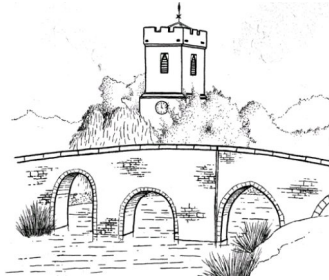


BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



To all Members of the Parish Council

You are hereby summoned to attend a Meeting of the Parish Council to be held at the Parish Council Meeting Room, Bramley Way, on Monday 18th August 2025 @ 7.30 pm to transact the following business

13th August 2025

Elisabeth Uggerløse
Clerk to the Parish Council

AGENDA

1. **To receive** and accept apologies
2. **To receive** any Declaration of Interest on Items on the Agenda
 - i. All members of the Council are respectfully reminded that in order to comply with the Code of Conduct adopted by the Parish Council on 28th February 2022, effective from 1st May 2022, if any matter arises during the meeting in which they have declared an Interest, which could be personal or prejudicial, they should declare so and leave the room.
 - ii. Written requests for Dispensations for DPI should be received by the Clerk no more than 24 hours prior to the meeting.
Dispensations will be granted as appropriate.
3. **To approve** Minutes of the Parish Council held on Monday 28th July 2025
4. **Public Forum** questions from members of the public. Please be aware that, although members of the public can raise any question, Council will only be able to respond to issues relating to the business to be transacted at the meeting. Approx. 15 minutes in total; 3 minutes per person.
(Public Participation at Council Meeting Guidance Notes apply). Please note that this is the **only** opportunity members of the public have to raise issues as, once the meeting has started, all discussions are limited to the Council and Officers.
5. **To receive** report from County Councillor

6. **To receive** report from District Councillors
7. **To receive** Clerk's Report
8. **To consider** Update Reports from the Parish Council's Committees
 - i. **Methodist Church Lease WG** – verbal update
 - ii. **Youth WG** – verbal update
9. **To review and approve** the following Policies
 - i. Disciplinary Policy
 - ii. Handling Complaints Policy
 - iii. Diversity & Equality Policy
 - iv. Document Retention Scheme
 - v. Vexatious Complaints Policy
 - vi. Scheme of Delegation to the Clerk
 - vii. Training Policy
 - viii. Policy for Commenting on Planning Applications
10. **To consider** request from Bidford Christmas Lights to appoint a Councillor to attend their Committee Meetings.
11. **To consider** the following grant application:
 - i. **Bidford & District History Society**
 - Reprint and distribute the “Bidford History Trail” first published in 2016
 - Run 2 presentations of “5000 years in 1 hour”

Cost : £550

Grant amount: £290 plus use of Crawford Hall on 2 occasions
 - ii. **St Laurence Church – Fun Day 20 August 2025**
 Offering a two hour Fun Afternoon, free of charge, open to all – includes food. No worship activity
Grant amount : £70
12. **To receive** thank you from Darby & Joan and Christmas Panto for the grants awarded
13. **To consider** the following planning applications
 - i. **24/03145/FUL Motor Fuel Group Limited, Petrol Filling Station, 95 High Street, B50 4BD**
 Demolition of exiting sales building, car salesroom and car workshop, erection of new sales building with Food to Go and ATM, provision of an EVC hub and associated infrastructure, No. 2 jet wash bays, car parking, new in store and all other associated works.
An amendment/additional information has been received for the application, shown above
 Link to Application
<https://apps.stratford.gov.uk/eplanningv2/AppDetail/Index/c5ff475a-e15f-cc69-1231-08dd19ffb0de?route=/Home>
 Please check for “Amended Plans” and “Superseded”
 The Parish Council objected on various grounds, which can be seen online: do the amendments/changes address these grounds?
 - ii. **25/01586FUL Mr S Kerry, Brookfields Farm, Stratford Road, B50 4LU**

Change of use of land to stationing of 9 static and 9 touring caravans for residential occupation, new vehicular access, associated hardstanding, bunds and post and rail fencing (part retrospective)

Link to Application

<https://apps.stratford.gov.uk/eplanningv2/AppDetail/Index/044d9cf8-60b9-c86f-d48c-08ddb94fed00?route=/Home>

iii. 25/01741/FUL Mr Richard Perry Brighter Pathways, Lovelies Grange, Steppes Piece, B50 4AT

Proposed change of use from dwelling house (C3) to children's care home (C2)

Link to Application

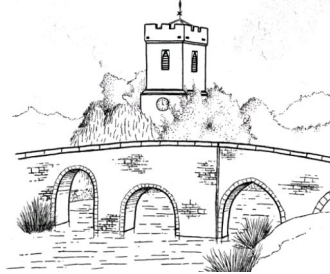
<https://apps.stratford.gov.uk/eplanningv2/AppDetail/Index/9ba1331f-38d0-ccb2-3e7b-08ddc60c7f22?route=/Home>

14. To approve

- i.** July 2025 accounts - circulated
- ii.** August 2025 payments – circulated

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Minutes of the Parish Council Meeting held on Monday 28th July 2025 @ 7.30 pm at the Parish Council Meeting Room, Bramley Way.

PRESENT

Chairman Cllr. Williams

Cllr Barry, Cullum, Haberton, Hiscocks, Ho, Hopcraft, Lewis
Moore and Paterson

In attendance: Mrs E. Uggerløse, Clerk to the Parish Council

Also present District Cllr Fleming
13 members of the public

1. TO RECEIVE ANY APOLOGIES

No apologies

2. TO RECEIVE ANY DECLARATION OF INTEREST IN ITEMS ON THE AGENDA

- i. All members of the Council are respectfully reminded that in order to comply with the Code of Conduct adopted by the Parish Council on 28th February 2022, effective from 1st May 2022, if any matter arises during the meeting in which they have declared an Interest, which could be personal or prejudicial, they should declare so and leave the room.
Cllr Barry declared an interest in item 8i) Point 7
- ii. Written requests for Dispensations for DPI should be received by the Clerk no more than 24 hours prior to the meeting.
None requested

3. TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETINGH GELD ONB 30TH JUNE 2025

Cllr Lewis proposed they be approved and signed as accurate
RESOLVED by Full Council that they be signed by the Chairman

Standing Orders were suspended for the Public Forum

4. PUBLIC FORUM

Standing Orders were reinstated

5. TO RECEIVE REPORT FROM COUNTY COUNCILLOR

County Cllrs was not present

6. TO RECEIVE REPORT FROM DISTRICT COUNCILLOR

Cllr Pemberton had sent his apologies and a Report which is attached to these Minutes

Cllr Fleming reported on 2 Planning issues

- i. **Petrol Station** planner has now received the information requested and is minded to approve without it going to Committee.
Clerk advised that the Parish Council had objected and, therefore, the application should be considered at Committee
- ii. **Salford Road** as it stands, the officer is minded to refuse permission.
Applicant has 3 months (mid-October) to either update the application or re-apply.

RESOLVED to note

7. RECEIVE CLERK'S REPORT

This had been circu

RESOLVED to note

8. TO CONSIDER THE REPORTS AND RECOMMENDATIONS FROM THE COUNCIL'S COMMITTEES

- i. **Communities Committee** – Report & Resolutions are attached to these Minutes of which they form and integral part.
- ii. **Facilities Committee** – Report & Resolutions are attached to these Minutes of which they form and integral part.

9. TO CONSIDER THE INTERNAL AUDITOR'S REPORT

This had been circulated.

It was proposed the Chairman and Vice Chairman, together with the Clerk, look at concern regarding the “following up” of issues raised.

RESOLVED by 8 votes in favour, 1 against and 1 abstention to accept the Internal Auditor's Report and for the Chairman and Vice Chairman to look at the concern raised and report back to Council.

10. TO CONSIDER SETTINGUP A WORKING GROUP TO LOOK AT THE POTENTIAL THE LEASE OF THE METHODIST CHURCH

It was agreed this would be the best way forward and council

RESOLVED to proceed with the following members

- i. Cllr Barry
- ii. Cllr Ho

PC Mins. July 25

- iii. Cllr Lewis
- iv. Cllr Paterson
- v. Cllr Williams

11. TO APPROVE THE FOLLOWING ACCOUNTS

- vi. June 2025 accounts – circulated
RESOLVED to approve the accounts
- vii. July 2025 payments – list circulated
Clerk advised there was an additional payment of £650 to the Warm Hub for the planned VJ Day Celebrations, open to all residents
RESOLVED to approve the payments, noting the changes advised £31,607.00

Due to the sensitive nature of this item, the Council may resolve to exclude the public (Public Bodies (Admissions of Meetings Act) 1960 s1(2))

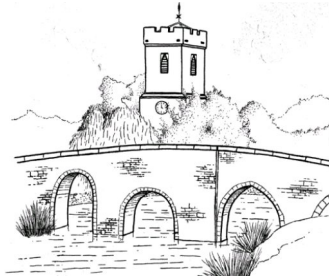
12. TO CONSIDER REPORT FROM HR REGARDING THE NEW POSITION OF DEPUTY CLERK

HR were pleased to advise that a successful candidate had been found. It is a CILCA accredited Clerk and it is hoped they will start full time (35 hours) in September
RESOLVED to approve

The meeting ended at approx 8.55 pm

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Item 8i) Minutes & Resolutions – Communities Committee

Minutes of the Communities Committee Meeting held on Wednesday 16th July 2025
@ 10.30 pm at Bidford Community Library

PRESENT Cllrs Barry, Cullum, Haberton, Ho and Lewis

In attendance Mrs Elisabeth Uggerloese, Clerk to the Parish Council
Miss Hilary Wren, Admin. Assistant to the Parish Council

Also present No members of the public present

1. TO ELECT A CHAIRMAN OF THE COMMUNITIES COMMITTEE

There were 3 x nominations made in the following order

- i. Cllr Ho
- ii. Cllr Barry
- iii. Cllr Cullum

A vote was taken in order and as Cllr Ho received 3 votes in favour she was elected Chairman.

2. TO RECEIVE AND ACCEPT APOLOGIES

None

3. TO RECEIVE DECLARATION OF INTEREST ON ITEMS ON THE AGENDA

- i. All members of the Council are respectfully reminded that in order to comply with the Code of Conduct adopted by the Parish Council on 28th February 2022, effective from 1st May 2022, if any matter arises during the meeting in which they have declared an Interest, which could be personal or prejudicial, they should declare so and leave the room.
None declared

Item 8i) Communities Comm Resolutions July 2025

1. Written requests for Dispensations for DPI should be received by the Clerk no more than 24 hours prior to the meeting.
Dispensations will be granted as appropriate.

None received

4. PUBLIC FORUM

No members of the public present

5. TO CONSIDER AN UPDATE FROM CLLR HO REGARDING THE MEMORIAL STONE PLANTERS

Stonemason had advised the stone was now ready and he would like a site visit before starting work.

A long standing member of the annual remembrance Sunday Parade had recently died, and it was proposed that a plaque be added to the planter. This was found not to be appropriate as the War Memorial is dedicated to the fallen. An alternative site to be sought and considered at the next meeting of this Committee

RESOLVED to recommend an alternative to be considered at the next meeting
Discussed who would meet with the stonemason the finalise design

RESOLVED Cllr Barry, Ho and Lewis would attend

There followed a discussion regarding the current planters by the War Memorial and sites they could be moved to.

Proposals included:

- i. Replacing the wooden boxes on the High street (west). These were originally organised by Visit Bidford. Also, it should be borne in mind that the land by the Fish & Chip shop and hairdressers is not in public ownership.
- ii. Honeybourne Road – by the old British Legion and by the Anglo Saxon Car Park to brighten the entrance into the High Street

Proposed that a Working Group be set up to discuss planters in general. This is item 10

RESOLVED by Full Council to note the Committee's resolutions

6. TO CONSIDER THE POSSIBILITY OF HANGING BASKETS IN THE VILLAGE

After some discussion, when it was clarified that the proposal is to consider the possibility of hanging baskets somewhere in the village, not necessarily in the High Street it was

RESOLVED by 4 votes in favour and 1 against to add this to the proposed Planters WG

RESOLVED by Full Council to note the Committee's resolutions

Item 8i) Communities Comm Resolutions July 2025

7. TO CONSIDER THE PURCHASE OF MORE GAZEBOS AND TABLES FOR THE MARKET

Miss Wren advised that the market is growing and the need is for 5 more gazebos and tables, at a cost of £3,000.

Some tables are “sagging” - are they being replaced? The reply was not, these were additional tables. The “sagging” tables could be used for those stalls that only have displays and it was suggested they are clearly marked with a big “D” to ensure they are used for display only

RESOLVED to recommend approval of £3,000 by Full Council, for the purchase of 5 gazebos and tables

There followed a discussion regarding road closures for next year and the potential need for more and better crash barriers. Miss Wren advised she was having a meeting regarding this and also attending the NABMA Conference in September where she could discuss with other market organisers and report back.

RESOLVED by Full Council by a unanimous vote, to approve the purchase of 5 x gazebos and tables

8. TO CONSIDER SETTING UP A WORKING GROUP TO MANAGE THE NEW YEAR'S FIREWORK DISPLAY

this has been discussed with Bidford Juniors FC who are more than happy to manage this on the day.

This had been considered by Full Council and it had been agreed it would take the responsibility of managing the event.

It was proposed that a nominated Councillor, representing the Parish Council, works with Bidford Juniors FC.

RESOLVED by 4 votes in favour and 1 against, to recommend that one Councillor be nominated by Full Council as its representative and liaise with Bidford Juniors FC.

RESOLVED by Full Council to approve the recommendation of having a nominated Councillor to represent the Council and work with Bidford FC. The nominated Councillor being Cllr Moore

9. TO RECEIVE AN UPDATE FROM MISS HILARY WREN REGARDING THE INSTALLATION OF BRASS PLAQUES IN THE SCHOOL GROUNDS

All being agreed by School and Parish Council

2 x quotes have been received: £185 and for £250

Suggestion is to place them “flush” on the footpath so that it is in keeping with what is there and not a trip hazard. Will be done during school holidays and in time for VJ Day

RESOLVED to note and proceed

RESOLVED by Full Council to note the Committee’s resolutions

10. TO CONSIDER WHICH WORKING GROUPS TO BE ORGANISED

After some discussion regarding names to cover the planters and hanging baskets, it was proposed to call it “Bidford in Bloom”

RESOLVED to organise a “Bidford in Bloom” WG

It was proposed a “Youth WG”

RESOLVED to organise a “Youth WG”

Full Council agreed the recommendations and membership **RESOLVED by Full Council** as follows

i. **Bidford in Bloom WG**

Cllrs Haberton and Paterson

ii. **Youth WG**

Cllrs Barry, Ho, Lewis, Moor and Paterson

11. TO NOTE THE FOLLOWING

i. **Tree Planting** – to be considered by the Planning Committee under its Local Nature Recovery Strategy (LNRS)

ii. **Methodist Church** – to be considered by Full Council

RESOLVED by Full Council to note

12. TO AGREE FREQUENCY OF THIS COMMITTEE MEETING

It was proposed that they be held quarterly

Counter proposal of bi monthly

A second Counter proposal of monthly

First vote was for monthly which received 2 votes in favour

Second vote was for bi monthly which received 3 votes

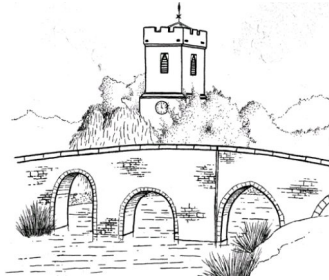
RESOLVED to recommend bi monthly meeting.

Date of next meeting set for 17th September 2025 @ 10.30 in the library

RESOLVED by Full Council to note

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Item 8ii) Facilities Committee Report & Resolutions

Minutes of the Facilities Committee Meeting held on Monday 21st July 2025 @ 5.00 pm at the Parish Council Meeting Room.

PRESENT Cllrs Hiscocks, Hopcraft,, Moore and Paterson.
Also present, Cllr Williams, Chairman of the council

In attendance Mrs Elisabeth Uggerloese, Clerk to the Parish Council

Also present 5 members of the public

1. TO ELECT A CHAIRMAN OF THE FACILITIES COMMITTEE

There were 2 x nominations made in the following order

- i. Cllr Hopcraft
- ii. Cllr Hiscocks

A vote was taken in order and there were 2 x votes in favour of each. It was proposed that each nominator should explain their reason for proposing their candidate. Following this, Cllr Hopcraft agreed to withdraw.

RESOLVED by a unanimous decision to nominate Cllr Hiscocks w

2. TO RECEIVE AND ACCEPT APOLOGIES

None

3. TO RECEIVE DECLARATION OF INTEREST ON ITEMS ON THE AGENDA

- i. All members of the Council are respectfully reminded that in order to comply with the Code of Conduct adopted by the Parish Council on 28th February 2022, effective from 1st May 2022, if any matter arises during the meeting in which they have declared an Interest, which could be personal or prejudicial, they should declare so and leave the room.

Item 8ii) Facilities Comm Resolutions July 2025

None declared

- ii. Written requests for Dispensations for DPI should be received by the Clerk no more than 24 hours prior to the meeting.
Dispensations will be granted as appropriate.

None received

Standing Orders were suspended

4. PUBLIC FORUM

Standing Orders reinstated

5. TO CONSIDER WHICH WORKING GROUPS TO BE ORGANISED

Chairman proposed the following Working Groups (WG)

- i. Play equipment (all play areas)
- ii. Cricket and Football clubs (Big Meadow/Pavilion)
- iii. Bowling & Tennis clubs (Crawford Memorial Hall & Social Clubs)

Following a short discussion during which members were reminded that any member of the Council (as the Chairman) could be part of a WG as well interested residents and experts it was

RESOLVED to initially recommend the following WGs

- i. Play equipment (all play areas)
- ii. Cricket and Football clubs (Big Meadow/Pavilion)
- iii. Bowling & Tennis clubs (Crawford Memorial Hall & Social Clubs)

Full council agreed the recommendation of Working Groups and membership

RESOLVED by Full Council as follows:

- i. **Play equipment (all play areas)**
Cllrs Barry, Haberton, Hopcraft and Moore
- ii. **Cricket and Football Clubs**
Cllrs Hiscocks, Ho, Hopcraft, Lewis and Moore
Members of the 2 clubs to be invited as well
- iii. **Bowling and Tennis Clubs**
Cllrs Lewis, Paterson and Williams

6. TO CONSIDER THE IMPROVEMENTS TO THE SPORTS PAVILION – site visit is recommended

It was noted that both representatives of the cricket and football clubs, which use and manage the pavilion, had raised concerns about its current viability: shortage of changing rooms and poor hospitality arrangements.

Some Councillors had already visited the site, together with a local architect and there were 2 proposals: rebuild or build an outer case on stilts.

It was agreed that, as it is being recommended that a WG be set up to cover

Item 8ii) Facilities Comm Resolutions July 2025

Cricket and football club concerns, this should be passed on to said WG for further consideration

RESOLVED to recommend the proposed Cricket and Football clubs WG consider this

RESOLVED by Full Council to approve the recommendation

7. TO CONSIDER EXTENDING THE PARKING AREA ON THE BIG MEADOW

The Chairman explained that this was in response to an influx of vehicles on the weekend of 5/6 July, when cars were double parked in some areas and others had to be turned away.

One proposal was to extend the current parking facility further west whilst another was to move the current post and rope further south to allow for more parking in that area. Some concerns were raised for both proposals: the line of trees is beautiful and very peaceful; extending the area by the post and rope could result in parked vehicles being blocked and unable to leave.

It was agreed to have a site visit on Saturday and make a verbal recommendation at council meeting of 28th July

Site visit had taken place and the recommendation was to leave the number of parking spaces unchanged, but to replace the current post and rope with logs.

RESOLVED by Full Council to approve the replacement of the current post and rope by logs

8. TO CONSIDER CURRENT SITUATION OF THE BIG MEADOW (monitoring)

There were still sporadic incidents of BBQs. However, these were extinguished when approached. It was noted that it was impossible to ensure no BBQs were lit.

Were wardens necessary over the holiday period? It was proposed that the Security Company be asked to quote for daily attendance during the holiday period and weekends thereafter and attendance time be 11.00 – 21.00

Costs to be advised at the Council meeting of 28th July, if available

2 companies had been approached and both came back with the same hourly cost. The cost to cover daily attendance for August and weekends in September was considered too high, so it was

RESOLVED by Full Council to approve the cost of security guards on site August weekends and Bank Holiday and the Clerk to have delegated powers to monitor the situation in September and request attendance if and when required.

9. TO CONSIDER UPDATING PLAY EQUIPMENT

It was noted that a WG had already been proposed to cover this issue

RESOLVED by Full Council to note

10. TO CONSIDER THE POSSIBILITY OF THE PARKING TIME IN THE VILLAGE CENTRE CANBE INCREASED FROM 60 TO 120 MINUTES

This had been requested by a business.

RESOLVED to recommend that Full Council approve this request, adding Church Street, by the dentists to the request.

Council noted that there were currently no restrictions on Church Street.

However, noting the issues raised by residents of Church Street, it was

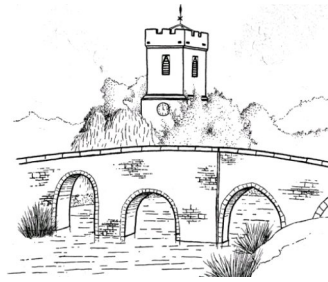
RESOLVED by Full Council to postpone the decision until further investigation had taken place.

11. TO AGREE FREQUENCY OF THIS COMMITTEE MEETINGS

The Chairman proposed they should take place monthly.

RESOLVED unanimously, monthly meetings

RESOLVED by Full Council to note



BIDFORD-ON-AVON PARISH COUNCIL DISCIPLINARY AND GRIEVANCE POLICY

INTRODUCTION

1. This policy is based on and complies with the ACAS Code of Practice. <https://www.acas.org.uk/disciplinary-and-grievance-procedures> It also considers the ACAS guide on discipline and grievances at work The Policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try and resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below
2. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010
3. This policy confirms:
 - The Council will fully investigate the facts of each case
 - The Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective.
 - Employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
 - Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any disciplinary, investigatory or appeal meeting. The companion is permitted to address such meetings, put the employee's case and confer with the

employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case

- The Council will give employees reasonable notice of any meetings in this procedure. Employees must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make a written submission.
- If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date.
- Any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- Information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the Data Protection Act 1998
- Recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee's medical condition.
- Employees have the right to appeal against any disciplinary action. The appeal decision is final
- If an employee, who is already subject to the Council's disciplinary procedure, raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- Disciplinary action taken by the Council can include oral warning, written warning, final written warning or dismissal.
- Except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been a misconduct.
- If an employee is suspended following allegations of

misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it.

- The Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example, where there has been communication breakdowns or allegations of bullying and harassment). Mediation is a dispute resolution process that requires the Council's and employee's consent

4. Examples of misconduct

Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct:

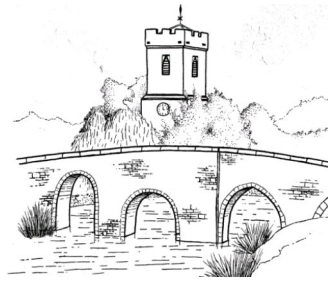
- Unauthorised absence
- Poor timekeeping
- Misuse of the Council's resources and facilities including telephone, email and internet
- Inappropriate behaviour
- Refusal to follow reasonable instructions
- Breach of health and safety rules

5. Examples of gross misconduct

Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct:

- Bullying, discrimination and harassment
- Incapacity at work because of alcohol or drugs
- Violent behaviour
- Fraud or theft
- Gross negligence
- Gross insubordination
- Serious breaches of health and safety rules
- Serious and deliberate damage to property
- Use of the internet to access pornographic, obscene or offensive material
- Disclosure of confidential information

THIS POLICY WAS REVIEWED AND APPROVED ON 18TH AUGUST 2025



BIDFORD-ON-AVON PARISH COUNCIL HANDLING OF COMPLAINTS PROCEDURE

1. Before processing a complaint

- All formal complaints against the Parish Council must be communicated in writing. A complaint sent by email will be accepted.
No set form of words is necessary
- Complaints can be
 - sent by post to:
The Clerk to the Parish Council
Bidford-on-Avon Parish Council
Bramley Way
Bidford on Avon
B50 4QG
 - hand delivered to the Parish Council Office, which is situated at
Bramley Way
Bidford on Avon
B50 4QG
 - emailed to
info@bidfordonavon-pc.gov.uk
- Receipt of the complaint will be acknowledged in writing within 7 working days.

- The complainant must confirm from the outset if they want the complaint to be treated confidentially.
However, it must be noted that the Parish Council must comply with its obligations under the Data Protection Act 1998 to safeguard against the unlawful disclosure of personal data.
- The complaint will be considered by the Clerk and if they deem it requires further investigation, it will be further considered by the Council's Performance Panel.
- In the event the complaint is in respect of a possible breach of the adopted Code of Conduct, the Clerk will refer the complainant to the Monitoring Officer
- The complainant will be advised of the timeframe for investigating the complaint, which will be determined by the type of complaint received.
- Following the preliminary investigation, the complainant will be advised if there is a case to answer and whether there will be an opportunity for them to make verbal representations at a meeting, to which they will be able to bring a friend.
- Following the meeting, the complainant will be advised of the timeframe for determining the complaint.

2. Receipt of the complaint

- The Clerk will acknowledge receipt of the complaint within 7 working days.
In the event the complaint is against the Clerk, the acknowledgement will be sent by the Chairman of the Council.
- The Clerk will
 - Advise the claimant if the claim will be investigated
 - Confirm to the complainant if the complaint will be

- treated as confidential
- Advise the complainant of the next steps

3. Investigating the Compliant

- The Clerk and Performance Panel will investigate the facts of the complaints and collate relevant evidence.
- If the complaint is upheld, the complainant will be invited to a meeting with the Clerk and members of the Performance Panel to make verbal representation.
- Seven working days prior to the meeting,
 - the complainant shall provide the Clerk with any new information or other evidence relevant to the complaint
 - the Clerk shall provide the complainant with new information or evidence relevant to the complaint

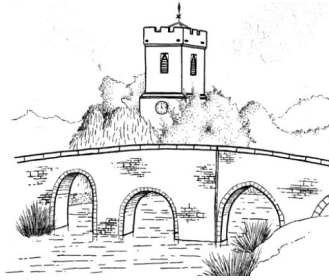
4. Meetings with the Complainant

- The clerk shall advise the complainant of how the meeting, at which they will be permitted to make verbal representation, will proceed
- The complainant should outline the grounds for the complaint and, thereafter, questions may be asked by the Clerk and Members of the Performance Panel
- The Performance Panel will submit its report and recommendation to full Council for determination.
- The complainant will then be notified, in writing, of the findings and conclusion of the Parish Council.

THIS POLICY WAS REVIEWED AND APPROVED ON 18TH AUGUST 2025

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



EQUALITY AND DIVERSITY POLICY 2025

Introduction:

Bidford-on-Avon Parish Council recognises that it functions at a fundamental level of democracy and that its services affect, both directly and indirectly, the lives of all those who work for the Council and all those who visit the Council's various landholdings and properties. The Parish Council will seek to ensure that no-one is disadvantaged by the application of other conditions or requirements which cannot be shown to be justified. In doing so, the Council will strive to work within its resources and the appropriate legislative framework.

The Parish Council acknowledges that it has a role in the pursuit of opportunity for all and it seeks to work within the context of the Equality Act 2010.

The Parish Council acknowledges that certain groups and individuals within society are discriminated against and wishes to declare its commitment to working towards equality in employment and via the delivery of its services. In particular, the Council will work to combat discrimination and to ensure that prospective and present employees and those who may wish to access any of its services are not treated less favourably on the following grounds which are the Protected Characteristics as identified in the Equality Act.

The Protected Characteristics are –

- Age
- Disability
- Gender Reassignment
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Marriage and Civil Partnership
- Pregnancy and Maternity.

Age:

Individuals of any age or apparent age are protected from discrimination. Less favourable treatment of a person because of age is not lawful. From 6th April 2011, retirement of an employee constitutes age discrimination unless it can be justified as a proportionate means of achieving a legitimate aim. There are some key exemptions: minimum wage levels, benefits of service provisions – such as holiday entitlement and statutory redundancy pay.

Disability:

Section 6 and Schedule 1 to the 2010 Act relates – a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities (for example using a telephone, walking, lifting, and reading). An impairment is long-term if –

- It has lasted for at least 12 months,
- It is likely to last for at least twelve months, or
- It is likely to last for the rest of the life of the person affected.

The Equality Act 2010 (Disability) Regulations 2010 (the 2010 Regulations), issued pursuant to the 2010 Act came into force on 1 October 2010. The 2010 Regulations confirm that those certified as blind, severely sight impaired, partially sighted, or sight impaired by a consultant ophthalmologist will be deemed to have a disability. They also confirm that persons with cancer, HIV infection or multiple sclerosis are deemed to have a disability.

The 2010 Regulations confirm a number of exemptions of groups of people who do not fall within the category of disabled. These include, for example, people suffering from an addiction to alcohol or nicotine. Notably pursuant to section 13 (3) of the 2010 Act, if a person (e.g. an employer or a service provider) treats a disabled person **more favourably** than a non-disabled person, this does not constitute direct discrimination.

The Equality Act 2010 protects disabled persons from discrimination; this includes a duty on employers to make reasonable workplace adjustments to prevent disabled employees and job applicants from being placed at a disadvantage compared to non-disabled people. An example of a reasonable adjustment may be a special type of chair for a disabled employee with a back condition.

The Parish Council, as the Employer, has a duty to make reasonable adjustments but can decline to make adjustments that it considers to be unreasonable, such as:

- Will the proposed adjustment resolve the problem?
- Is it a practical solution?
- How much will the overall cost be in making the change and is it affordable?

These reasonable adjustments may include some of the following:

- Making adjustments to premises.
For example, structural or other physical changes such as: widening a doorway, providing a ramp or moving furniture for a wheelchair user; relocating light switches, door handles or shelves for someone who has

difficulty in reaching; providing appropriate contrast in décor to help the safe mobility of a visually impaired person.

- Altering the person's working hours.

This could, for example, include allowing the disabled person to work flexible hours to enable additional breaks to overcome fatigue arising from the disability, or changing the disabled person's hours to fit with the availability of a carer.

- Allowing the person to be absent during working hours for rehabilitation, assessment or treatment.

For example, if a person were to become disabled, the employer might have to allow the person more time off during work, than would be allowed to nondisabled employees, to receive physiotherapy or psychoanalysis or undertake employment rehabilitation.

- Acquiring or modifying equipment.

For example, an employer might have to provide special equipment (such as an adapted keyboard for a visually impaired person or someone with arthritis), or an adapted telephone for someone with a hearing impairment or modified equipment.

- Providing supervision

For example, this could involve the provision of a support worker, or help from a colleague, in appropriate circumstances, for someone whose disability leads to uncertainty or lack of confidence.

Gender Reassignment

Re Section 7 of the Act, gender reassignment is a protected characteristic that applies to a transsexual person who is proposing to undergo, is undergoing or has undergone a process (or part of a process) to change their sex (by physiological or other attributes of sex).

Section 16 of the 2010 Act provides that it is discrimination against transsexuals to treat them less favourably for being absent from work because they propose to undergo, are undergoing or have undergone gender reassignment than they would be treated if they were absent because they were ill or injured.

Race Equality

The Parish Council has a general duty to:

- Eliminate unlawful racial discrimination.
- Promote equality of opportunity.
- Promote good race relations between people of different racial groups.

Religion or Belief

Section 10 (1) of the Act refers. It does not make reference to a particular religion but it also relates to a lack of religion. The Act does not mean that people's faith must be taken into account so that they can, for example, wear signs of their faith and not be expected to act in contradiction to their beliefs. The beliefs must be:

- Genuinely held.
- A belief not simply a viewpoint or opinion.
- Relevant to weighty and substantial aspect of human life and behaviour.
- Able to attain a certain level of cogency, seriousness, cohesion and importance.
- Worthy of respect in a democratic society, not incompatible with human dignity and not in conflict with the fundamental rights of others.

Sex

- (i.) A reference to a person who has a particular protected characteristic is a reference to a man or to a woman.
- (ii.) A reference to persons who share a protected characteristic is a reference to persons of the same sex.

An example is that to discriminate against a breast feeding woman is unlawful and she could breast-feed in the Council Chamber and in Council meetings.

Sexual Orientation

Section 12 of the Act protects a person's sexual orientation towards:

- (i.) People of the same sex as them (ie. a gay man or a lesbian).
- (ii.) People of the opposite sex from them.
- (iii.) People of both sexes.

Marriage & Civil Partnership

Section 8 of the 2010 Act affords protection to people who have or share the characteristics of being married or being a civil partner. By contrast, a person who is engaged, a divorcee or a person whose civil partnership has been dissolved are not protected under the 2010 Act.

Pregnancy & Maternity

S17 of the Act deals with the treatment of pregnant people in non-work situations and covers the period of her actual pregnancy and for the ensuing period of 26 weeks commencing on the day of delivery. Notwithstanding other employment provisions which attach to pregnancy and maternity vis a vis leave etc., S18 confirms that a person discriminates against a woman if, in the protected period as identified above, he/she treats her unfavourably because of

- The pregnancy
- Illness suffered as a result

- The exercising of her rights to compulsory, ordinary or additional maternity leave.

Public Sector Equality Duty

Section 149 of the 2010 Act, which came into force on 5 April 2011, imposes on public authorities (which as specified in Schedule 19 includes principal authorities, parish councils and parish meetings without a separate parish council and, in Wales, community councils) in the exercise of their functions, a duty to take into account:

- The need to eliminate discrimination and harassment, victimisation and any other conduct that is prohibited by or under the Act;
- To advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- To foster good relations between those who share protected characteristics and those who do not.

The protected characteristics of marriage and civil partnership are not covered by the provisions of Section 149.

Equal Opportunity

Bidford-on-Avon Parish Council is committed to achieving equality of opportunity both for those who use its services and for the employees who provide them.

Equal opportunities, fairness in the workplace and providing good quality services to the local community are all inter-linked. It is recognised that individuals and groups continue to be unfairly discriminated against and it is the Parish Council's responsibility to promote good community relations, equality of opportunity and to tackle unlawful discrimination in all of its forms.

This new and comprehensive statement is to demonstrate the Parish Council's wholehearted commitment to action in tackling inequality. Such action is the responsibility of members and all employees of the Parish Council.

Commitment

- To provide services that are equally accessible to all people, free from prejudice and discrimination and sensitive to the needs of all sections of the community.
- Value people and their differences and enable all employees to achieve their full potential, creating vitality within our organisation and the services we deliver.
- Seek to influence the work and contribution of partner organisations from all sectors by ensuring that equality issues and considerations are fully taken into account when developing strategies.
- Work actively towards eliminating all forms of discrimination, both of a direct and indirect nature.

- Encourage partnership and participation in the development and application of council policy and practices.

Policy into Practice

- Ensure that all policies and practices are in line with relevant employment legislation, anti-discrimination legislation and good practice guidelines.
- Integrate equality of opportunity into all aspects of local authority activity.
- Recruit and value a workforce that reflects the make-up of the community.
- Ensure all employees/members understand the values and expectations of the Council and the standards of behaviour that is expected from each of them.
- Make clear the action an employee who feels unfairly treated may take.
- Provide training to relevant employees/members so that they can actively put this policy into practice.
- Provide equal access to all service users and potential service users according to need.
- Give people who use or might use Council services the opportunity to influence the way their needs are met.
- Seek to influence partner organisations in a collective commitment to equality of opportunity.
- In line with Government guidance, encourage voluntary organisations to provide evidence of their commitment to equality in terms of their personnel policies and delivery of their services, as a criterion in determining the award of grant aid from the Council.
- Ensure that the Council has policies that result in services sensitive to the needs of all sections of the community.
- Use socio-economic data to ensure compliance with the policy, where appropriate
- Monitor and evaluate the effectiveness of policy and practice on a regular basis as determined by law
- Develop a well-defined complaints procedure in dealing with alleged contraventions.

In **employment** the aim is to provide a non discriminatory working environment where discrimination, harassment or bullying is unacceptable and which will not be tolerated. Employment policies, procedures and practices will promote equality of opportunity an all decisions regarding recruitment, selection, training, promotion and career management will be based solely on objective and job related requirements.

In **access to services** the aim is to ensure that all those who receive from the Council or wish to use a Council service can do so without fear of discrimination or disadvantage.

All people are entitled to be treated fairly, in a consistent manner and with dignity and respect.

Employees & Recruitment

1. The Parish Council shall provide an environment free from discrimination and harassment and it recognises the contribution made by staff from all backgrounds especially from those within the above Protected Groups.
2. The Parish Council will take full account of the provisions of the Equality Act 2010 when recruiting staff. Section 60 of the 2010 Act relates to the recruitment process and specifically covers the enquiries that can be made **before** employment. An employer is not permitted to ask questions about a job applicant's health before offering work or, where not in a position to offer work, before including the applicant in a pool of applicants from whom the employer intends (when in a position to do so) to select a person to whom to offer work. If an employer does ask health questions before a job is offered and subsequently does not offer the person a job, the burden of proof will be on the employer to prove that there was no discrimination. An applicant cannot bring an action solely on the grounds that a prohibited question on health was asked. However the Commission for Equality on Human Rights (CEHR) has powers under the Equality Act 2006 to enforce a breach of these provisions.
3. Advertisements for recruitment will not request applicants from a particular age range; neither will application form request dates of birth or other age related details.
4. All application forms shall state that the Parish Council encourages applications from all, including those from the Protected Groups.
5. In order not to discriminate against younger people, all application material will emphasise the importance of skills and potential, as well as experience.
6. The Parish Council will ensure that there is no age discrimination in relation to the dismissal of staff.
7. Any age discrimination shown to staff by other Staff Members, the Public or by the Council Members will be treated as a serious offence.
8. A job description and person specification must be drawn up for every vacancy and be provided to all prospective employees. Person and job specifications shall be strictly limited to those requirements which are necessary for the effective performance of the job.

9. Information about job vacancies must be made available to all sections of the community (except in situations where, in line with relevant employment legislation and the Council's Employment Policy, external advertising of vacancies is restricted).

Service Provisions to the Public

1. All Members of the Public will be treated fairly and consistently
2. All services shall be provided without unlawful discrimination, harassment or victimisation.
3. Those using Parish Council properties and facilities will be afforded all possible assistance so as to ensure that they can access these, with special attention being given to those who find it difficult to access facilities on the grounds of their age or disability or other Protected Characteristic.

Training and Development Opportunities

1. The Parish Council is committed to ensuring equality of opportunity in the development of both its staff and councillors.
2. All employees / members will be supported to undertake the training and development which they need to help them achieve and maintain a high standard of performance and will be given encouragement and support to achieve their full potential.

Where employees / members with disabilities undertake training and development, appropriate arrangements will be made as necessary to ensure that all opportunities are equally access

THIS POLICY WAS REVIEWED AND APPROVED ON 18 AUGUST 2025

DOCUMENT RETENTION SCHEME AUGUST 2025

RECORDS	RETENTION PERIOD	ACTION	REASON	
ADMINISTRATIVE				
Signed Council and Committee Minutes	Transfer to WCC after 6 years	Preserve	Common practice	
Draft Minutes	Until the date of adoption of Minutes	Destroy	Operational	
Agendas	Until there is no longer an administrative requirement	Destroy	Operational	
Reports and other documents circulated with Agendas	Until there is no longer an administrative requirement Destroy these reports if copies are already included in the signed Minutes	Review	Common practice	
Councillors Declaration of Office	4 years or until they vacate office	Destroy	Operational	
Register of Electors	Until there is no longer a requirement	Destroy	Copies already in existence at SDC	
Byelaws and Orders	Preserve one of each copy and transfer to WCC once they become inactive	Preserve	Common practice	
Policy documents	Until there is no longer an administrative requirement	Review	Operational	

DOCUMENT RETENTION SCHEME AUGUST 2025

Title Deeds more than 100 years old	Transfer to WCC	Preserve	Common practice	
Title Deeds less than 100 years old	Keep safely at Parish Council's solicitors	Review	Common practice	
Property registers and terriers	Transfer to WCC once they become inactive	Preserve	Common practice	
Maps, plans and surveys of property owned by the Council	Transfer to WCC once they become inactive	Preserve	Common practice	
Correspondence and papers on important local issues/activities	Until there is no longer an administrative requirement	Destroy	Operational	
Village/parish appraisals, plans, millenium projects and supporting papers	Until there is no longer an adminstrative requirement Consider its possible historical value	Review with the view to destroy	Operational	
RECORDS	RETENTION PERIOD	ACTION	REASON	
Planning applications and related papers for major controversial developments	Until there is no longer an adminstrative requirement	Review with a view to destroy	Operational	
Leases, agreements, contracts and wayleaves	Until there is no longer an administrative requirement	Review	Operational	
Quotations and tenders (successful)	12 years	Destroy	Limitations Act 1980	
Quotations and tenders (unsuccessful)	6 months	Destroy	Operational	

DOCUMENT RETENTION SCHEME AUGUST 2025

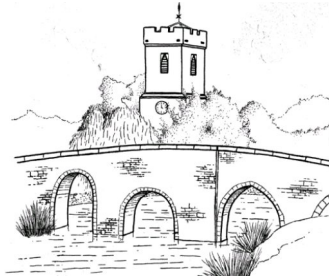
Routine correspondence and papers	Until there is no longer an administrative requirement	Review with a view to destroy	Operational	
Scale of fees and charges	Until superseded	Destroy	Operational	
Employers Liability Certificate	40 years after expiry date	Destroy	Employers' Liability Act 1969 and Regs. 1998	
Risk Assessments	Until superseded or inactive	Destroy	Operational	
Personnel files	6 years plus 6 years for summary for non managerial staff. 12 years after termination of service	Destroy	Risk of investigation regarding any future litigation	
Personnel files - annual leave	2 years	Destroy	Operational	
Recruitment data				
Successful	9 months after recruitment finalised	Destroy	Sex Discrimination Act 1975/1986.	
Unsuccessful	1 year after recruitment finalised		Race Relations Act 1976	
			Disability Discrimination Act 1995	
			Employment Equality (Sexual Orientation) Regulations,	
			Employment Equality (Religion or Belief)	

DOCUMENT RETENTION SCHEME AUGUST 2025

			Regulations	
RECORDS	RETENTION PERIOD	ACTION	REASON	
FINANCIAL				
Receipt and payment books	Last completed audit year	Destroy	Operational	
Annual audited accounts	6 years	Archive	Operational	

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



BIDFORD-ON-AVON PARISH COUNCIL POLICY TO COMMENT ON PLANNING APPLICATIONS RECEIVED TOO LATE TO BE CONSIDERED AT A PLANNING COMMITTEE OR PARISH COUNCIL MEETING

This Policy, was drawn up to ensure that, in the event Council is required to make a comment to the Local Planning Authority BEFORE it next meets, Council can met its obligations.

Stratford-on-Avon DC requires comments to be received by a set date to ensure they meet its obligation as the Local Planning Authority. This means that, in some instances, the Parish Council has to send comments before it meets at either a Planning Committee or Parish Council Meeting.

To ensure the Parish Council meets its obligations as the representative of its electorate it was resolved that:

- The Chairman of the Planning Committee and 1 other councillor, as well as the Clerk, are given delegated powers to reply to minor applications.
- In the case of major or controversial applications an extraordinary Planning Committee Meeting be arranged to consider the application.

**REVIEWED BY BIDFORD-ON-AVON PARISH COUNCIL AT ITS MEETING OF 18TH
AUGUST 2025**

Scheme of Delegation to the Clerk August 2025

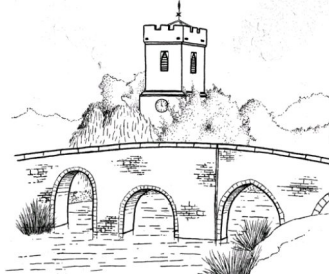
SERVICE AREA	FUNCTION			
Communications	To deal with all press and public relations on behalf of the Council			
	To manage and monitor the council's Social Media as per the approved policy			
Consultations	To notify the Council of all planning application consultations received.			
	In the event the consultation end-date falling before the date of the next			
	Council meeting, to apply the approved Council Policy			
	https://bidfordonavon-pc.gov.uk/wp-content/uploads/2022/06/Policy-for-commenting-on-planning-applications-May-2021			
Contractors	To liaise with and be the first point of contact for all contractors appointed by the			
	Parish Council			
Decisions	To take all necessary actions, including signing any document, necessary to give			
	effect to any decision of the Council and its Scheme of Delegation			
Elections	To notify the Returning Officer of all casual vacancies arising in the membership of			
	the Council as required by statute and to liaise with them regarding any statutory			
	notices, electoral arrangements and co-option			
Emergency Plan-	1. To lead the Council's response in the case of a local major emergency in consulta-			
ning	tion with and/or under the direction of the Emergency Planning Officers of the			
	County and District Councils			
	2. To report to Council issues concerning emergency planning to facilitate and enable			
	an appropriate response in the event of a local emergency			
Finance	1. If required, to manage timely transfer of funds between the Council's bank accounts			
	to maintain adequate cash-flow to cover the Council's requirements.			
	2. To maintain adequate insurance cover for Council activities and assets			
	3. To amend SO/DDM as required			

Scheme of Delegation to the Clerk August 2025

GDPR and Fol	1. To have overall responsibility for the Council's publication scheme			
	2. To be responsible for applying the requirements of the Freedom of Information Act and GDPR Act			
Health, Safety and Wellbeing	1. To arrange and keep the Council's schedule of risk assessments up to date			
	2. To take the necessary action to implement actions identified to mitigate risks in the workplace and on Council property			
	3. To be responsible for the Council's website and any other online presence			
	4. To consider requests for bins and signs			
Land & Property	1 To purchase necessary goods and supplies			
	2. To maintain the Council's office and property			
	3. To adjust grass cutting frequencies in relation to the maintenance of the various open areas for which the Council is responsible			
	4. To consult on planting schemes for the various open areas for which the Council is responsible			
Urgent business	1. Urgent decisions required between scheduled meetings are delegated to the Clerk in consultation with the Council's Chairman			
	2. In the absence of the Clerk or in the event that the Clerk is an interested party they will be substituted by an appropriate substitute from outside the Parish Council, ideally a Clerk from within the district			
	3. Decisions made under this delegation will be reported to and minuted at the next Council meeting			
	4. Under this delegation, where appropriate, the clerk may conclude that an extraordinary meeting of the Council be called to deal with the urgent matter.			
	THIS SCHEME WAS REVIEWED AND APPROVED ON 18TH AUGUST 2025			

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



TRAINING POLICY

1. Statement

Bidford-on-Avon Parish Council is committed to ensuring its councillors and clerk are trained to enable them to carry out their duties to the best of their ability.

As legislation changes and more power is delegated to Parish and Town Councils, it is essential all members of the Parish Council, and its employees, are equipped to meet these new challenges so that it can best serve its local community.

2. Training Commitments:

- Councillors
 - All new councillors should attend the Induction courses regularly arranged by Warwickshire and West Midlands Association of Local Councils (WALC)
 - The Chairman and Vice Chairman shall attend the training for Chairmen regularly arranged by WALC
 - Planning – all councillors take part in considering planning applications and it is, therefore, essential, they are all aware of up to date developments in planning matters.
The Council shall ensure councillors and clerk attend any training arranged by Stratford on Avon DC (Planning Authority) or Warwickshire and West Midlands Association of Local Councils (WALC), of which the Parish Council is an affiliate.

The Clerk shall also ensure that all information sent by the National Association of Local Councils (NALC) is made available to all councillors.

- Members of the Council are expected to attend the Annual One Day Briefing/AGM arranged by the WALC
- The Clerk will offer support and guidance to new councillors

- Clerk

- With the support of the Council, the Clerk completed her BA (Hons) degree in Community Engagement and Governance at the University of Gloucester in July 2014 (she already qualified for CiLCA)
- Shall keep up to date with all developments relevant to the sector and attend training sessions organized by WALC or other relevant bodies.
- Shall keep up with the Continuous Development Plan set out by the Institute of Local Council Management/Society of Local Councils
- Special attention to be paid to the developments in the Localism Act
- Shall read relevant publications, such as The Clerk and LCR to keep updated and develop best practice

3. Identifying Training Needs

- Changes in legislation relevant to the sector will result in extra training being needed. It is the responsibility of the Chairman and Clerk to identify these needs and to ensure councillors are kept up to date and receive training when required.
- Special attention will be needed in respect to the Localism Act and changes in the Planning System as both these will directly affect the local community which the Parish Council represents and serves.
- The Parish Council is also a member of WALC and receives regular newsletters and updates on changes to the sector which are considered by Council at each Parish Council meeting.

4. Training Resources

Funds for training are allocated each year in the Budget and are regularly reviewed to ensure the training needs of the Council are met.

5. Measuring the Impact of Training

- Councillors are encouraged to make reports following a training/workshop session
- Improvements in the way the Parish Council works and communicates with the local community are a consequence of training
- Better understanding of the sector
- More community involvement

THIS POLICY WAS REVIEWED AND APPROVED ON 18TH AUGUST 2025