post is part time. Working hours are two hours per week. Salary is in accordance with nationally agreed scales and will be negotiated on appointment according to qualifications and experience.

The Clerk to the Parish Council is responsible for:

- Managing the Council's day to day business
- Providing advice as the Council's 'Proper Officer' and 'Responsible Financial Officer'
- Implementing Council decisions.

The Council normally meets at 7:15 pm on the second Wednesday of January, March, May, June, September and November. Annual Parish meetings are at held 7.00 pm in May and other meetings are called as required. The Clerk to the Parish Council:

- Attends all Council meetings
- Works from home (laptop computer and printer provided)
- Is custodian of the Parish's files and records.

Applicants will be:

- Computer literate – experience in e-mail, word processing and spreadsheet software is essential, and experience in remote website updating is desirable
- Able to prepare Council agendas, summons and invitations, record meetings and produce minutes
- Familiar with small organisation bookkeeping, financial and budgeting procedures
- Confident in corresponding and dealing with external organisations on behalf of the Council

Certificate in Local Council Administration (CiLCA) will be advantage. Formal training and professional development will be encouraged.

Person Specification and Job Description for the post are contained in the Haconby & Stainfield Parish Information and Policy Guide (Parish Guide) at:

<http://parishes.lincolnshire.gov.uk/HaconbyandStainfield/section.asp?docId=120954>.

Candidates are invited to apply by e-mail to [a nominated Councillor and, if appropriate, the outgoing Parish Clerk] at [e-mail address], giving personal and contact details, a summary of relevant qualifications, skills and experience, and references. Applications should be accompanied by scanned facsimiles of relevant documents and certificates.

Deadline for applications is [time / date]. Interviews will be arranged in the week commencing [date].

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HACONBY & STAINFIELD PARISH COUNCIL POLICY

COMMUNITY CLEANER

Sources:

1. Haconby & Stainfield Parish Council Community Parish Cleaning Operative – Contract of Employment – dated 25 July 2016.
2. Tallington Parish Council Community Cleaner Job Description.

1. Haconby & Stainfield Parish Council is entitled to a grant from South Kesteven District Council to fund a part-time community cleaner.

2. This policy sets out the Contract of Employment and Job Description, Recruitment and Appointment Procedure, and Advertisement Format.

3. The Parish Clerk is responsible for recruiting and line managing the Community Cleaner.

Enclosures:

1. Contract of Employment and Job Description.
2. Recruitment and Appointment Procedure.
3. Advertisement Format.

CONTRACT OF EMPLOYMENT – COMMUNITY CLEANER

This contract of employment (“the contract”) contains the main terms and conditions of your employment with Haconby & Stainfield Parish Council (“the Council”). It includes all the written particulars required by the Employment Rights Act 1996.

THE EMPLOYER: Haconby & Stainfield Parish Council

THE EMPLOYEE: (Name)

DATE OF ISSUE: (Date / Month / Year)

1. COMMENCEMENT DATE

1.1 Your employment with Haconby & Stainfield Parish Council began on..... (“the commencement date”).

2. JOB TITLE

2.1 You are employed as Community Cleaner.

3. JOB DUTIES

4.1 You are expected to perform all duties required by the Community Cleaner’s job description.

5. PLACE OF WORK

5.1 Your places of work are the roads, footpaths and verges within the boundaries of Haconby and Stainfield civil parish set out in the Job Description.

6. SALARY

6.1 Your salary is as detailed at <https://www.gov.uk/national-minimum-wage-rates>, paid to you in arrears following authorisation at Parish Council meetings.

7. INSURANCE

7.1 You are covered by the Council’s public liability insurance whilst carrying out your duties.

8. APPRAISAL

8.1 You will receive an annual appraisal.

9. HOURS OF WORK

9.1 You are required to work two hours per week.

10. ANNUAL LEAVE

10.1 The calculation of your annual leave commences from the first day of your employment. You are entitled, in addition to the normal bank and public holidays, to *pro rata* leave.

10.2 If your employment commenced or terminates part way through the leave year, your leave entitlement will be calculated on a *pro rata* basis. Deductions from your final salary payment will be made for any leave taken in excess of your entitlement.

10.3 Annual leave must be taken at times agreed with the Council. You may carry forward leave into the following leave year, subject to the approval of the Council.

11. SICKNESS ABSENCE

11.1 If you are absent from work on account of sickness or injury, it is your responsibility to inform the Council of the reason for your absence as soon as possible, but no later than the end of the working day on which the absence first occurs. The Council shall have the right at any time to confirm the reason for your absence.

12. SICK PAY

12.1 Provided that you comply with the Council's sickness absence policy, you will receive sick pay when you are absent from work because of sickness.

13. INJURY OR ASSAULT

13.1 In the event of death or permanent disablement arising from a violent or criminal assault suffered in the course of employment then all insurance payments will be made in accordance with paragraph 7 of Part 3 of the Green Book.

14. PENSIONS

14.1 The Council is enrolled with the Pension Regulator Under the Pensions Act 2008.

15. NOTICE OF TERMINATION OF EMPLOYMENT

15.1 The length of notice which you are obliged to give to the Council entitled or to receive from the Council to terminate your employment is four weeks in writing.

15.2 Within one week of the termination of your employment you are required to surrender to the Council all equipment issued.

16. DISPUTE RESOLUTION

16.1 You have been provided with a copy of the Council's grievance and disciplinary procedures.

16.2 If you have a grievance arising from your employment, you should raise it with [the Chairman of the Council. If you are dissatisfied with any disciplinary decision made against you, you should raise it with the Chairman of the Council.

17. HEALTH AND SAFETY

17.1 You have a duty to ensure your health and safety. You must also co-operate with the Council so that it can comply with its health and safety obligations. A copy of the Council's Health and Safety Policy is available on request.

18. EQUAL OPPORTUNITY POLICIES

18.1 You must comply with the Council's Equal Opportunity Policies. You will be given a copy of these Policies.

19. INDEMNITY

19.1 The Council undertakes to indemnify you against any actions of commission or omission that are authorised by the Council.

Signed:

Dated:

Name:

Signed for and on behalf of Haconby & Stainfield Parish Council

Signed:

Dated:

JOB DESCRIPTION

1. To ensure that roads, footpaths, pavements and verges within the boundaries of Haconby and Stainfield civil parish are kept in a tidy and litter free condition. Pay special attention to:

- Bus shelter in Haconby
- Village green in Haconby
- Verges of roads linking Haconby and Stainfield
- Verges of Haconby Drove and Elsthorpe Road
- Layby on northbound A15 opposite Haconby Spinney, south of the Haconby / Stainfield cross-roads

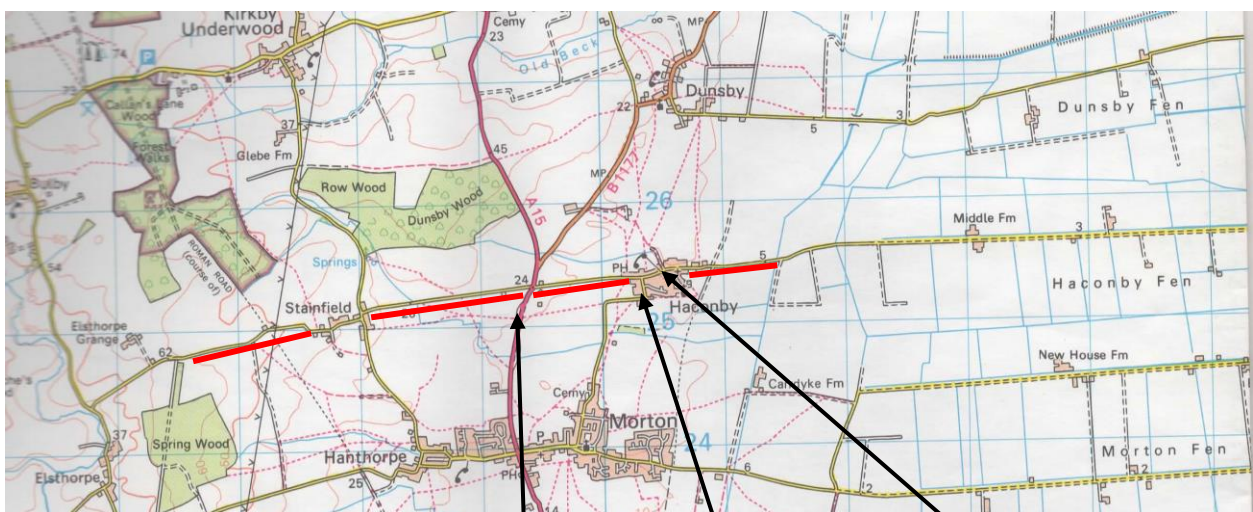
2. To report damage to signs and parish assets to the Parish Clerk.

3. To carry out duties, so far as is reasonably practicable, in a manner that ensures health, safety and welfare at work, using personal protective and other equipment issued, and taking appropriate care when crossing roads or working alongside the highways.

4. To leave full litter bags for collection by SKDC under arrangements agreed with the Parish Clerk.

5. To complete and e-mail to the Parish Clerk a monthly time sheet by the 28th day of each month per month so payment can be made on 30th of month by mutually agreed arrangement.

6. Map:



Notes:

Verges: ———

Layby

Bus shelter

Village green

RECRUITMENT AND APPOINTMENT – PROCEDURE

Advertisement

1. Recruitment of the Community Cleaner will be fully transparent. The vacancy will be advertised on parish notice boards and on parish social media. The advertisement will include essential information such as salary, hours of work, main duties, link to this policy (for job description), and a closing date.
2. Candidates will be invited to apply in writing to the Parish Clerk, giving personal details and relevant skills and experience.
3. Children over the age of 13 will be considered for part-time employment under the terms of Government guidance set out at: <https://www.gov.uk/child-employment>. The Council expects parents to be involved in such applications and will take steps to ensure that all appropriate safeguards are put in place.

Interview

4. The Council will appoint a panel of two Councillors and the Clerk to shortlist and interview candidates. Authority will be delegated to the panel to select and inform the preferred candidate. The Council will be kept informed of progress throughout.
5. Each panel member should:
 - Understand the role and responsibilities of the Community Cleaner and have a copy of the job description.
 - Have a role in the questioning – a “batting order” will be agreed and questions will be limited to two or three per person.
 - Use the job description as a checklist.

Venue

6. Interviews will usually be held at the Council’s normal meeting place.

Timing

7. Interviews should be held at the beginning of the week to allow time for following up any outstanding issues. Each applicant will be given an appointment time.

Supporting Documents and References

8. No qualification certificates or references are required. Candidates will be assessed on their personality and willingness to work.

Conduct of Interview

9. The Chairman will introduce him / herself and the panel, and will tell candidates the order in which panel members will ask questions. He will inform candidates that they will have the opportunity to ask questions at the end of the interview.
10. The panel will ask questions that include approach to the job and flexibility in terms of hours of work.

11. The Council will not discriminate on the grounds of age, sex, race, creed or colour. The panel will not ask questions about personal circumstances.
12. A copy of the job description will be available to the panel for reference during the interview.
13. The Chairman will keep notes as a record for subsequent reference if required.

Selection

14. Successful and unsuccessful candidates will be informed as soon as possible after the interview. The Parish Clerk will be responsible for congratulating the successful candidate and for informing unsuccessful candidates.
15. An offer of appointment letter and Contract of Employment will be sent to the successful candidate.

Induction and Equipment Issue

16. The Council will draw up an induction and equipment issue plan.

Appraisal and Salary / Job Description Review

17. The Council will make its first appraisal of the Community Cleaner's performance 12 months following appointment and annually thereafter. This will be concurrent with annual reviews of salary in line with national pay rates and formal reviews of the job description.

ADVERTISEMENT FORMAT

HACONBY & STAINFIELD PARISH COUNCIL

ADVERTISEMENT

VACANCY – COMMUNITY CLEANER

Haconby & Stainfield Parish Council seeks a Community Cleaner to ensure that roads, footpaths, pavement and verges within the boundaries of Haconby and Stainfield civil parish are kept in a tidy and litter free condition.

Working hours are two hours per week at the national minimum wage per hour, as detailed at <https://www.gov.uk/national-minimum-wage-rates>.

The successful candidate will:

- Be flexible in responding to new priorities and opportunities that arise
- Be capable of working independently
- Have a passion for the local community ethos and a desire to serve its needs
- Be capable of completing accurate timesheets for submission on a monthly basis

Equipment (high visibility jacket, gloves and litter picker) and SKDC litter bags will be provided.

Person Specification and Job Description for the post are contained in the Haconby & Stainfield Parish Information and Policy Guide (Parish Guide) at:

<http://parishes.lincolnshire.gov.uk/HaconbyandStainfield/section.asp?docId=120954>.

Children over the age of 13 will be considered for part-time employment under the terms of Government guidance set out at: <https://www.gov.uk/child-employment>. The Council expects parents to be involved in such applications and will take steps to ensure that all appropriate safeguards are put in place.

Candidates are invited to apply by e-mail to the Parish Clerk at hspcclerk@gmail.com giving personal and contact details, and any other relevant information.

Deadline for applications is [time / date]. Interviews will be arranged at the convenience of Parish Council and applicants from [date] onwards.

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HACONBY & STAINFIELD PARISH COUNCIL POLICY

GRASS CUTTING

1. Haconby & Stainfield Parish Council took over Lincolnshire County Council's responsibility for cutting designated areas of highway verge within the Parish with effect 1 April 2018. LCC will contribute to the cost of this service with a transitional relief payment.
2. The Council will employ a contractor to cut these designated areas (totalling 1338 m² of highways verge) within the Parish. Following recruitment and appointment, the contract will be renewable annually on 1 May at the Council's discretion.
3. This policy sets out the Contract of Employment, Invitation to Tender Procedure and Advertisement Format.
4. The Parish Clerk is responsible for recruiting and line managing the Grass Cutting Contractor.

Enclosures:

1. Contract of Employment.
2. Invitation to Tender Procedure.
3. Advertisement Format.

CONTRACT OF EMPLOYMENT – GRASS CUTTING

This contract of employment (“the contract”) contains the main terms and conditions of your employment with Haconby & Stainfield Parish Council (“the Council”). It includes written particulars required by the Employment Rights Act 1996.

THE EMPLOYER: Haconby & Stainfield Parish Council
THE EMPLOYEE: (Name)
DATE OF ISSUE: (Date / Month / Year)

1. COMMENCEMENT DATE

1.1 Your employment with Haconby & Stainfield Parish Council began on..... (“the commencement date”).

2. JOB TITLE

2.1 You are employed as Grass Cutter.

3. JOB DUTIES

3.1 Cutting of grass on designated land within the parish of Haconby and Stainfield a minimum of three times a year and more frequently as required by the Parish Council according to seasonal grass growth. Cutting to include strimming around outside furniture, trees, bushes, fences, hedges and other site fixtures and fittings, and grass removal by sweeping or blower.

3.2 Cutting operations to be conducted in compliance with all relevant safety regulations, including signing for public safety, set out in Lincolnshire County Council Health and Safety Code of Practice – CPE1 'Grass cutting by Parishes'

<http://www.lincolnshire.gov.uk/jobs/manuals/health-and-safety-manual/environmentand-economy---highways-and-transportation-health-and-safety-codes-ofpractice/117142.article>.

4. PLACE OF WORK

4.1 Your places of work are the designated highway verges within the boundaries of Haconby and Stainfield civil parish shown below.



Haconby



Stainfield

5. SALARY

5.1 Your salary is as agreed with the Council, paid to you in arrears following authorisation at Parish Council meetings.

6. INSURANCE

6.1 You are to hold and be able to produce public liability insurance cover indemnifying the Parish Council against all claims.

7. HOURS OF WORK

7.1 As required.

8. SICKNESS ABSENCE

8.1 If you are absent from work on account of sickness or injury, it is your responsibility to inform the Council of the reason for your absence as soon as possible.

9. INJURY OR ASSAULT

9.1 In the event of death or permanent disablement arising from a violent or criminal assault suffered in the course of employment then all insurance payments will be made in accordance with paragraph 7 of Part 3 of the Green Book.

10. NOTICE OF TERMINATION OF EMPLOYMENT

10.1 The length of notice which you are obliged to give to the Council entitled or to receive from the Council to terminate your employment is four weeks in writing.

11. DISPUTE RESOLUTION

11.1 If you have a grievance arising from your employment, you should raise it with the Chairman of the Council.

12. HEALTH AND SAFETY

12.1 You have a duty to ensure your health and safety. You must also co-operate with the Council so that it can comply with its health and safety obligations. A copy of the Council's Health and Safety Policy is available on request.

Signed:

Dated:

Name:

Signed for and on behalf of Haconby & Stainfield Parish Council

Signed:

Dated:

INVITATION TO TENDER – PROCEDURE

Advertisement

1. Appointment to the Grass Cutting Contract will be fully transparent. The invitation to tender will be advertised on parish notice boards and on parish social media. It will include duties, public liability insurance requirement and closing date.
2. Candidates will be invited to apply in writing to the Parish Clerk, giving personal details and relevant skills and experience.

Tender

3. The Council will appoint a panel of two Councillors and the Clerk to open and consider tenders. Authority will be delegated to the panel to select and inform the preferred candidate.

Supporting Documents and References

4. Evidence of Public Liability Insurance will be required. Certificates and references will inform consideration.

Appointment

5. As soon as possible after the appointment, the Parish Clerk will send an offer of employment and contract of employment to the successful candidate, and will inform the unsuccessful candidates.

Review

6. The Council will review the Grass Cutting Contractor's performance 10 months after appointment and annually thereafter to decide on renewal of contract or re-tendering.

ADVERTISEMENT FORMAT

**HACONBY & STAINFIELD PARISH COUNCIL NOTICE
(DATE)**

GRASS CUTTING – INVITATION TO TENDER

Haconby & Stainfield Parish Council has taken over Lincolnshire County Council's responsibility for cutting designated areas of highway grass within the Parish.

The Council now invites sealed tenders from any parishioner for the contract to cut designated areas of highway grass within the Parish. Tenders are to be submitted to the Parish Clerk by (date) at the address shown below.

The contract will run (date) to (date).

Tenderers must:

- Be capable of cutting the grass to the specification required by the County Council (in 2019-20, three cuts per year).
- Be capable of undertaking the cutting operations in an orderly manner, complying with all relevant safety regulations, including signing for public safety, set out in Lincolnshire County Council Health and Safety Code of Practice – CPE1 'Grass cutting by Parishes' (<http://www.lincolnshire.gov.uk/jobs/manuals/health-and-safety-manual/environmentand-economy---highways-and-transportation-health-and-safety-codes-ofpractice/117142.article>).
- Hold and be able to produce public liability insurance cover indemnifying the Parish Council against all claims.

The Parish Council will consider every application and decide on allocation on (date).

Address – Parish Clerk:

Haconby & Stainfield Parish Council
13 Dovecote Estate
Rippingale
PE10 0SY

E-mail – Parish Clerk: hspcclerk@gmail.com

Designated areas:

Haconby



Stainfield



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HACONBY & STAINFIELD PARISH COUNCIL POLICY

ALLOWANCES, TRAVEL, SUBSISTENCE AND EXPENSES CLAIMS

Sources:

1. Local Authorities (Members' Allowances) (England) Regulations 2003 (SI.2003/1021) dated 1 May 2003.
2. NALC Legal Topic Note 33 on Councillors' Allowances issued November 2007.
3. Wolvey Parish Council Travel & Expenses Policy, adopted 18 November 2013.
4. West Horndon Parish Council Expenses Policy, approved 12 March 2013.

Background

1. The Local Authorities (Members' Allowances) (England) Regulations 2003 apply to local authorities in England only and substantially change the system that previously existed. Travel and subsistence under the new regulations can be claimed for activities within the parish as well as outside of it.
2. Under Parish Basic Allowance (Regulation 25), a parish or town council can pay a parish basic allowance for each year to its chairman only or to each of its elected members. The allowance is calculated to cover expenses normally associated with the basic duties of being a local councillor. Travelling and subsistence allowances are treated separately.

Policy

3. Haconby & Stainfield Parish Council will not pay allowances to its Councillors. It will, however, reimburse expenses met by on its behalf by Chairman, Councillors and Clerk in performance of duties required of the Council, so that no member or employee shall be financially disadvantaged by representing the Council.
4. Duties for which claims may be admissible include attending training courses or representing the council at meetings held outside the parish. Reimbursement of expenses will invariably be pre-authorised. This includes authority given for Councillors' or Clerk's attendance at local council training events or local government seminars or workshops representing the Council. Exceptions can be made after the event in exceptional circumstances. Costs are to be minimised by economy and efficiency.

Claims

5. Claims must:
 - Be supported by receipts / VAT receipts or similar evidence of expenditure. If it is not possible to produce a receipt, an explanation should be written on the claim form, and the form countersigned by the appropriate signatory.
 - Normally be submitted within three months of the event occasioning the claim.

Travel and subsistence.

6. Claims may be made for reimbursement of expenses incurred for travel and subsistence on Council business when carrying out previously approved duties in the discharge of the functions of the Council. Note:
 - Travel expenses are to be minimised by sharing transport. HMRC approved mileage rates (in 2019, 45p per mile) will apply. Cost of train, taxi, car parking and road tolls may be reimbursed – tickets / receipts must be provided.

- Subsistence expenses include refreshments, meals and overnight accommodation (but not alcohol). Receipts must be provided.

Expenses.

7. The Clerk may claim for:

- Stationery, postage, printing costs and other office consumables.
- Connection and rental of telephone line and internet/broadband, and the cost of telephone calls made by the Clerk from home on council business
- Reasonable sums to cover the extra costs of insurance, heating, lighting and electricity arising from the Clerk's use of home for council business

8. Councillors or Clerk may claim for items purchased for Council events or on the specific direction of the direction of the Council.

Procedure.

9. Claims shall be made on the enclosed form. Expenses claim forms must be countersigned by the Chairman at the relevant meeting before reimbursement.

Notes:

10. Personal transport used for Council purposes must be insured for business use.

11. Expenses may be taxable – appropriate individual provision should be made.

12. Claims may not be made for:

- Attendance at social events unless approved in advance by the Parish Council.
- Attendance at events where expenses are covered independently.
- Attendance at any meeting of Haconby & Stainfield Parish Council, or for any work within the parish.

Enclosure:

Reimbursement of Travel / Subsistence / Miscellaneous Expenses – Claim Form.

HACONBY & STAINFIELD PARISH COUNCIL

**REIMBURSEMENT OF TRAVEL / SUBSISTENCE / MISCELLANEOUS EXPENSES
CLAIM FORM**

Claimant			
Date Authorised (1)			
Date of Event			
Type of Event (2)			
Detail and Purpose (3)			
Mileage (4)		Claim	£
Travel (5)		Claim	£
Subsistence (6)		Claim	£
Expense (7)		Claim	£
Total Claimed			£
Explanation – No Receipt			
Authorised (Chairman)		

Notes:

1. Claims must normally be pre-authorised by the Council.
2. Delete as applicable.
3. A summary of event and necessity for claim.
4. Use AA Route Planner and HMRC approved mileage rate (currently 45p per mile for cars).
5. Train / Taxi / Car Parking / Road Tolls.
6. Refreshments / meal / accommodation – receipt or agreed explanation required.
7. Expense or purchase on behalf of the Parish Council – receipt or agreed explanation required.

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HACONBY & STAINFIELD PARISH COUNCIL POLICY

COMMUNICATIONS AND SOCIAL MEDIA

Sources:

1. NALC Model Protocol on Communications.
2. NALC Model Policy on Social Media.

Communications

Parish Council Correspondence

1. The point of contact for the Parish Council is the Clerk, and it is to the Clerk that all paper and electronic correspondence for the Parish Council should be addressed. The Clerk should deal with all meeting correspondence. All official correspondence should be sent by the Clerk in the name of the Council using Council letter headed paper.
2. No individual Councillor or Officer should be the sole custodian of any correspondence or information in the name of the Parish Council. Councillors and Officers do not have a right to Council confidential information unless they can demonstrate a 'need to know'.
3. Where correspondence from the Clerk is copied to another person, the addressee is to be informed of the additional action or information addressee.

Agenda Items for Council Meetings

4. Agenda should be clear and concise and follow the direction set in Parish Council Standing Orders. They should contain sufficient information to enable Councillors to make an informed decision, and for the public to understand what matters are being considered and what decisions are to be taken at a meeting.
5. Items for information should be kept to a minimum on an agenda. Where the Clerk or a Councillor wishes fellow Councillors to receive matters for "information only", this information will be circulated via the Clerk.

Communications with the Press and Public

6. The Clerk will clear all press reports, or comments to the media, with the Chairman or, in his / her absence, with the Vice Chairman. Press reports from the Council, its committees or working parties should be issued through the Clerk, or from the reporter's own attendance at a meeting or other council event.
7. If a Councillor is asked by the media to comment on a particular issue or event, he / she should seek and report the view of the Council. If this is not possible and comment is necessary, the Councillor should make it clear that the comment is a personal view and ask that it be reported as such.
8. If a Councillor receives a complaint from a member of the public, this should be dealt with in accordance with the Council's complaints procedure, as detailed in its Policy on Discipline, Grievances and Complaints.
9. If member(s) of the public make comment on Council activities or business on social media, any Councillor or the Clerk should consider seeking the view of the Council. A rapid response to unfounded or inaccurate comments may provide positive and timely engagement with parishioners and may defuse a developing situation. Equally, refraining from comment may be appropriate, to avoid inflaming a developing situation.

The decision to respond or not and the content of any response should normally have the support of the majority of the Council. If this is not possible and if a Councillor or the Clerk feels that a response or comment is necessary to protect the reputation of the Council or to urgently correct an error of fact, a response without Council support is permissible. In this event, it must be made clear that the comment or response is a personal view, pending the considered view of the Parish Council.

10. Councillors or Council employees have a responsibility to protect the Council's image. Publishing offensive material in any format and on any media that tarnishes that image will result in action under the Discipline, Grievances and Complaints policy.

Councillor Correspondence to External Parties

11. Councillor correspondence to external parties should normally be sent by the Clerk, who will make it clear that it is official and has been authorised by the Parish Council.

12. If Council correspondence is sent direct, a copy is to be sent to the Clerk, with a note to this effect on the correspondence, so that the recipient is aware that the Clerk has been advised.

Communications with Parish Clerk

13. **Instructions.** Councillors must not give instructions to the Clerk unless authorised to do so by the Council. All such instructions must be consistent with Council decisions and policies.

14. **Telephone Calls.** Calls should be appropriate to the work of the parish council.

E-mails:

- The Clerk will routinely be the focus for e-mails to and from the Council, via hspcclerk@gmail.com.
- Councillors, external bodies and members of the public should not expect instant replies from the Clerk, unless there is a clearly stated and justified reason for urgency.
- The Clerk will routinely respond to e-mails with an acknowledgement and holding response, pending a considered Council response.
- The Clerk will forward e-mail information to Councillors, and Councillors' e-mails to external parties are to be copied to the Clerk.
- Councillors should acknowledge their e-mails when requested to do so.

15. **Meetings.** Meetings should be on legitimate Council business, should be by appointment, and should be recorded / minuted.

Social Media

What is Social Media?

16. 'Social media' is the term commonly given to websites and online tools which allow users to interact with each other in some way by sharing information, opinions, knowledge and interests. This interaction may be through computers, mobile phones and new generation technology such as i-Pads. Examples of social media websites include:

Social networking (e.g., www.facebook.com)	Video sharing (e.g., www.youtube.com)
Micro-blogging (e.g., www.twitter.com)	Wikis (e.g., www.wikipedia.org)
Message boards (e.g., www.bbc.co.uk/dna/mbsn/home)	
Twitter: https://twitter.com/?lang=en-gb	
Blogs (e.g., https://www.lincolnshire.gov.uk/lincolnshire-fire-and-rescue/fire-and-rescue-news/lincolnshire-fire-and-rescue-blogs/dave-ramscars-blog/)	

Parish Council Use of Social Media

17. Social media is another means of communication, which can be beneficial or detrimental. Parish Council use of social media should be beneficial. It should help the Parish Council to communicate with the parish, to consult and engage, and be more transparent and accountable. It is accepted that not all Councillors or the Parish Clerk may be familiar with, or use, social media. Those that are and do, are bound by the following principles and guidance:

- To publicise the Parish Council's work and activities effectively and responsively.
- To publicise Parish Council meetings, agendas, minutes and notices.
- To support Parish activities and the work of other organisations, such as the Parochial Church Council (PCC) and charities.
- To publicise advertisements for vacancies for Councillors or Clerk, without detailing the recruitment process.
- To maintain an impartial and informed position on online debates about the Council's work and activities.
- The Council will not comment on posts on Facebook or other social media other than its Facebook page, nor will it engage in social media debates or discussion, other than to point to the proper channel for contact through the Parish Clerk.

Approved Council Social Media

- Parish Council website: <https://haconby-stainfield.parish.lincolnshire.gov.uk/?catId=15369>
- Parish Councillors Facebook page: <https://www.facebook.com/Haconby-and-Stainfield-Parish-Councillors-1200452326677279/>

Users of Council Social Media

- In accordance with the Council's Communications Policy, the Clerk is the Council's Social Media point of contact.
- If the Clerk does not use social media, a Councillor may be appointed to discharge this function for the Council.

Guidance for Council Members and Officers on the use of Council Social Media

- Councillors and Clerk are to ensure that they use social media responsibly. The Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership) apply here as elsewhere.
- Councillors and Clerk should be familiar with and adhere to the terms of use on third party websites (e.g., Facebook).
- Information published should be factual, fair, thorough and transparent, and already be in the public domain.
- Information published should be expected to remain in the public domain indefinitely, with limited (if any) the opportunity for retrieval / deletion.
- Information published must respect laws on copyright and defamation.
- Private or internal conversations and reports must not be published without permission.
- Information should not refer to other organisations or publications without approval, acknowledgement or links to original sources.

Third party Social Media and Individual Councillor Usage

18. Councillors are to keep Council and private use of social media clearly separated to avoid misleading other users. The Code of Conduct is binding in this as elsewhere.

Do:

- Ensure that privacy settings for Council social media site are appropriate.
- Watch out for defamatory or obscene posts that attack the Council. If on Council social media, they should be taken down and the author(s) reported and blocked. If on other social media, the Council will routinely not respond, other than to point out the proper channel for contacting the Council through the Parish Clerk. It may consider the relative merits of action (possibly attracting further abuse) or inaction (possibly giving the impression that such posts are condoned).
- Be aware that the higher your profile on the Council, the more likely it is that you may be seen as acting in an official capacity when you blog or network.
- Ensure that Council social media sites are used appropriately. Posts on Council social media or blog sites will be seen, quite rightly, as official expressions of the Council's position.

Don't:

- Comment in haste before seeking the Council's view.
- Post sensitive or protected information, or comments that you would not be prepared to make in writing or face-to-face.
- Post information that puts your position on the Council at risk.
- Make political points, or specific or personal comments about individuals.
- Use Council facilities for personal or political purposes.

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HACONBY & STAINFIELD PARISH COUNCIL POLICY

DATA PROTECTION

Sources:

1. NALC Model Data Protection Policy (updated following General Data Protection Regulation – GDPR).

The Data Protection Policy

The Council recognises its responsibility to comply with the General Data Protection Regulations (GDPR) 2018 which regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

General Data Protection Regulations (GDPR)

The GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The GDPR applies to anyone holding personal information about people, electronically or on paper. The Council has also notified the Information Commissioner that it holds personal data about individuals.

When dealing with personal data, the Council members and staff will must ensure that:

- **Data is processed fairly, lawfully and in a transparent manner**
This means that personal information should only be collected from individuals if staff have been open and honest about why they want the personal information.
- **Data is processed for specified purposes only**
This means that data is collected for specific, explicit and legitimate purposes only.
- **Data is relevant to what it is needed for**
Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- **Data is accurate and kept up to date and is not kept longer than it is needed**
Personal data should be accurate, if it is not it should be corrected. Data no longer needed will be shredded or securely disposed of.
- **Data is processed in accordance with the rights of individuals**
Individuals must be informed, upon request, of all the personal information held about them.
- **Data is kept securely**
There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Storing and accessing data

The Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of personal information.

The Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. These will be securely kept and are not available for public access. All data stored on the Council's laptop computer are password protected.

Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of Councils document retention policy, it will be shredded or securely deleted from the computer.

The Council is aware that people have the right to access any personal information that is held about them. Subject Access Requests (SARs) must be submitted in writing (this can be done in hard copy, email or social media). If a person requests to see any data that is being held about them, the SAR response must detail:

- How and to what purpose personal data is processed
- The period the Council tends to process it for
- Anyone who has access to the personal data

The response must be sent within 30 days and should be free of charge.

If a SAR includes personal data of other individuals, the Council must not disclose the personal information of the other individual. That individual's personal information may either be redacted, or the individual may be contacted to give permission for their information to be shared with the Subject.

Individuals have the right to have their data rectified if it is incorrect, the right to request erasure of the data, the right to request restriction of processing of the data and the right to object to data processing, although rules do apply to those requests.

Please see "Subject Access Request Procedure" for more details.

Confidentiality

The Council members and staff are aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

Version number	Purpose/change	Author	Date
0.1	Initial draft	LSS	05/03/18

Status, Review and Update

This policy was approved at the Parish Council meeting on 1 May 2018. It will be updated with the General Data Protection Regulation (effective 25 May 2018) in due course.

The point of contact for queries or questions in relation to this policy is the Parish Clerk, Haconby & Stainfield Parish Council's Data Protection Officer.

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HACONBY & STAINFIELD PARISH COUNCIL POLICY

DATA BREACH

Sources:

1. NALC Model Data Breach Policy (updated following General Data Protection Regulation – GDPR).

GDPR defines a personal data breach as “a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”. Examples include:

- Access by an unauthorised third party
- Deliberate or accidental action (or inaction) by a controller or processor
- Sending personal data to an incorrect recipient
- Computing devices containing personal data being lost or stolen
- Alteration of personal data without permission
- Loss of availability of personal data

The Council takes the security of personal data seriously, computers are password protected and hard copy files are kept in locked cabinets.

Consequences of a personal data breach

A breach of personal data may result in a loss of control of personal data, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data, damage to property or social disadvantage. Therefore, a breach, depending on the circumstances of the breach, can have a range of effects on individuals.

The Council’s duty to report a breach

If the data breach is likely to result in a risk to the rights and freedoms of the individual, the breach must be reported to the individual and ICO without undue delay and, where feasible, not later than 72 hours after having become aware of the breach. The Data Protection Officer must be informed immediately so they are able to report the breach to the ICO within 72 hours.

If the ICO is not informed within 72 hours, the Council via the DPO must give reasons for the delay when they report the breach.

When notifying the ICO of a breach, the Council will:

- Describe the nature of the breach including the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned
- Communicate the name and contact details of the DPO
- Describe the likely consequences of the breach
- Describe the measures taken or proposed to be taken to address the personal data breach including, measures to mitigate its possible adverse effects.

When notifying the individual affected by the breach, the Council will provide the individual with information in second to fourth bullets above.

The Council would not need to communicate with an individual if the following applies:

- It has implemented appropriate technical and organisational measures (i.e., encryption) so those measures have rendered the personal data unintelligible to any person not authorised to access it;
- It has taken subsequent measures to ensure that the high risk to rights and freedoms of individuals is no longer likely to materialise, or
- It would involve a disproportionate effort

However, the ICO must still be informed even if the above measures are in place.

Data processors duty to inform the Council

If a data processor (i.e. payroll provider) becomes aware of a personal data breach, it must notify the Council without undue delay. It is then the Council's responsibility to inform the ICO, it is not the data processor's responsibility to notify the ICO.

Records of data breaches

All data breaches must be recorded whether or not they are reported to individuals. This record will help to identify system failures and should be used as a way to improve the security of personal data.

Record of Data Breaches

Date of breach	Type of breach	Number of individuals affected	Date reported to ICO / individual	Actions to prevent breach recurring

To report a data breach, use the ICO online system:

<https://ico.org.uk/for-organisations/report-a-breach/>

Version number	Purpose/change	Author	Date
0.1	Initial draft	LSS	06/03/18

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HACONBY & STAINFIELD PARISH COUNCIL POLICY

RECORDS RETENTION

Source:

1. NALC Record Retention Policy (updated following General Data Protection Regulation – GDPR).

The Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the association. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by the Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. A small percentage of Council records may be selected for permanent preservation as part of the Councils archives and for historical research.

Responsibilities

The Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the Council's records management guidelines.

Retention Schedule

The retention schedule refers to record series regardless of the media in which they are stored.

Document	Minimum Retention Period	Reason
Minutes		
Minutes of Council meetings	Indefinite	Archive
Minutes of committee meetings	Indefinite	Archive
Employment		
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	3 years	Management
Staff references	6 years after ceasing employment	Management
Application forms (interviewed – unsuccessful)	6 months	Management
Application forms (interviewed – successful)	6 years after ceasing employment	Management
Disciplinary files	6 years after ceasing employment	Management

Document	Minimum Retention Period	Reason
Staff appraisals	6 years after ceasing employment	Management
Finance		
Scales of fees and charges	6 years	Management
Receipt and payment accounts	6 years	VAT
Bank statements	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Paid invoices	Last completed audit year	VAT
Paid cheques	Last completed audit year	Limitation Act 1980
Payroll records	3 years	HMRC
Petty cash accounts	Last completed audit year	Audit
Insurance		
Insurance policies	6 years after policy end	Management
Certificates for Insurance against liability for employees	6 years after policy end	Management
Certificates for Public Liability	6 years after policy end	Management
Insurance claim records	6 years after policy end	Management
Health and Safety		
Accident books	3 years from date of last entry	Statutory
Risk assessment	3 years	Management
General Management		
Councillors contact details	Duration of membership	Management
Lease agreements	12 years	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
Email messages	At end of useful life	Management
Consent forms	5 years	Management
GDPR Security Compliance form	Duration of membership	Management

Version number	Purpose/change	Author	Date
0.1	Initial draft	LSS	20/2/18

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HACONBY & STAINFIELD PARISH COUNCIL POLICY

GDPR SECURITY COMPLIANCE CHECKLIST

Source:

1. NALC GDPR Security Compliance Checklist (updated following General Data Protection Regulation – GDPR).

All councillors should complete the security checklist below to show compliance. Records should be retained whilst they remain in office.

Action	Yes/No
Computer is password protected	
Email is password protected	
Mobile devices are password protected	
Flash drives are password protected	
External hard drives are password protected	
Cloud access is password protected	
Hard copy files are held securely	
Anti-virus software is up to date	
No one outside the council has access to your council information	

Date compliance will be achieved if you have answered "No" to any of the above:

Date: _____

Councillor name: _____

Councillor signature: _____

Date: _____

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HACONBY & STAINFIELD PARISH COUNCIL POLICY

DISCIPLINE, GRIEVANCES AND COMPLAINTS

Sources:

1. NALC Legal Topic Note 22 – Discipline & Grievance Arrangements January 2013.
2. Discipline and grievances at work – ACAS Guide (<http://www.acas.org.uk/media/pdf/d/r/Discipline-and-grievances-Acas-guide.PDF>).
3. South Kesteven District Council Customer Feedback Procedure (<http://www.southkesteven.gov.uk/index.aspx?articleid=8599>).

DISCIPLINE

INTRODUCTION

1. This policy is based on and complies with the 2009 ACAS Code of Practice (<http://www.acas.org.uk/CHttpHandler.ashx?id=1047&p=0>). It 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:
 - 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 to when performance management proves ineffective.
 - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
 - employees may be accompanied or represented by a trade union representative or a work colleague at any disciplinary or investigatory 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
 - 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.
 - 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 Data Protection Act 1998

- recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary action. 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 an oral warning, written warning, final written warning or dismissal
- 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.
- 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 Council's and the employee's consent.

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:

- 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:

- bullying, discrimination and harassment
- incapacity at work because of alcohol or drugs
- violent behaviour
- fraud or theft
- gross negligence
- gross insubordination
- serious breaches of health and safety rules
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

Examples of Unsatisfactory Work Performance

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

GRIEVANCE

INTRODUCTION

1. This policy is based on and complies with the 2009 ACAS Code of Practice (<http://www.acas.org.uk/CHttpHandler.ashx?id=1047&p=0>). 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 trade union representative or work colleague. 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 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.
 - 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 Data Protection Act 1998
 - recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed 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 Council's and the employee's consent.

COMPLAINTS PROCEDURE

Source:

1. South Kesteven District Council Customer Feedback Procedure (<http://www.southkesteven.gov.uk/index.aspx?articleid=8599>).

1. Complaints should normally be directed at the Parish Council. However, South Kesteven District Council's complaint procedure provides the opportunity to complain direct to the District Council. The Parish Council has adopted SKDC's procedure for complaints, which is below. It reviewed this policy on 1 May 2018.

Who you can and what you can complain about

2. You can complain about District, Parish and Town Councillors, and co-opted Members. SKDC only consider complaints about individual Councillors or members. It cannot consider complaints about the authority as a whole or about people employed by it. Any complaint made in writing alleging that a Member of a Council has breached the Code of Conduct that is received by the Monitoring Officer will be acknowledged within 5 working days of receipt.

What you can complain about

3. You can complain about a Member failing to comply with any part of the Authority's Code of Conduct. This includes:

- Failing to act in a way consistent with the principles for public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Failing to disclose interests

What cannot be investigated?

4. An Act of Parliament has set out what can be investigated under this procedure. There are some complaints that cannot be investigated, including:

- Complaints that are not in writing
- Incidents or actions that are not covered by the Code of Conduct
- Incidents that are about a fault in the way the authority has or has not done something
- Complaints about people employed by the authority
- Incidents that happened before a Member was elected, co-opted or appointed, or after they have stopped being a Member
- Complaints about the way in which the authority conducts and records its meetings

Will your name be released?

5. If you want to keep your name and address confidential, please indicate this in the space provided in the complaint form, and your name and address will not be disclosed to the Member against whom you made the complaint without your prior consent. Please note that the authority does not investigate anonymous complaints unless there is a clear public interest in doing so.

What information should you provide?

6. It is important that you provide all the information you wish to have taken into account by the Monitoring Officer when they decide whether to take any action on your complaint. For example:

- Where possible you should be specific about exactly what you are alleging the Member said or did. For instance, instead of writing that the member insulted you, you should state what it was they said.
- Wherever possible you should provide the dates of the alleged incidents. If you cannot provide exact dates, it is important to give a general timeframe
- You should confirm whether there are any witnesses to the alleged conduct and provide their names and contact details
- You should provide any relevant background information

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HACONBY & STAINFIELD PARISH COUNCIL POLICY

EQUALITY AND DIVERSITY

Source:

1. ACAS Equality & Diversity Template.

1. Haconby & Stainfield Parish Council is committed to encouraging equality and diversity in its workforce and eliminating unlawful discrimination.

2. The Council's aim is to be truly representative of all sections of society and parishioners, and for its employees to feel respected and able to give their best.

3. The Council, in meeting its statutory duties and regulatory responsibilities, is also committed against unlawful discrimination of the public

4. The policy's purpose is to:

- Provide equality, fairness and respect for all in Council employment, whether temporary, part-time or full-time
- Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
- Oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities
- The Council commits to:
 - Encourage equality and diversity in the workplace as they are good practice and make business sense
 - Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued
- This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination
- All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities

Such acts will be dealt with as misconduct under the Council's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997, which is not limited to circumstances where harassment relates to a protected characteristic, is a criminal offence

- Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation
 - Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
 - Review employment practices and procedures when necessary to ensure fairness, and update them and the policy to take account of changes in the law
 - Monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy
 - Monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues
5. The equality policy is fully supported by the Parish Council.
6. Details of the Council's Discipline, Grievance and Complaint Policy can be found [here](#), including the point of contact with whom an employee should raise a grievance.
7. Use of the Council's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

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HACONBY & STAINFIELD PARISH COUNCIL POLICY

HANDLING FREEDOM OF INFORMATION REQUESTS

Source: NALC Model Policy for Handling Freedom of Information Requests, issued 2012.

1. Compliance with the Freedom of Information Act 2000 is the legal responsibility of local authorities and other public organisations. Since January 2005, people have had a right to know what decisions are taken on their behalf, and how services are run. They can ask to see printed leaflets and other publications, and background files and other records relating to the business of the organisation, unless statutory exemptions apply.
2. Haconby & Stainfield Parish Council has produced and publicised a Publication Scheme ([here](#)), which makes it clear what information can already be accessed. The Publication Scheme outlines any charges which may be made in supplying any information. Any additional information which is not part of the Publication Scheme can be requested under the Freedom of Information Act 2000. This policy was reviewed on 1 May 2018.
3. A request for information must be made by letter or e-mail and should be sent to the Clerk to the Council. The request must include a contact name, an address for correspondence and state clearly what information is required, and in what format. Responsibility for dealing with all requests for information has been delegated to the Clerk to the Council.
4. The first step will be to identify whether the requested data is held by the Council. If not, the applicant will be notified accordingly. If information is held, and is not subject to any exemption, it will normally be supplied within 20 working days unless there is a fee to pay, or further clarification must be sought.
5. If the request for information is unclear, the Clerk to the Council will contact the applicant to clarify what data is being sought. If clarification of a request is needed, the 20 working day period will commence on receipt of the additional information.
6. If the information is not held by the Council, but the Council is aware of another public body which may hold the information, the request will either be forwarded to the third party concerned, or the applicant will be give details of which public authority is believed to hold the information.
7. Where information cannot be provided, a refusal notice will be issued explaining which exemption applies, and advising of any right to appeal, if applicable. Where information is subject to a 'qualified exemption' under the FOI Act, there may be an extension to the 20-day period whilst further consideration is given to applying the public interest test, to determine whether any information should be withheld or disclosed.
8. Where any complaint is received about the processing of any request for information, or where any correspondence is received from the Information Commissioner's Office in relation to any Freedom of Information matter, this will be referred on to full Council for attention.
9. The Council's Freedom of Information Disclosure Log is at: <https://haconby-stainfield.parish.lincolnshire.gov.uk/council-business/freedom-information-disclosures/1>
10. The ICO Guide to the Freedom of Information Act is at: <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/what-is-the-foi-act/#:~:text=The%20Freedom%20of%20Information%20Act%20and%20the%20DPA,this%20is%20a%20data%20protection%20subject%20access%20request.>

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HACONBY & STAINFIELD PARISH COUNCIL POLICY

HEALTH AND SAFETY

Source:

1. NALC Legal Topic Note 23, issued 2007.

1. The Health and Safety Executive (HSE) advises that over 200 people lose their lives at work in the UK each year. Additionally, about 150,000 non-fatal injuries are reported and an estimated 2 million suffer from ill health caused or made worse by their work. Local Councils are made up of over 80,000 Councillors and employ over 25,000 staff and have a legal responsibility to ensure the safety of its employees and others.

2. The Health and Safety at Work Act 1974 imposes duties on employers, the self-employed and employees to protect health and safety. The aim of this Note is to set out some basic principles and to highlight other provisions which Councils may need to research in further detail. It does not cover all the relevant legal provisions in detail. Councils are encouraged to seek advice either from NALC or from the HSE if further information is required. The HSE issues many publications and free leaflets and their website can be accessed at www.hse.gov.uk.

3. Haconby and Stainfield Parish Council aims to abide with all relevant requirements of the Health and Safety at Work Act 1974 in the General Duty of Employers, Health and Safety Policies, Duties to Non-Employees (this would include contractors), Duty of Employees, Regulations and Codes of Practice, Consultation with Employees and Safety Representatives, and Displaying Posters.

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HACONBY & STAINFIELD PARISH COUNCIL POLICY

RISK MANAGEMENT

Sources:

1. Stafford Borough Council Risk Management Policy Statement March 2016.
2. Gov.uk – How to manage risks in your charity dated 23 May 2013 (<https://www.gov.uk/guidance/how-to-manage-risks-in-your-charity>).

Definition of Risk Management

1. Risk is the chance or possibility of loss, damage, injury or failure to achieve objectives caused by an unwanted or uncertain action or event. Risk management is a planned and systematic approach to the identification, evaluation and control of those risks which can threaten the assets or financial and organisational wellbeing of Haconby & Stainfield Parish Council and its parishioners.

Policy Statement

2. This policy is:
 - An acknowledgement of the Council's responsibility for risk management.
 - An overview of the Council's process for identifying risks.
 - An indication that major risks have been evaluated.
 - Confirmation of the systems and processes set up to control risks.
3. Risk management is an integral part of the Council's corporate governance arrangements. This policy outlines the Council's structured, systematic and focused approach to risk management.

Objectives

4. The objectives of the Council's risk management strategy are to:
 - Identify the major risks that apply to the Council and its parishioners.
 - Evaluate those risks and decide how to control them.
 - Provide updates and make appropriate statements on risk management in the Minutes of meetings and in the Council's annual report.
5. These objectives will be achieved by:
 - Establishing clear roles, responsibilities and reporting lines within the Council for risk management.
 - Active involvement of Councillors, Clerk and parishioners, with effective communication.
 - Monitoring arrangements.

Responsibility for Risk Management

6. The Council recognises that it is the responsibility of Councillors and Clerk to have regard for risk in carrying out their duties. Identifying, evaluating and controlling the risks that the Council and its parishioners may face is a key part of effective governance. By managing risk effectively, the Council can help ensure that:
 - Significant risks are known and monitored, enabling the Council to make informed decisions and take timely action, including insurance where required and appropriate.

- The Council makes the most of opportunities and develops them with the confidence that any risks will be managed.
- Forward and strategic planning are improved.
- The Council's aims are achieved more successfully.

7. Reporting risk identification, assessment and management in the Minutes of meetings and in the annual report demonstrates the Council's accountability to its parishioners.

Procedures

8. Risk is managed by two procedures:

- Parish Council Risk Assessment – Enclosure 1 tabulates the identification, evaluation and control of a range of risks to the Council's financial and management processes, and its physical assets and resources. This assessment will be reviewed at the Annual Parish Council Meeting, then updated and published for public view on the Parish website.
- Civil Parish (Villages) Risk Assessment – Enclosure 2 tabulates risks, their potential impact and action required in specified areas / locations within the boundaries of the civil parish. Individual Parish Councillors are assigned responsibility for specific areas / locations. They will conduct regular risk assessments and provide updates at each Parish Council meeting.

Enclosures:

1. Risk Assessment.
2. Risk Assessment format for meetings.

**HACONBY & STAINFIELD PARISH COUNCIL RISK MANAGEMENT POLICY
PARISH COUNCIL RISK ASSESSMENT (MONTH / YEAR)**

Serial	Subject	Risk (s) Identified	Consequence / Likelihood	Management / Control of Risk	(Year) Review / Assess / Revise
Finance					
1	Precept				
2	Financial Records				
3	Bank and Banking				
4	Reporting and Auditing				
5	Cash				
6	Direct Costs and Overhead Expenses				
7	Best Value Accountability				
8	Salaries				
Management					
9	Councillors				
10	Election				
11	Data Protection				
12	Freedom of Information				
13	VAT				
14	Training				
15	Legal Powers				
16	Minutes / Agendas / Notices / Statutory Documents				

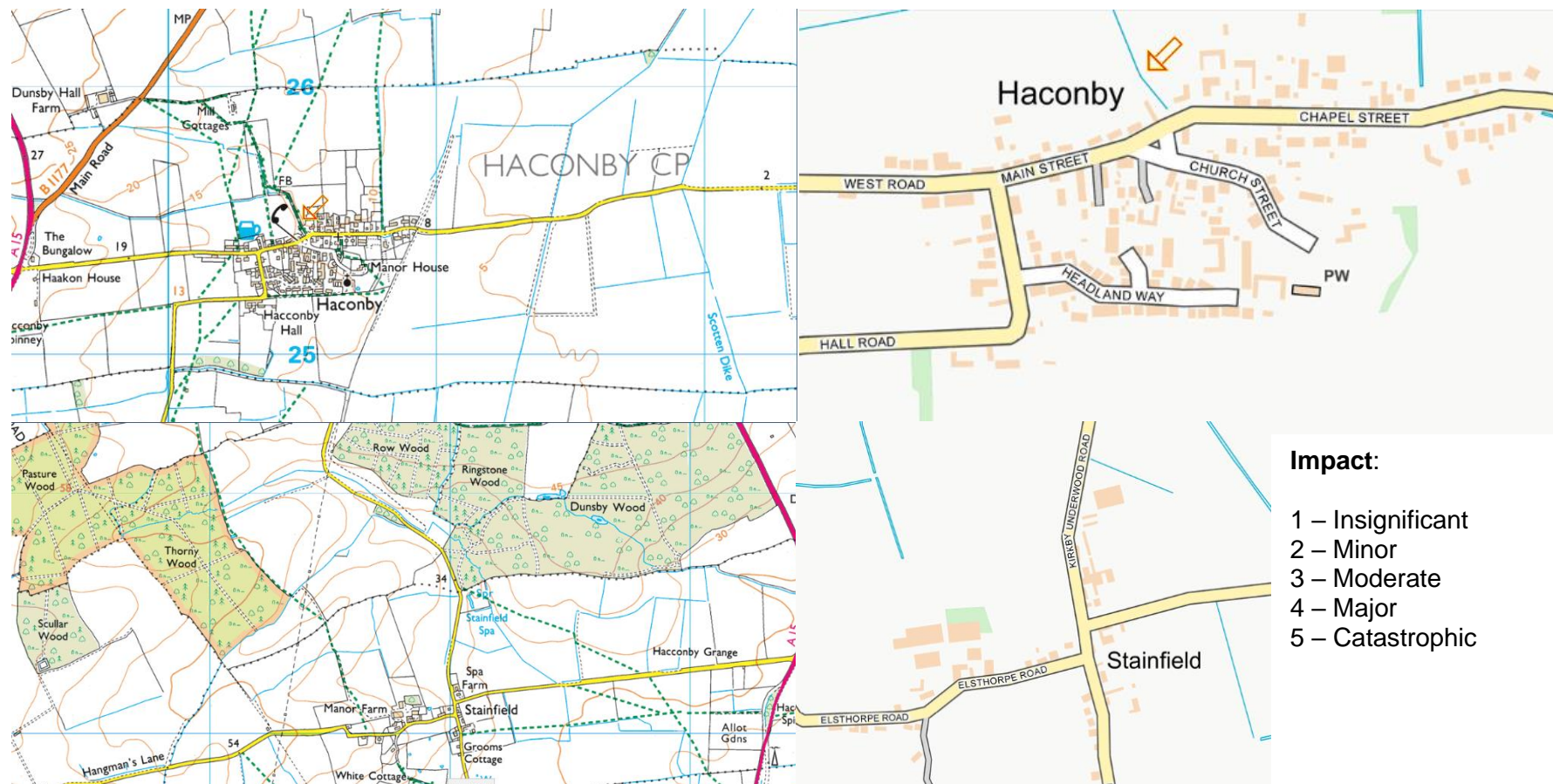
Serial	Subject	Risk (s) Identified	Consequence / Likelihood	Management / Control of Risk	(Year) Review / Assess / Revise
17	Members' Interests				
18	Insurance				
Assets / Resources					
19	Assets / Maintenance				
20	Noticeboards				
21	Meetings				
22	Paper Records				
23	Electronic Records				
24	Business Continuity				

Notes:

1. Consequences (Impact?) 1 (Insignificant) 2 (Minor) 3 (Moderate) 4 (Major) 5 (Catastrophic)
2. Likelihood 1 (Rare – may occur only in exceptional circumstances) 2 (Unlikely – could occur at some time) 3 (Possible – might occur at some time) 4 (Likely – will probably occur in most circumstances) 5 (Almost certain – expected in most circumstances)

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HACONBY & STAINFIELD RISK ASSESSMENT FOR MEETING ON BY



Notes:

