

LONGFORD PARISH COUNCIL

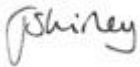
Email: longfordpc@outlook.com ~ Tel: 07759 118922

28th September 2021

I hereby give notice that the meeting of Longford Parish Council will be held in **Longford Village Hall on Tuesday 5th October 2021 at 7.30pm.**

Members of the Council are hereby summoned to attend for the purpose of transacting the business as set out below.

All residents of the Parish are welcome to attend and a period of 15 minutes is set aside for members of the public to raise questions.



Julie Shirley, Clerk to Longford Parish Council

MEETING AGENDA 5 OCTOBER 2021

- 1. To note attendance and apologies for absence**
- 2. To receive declarations of interest in items on the agenda**
- 3. To approve the minutes of the meeting held on 7th September 2021.**
- 4. To review outstanding actions from previous meeting.**
- 5. To consider applications to fill councillor vacancies by Co-option (4 vacancies).**

The meeting may be adjourned at this point for members of the Public to speak. (10 mins max)
Members of the public are welcome to speak regarding any matter on the agenda or any items they wish to bring to the attention of the Parish Council; the Parish Council is not permitted to make any decisions during the public session. Members of the public are not permitted to address the meeting once the public session is concluded.

To receive a report from County Councillor (5 mins)
To receive a report from the Borough Councillors (5 mins)

- 6. Finance / Procedures** (30 mins)
- 6.1 To receive the latest bank reconciliations (August) and budget versus spend report for the 2021/22 accounts.
 - 6.2 To approve the payment of expenses for Clerk (£69.59)
 - 6.3 To approve application for a .gov.uk domain for the parish council at a cost of £80+VAT for the first 2 years, then £40 each year thereafter
 - 6.4 To approve parish council email addresses for councillors and clerk at a cost of £5.49+VAT per month for up to 10 mailboxes and includes webhosting (currently we pay £14.99+VAT per year for webhosting only)
 - 6.5 To consider storage and future use of the parish council owned strimmer
 - 6.6 To note that Cllr Ford has carried out a check of the accounts and system controls
 - 6.7 To adopt the following draft policies:
 - 6.7.1 Annual Leave Policy
 - 6.7.2 Dignity at Work Policy
 - 6.7.3 Equality and Diversity Policy
 - 6.7.4 Publication Scheme
 - 6.7.5 Reserves Policy
 - 6.7.6 Staff Appraisal Policy
 - 6.7.7 Training Policy
 - 6.8 To approve the invoices for payment:

Invoice Date	Payee	Net	VAT	Gross	Budget
30/09/21	Salaries & Expenses	£521.58	£4.00	£525.58	Admin
21/09/21	Greenfields Garden Services Ltd	£346.00	£69.20	£415.20	Admin
05/10/21	HMRC – Q2 PAYE/NI	£191.20	£0	£191.20	Admin

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	SWARD Landscapes			£384.00	P&OS
				£1515.98	

8. Parks, Open Spaces & Allotments (15 mins)

8.1 To approve a skip at the allotments at a cost of £240 and authorise the Clerk to arrange a volunteer work party to clear rubbish from plots.

9. To agree arrangements for community events with Longford Village Hall (10 mins)

-) Village fete on Jubilee weekend 2022.
-) First Aid – to consider quotes received for community first aid course

10. To consider the following planning applications:

Date received	App Ref	Address	Details
03/09/2021	21/00976/OUT	Land off Brook Lane, Twigworth	Up to 160 dwellings
15/09/2021	21/01132/FUL	Longmarsh House, 97A Tewkesbury Road	Erection of a single storey rear extension.
16/09/2021	21/01118/FUL	373 Longford Lane, Longford	Erection of a single storey rear extension

11. To receive an update regarding Highways (10 mins)

12. Local Heritage List: to discuss nominating any local heritage assets

13. To receive reports from representatives for information only: (5 mins)

-) Allotments
-) Finance
-) Personnel
-) Play Park & Playing Field
-) Village Hall Working Group.

Minutes of the Parish Council Meeting held on Tuesday 7th September 2021 at 7.30pm at Longford Village Hall

1. Attendance noted as

Cllrs K Doherty (Chair), J. Ford, L. Gough (Vice-Chair), M. Wallace, C, Byers (item 6 onwards)

Also present: J. Shirley (Clerk), Borough Councillor Bocking, County Councillor Awford

Members of public present: Four

Apologies: Borough Councillor Okleton

2. Declarations of interest in items on the agenda

None.

3. Approval of the minutes of the meeting held on 6th July 2021

Council resolved to approve the minutes of the meeting held on 6th July 2021.

4. Review outstanding actions from previous meeting

Clerk updated the meeting on contacting the school regarding the Sivell Close wildflower memorial garden and the clerk is investigating rabbit proof fencing and available grants.

5. Co-option (5 vacancies)

There was one application to fill councillor vacancies by Co-option (of 5 vacancies). Cllr Doherty proposed co-opting Chris Byers, seconded by Cllr Ford, all in favour. Cllr Byers joined the meeting.

6. Presentation of awards to Allotment Competition winners

Cllr Doherty presented the Allotment Competition cup to Mr Moulder winner of 2021 best kept allotment, and congratulated Mr Stevens on the runner up prize.

To receive a report from County Councillor.

Cllr Awford gave an update on County Council matters including Highways matters. Potholes on A38 have been marked several times for filling but no timescale for resolution, it is likely traffic management will be required; Cllr Awford will continue to make enquiries as to when the works will commence. There is a push to use more natural ways of slowing the flow of flood waters eg tree planting, there is ongoing work in this area. Cllr Doherty and Cllr Gough enquired about what Highways are doing about the many potholes county-wide; Cllr Awford expects this to be debated at the Overview & Scrutiny Meeting later this week.

To receive a report from the Borough Councillors.

Cllr Bocking ran through the main points of his report that was circulated prior to the meeting. Cllr Bocking has enquired about the allocation of another Borough Councillor to the ward given the growth of the ward; this is determined by the Local Government Boundary Commission. Tewkesbury Borough Council has successfully prosecuted for unauthorised development in Green Belt.

Members of the Public were invited to address the meeting; a resident noted that the warning signs for road damage on Tewkesbury Road are blocking the view of cars coming out of Lewis Avenue junction. Cllr Gough will arrange for the signs to be moved.

Cllr Gough raised an issue with temporary traffics lights not being removed until several days after the works had completed. Cllr Awford agreed this was an issue and this relates to the works undertaken by utilities companies; this will be raised at the County Council Overview & Scrutiny meeting.

Cllr Doherty asked a question about general litter picking; Cllr Bocking explained that there was no regular litter picking except by volunteers. However, the street cleansing team can attend one-off major clean-ups. Cllr Bocking and Cllr Awford requested that Cllr Doherty email details to them

both; Cllr Bocking will enquire of Environmental Health whether a camera can be installed in a location where there is frequent anti-social behaviour.

7. Finance / Procedures

- 7.1. Council approved the bank reconciliation and budget versus spend reports for July 2021. Proposed by Cllr Doherty, seconded by Cllr Ford, all in favour.
- 7.2. Council approved the payment of expenses for Clerk (£138.12). Proposed by Cllr Doherty, seconded by Cllr Gough, all in favour.
- 7.3. Council considered the disposal of an old laptop that had been purchased using grant monies for councillor to manage the website. It was agreed to perform a factory reset deleting all the data and donate the laptop for use by a child that may not have access to IT.
- 7.4. Council considered a resident request to purchase a small area of the allotment site; the Council was opposed to the sale of part of the allotment land, proposed by Cllr Gough, seconded by Cllr Wallace, all in favour.
- 7.5. Council considered finance and allotment management software options, Cllr Doherty proposed starting with allotment management software and include an amount for the allotment and finance software in the budget for 2022/23; seconded by Cllr Ford, all in favour. **Action: Clerk**
- 7.6. Council considered the large walnut tree at the allotments and agreed to reduce the size of the tree at a cost of £150+VAT. **Action: Clerk.**
- 7.7. Council resolved to contribute £250 to Gloucestershire Policy for the bike marking event, proposed by Cllr Doherty, seconded by Cllr Gough, Cllr Wallace abstained, all in favour. **Action: Clerk.**
- 7.8. Council resolved to apply appropriate herbicide to the playing field as requested by the football club at a cost of £384+VAT. Cllr Doherty proposed accepting the quote and see if the Football Club will contribute, seconded by Cllr Ford, all in favour. **Action: Clerk.**
- 7.9. Council approved the accounts for payment, proposed by Cllr Doherty, seconded by Cllr Ford, all in favour:

Invoice Date	Payee	Net	VAT	Gross	Budget
06/09/21	Gloucestershire Association of Parish & Town Councils	£100.00	£0	£100.00	Training
05/09/21	Complete Weed Control (North Wessex) Ltd	£350.00	£70.00	£420.00	Maintenance
31/08/21	Glebe Contractors - August	£393.14	£78.63	£471.77	P&OS
31/08/21	Salaries & Expenses	£594.11	£0	£594.11	Admin
23/08/21	Wicksteed Leisure Ltd	£60.00	£12.00	£72.00	P&OS
13/08/21	Venables Pest Control	£60.00	£0	£60.00	P&OS
30/07/21	Glebe Contractors - July	£393.14	£78.63	£471.77	P&OS
16/07/21	Karen Doherty – reimbursement	£25.45	£0	£25.45	Allotments
				£2215.10	

8. Parks and Open Spaces

- 8.1. Council received the annual play inspection safety report and authorised the clerk to arrange repairs as required with the exception of any unusually expensive items which should be brought back to Council for review, proposed by Cllr Doherty, seconded Cllr Ford, all in favour. **Action: Clerk.**
- 8.2. Council noted that an order has been placed for a new swing seat and new cradle swing seat at a cost of £346+VAT.
- 8.3. Council considered a request for a circus in 2022; the Council requested additional information such as types of circus act etc. **Action: Clerk.**

9. To note arrangements for community events with Longford Village Hall

- Bike Marking – Saturday 28th August

- Glider / World War talk – Saturday 20th November 2.30pm. Council to provide the speaker, cakes, Village Hall provide the tea and coffee and use of hall.
- Car boot - 18th September 2021
- Village fete on Jubilee weekend 2022.
- First Aid – still to be arranged, council reviewed the options researched last year and deferred until the clerk can find out some more costs. **Action: Clerk.**

10. Council considered the following planning applications:

Date received	App Ref	Address	Details	Longford PC Comments
23/07/2021	21/00781/FUL	86 & 88 Tewkesbury Road, Longford	Erection of two storey rear extensions	Object on concerns of flooding
23/08/2021	21/00821/APP	Land North Of Innsworth Lane, Innsworth	Erection of 144 dwellings on Parcel 6	Object

Application for 21/00976/OUT up to 160 dwellings off Brook Lane, Twigworth to be included on next meeting agenda.

Cllr Gough left the meeting.

11. Council discussed the recent meeting with Highways and requests for double yellow lines in other areas of Longford. Cllr Awford will follow up with Highways and look for positive solutions. Cllr Awford will also find out about the resurfacing of Longford Lane that was possibly to be done by the developer.

12. Council agreed to support the 20s is Plenty policy initiative for residential streets to be 20mph zones.

Cllr Awford left the meeting.

13. To receive reports for information:

- Allotments – 1 plot available and 2 on the waiting list, 3 tenants evicted for non-cultivation and re-let. Council may need to arrange for rubbish to be removed from one uncultivated plot. The allotment competition took place in July. The farmer's field adjacent to the allotments is for sale. The field is supplied by mains water via a sub-meter in the allotments which is difficult for the Clerk to read due its location under the ground. **Action: Clerk to investigate solutions.**
- Finance – no new update; Clerk and Cllr Ford to arrange a date to check the accounts.
- Personnel – no new update.
- Play Park & Playing Field – no new update.
- Village Hall Working Group – Village Hall requested a clarification of the wording in the deeds regarding the car park ownership due to the high water rates of the surface water drainage; it was confirmed that the car park is the responsibility of the village hall and the Clerk offered to contact a solicitor to review the deeds, the village hall were content with the clarification. The village hall also requested confirmation that the Council were in agreement with the village hall improvement plans including the extension onto the car park, this was agreed by Council at the April 2021 meeting.

Next meeting Tuesday 5th October 2021 at the village hall.

Meeting closed at 9.30pm.

BANK RECONCILIATION 2021-22

BANK BALANCES 31 AUGUST 2021	
Lloyds Bank – Treasurer's Account (current)	£73,798.08
TOTAL MONIES IN BANK	£73,798.08
LESS OUTSTANDING CHEQUES	
Chq 1513	138.12
Chq 1514	455.99
Chq 1515	72.00
Chq 1516	£60.00
Chq 1517	£25.45
Chq 1518	£100.00
Chq 1519	£420.00
Chq 1520	£943.54
TOTAL OUTSTANDING CHEQUES	£2,215.10
TRUE BALANCE AT 31/08/21	£71,582.98
Opening Balance at 01/04/21	£79,618.75
Receipts year to date	£12,557.05
Sub-total	£92,175.80
Expenditure year to date	£20,592.82
TRUE BALANCE AT 31/08/21	£71,582.98

Signed Clerk Date.....
Name

Signed Chairman Date.....
Name

LONGFORD PARISH COUNCIL					
BUDGET versus SPEND 2021/22					
	£	£	£		
INCOME	Budget	Received as at 30/07/21	Balance	Notes	
Precept	20750	10375	10375.00		
Allotments	500	475		£304 received March 2021	
Playing Field / Grants	300	300			
EXPENDITURE	Budget	Spent as at 31/08/21	Balance	Notes	
Staff costs	7000	3338.94	3661.06		
General Admin/expenses	2700	959.82	1740.18		
Insurance	700	472.36	227.64		
Donations	250	0.00	250.00		
Parks/Open Spaces	4500	3531.70	968.30		
Allotments	2000	82.45	1917.55		
Maintenance	2250	700.00	1550.00		
Training	300	599.00	-299.00		
IT	150	0.00	150.00		
Newsletter/Website	200	0.00	200.00		
New equipment	0	0.00	0.00		
Projects	1500	10000.00	-8500.00		
Earmarked Reserves contribution	0	0.00	0.00		
	21550	19684.27	1865.73		
EARMARKED RESERVES as at April 2021					
Projects	5954				
Playground eqpt/fencing	15150				
Existing Notice Boards x 2	1600				
New Notice boards Fund	3199				
Defibrillators/cabinets	960				
Web/IT eqpt/Transparency fund	1550				
Fencing/other assets	5000				
Park furniture 12 benches	3600				
Annual inflation allowance	77				
TOTAL RESERVES	31136				

Travel and Expenses Claim

Name JULIE SHIRLEY

Address

Use Code	Vehicle	Cubic	Office Use
E-essential	Registration	Capacity	Rate/
C-casual			Lump sum
C			45p per mile

Date	Destination	Details	Miles	Parking	Fares	Notes
01/10/2021		October Home Office Allowance (electricity, broadband, heating)				£6 per week £24.00
31/08/2021	Longford	Meet new Allotment tenant	8			£3.60
05/09/2021	Longford	Allotment BBQ (risk assessment)	8			£3.60
09/09/2021	Longford	Meet new Allotment tenant	8			£3.60
11/09/2021		GiffGaff monthly PAYG top-up				Net £5.00 VAT £1.00 £6.00
12/09/2021	Longford	Meet existing Allotment tenant	8			£3.60
24/09/2021	Longford	Collect finance file	8			£3.60
24/09/2021		Web hosting annual renewal	8			Net £14.99 VAT £3.00 £17.99
27/09/2021	Longford	Put up dog signs, take down herbicide signs and check swings	8			£3.60
TOTAL						£69.59

I certify that:

- (a) Where I have used the above motor vehicle(s) on official business my policy of motor insurance indemnifies the employer against any third party claims arising out of use of that vehicle.
- (b) The particulars in this claim are correct and I have incurred expenditure additional to that which I would normally have incurred. I attach receipts where applicable.
- (c) I understand that the mileage allowance is at the current Local Government mileage allowance rate.

Signed (Claimant)..... Date.....

Signed (Chair/Vice-Chair)..... Date.....

LONGFORD PARISH COUNCIL

Annual Leave Policy

Last Reviewed: 20th September 2021

As adopted xx 2021

Minute ref: xx

Annual leave entitlement

Your paid leave entitlement is set out in your contract of employment. The basic leave entitlement for a full-time member of staff is 24 days per annum in addition to 8 Bank holidays. Part time employees receive a pro-rated entitlement according to their hours of work.

Working part-time

If your entitlement to Bank Holidays exceeds the number days that fall on your normal working days (typically because you don't work on Mondays) you will be able to take the excess as leave. If your entitlement to Bank Holidays is less than the number of Bank Holidays that fall on your normal working days, (typically because your normal working days include Mondays) then you can make up the difference by using your leave entitlement. With agreement from the Council, you may be able to work additional hours to make up the deficit or take unpaid leave.

Leave year

The leave year runs from 1st April to 31st March. It is your responsibility to manage your leave in such a way that you are able to take it all during the leave year. Your annual leave entitlement will be pro-rated in your first and last year of employment with the council.

Carrying over leave

Except in the very rare circumstances of a booked and agreed period of leave being cancelled at the council's request, it is not possible to carry over unused days of leave from one leave year to the next, nor will any payment be made for leave unused at the end of a leave year. Thus, leave untaken at the end of a leave year is lost.

Requesting leave

You should request leave from the Council with as much notice as possible. This will allow the council to plan workloads. Before granting leave we will consider;

-) The workload,
-) The need for office cover, and,
-) Whether any other staff have or are likely to ask for the same time off (e.g. a popular holiday time).

The council will balance your needs against the needs of other staff before agreeing to leave. If you take leave without such permission it will be treated as unauthorised absence and dealt with under the Disciplinary Procedure.

Sickness during leave

If you become ill during a period of paid annual leave, you must comply with the requirements of the sickness reporting and certification procedure, if you wish to have this sickness period discounted from the period of paid leave taken. It is important that you contact the Council on the first day of sickness and keep the council up to date during the period of sickness.

Payment of annual leave

The council does not offer payment in lieu of leave entitlement unless you are leaving the council and have not taken leave entitlement that you have accrued at the time of leaving.

Payment in lieu

If you leave during the course of a leave year, and cannot take any outstanding accrued leave before your last day, you will receive a payment in lieu of any outstanding accrued leave. In such a case, a calculation will be made of the amount of paid leave due to you, on a pro rata basis, for that part of the leave year up to the date of termination of the contract. Holiday pay will be based on your current rate of pay including any regular overtime.

If, however, you have taken more paid leave than is due by this calculation, then a deduction will be made from your salary payments for an amount at your basic daily rate for the days in question. Such a deduction will be deemed to be a contractually authorised deduction.

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

LONGFORD PARISH COUNCIL

Dignity at Work Policy

Last Reviewed: 20th September 2021

As adopted xx 2021

Minute ref: xx

Purpose and Scope

In support of our value to respect others the Parish Council will not tolerate bullying or harassment by, or of, any of its employees, officials, members, contractors, visitors to the council or members of the public from the community which we serve. The council is committed to the elimination of any form of intimidation in the workplace.

This policy reflects the spirit in which the council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the council's policies on Grievance and Disciplinary handling and the Elected Members Code of Conduct.

Definitions

Bullying

"Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."

Harassment is

"unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment." This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

These definitions are derived from the ACAS guidance on the topic. Bullying and Harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct, rather than being related to one-off incidents.

Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, mental health issues, lack of respect for others, reduced turnover, damage to the council's reputation and ultimately, legal proceedings against the council and payment of legal fees and potentially unlimited compensation.

Examples of unacceptable behaviour:

Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, making threats of physical violence against a person or their family, deliberately undermining a competent worker by overloading work and/or constant criticism, blaming a person for others' mistakes, preventing an individual's promotion or training opportunities.

Bullying and harassment may occur face-to-face, in meetings, through written communication, including electronic communication such as e-mail or on social media, by telephone or through automatic supervision methods. It may occur on or off work premises, during work hours or non-work time.

Penalties:

Bullying and harassment by any employed persons can be considered examples of gross misconduct which will be dealt with through the Disciplinary Procedure at Gross Misconduct level and may result in summary dismissal from the council. If elected Members are bullying or harassing employees, contractors, fellow councillors, or others then a referral through the Standards process in place at the time reported as a contravention of the Member's Code of Conduct could be an appropriate measure. If an employee is experiencing bullying or harassment from a third party the council will act reasonably in upholding its duty of care towards its own employees. In extreme cases harassment can constitute a criminal offence and the council should take appropriate legal advice, often available from the council's insurer, if such a matter arises.

The Legal position:

Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal.

Under the Equality Act 2010 bullying or harassment related to one of the protected characteristics covered by the Act (age, gender, marital status, sexual orientation, race, religion, belief, colour, disability) can be considered unlawful discrimination which could lead to an Employment Tribunal claim for discrimination against the corporate employer, the council and the perpetrator(s) as individual named Respondents.

In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination. The 1997 Act was originally designed to assist in stalking situations but case law has demonstrated that it can be relevant to employment disputes, for instance; employers can be vicariously liable for harassment received in the workplace, that the conduct is viewed as 'serious', or 'oppressive and unacceptable', that a 'course of conduct'

needs to be established but that this can link incidents which are separated by long time periods and that damages for personal injury and distress can be awarded under the Act.

Process for dealing with complaints of Bullying and Harassment

Informal approach

Anyone; employee, contractor, member or visitor, who feels he or she is being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour, or an intermediary, that their conduct is unacceptable, offensive or causing discomfort. Anyone concerned about being bullied or harassed is encouraged to maintain a journal or other record of the incidents.

Formal approach

Employees: Where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the Chair of the Council or another Councillor if more appropriate. It may be appropriate for the complaint to be put in writing after the initial discussion, as this will enable the formal Grievance Procedure to be invoked. The employee will be expected to provide evidence of the conduct about which s/he is complaining.

Others: Any other party to the council, other than an employee, who feels he or she is being bullied or harassed should raise their complaint with the council, where possible, if an informal notification to the alleged perpetrator has been unsuccessful at eliminating the problem. The complaint should then be investigated and a meeting held to discuss the facts and recommend the way forward. A member of the public who feels s/he has been bullied or harassed by any Members or officers of a council should use the council's official Complaints Procedure. It is important that the Officer(s) or Member(s) being complained about do not prevent the council operating impartially in its investigation and decision-making in this regard.

Grievance – Employees only

A meeting to discuss the complaint with the aggrieved party will normally be arranged within five working days of a written complaint being received and will be held under the provisions of the council's Grievance Procedure. This meeting will be to discuss the issues raised and a way forward for the member(s) of staff involved. Employees have a right to be accompanied by a work colleague or a trade union representative at this meeting. A full investigation of the complaint will be held by an officer, or other duly appointed person as appointed by the committee of the council which is handling the process. It may be appropriate for an external investigator to be involved in order to maintain objectivity and impartiality. The Hearing Panel will publish its recommendations following deliberation of the facts. An action plan should be made available to the aggrieved employee to demonstrate how the problem is to be resolved. It may be decided that mediation or some other intervention is required and the council should contact NALC, an employer's body or ACAS to this effect or the council may offer counselling. The employee will have a right of appeal. At all times the confidentiality of the grievance will be of paramount importance in order to maintain trust in the process hence details of the full grievance will not be shared with the full council without prior approval by the aggrieved party.

The council will commit not to victimise the aggrieved for raising the complaint once the appropriate dispute resolution process has been concluded.

Disciplinary Action

Following a Grievance Hearing or investigation into allegations of bullying or harassment a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour.

For an Employee found to have been bullying/harassing others this will follow the council's Disciplinary procedure under the ACAS Code of Practice and would normally be treated as Gross Misconduct.

For Members who the council reasonably believe have been bullying or harassing another person(s) whilst undertaking council activities will be referred to the Monitoring Officer under the Code of Conduct. Pending the outcome of the referral, it would be appropriate to remove direct contact with the employee or involvement with decision-making about that employee, or removing the right to representation on any outside bodies where there will be contact with the person who has raised the complaint.

A referral to the Police under the Protection from Harassment Act 1997 may also be appropriate in the more extreme cases.

False or malicious allegations

False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/Member will not be tolerated and will be dealt with as serious misconduct under the Disciplinary Procedure or a referral to the Standards process.

Responsibilities

All parties to the council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed then each individual can challenge the perpetrator and ask them to stop. There needs to be agreement about how "robust people management" and "bullying" differ; effective management of performance will usually include feedback based on objective evidence, delivered by a committee specifically designated and often trained to manage and appraise staff, with dialogue occurring on a face to face basis in confidential surroundings. Bullying is more likely to be complained about when individual Members criticise staff, often without objective evidence, without the mandate from the corporate body of the council and in environments which are open to the public or other employees or by way of blogs, social media comments, or in the pub or local playground.

A review of the policy shall be undertaken each year (or as appropriate).

Useful contacts

- ACAS www.acas.org.uk and Tel no: 0300 123 1100
- Local Government Ombudsman for Wales www.ombudsman-wales.org.uk and Tel: 0300 790 0203

- Local Government Ombudsman for England www.lgo.org.uk Tel: 0300 061 0614
- Equalities and Human Rights Commission www.equalityhumanrights.com
- SLCC www.slcc.co.uk
- DirectGov website www.GOV.uk

LONGFORD PARISH COUNCIL

Equality and Diversity Policy

Last Reviewed: 20th September 2021

As adopted xx 2021

Minute ref: xx

Our commitment

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

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

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

The law

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

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

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

Types of unlawful discrimination

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

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

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

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

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

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

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

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

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

Equal opportunities in employment

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

Recruitment

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

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place

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

Equal opportunities monitoring

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

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

Dignity at work

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

People not employed by the council

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

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

Training

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

The council will [provide training to/raise awareness of] all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment. [The council will provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.]

Your responsibilities

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

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

Grievances

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

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

Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law. [In particular, the council will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the council will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.

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

Information available from Longford Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy or website)	
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	
Location of main Council office and accessibility details	Website	
Staffing structure	One member of staff	
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website)	

Scheme adopted: xxxx

Reviewed every 2 years, next review: xxxx

Annual return form and report by auditor	Website	
Finalised budget	Website	
Precept	Website	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website	
Grants given and received	Website (Council Minutes)	
List of current contracts awarded and value of contract	Website (Council Minutes)	
Members' allowances and expenses	N/A	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>	(hard copy or website)	

Scheme adopted: xxxx

Reviewed every 2 years, next review: xxxx

Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website / Hard copy	20p per printed sheet
Responses to consultation papers	Hard copy	
Responses to planning applications	Website	
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website where policy exists	

Scheme adopted: xxxx

Reviewed every 2 years, next review: xxxx

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>		
Information security policy	Website	
Records management policies (records retention, destruction and archive)	Website	
Data protection policies	Website	
Schedule of charges (for the publication of information)	Website	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Website	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not held	

Scheme adopted: xxxx

Reviewed every 2 years, next review: xxxx

Register of members' interests	Website	
Register of gifts and hospitality	Hard copy	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Website	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Website (asset list)	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Scheme adopted: xxxx

Reviewed every 2 years, next review: xxxx

Contact details:

Mrs J Shirley, Clerk to Longford Parish Council

Email: longfordpc@outlook.com

Tel: 07759 118922

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost * Paper = 1.5p per sheet Ink = 5.5p per sheet Time = 20p per minute
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

Scheme adopted: xxxx

Reviewed every 2 years, next review: xxxx

Reserves Policy

Last Reviewed: 20th September 2021

As adopted xx 2021

Minute ref: xx

1. Introduction

Longford Parish Council is required to maintain adequate Financial Reserves to meet the needs of its operations and to ensure financial security. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) (March 2020 edition) advises:

“As with any financial entity, it is essential that authorities have sufficient reserves (General and Earmarked) to finance both its day-to-day operations and future plans. It is important, however, given that its funds are generated from taxation/public levies, that such reserves are not excessive.”

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specific minimum level of reserves which an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Parish Council about the level of reserves and to ensure that there are procedures for their establishment and use.

2. Types of Reserves

These may be categorised as either General or Specific.

2.1 General Reserves

LONGFORD PARISH COUNCIL

General Reserves are funds which do not have any restrictions on their use. They cushion the impact of uneven cash flows, offset budget requirements, if necessary, or can be held in case of unexpected events or emergencies. Setting the level of General Reserves is agreed with the Annual Budget.

JPAG (March 2020 edition) advises:

“The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority’s General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE).”

“The smaller the authority, the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months. In practice, any authority with an NRE in excess of £200,000 should plan on 3 months equivalent.”

The primary means of building General Reserves will be through a reallocation of funds (underspend on a completed project) and allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves which have been spent in the previous year. If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Parish Council would be able to draw down from its EMRs to provide short term resources.

2.2 Earmarked Reserves ‘EMR’s

EMRs must be held for genuine and intended purposes and their level should be subject to annual review and justification. They should be separately identified to prevent query from internal and external auditors.

EMRs are held for several reasons and shall only be used for the purpose for which they were created:

-) Renewals – to enable the planning and financing of an effective program of equipment replacement and property maintenance/refurbishment. The funds required are built up incrementally over several years when taking into account asset conditions and asset life. They are a mechanism to smooth expenditure without the need to vary budgets.

LONGFORD PARISH COUNCIL

-) Carry forward of underspend on an uncompleted project – expenditure committed to a project but not spent in the budget year. Reserves can be used as a mechanism to carry forward those resources.
-) Developers Contributions (section 106 or community infrastructure levy) – proceeds from developers which can only be used for specified purposes.
-) Other Earmarked Reserves – these may be set up from time to time to meet known or predicted liabilities.

Where the purpose of an Earmarked Reserve becomes obsolete, or where there is an over-provision of funds, the excess may, on the approval of the Parish Council, be transferred to other budget headings within the revenue budget, to General Reserves or to one or more other Earmarked Reserves.

EMRs will be established on a “needs” basis in line with anticipated requirements and these are to be reviewed annually when the budget is agreed.

Any decision to set up an EMR must be approved by Parish Council. If the EMRs are used to meet short term funding gaps, they must be replenished in the following financial year. However, EMRs which have been used to meet a specific liability would not need to be replenished, after having served the purpose for which they were originally set up.

3. Management and Control of Reserves

Movements in Earmarked Reserves and General Reserves shall be reported to the Parish Council as part of the quarterly Budget to Actual Report and at monthly meetings if required. The use of Reserves shall be approved by the Parish Council.

The level of General Reserves shall be reviewed on an annual basis during the annual budgetary review and agreed by the Parish Council. The minimum level of General Reserves shall be recommended to the Parish Council by the Responsible Financial Officer. This will form part of the recommendations for the Annual Budget and Precept request by the Parish Council.

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The current level of General Reserves to be held by the Council is set at 12 months minimum of predicted expenditure.

Earmarked Reserves shall be reviewed on an individual basis. This review will also be undertaken as part of the Annual Budgetary Review. Approval for the creation, amendment, cessation or continuation of Earmarked Reserves will be given by the Parish Council.

Staff Appraisal Policy

Last Reviewed: 20th September 2021

As adopted xx 2021

Minute ref: xx

There should be annual staff appraisals with the following objectives:

-) Assessment of past performance and the improvement of future performance
-) Assessment of future potential
-) Assessment of training and development needs.

Appraisals should be a light touch appraisal with an agenda that would compare performance with job description.

Appraisals should not introduce any new items that have not been previously discussed, eg disciplinary matters.

Members of staff should use the form to prepare for the Appraisal meeting and provide evidence of performance including copies of training certificates, qualifications attained during the appraisal period.

The Clerk should appraise any staff members (as at October 2021 there are none).

The Council will appoint two Councillors to carry out the Clerk's annual appraisal on the anniversary of appointment.

The appraisal reports should be signed and agreed by both parties and filed in the staff files.

A report should be given to the full Council (or staffing-related committee if there is one) stating that the appraisals have been carried out, along with any recommendations.

The appraisal form will also be used as the basis for probationary reviews.

The appraisal form is at Appendix A.

Appendix A – ANNUAL STAFF APPRAISAL FORM

NAME OF EMPLOYEE	
POST HELD	
DATE OF APPOINTMENT	
REPORT FOR PERIOD	

<p>Current Job –</p> <p>Purpose of Job –</p> <p>Description of duties As per job description</p>
--

DETAILED ASSESSMENT OF PERFORMANCE OF DUTIES

- | | | |
|----------|---|---|
| Markings | A | Well above the performance expected |
| | B | Consistently above the acceptable standard of the grade |
| | C | Generally achieves the acceptable standard of the grade.
Meets all the requirements of the job |
| | D | Not quite up to an acceptable standard, shows some general weaknesses |
| | E | Consistently below the acceptable standard |
| | F | Performance well below the expected level |

1 Knowledge of Duties

A	B	C	D	E	F
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Comments)

2 Quality of Work

A	B	C	D	E	F
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Comments)

3 Quantity of Work

A	B	C	D	E	F
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Comments)

4 Relations With Others

A	B	C	D	E	F
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Comments)

5 Communication Skills

A	B	C	D	E	F
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Comments)

ATTENDANCE and any specific factors affecting overall performance

Training and Qualifications achieved in the reporting period

OVERALL ASSESSMENT

≥ Acceptable

≥ Not Acceptable

Development Needs

ACTION PLAN

Including action to be taken to improve performance on current job and specific development and training

Appraisee's comments:

Signature

Signature of Appraiser(s)

Date

LONGFORD PARISH COUNCIL

Training Policy

Last Reviewed: 20th September 2021

As adopted xxxx

Minute ref: xxxx

Introduction

This document outlines the Council's approach to training for Councillors, employees and volunteers.

Commitment to Training

The Council recognises the importance of keeping up-to-date with legislation and best practice and is committed to providing training for the Councillors, employees and volunteers to enable them to carry out their roles and meet the demands of the Council. Councillors are expected to attend training a minimum of once every four years to ensure their knowledge is up-to-date.

Types of Training included

1. Induction Training

Parish Councillors and employees will be offered a basic induction to the Council, usually provided by the Clerk, and will include an overview of the Council, health and safety, data protection, Standing Orders, Financial Regulations and the Code of Conduct. In the case of a new Clerk this will be carried out by the Chair of Council.

2. "Being a Better Councillor"

This course is run by GAPTC for new Parish Councillors and employees and provide a good introduction to Parish Council matters.

3. Volunteers Training

Volunteers will be offered training relevant to the area they volunteer, eg Play Equipment inspections.

4. Further Councillor Training

Councillors will be offered the opportunity to attend training courses relevant to any specific roles on the Council, eg "Introduction to Planning".

5. Further Staff Training

The Clerk will be encouraged to undertake the Certificate in Local Council Administration, a portfolio-based qualification run by the SLCC. The Clerk and other employees will be encouraged to attend training and conferences relevant to their areas of work.

Measuring the impact of training

Councillors and employees attending training will be expected to report back to the next Council meeting after attendance to pass on any relevant information and to give feedback on the training course itself.

Training Budget

The Council will set a training budget for Councillors and employees each year during the budget round.

Training Records

The Clerk will retain a record of all training undertaken by Councillors and employees.

Meeting date: 5th October 2021

Agenda number: 9

Topic: Emergency First Aid Course Options

Updated 9th September 2021.

Community Heartbeat Trust

Emergency response course (3 hours)

Cost: £30 per attendee for maximum 16 attendees, minimum 8

First Aid and Trauma Training

(no response)

Local Heritage List Nomination Form

Q1 - What is the name of the local heritage asset?

Q2 - What is the address of the local heritage Asset?

Q3 - Local Heritage Value – Architectural, Historic or Archaeological Interest

Please tick each relevant box, for inclusion on the Local List, heritage assets must include at least one of the following:

Architectural

Historical

Archaeological

Q4 - General Principles of Selection

Please tick each relevant box, for inclusion on the Local List, heritage assets must include at least one of the following:

Aesthetic merits

Group value

Age and rarity

Intactness -state of originality

Designed landscape merit

Landmark qualities

Evidential Value

Social and communal value

Q5 - Description

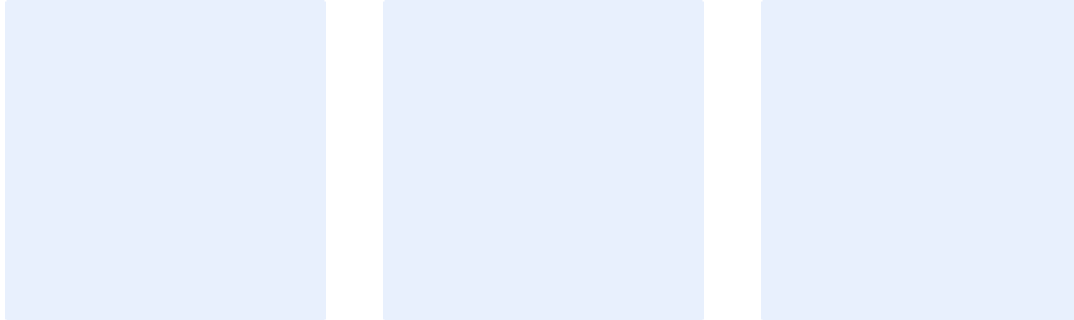
Please describe the asset you would like to put forward for local listing. This is an opportunity to showcase both the interest and value of the asset for potential inclusion on the local list.

Q6 - Images

Do you have any images of the asset you wish to nominate?

Please complete one form per nomination*

Local Heritage List Nomination Form



Q7 - Contact Details

The details will only be used to contact you regarding the project and nominations

Name Click or tap here to enter text.
Email Click or tap here to enter text.
Address Click or tap here to enter text.

What to do next

Once you have fully completed the form, please return the form together with one or more photographs clearly labelled to correspond with this nomination to:

Nana Pierre
Heritage Engagement Officer
Email: nana.pierre@teiwkesbury.gov.uk

Address:
Nana Pierre
Heritage Engagement Officer
Tewkesbury Borough Council,
Public Services Centre,
Gloucester Road, Tewkesbury,
Gloucestershire. GL20 5TT.
United Kingdom

Please complete one form per nomination*

From: Nana Pierre <Nana.Pierre@tewkesbury.gov.uk>
Sent: 24 September 2021 02:54
To: Nana Pierre
Subject: An Update: Local Heritage List
Attachments: Local List Nomination Form TBC- July 2021.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Clerk,

It's good to be in touch again. We have had a promising response from many of the parishes, but still have some way to go for fuller coverage of the Borough. Since my last contact, we have developed:
a webpage to provide information about the local heritage list - [Local heritage list — Tewkesbury Borough Council](#)
an online form for nomination – <https://www.tewkesbury.gov.uk/forms/local-heritage-list-nomination>
Alongside a paper form that is also attached.

Please share the webpage within your networks.

As part of a Tewkesbury High St. Heritage Action Zone regeneration event on 18/9/2021, we spoke to over 300 members of the public, some of whom are putting forward nominations for listing across the borough. We are working closely with areas that responded to our initial contact who wish to register local heritage assets including Tewkesbury, Winchcombe, Woodmancote and Brockworth. Between the council and residents, we have identified assets across 10+ parishes and the list grows.

We are taking Tewkesbury Borough's draft Selection Criteria to the Planning Policy Review Panel (PPRP) next week. In November, the Draft Selection Criteria will be taken to Executive Committee for the initial stages of adoption as a Supplementary Planning Document (SPD). I look forward to engaging with more people in the coming months and to receiving more nominations for a greater representation of Tewkesbury Borough's unique history and character. We aim to review all the nominations in early December 2021 and send to the Historic Environment Record in the new year.

Thank you for your time and contributions,

Kind regards,

Nana Pierre
Heritage Engagement Officer
Tewkesbury Borough Council
Council Offices
Gloucester Road
GL20 5TT

Tel: 01684 272277
Email: nana.pierre@tewkesbury.gov.uk

I work across two sites - Tewkesbury (Mon-Wed) Gloucester (Thur-Fri)