

**Table 1: Disclosable pecuniary interests**

This table sets out the explanation of disclosable pecuniary interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
Corporate tenancies	Any tenancy where (to the councillor's knowledge)- (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where- (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either- (i) ) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other registrable interests**

You must register as an Other Registerable Interest:

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

### **Agenda Item 24/136 – Legal Advice**

#### **Background**

The parish council has received legal advice relating to the disposal of land known as the village green and has prepared a summary of said advice which is currently being reviewed by councillors. It has been suggested that further legal advice should be obtained to review the assumptions made and ensure that a disposal complies with appropriate legislation.

### **Agenda Item 24/137 – Disposal Notice**

#### **Background**

A draft sublease has been received by the parish council which is now under review. The parish council will need to complete its Risk Analysis of any disposal. It is necessary to publish the Notice of Intended Disposal, receive any representations and consider and evaluate such representations as part of the overall Risk Analysis.

### **Agenda Item 24/138 – Stop Start Surfaces at the Village Green**

#### **Background**

The biggest issue this motion resolves is the emptying of the portable toilet through the winter, but it also helps the collection of the bins at the green for the council along with many minor maintenance activities like delivering line marking paint. The work will be done in such a way as to minimise damaging the current surface of the surrounding area. This has been used at the entrance to William's field next to the vehicle entrance.



## Final External Auditor Report and Certificate 2023/24 in respect of Hatfield Broad Oak Parish Council – EX0114

### Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### External auditor's limited assurance opinion 2023/24

On 19 September 2024, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2024. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

We received challenge correspondence in relation to the 2023/24 AGAR which we considered before completing our work. The authority will receive an invoice in relation to this additional work.

**External auditor certificate 2023/24**

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

A handwritten signature in black ink, appearing to read 'Prof Littlejohn' followed by a flourish.**PKF Littlejohn LLP****13/11/2024**



# HATFIELD BROAD OAK PARISH COUNCIL

## Data Retention and Disposal Policy

Formally Adopted: 08.11.2023

To be Reviewed: 08.11.2024

**Agenda Item 24/141i**

### 1. Introduction

1.1 The guidelines set out in this document supports the Council's Data Protection Policy and assists us in compliance with the Freedom of Information Act 2000, the General Data Protection Regulation & The Data Protection Act 2018 and other associated legislation.

1.2 It is important that the Council has in place arrangements for the retention and disposal of documents necessary for the adequate management of services in undertaking its responsibilities. This policy sets out the minimum requirements for the retention of documents and sets out the requirements for the disposal of documents. However, it is important to note that this is a live document and will be updated on a regular basis.

1.3 The Council will ensure that information is not kept for longer than is necessary and will retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

### 2. Aims and Objectives

2.1 It is recognised that up to date, reliable and accurate information is a vital to support the work that the Council do and the services that it provides to its residents. This document will help us to:

- Ensure the retention and availability of the minimum amount of relevant information that is necessary for the Council to operate and provide services to the public.
- Comply with legal and regulatory requirements, including the Freedom of Information Act 2000, the Data Protection Act 1998, the General Data Protection Regulation, the Data Protection Act 2018 and the Environmental Information Regulations 2004.
- Save employees' time and effort when retrieving information by reducing the amount of information that may be held unnecessarily. This will assist them as they carry out their daily duties, or if searching for information requested under the Freedom of Information Act.
- Ensure archival records that are of historical value are appropriately retained for the benefit of future generations.

### **3. Scope**

3.1 For the purpose of this Strategy, 'documents' includes electronic, microfilm, microfiche and paper records.

3.2 Where storage is by means of paper records, originals rather than photocopies should be retained where possible.

### **4. Standards**

4.1 The Council will make every effort to ensure that it meets the following standards of good practice:

- Adhere to legal requirements for the retention of information as specified in the Retention Schedule at Annex A. This document provides a framework for good practice requirements for retaining information.
- Personal information will be retained in locked filing cabinets within the Clerk's Office and access to these documents will only be by authorised personnel.
- Disclosure information will be retained in a locked cabinet in the Clerk's Office.
- Appropriately dispose of information that is no longer required.
- Appropriate measures will be taken to ensure that confidential and sensitive information is securely destroyed.
- Information about unidentifiable individuals is permitted to be held indefinitely for historical, statistical or research purposes e.g. Equalities data.
- Wherever possible only one copy of any personal information will be retained and that will be held within the Clerk's Office.

### **5. Breach of Policy and Standards**

5.1 Any employee or councillor who knowingly or recklessly contravenes any instruction contained in, or following from, this Policy and Standards may, depending on the circumstances of the case, have disciplinary action, which could include dismissal, taken against them.

### **6. Roles and Responsibilities**

6.1 The Clerk has overall responsibility for the policy.

6.2 The Clerk is responsible for the maintenance and operation of this policy including ad-hoc checks to ensure compliance.

6.3 Other staff and councillors are responsible for ensuring their records are kept and destroyed in line with this policy.

6.4 The Clerk responsible for ensuring that the guidelines set out in this policy are adhered to and to ensure that any documents disposed of are done so in

accordance with their 'sensitivity' (i.e., whether they are normal waste or 'Confidential Waste')

## **7. Confidential Waste**

7.1 Fundamentally any information that is required to be produced under the Freedom of Information Act or Environmental Information Regulations, is available on the website or is open to public inspection should NOT be treated as confidential waste.

7.2 However, any information that is protected by the Data Protection Act or as Confidential under the Councils Constitution should be treated as confidential waste for disposal purposes.

7.3 Examples of what constitutes confidential waste:

- Exempt information contained within committee reports.
- Files containing the personal details of an individual and files that predominantly relate to a particular individual or their circumstances. For example, completed application forms and letters.
- Materials given to us on a 'confidential' or on a limited use basis e.g., material provided by contractors or the police.

7.4 Examples of what does not constitute confidential waste:

- Documents that are available to the public via our web site or by submitting an appropriate search request to ourselves for general information.
- All reports and background papers of matters taken to Committee in public session unless specifically exempt.

## **8. Disposal of Documentation**

8.1 Confidential waste which clearly shows any personal information or information which can be identified using the parameters set out in 7.3 will be shredded within the Clerk's office.

## **9. Retention**

9.1 Timeframes for retention of documents have been set using legislative requirements and the Chartered Institute of Personnel and Professional Development (CIPD) guidelines.

9.2 Throughout retention the conditions regarding safe storage and controlled access will remain in place.

9.3 Disclosure information appertaining to Disclosure and Barring Checks must be kept securely in a locked cabinet. Only those entitled to see it in the course of their duties should have access. The security and confidentiality of all Disclosure information is closely registered under the Police Act 1997.

9.4 Disclosure information must not be retained for a period of more than six months and must be destroyed in a secure manner using a shredder.

9.5 Any unauthorised employee accessing or attempting to access Disclosures or Disclosure information, or personnel records will be dealt with under the Council's disciplinary procedures.

9.6 The attached 'Appendix' shows the minimum requirements for the retention of documents as determined by those officers and councillors responsible for the management of these particular documentation types. Officers and councillors holding documents should exercise judgement as to whether they can be disposed of at the end of those periods detailed in the attached 'Appendix'.

## **10. Storage and Access**

10.1 Disclosure information is kept separately from personnel files and in securely lockable, nonportable cabinet with access strictly controlled and limited to the Clerk.

## **11. Handling**

11.1 The Council complies with s124 of the Police Act 1997, so that Disclosure Information is only passed to those who are authorised to receive it in the course of their duties. The Council maintains a record of all those to whom Disclosures or Disclosure Information has been revealed and recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

11.2 Personal information will only be available to those who are authorised officers.

11.3 Customers details and information will be kept up to date and reviewed annually by an authorised officer.

## **12. Usage**

12.1 Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's/employee's consent has been given. Disclosure Information will be shared between different areas of the Council, if necessary.

12.2 Where Disclosure information is shared with anyone other than the Clerk or councillors the employee must be given a reason why this information is being shared.

## APPENDIX A

### Recommended Document Retention Timescales

The retention period should be the number of years specified plus the current financial period (i.e., three years plus the current period, therefore at least three years documentation will always be retained at any given point in time).

This list is not exhaustive; if you are unsure about any document, contact the Parish Clerk for clarification.

### Document Retention Period

#### Finance

DOCUMENT	RETENTION PERIOD
Financial Published Final Accounts	Indefinitely
Signed Audited Accounts	Indefinitely
Final Account working papers	7 years
Records of all accounting transactions held by the Financial Management System	At least 7 years
Purchase orders	7 years
BACS Listings	7 years
Asset register for statutory accounting purposes	10 years
Copy receipts	7 years
Ledger/Trial Balance	10 years
Financial Plan	Indefinitely
Budget estimates – Detailed working papers and summaries	7 years
Bank Statements (Hardcopy)	7 years
Banking records	7 years
Bank Reconciliations	7 years
Grant/Funding Applications & Claims	7 years
Precept Forms	Indefinitely
Internal Audit Plans/Reports	7 years
Time sheets and Overtime Claims	7 years
Payroll and tax information relating to employees	7 years
Records of payment made to employees for salaries /wages	7 years
VAT, Income Tax and National Insurance Records	7 years
Current and expired insurance contracts and policies indefinitely Insurance records and claims	7 years
Capital and contracts register	Indefinitely

#### Personnel

Unsuccessful application forms	6 months
Unsuccessful reference requests	1 years
Successful application forms and CVS	For duration of employment + 5 years
References received	For duration of employment + 5 years

Statutory sick records, pay, calculations, certificates, etc	For duration of employment + 5 years
Annual leave records	For duration of employment + 5 years
Unpaid leave/special leave	For duration of employment + 5 years
Annual appraisal/assessment records	Current year and previous 2 years
Criminal Records Bureau Checks	6 months
Personnel files and training records	5 years after employment ceases
Disciplinary or grievance investigations – proved. - Verbal - Written - Final Warning - Anything involving children	6 months 1 year 18 months Permanently
Statutory maternity/paternity records, calculations, certificates	3 years after the tax year in which the period ended
Wages/Salary records, overtime, bonuses, expenses	6 years

## Corporate

Minutes and reports of Committee meetings	Indefinitely
Minutes and reports for Special Committee meetings	Indefinitely
Notes and reports of working groups	Indefinitely
Policies and procedures	Until updated or reviewed
Asset Management records	Indefinitely
Internal audit records	3 years
Internal audit fraud investigation	7 years from date of final outcome of investigation
Risk register	Indefinitely
Risk management reports	Indefinitely
Performance reports	Indefinitely
Questionnaire data	Indefinitely
Vehicle maintenance and registration records (all necessary certificates, MOT certificates, test records and vehicle registration documents etc)	2 years after vehicle disposed of
Services and equipment quotations	1 year
Pre-tender qualification document Summary list of expression of interest received Company contacts A summary of any financial or technical evaluation supplied with the expressions of interest Initial application	1 year
Successful tender documentation Life of contract	6 years
Unsuccessful tender documentation	Until final payment is made
Deeds of land and property	Indefinitely
Property evaluation lists	6 years

Lease agreements, variation and valuation queries	6 years after the expiry of the agreement
Documentation referring to externally funded projects	6 years

### Health & Safety

Health and Safety Accident books	21 years
Parks and play area inspection reports	21 years
All inspection certificates (Gas Safe, FENSA etc)	2 years
Periodic machinery inspection tests (PAT, equipment calibration etc)	2 years
Documents relating to the process of collecting, transporting and disposal of general waste	3 years
Documents relating to the process of collecting, transporting and disposal of hazardous waste	10 years
Risk Assessment Forms	21 years

### Additional Items

Approved Minutes	Indefinite
Draft/Rough notes taken at meetings	Until minutes are approved
Email (Where not covered elsewhere)	5 years
Letter/Paper correspondence	3 years
Audio/Visual Recordings of meetings	1 year



# HATFIELD BROAD OAK PARISH COUNCIL

## Recording Policy

Formally Adopted: 08.11.2023

To be Reviewed: 08.11.2023

**Agenda Item 24/141ii**

Hatfield Broad Oak Parish Council will hereinto be known in this policy as 'the Council'

### 1. INTRODUCTION

- i. This policy will cover the recording of Parish Meetings by members of the community as well as the Council itself recording the meeting.
- ii. The term "recording" covers the audio, visual or any kind of electronic recording.
- iii. The right to record, film and to broadcast meetings of the parish meeting is established under the Openness of Local Government Regulations 2014. This is in addition to the rights of the press and public to attend such meetings.
- iv. The Council is committed to being open and transparent in the way it conducts its decision making.
- v. The Council fully appreciates that any recording of meetings will need to be stored securely and will be covered by Freedom of Information (Fol) and General Data Protection Regulations (GDPR) legislation.
- vi. All Council meetings will be recorded in either a visual, audible, or electronic manner unless there is an agreed motion to prohibit a full meeting or a section of a meeting (both of which the reason should be clearly noted in the minutes)
- vii. The physical minutes of the meeting, which are usually taken by the Clerk and voted by the Full Council at the next Full Council meeting will remain the statutory and legally binding formal record of council decisions.
- viii. In any discrepancy between any recordings and written minutes, the Council are steadfast in using the written minutes as the primary record.

### 2. COUNCIL RECORDING OBLIGATIONS AND DUTIES

- i. The Parish Council may itself photograph, film, record or broadcast meetings and can retain, use, or dispose of such material in accordance with its retention and disposal policies.
- ii. Where a council proposes to record its own meetings, it will be bound by this policy.

- iii. The Council will ensure that in all face-to-face meetings, there are clear signs of the fact that the meeting is being recorded.
- iv. The Chair will propose a motion when recording is not appropriate for either a full meeting or a section of meeting – if agreed this will be clearly noted in the minutes.
- v. If any Council meeting is held digitally, the Chair will ensure that it is clearly expressed by them that the meeting is being recorded.
- vi. The Councillors, Clerks and Council officers have given their permission to be recorded as part of their role.
- vii. Any members of the public or press who have attended any meeting (both face to face and digitally) will be warned by the Chair that by remaining at the meeting they have in effect given their expressed permission to be recorded. If any members of the public or press who do not want to be filmed should be given to leave the meeting before recording commences.
- viii. The Council will ensure any notifications or signs detailing that recording will be taken place should be as clear and visible as possible.
- ix. For any digital recordings, the Chair will express the fact the meeting is being recorded in a clear manner and ask any participants if they have any questions.
- x. The Clerk shall ensure that for any meetings that are recorded, the act of the recording is made clear in the minutes.
- xi. The Council will determine that how long the recordings are kept, and it will be detailed in the Retention and Disposal of Documents and Data Policy. The policy will have specific reference to the GDPR and best practice guidance from the Information Commissioners Office (ICO).
- xii. The Council will not alter, amend or in any way change the format or chronology of the recordings.

### **3. RULES OF MEMBERS OF THE PUBLIC RECORDING MEETINGS**

- i. The Council recognises that the general public have a right to record the meetings – this includes both face to face and digital meetings.
- ii. The Chair will remind all members of the public in attendance of the meeting or a participant in the digital meeting that the act of recording is with permission of the Council.

- iii. In regard to agenda points when the public and press are excluded, no recording by the press or public will be permitted.
- iv. The Chair will remind all members of the public and press that any recording of any meetings (either in full or part) will not be permitted to cause any disruption of any part of the Council meeting.
- v. Any person wishing to record a meeting in any format whatsoever is encouraged to contact the Clerk prior to the start of the meeting. The Clerk's details are set out on the website and the agenda of the meeting. Discussing requirements with the clerk beforehand will help to ensure that the council provides reasonable facilities to meet the needs of the person that is recording.
- vi. Any person making the recording may move around, however in doing so they must ensure that there is minimal or no disruption to the proceedings of the meeting.
- vii. Any person making a recording should be aware that any 'public forum' of the meeting is not necessarily considered part of the formal Council meeting – thus any recording of persons not Councillors or Officers of the Council will need to give expressed permission to be recorded.
- viii. The specific filming of children or young people under the age of 18 who are present cannot take place unless their parents/guardians have given their written consent. This provision also applies to vulnerable adults whereby the consent of a responsible adult is required, i.e. a medical professional, carer or legal guardian.
- ix. Where the permission is given, filming of these people can take place.
- x. The council requests that all recording is overt (i.e. clearly visible to anyone at the meeting).
- xi. The use of digital and social media recording tools, for example Twitter, blogging or audio recording are allowed as long as this type of recording is carried out in a non-disruptive way and only to the extent that it does not interfere with the ability of any person present to follow the debate.
- xii. A person or persons making a recording has no right to interrupt the formal part of the Parish meeting by asking questions or making comments for the purpose of the recording.
- xiii. The person recording has no right to ask councillors, officers or any members of the public who have been given permission to contribute orally to the meeting to repeat a statement for the purposes of the recording.

- xiv. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in their reasonable opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
- xv. Persons who are recording are requested not to leave their equipment unattended where possible and are responsible for their equipment at all times.
- xvi. The recording and reporting on meetings of the Parish Council, is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act and the laws of libel and defamation.
- xvii. The council expects that the recording will not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Parish Council's values or in a way that ridicules or shows a lack of respect for those in the recording.
- xviii. The Parish Council would expect any recording in breach of these rules to be removed from public view. The Parish Council will have no liability for material published by any other person unless it is itself undertaking the publication through its offices.
- xix. For the benefit for those who wish to record - where the recording device being used involves equipment which is larger than a smart phone, tablet, or compact camera or if the person recording has other special requirements, they are requested to please contact the clerk prior to the meeting so that reasonable arrangements can be made.
- xx. The use of lighting for filming/flash photography will usually be allowed provided that it does not adversely impact on the ability of others present to view the meeting, or for reasons of health, whereby the council may require that such lighting is not used or is reduced to a level which does not adversely affect other people. The lighting should not cause any other form of disruption.
- xxi. The Parish Council is not liable for the actions of any person making a recording at a council meeting which identifies a member of the public or for any publication of that recording.

#### **4. COPYRIGHT**

- i. Copyright is a means of protecting intellectual property rights in material. It covers the expression of original ideas and thoughts and includes literary works, music, sound recordings and things such as advertising jingles or TV themes.

- ii. Copyright is governed by the Copyright, Designs and Patents Act 1988 (CDPA), and automatically applies to items such as, but not limited to, documents, policies, photographs, music and sound recordings. There is no requirement to apply for copyright protection – it applies automatically. The usual symbol for copyright is ©.
- iii. Others e.g., local authorities, individuals, charities etc., might wish to use council copyright protected material. To comply with the CDPA they cannot use council copyright material unless they receive our permission.
- iv. Where a request is made from a third party to use council copyrighted material the council will consider each case on its individual merits.
- v. Permission to use will only be granted on the understanding that materials may be resized but must not be altered in any other way.
- vi. Where the council has provided permission to a third party to use council copyright protected material appropriate wording must be used by the third party.
  - a. *With thanks to Hatfield Broad Oak Parish Council for allowing use of their .....*
- vii. The council expressly reserves the right to take any appropriate action, including legal action against those who wilfully or recklessly breach its copyright or who publish copyright protected material where permission has been refused, irrespective of their sector or commercial status.



# HATFIELD BROAD OAK PARISH COUNCIL

## Safeguarding Policy 2019/2020

### Agenda Item 24/141iii

## **SECTION 1**

### **Introduction**

Everyone has a duty to safeguard children, young people and vulnerable adults.

This policy promotes good practice in safeguarding for those using Parish Council facilities.

The Parish Council will review it annually.

### **Definitions**

#### **Children and young people:**

Anyone under the age of 18 years, the very young, disabled, or isolated

#### **Vulnerable Adult:**

Anyone over 18 who is:

- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- Adults with low level mental health problems, or low-level learning disabilities,
- Older people living independently,
- People living with substance abuse,
- People self-directing their care, as these things are not always self-evident.
- Or may be in need of community care services

### **To whom this policy applies**

- This policy applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.
- It also applies to any individual using the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

## **SECTION 2**

Promoting a safe environment

In order to promote a safe environment for children, young people and vulnerable adults, the

Parish Council will:

- Provide safe facilities and do regular safety assessments.
- Ensure that employees, councillors and leaders of activities in / on parish facilities, are aware of the safeguarding expectations.
- Ensure that the policy for users of parish facilities includes a requirement that they are safe to work with children, young people and vulnerable adults. (eg, any adults who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties should undergo appropriate Disclosure and Barring Service checks.)
- Ensure that attendees at functions, e.g. The 10K run, are aware that parents are responsible for their children's safety and the location of a dedicated safe place for lost children is clear.
- Display on notice boards the relevant safeguarding contacts for advice and help.



# HATFIELD BROAD OAK PARISH COUNCIL

## Safeguarding Policy 2019/2020

### Use of facilities by groups for use with children, young people or vulnerable adults

(e.g. clubs / organisations regularly using the Recreation Ground or Village Green)

Parish Council will require the leaders to:

- Have public liability insurance.
- Have a suitable safeguarding children, young people and vulnerable adult policy and/or agree to work to the Parish Council's policy and relevant guidance.
- Ensure leaders make their members aware of the Parish Council Policy and ensure that it is followed whilst using parish facilities.
- Ensure leaders have valid enhanced DBS checks as appropriate and know where a first aid box is.
- Do risk assessments for individual activities.

### SECTION 3

#### **Safe working practice**

All users of Parish Facilities must follow the safeguarding children, young people and vulnerable adult's policy and procedures at all times. For example, they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a known parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from parents/carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures.
- Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

#### **Expectations of behaviour**

All users of Parish Facilities should:

- Ensure that communications, behaviour and interaction with users should be appropriate and professional.
- Treat each other with respect and show consideration for other groups using the facilities.
- Be inclusive in treatment of others regardless of age, gender, ethnicity, sexual orientation and disability
- Refrain from any behaviour that involves ageism, racism, sexism, gender discrimination, discrimination against diversity including those with mental disabilities and to refrain from bullying
- To report any instances of such behaviour to group leaders, parish councillors, the parish clerk or parents and carers, as appropriate.



# HATFIELD BROAD OAK PARISH COUNCIL

## Safeguarding Policy 2019/2020

### **SECTION 4**

#### **Allegations against staff and volunteers**

All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult. We advise whenever possible to make sure they have a second adult with them and they stay visible and ideally within ear shot of other witnesses.

If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the Chair of the Parish Council.

No attempt should be made to investigate or take action before consultation with the Local Authority Designated Officer (LADO). Essex Telephone: 03330 139 797

#### **Whistleblowing**

All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team.

#### **What should be a cause for concern**

Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child or vulnerable adult.

Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect

All staff and volunteers coming in to contact with children need to have an awareness of safeguarding.

#### **Notes**

1. Detailed guidance about safeguarding can also be found in the Chelmsford City Council Policy. It gives details how to report and when to report a concern if someone is in immediate risk or not in immediate risk. Please follow the link below to read it.

<https://www.chelmsford.gov.uk/EasySiteWeb/GatewayLink.aspx?allId=49264>

2. Essex duty LADO (Local Authority Designated Officer) Telephone: 03330 139 797

Approved by full council .....date



## HATFIELD BROAD OAK PARISH COUNCIL

### Tree Policy

### Agenda Item 24/141iv

This is a policy for the management of trees and managed by Hatfield Broad Oak Parish Council. A principle of English Common and statute Law is that land/tree owners have a duty of care to visitors, residents, passers-by and indeed trespassers when on their land.

Any queries on trees belonging to Hatfield Broad Oak Parish Council, should be made to the clerk email: [parishclerk@hatfieldbroadoakpc.gov.uk](mailto:parishclerk@hatfieldbroadoakpc.gov.uk)

Trees on other spaces may be the responsibility of Uttlesford District Council 01799 510510.  
<https://www.uttlesford.gov.uk/>

Trees situated within the public highway, adjacent to the road or on roadside verges are generally the responsibility of Essex County Council you can contact them on 0345 743 0430 or  
<https://www.essex.gov.uk>.

Trees help to add variety to our landscape and provide valuable habitats for many species while providing us with cleaner, filtered air. Hatfield Broad Oak Parish Council aims to preserve Hatfield Broad Oak's trees for future generations to enjoy.

#### **1. Work that Hatfield Broad Oak Parish Council will carry out on Parish Council Owned Trees.**

In maintaining our trees, we will:

- Remove dead, dying and dangerous trees
- Remove dangerous and damaged limbs

It is our policy to survey our trees on a regular basis, but if trees require work under this section, members of the public should contact: [parishclerk@hatfieldbroadoakpc.gov.uk](mailto:parishclerk@hatfieldbroadoakpc.gov.uk)

The trees will be inspected and if works are required this will be programmed as necessary.

For all work carried out on private land by contractors employed by the Parish Council, prior permission would be sought before any work commenced.

#### **2. Work that Hatfield Broad Oak Parish Council will not carry out to Parish Council Owned Trees.**

We have no obligation to carry out the following tree works:

- Cut back branches overhanging private property.
- 'Top' trees or remove branches to increase daylight or decrease height in relation to property.
- Remove branches or trees affecting views or interfering with TV reception.
- Remove branches or trees to prevent falling leaves, honeydew from aphids or other minor debris.
- Remove roots from drains or repair root damage to structures, where the tree has not been clearly demonstrated to be the principle cause.
- Remove branches or trees to prevent potential root damage to structures.



# HATFIELD BROAD OAK PARISH COUNCIL

## Tree Policy

- Remove branches nearly touching buildings, walls, roofs, fences etc.
- Remove branches or trees to prevent access to squirrels or birds.

If members of the public would like tree works carried out as per this section, they should make their own arrangements as described below. The Parish Council reminds residents and land owners that pruning may be carried out on unprotected trees (i.e. not subject to a Tree Preservation Order) where they overhang your property, **VERTICALLY** in line with your boundary.

### **3. Carrying out Tree works yourself and Pruning Guidance.**

In common law, a property owner can cut back overhanging branches to the boundary of his/her property. All pruning material must not be thrown back over the boundary, as this could be classed as fly tipping.

The Parish Council would usually have no objection to property owners carrying out tree work or engaging a contractor at their own expense, provided that:

- Access is not gained onto neighbouring land or to a tree within that land; if access to our land or to a tree on that land is required, our permission must be sought.
- Where trees are in public community areas and access is required to carry out pruning, you will require written permission before carrying out such work from the community area.
- The tree is not situated in a Conservation area or protected by a Tree Preservation Order (TPO). Applications can be made to Uttlesford District Council for permission to work on a tree with a TPO or in a conservation area.
- Any work done to a tree is not detrimental to its health or stability; for their own protection members of the public are advised to obtain advice from a qualified tree surgeon.
- For tree pruning work, whoever does the work, it is carried out to an acceptable standard, in accordance with the British Standard Recommendation for Tree Work 3998:1989.
- The property owner notifies us (before the work begins) of the proposed work and commencement date.

### **The Council does not carry out works to privately owned Trees**

#### **4. Tree Removal**

The Parish Council will avoid felling trees unless it is necessary. Tree felling will usually be for health and safety purposes, or to prevent the spread of serious diseases and pests. The Parish Council reserve the right to fell trees to prevent overcrowding, to improve habitats, to restore landscapes in line with site management or to remove a tree that is inappropriate to its location and has a significantly detrimental impact on the appearance or amenity of a site.

#### **5. Emergency Procedures**



## HATFIELD BROAD OAK PARISH COUNCIL

### Tree Policy

If a tree presenting a hazard is observed by a member of the public and is deemed potentially dangerous and constitutes an emergency, then the appropriate authority should be notified to enable a prompt response to be made. An emergency would be classed as: • Imminent danger to property or persons. • A blocked road resulting from a fallen tree.

Emergency Contact Number, Essex Highways, 0345 603 7631

For Trees located in the Village Green, the Recreation Ground or Ann Lees Path that are causing imminent danger to property or persons please see telephone numbers for the clerk and also councillors on the Parish Council website <https://www.hbopc.co.uk/>

If you are in doubt as to the rights you may have or actions you are considering taking regarding trees owned or managed by the Parish Council, please contact the clerk to discuss before proceeding.

The Parish Council also takes further advice as necessary when managing trees, in particular the tree survey and they also consider the policies of larger cities which give a greater explanation of tree law. One such policy for Chelmsford may be found at

<https://www.chelmsford.gov.uk/planning-and-building-control/trees-and-hedges/>

# Hatfield Broad Oak Parish Council

## Expenditure transactions – December 2<sup>nd</sup> payments approval list

Start of year 01/04/24

No	Gross	Vat	Net	To pay	Date	Invoice	Details
301	£3,816.60	£0.00	£3,816.60	£3,816.60	19/11/24	1018636	Birketts - Professional Charges - Interim Invoice for public sector advice
302	£1,017.00	£169.50	£847.50	£1,017.00	21/11/24	SB20243385	PKF Littlejohn - External Audit for 2023/24 plus additional charges
303	£120.00	£20.00	£100.00	£120.00	26/11/24	18146	Essex Association of Local Councils - Training - Law & Procedures Course
300	£50.00	£0.00	£50.00	£50.00	27/11/24		Royal British Legion – Donation for Poppy Wreath
304	£5.00	£0.00	£5.00	£5.00	27/11/24		Uttlesford Association of Local Councils - Annual Subscription fee 2024/25
<b>Total</b>	<b>£5,008.60</b>	<b>£189.50</b>	<b>£4,819.10</b>	<b>£5,008.60</b>			

Signature.....

Signature.....

Date.....