

MEETING OF THE HARGRAVE AND HUXLEY PARISH COUNCIL

To the Members of Hargrave and Huxley Parish Council: You are hereby summoned to attend the Parish Council Meeting on Sunday 1st March 2026 to be held in Huxley Village Hall, which will begin immediately after the Parish Meeting, for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey*: Clerk
22/02/2026

clerk@hargravehuxleyipc.co.uk

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MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS
(Public Bodies (Admission to Meetings) Act 1960)

AGENDA

1.	APOLOGIES	and reason for absence.	Chair
2.	DECLARATIONS OF INTEREST	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.	Chair
3.	PUBLIC PARTICIPATION	When members of the public may comment or raise questions regarding matters affecting the Parish. <i>(max. of 3 minutes per person without prior agreement with Chair and for a total of 20 minutes). This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate by asking questions, raising concerns or making comments on matters affecting Hargrave and Huxley. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration. N.B. Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119</i>	
4.	MINUTES	To approve the minutes of the Parish Council meeting held on 4 th January 2026	Chair
5.	ACTIONS	To receive updates on any actions from the minutes since the last meeting not otherwise on the agenda.	Chair
6.	BUSINESS AND CORRESPONDENCE	<ol style="list-style-type: none"> 1) Public Rights of Way – to receive a verbal update. 2) Highways – to note the issues reported to Highways since the last meeting. 3) Speeding in Huxley – to receive an update report on the SID machine and it's recordings. 4) United Utilities – to receive an update on work being carried out in relation to the improvement of supply in the area. 5) Peak Cluster – to receive a verbal update from Parish Councillor who have attended events in relation to this matter. 6) Community Litter Picking Event (Womble Walk)– to agree a date for the next event and discuss and agree if this could be combined with a Volunteer Day 7) Asset Maintenance – to review quotes received and agree next steps. 8) To note any other correspondence that has been received since the agenda was sent out. 	MP LS SR LS LS CN SM/MP Clerk
7.	PLANNING	1) To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters.	SR/LS
8.	ACCOUNTS	<ol style="list-style-type: none"> 1) To accept the Cash Book and Out-turn (Forecast) to date. 2) Bank Reconciliation – to approve and sign. 3) To approve the Insurance Renewal for 2026-27 4) To approve the VAT rebate Application for 2025-26 5) To approve the Payroll Provider for 2026-27 6) To approve the Direct Debits to be paid for 2026-27 7) To approve the overtime payment to Clerk for setting up the gov.uk website (17 hours) 8) To approve payments made since last meeting. 	Clerk Clerk Clerk Clerk Clerk Clerk Chair Clerk

9.	PARISH COUNCIL MATTERS	1) To review and agree the Parish Council’s Risk Management Policy and Risk Assessment for 2026. 2) To review and agree the adoption of the Anti Harassment and Bullying Policy. 3) To review and update the Asset Register for 2026. 4) To discuss next steps with Website and agree budget for any photography required. 5) To agree and appoint an internal Auditor for 2025-26. 6) To receive an update and agree any recommendations following any working group meetings that have taken place since the last PC mtg:- - CIL Money Working Group - Neighbourhood Planning Working Group	Clerk Clerk Chair Chair Chair Clerk SR CN
10.	DOWN OUR WAY	To agree items that should be included in the next issues of Down our Way newsletter on behalf of the Parish Council.	CN
	DATE OF NEXT MEETING	Sunday 26 th April 2026 at Hargrave Village Hall at 5.00pm	

MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 4th JANUARY 2026 AT 5.00PM AT HARGRAVE VILLAGE HALL

In Attendance: Cllr R Bird

Cllr R Jones

Cllr C Nicholls

Cllr M Pilkington

Cllr S Ratledge

Cllr L Sackett (Chair)

Cllr S Martin

Cllr C Warburton

Clerk: Mrs T Ryall-Harvey

Members of the Public: 3

It was reported that Jeremy Marks had passed away in December, his funeral is on Friday 9th January 2026 it was reported that he had been a Parish Councillor for Huxley for many years, the Parish Council asked for their condolences to be minuted.

APOLOGIES: Apologies were received and accepted from Cllr F Halton due to other commitments and Cllr Mike Jones (Ward Councillor) due to family commitments.

DECLARATION OF DISCLOSABLE INTERESTS – Cllr Martin declared a Pecuniary Interest in Planning Consultation 25/03426/S73 – Lower Farm due to being the owner of the properties and undertook to leave the meeting should this application be discussed.

Cllr Sackett declared a non-pecuniary interest in Planning Consultation 25/03426/S73 – Lower Farm due to neighbouring the property and undertook not to vote on any discussion.

MINUTES

RESOLVED 25/042 that the Chairman signs, as a true and correct record, the minutes of the meeting held on 2ND November 2025 proposed by Cllr Nicholls and seconded by Cllr Pilkington subject to the following changes:-

Page 190 – first paragraph – the word not to be added to the sentence – however, the currently owner is not looking after the land/hedges as well.

Page 191 – Speeding in Huxley – change the word at to under so the sentence would read:- 50% of people were driving under 30mph

ACTIONS (*not otherwise on the agenda*)

Running Race – it was reported that CWaC had approved the closing of the road on 19th July 2026 for the Running Race.

It was reported that Hoofield Lane had recently been closed and gullies had been cleared.

ACTION: Clerk was asked to follow this up with Highways to see if the works had been completed.

Asset Maintenance – It was reported that since the last meeting Cllr Martin had circulated an Asset Maintenance report and highlighted the following actions that needed consideration:-

- Huxley Village Sign - Comments: The hand-painted infills in the panels are weathering and fading. Small amounts of paint are flaking off the post.
- Wooden Carving in Churchyard (Huxley) - Comments: The wood is weathered but remains solid. No finish has been applied, likely due to the type of wood used, which remains unidentified. Possibly apply a clear penetrative

- Wooden Bus Shelters (Hargrave) - Comments: The shelter is in solid condition; however, there is a small amount of wood rot at the base of the front posts. After the recent application of fence treatment, the finish has flaked off in a few places. Apply wood rot treatment to front posts and touch in fence treatment.
- Phone Box (Hargrave) - Condition: Poor - Comments: The paint is peeling off extensively, and rust is present on several parts. Ivy is growing up the rear of the box. As it stands, the phone box will continue to deteriorate if not addressed. Remedial – remove the ivy, strip the paint back to bare metal in places, apply rust treatment, and then repaint properly. This process will require both time and funds.
- Wooden Carving (Hargrave) - Comments: The wood is weathered but remains solid. It has previously had fence treatment applied, which is now coming off. Possibly apply a clear, penetrating wood preserve treatment to enhance durability and appearance.
- Beacon (Hargrave)- Comments: Sand off rust and paint with high temperature paint

ACTION: Cllr Pilkington to seek quote to paint the Phone Box.

ACTION: Bring to next meeting for further discussion.

ACTION: Put Womble Walk (Community Litter Picking) on the Agenda for the next meeting and discuss if a volunteer day could be run in conjunction with the Womble Walk.

3 residents joined the meeting.

PUBLIC SESSION

Three residents attended the meeting to discuss their comments on the planning application 25/02683/FUL Brick Kiln Farm, Red Lane, Huxley CH3 9BZ. The response submitted by residents had been circulated around the Parish Councillors prior to the meeting, however Parish Councillors had not all had the time to read the 77 page document. The residents sought assistance/advice from the Parish Council on how they could go about liaising with the Environment Agency. The residents also encouraged the Parish Councillors, once they had reviewed the document to consider if the Parish Council wishes to amend their submission to Cheshire West and Chester Planning Department as after discussing with the case officer at the planning dept., an extension for submission of comments is extended to 31st January.

BUSINESS AND CORRESPONDENCE

Public Right of Ways – It was reported that the PROW officer had received confirmation that the grant application to replace all stiles for kissing gates on a circulate route she had identified in Huxley and applied for funding to Peaks and Northern Footpaths had been successful. The 11 gates had been ordered and received by the Parish Council, PJ Hellmers had been commissioned by the Parish Council to install them in February.

Cllr Pilkington confirmed that no further work had been undertaken on stiles in Greenlooms, and the Clerk was asked to chase with PROW Officer. Also it was noted the FP3 still requires work to broken stiles.

ACTION: Clerk to request a meeting with PROW to walk FP3 between Huxley and Hargrave.

ACTION: Clerk to Send Messrs Newport and Briscoe contacts to PJ Hellmers.

Highways – It was reported that Cllr Sackett had reported a number of potholes to CWaC since the last meeting. These had been assessed and those requiring works had been added to the list for Colas to undertake.

It was reported that there had been a road traffic accident outside the Inn at Huxley on 23rd December –

ACTION: Clerk to contact the PCSO to find out the cause of the accident.

Speeding in Huxley – Cllr Ratledge distributed the up to date report, about 50% travelling under the 30 miles per

hour with 93% not travelling at 20mph.

ACTION: Parish Councillor's to report to Residents Voice to ask for the PCSO to undertake speed monitoring in the area.

ACTION: Clerk to check with Highways when they will be undertaking further monitoring of the area between 20mph and 40mph.

ACTION: Clerk to forward the up-to-date data to Highways.

ACTION: Cllr Sackett to move the SID to opposite the Inn at Huxley.

United Utilities – It was reported that following the last meeting, the Clerk had written to Clotton Hoofield Parish Council and Tattenhall Parish Council to seek their support in writing to the MP regarding this issue, Tattenhall Parish Council have confirmed that they do not seem to be experiencing the same issues as Hargrave and Huxley Parish Council as their issues seem to be around sewerage and drains however wondered if a joint meeting could be organised to identify common issues and then request a joint meeting with the MP.

The Clerk had also written to the MP and the following response had been received:-

Thank you for your email. I completely understand the frustration this situation is causing for residents in Hargrave and Huxley. I will contact United Utilities directly to raise these concerns and seek clarity on their plans and timescales for improvements. I will keep you updated on any response I receive.

It was reported that residents of Huxley Lane had received a letter from United Utilities and work was commencing for around six weeks from 5th January by United Utilities to make improvements to the pipes in the area.

Cllr Sackett reported that Happy Days had received compensation from United Utilities of £2,000 They felt that this money would benefit the whole of the community by donating to the Parish Council– it was agreed that this money would be accepted and earmarked for Community Grants. Parish Councillors thanked David Brayne for assisting in obtaining this money.

ACTION: Launch the community group grants scheme in the next Down our Way.

Millennium Gardens, Hargrave – Cllr Sackett reported that she and Cllr Pilkington met with the local resident Steve O'Brien from Hargrave who undertakes gardening jobs and had agreed to undertake maintenance work in the millennium gardens twice a year as per the job description supplied as well as strim around the telephone box in Hargrave and clear off the moss on the pavement. It was unanimously RESOLVED 25/043 that Mr O'Brien be asked to undertake this work as per his agreed rate twice a year.

It had also been suggested that Mr O'Brien be asked to quote for the siding out of the pavement along Huxley Lane and weed killer 2 or 3 times a year. Strimming of the village gates in Huxley.

The Parish Council had received a quote of £1,600 to dig out the grass that is overgrown the pavement and put waste under the hedge.

It was proposed by Cllr Bird and seconded by Cllr Martin and unanimously RESOLVED 25/044 that a small trial area be approved for Mr O'Brien to undertake

ACTION: Clerk to report the overgrown hedge outside the Old Post Office in Hargrave.

Peak Cluster – Cllr Sackett reported on a pipeline route be proposed by Peak Cluster to capture CO2 emissions from cement and lime production at plants in Derbyshire and Staffordshire. The captured CO2 will then be transported via a secure underground pipeline to a permanent storage site deep beneath the East Irish Sea, under rock formations (known as caprock), that act as a natural seal and trap the captured CO2. The stores have held natural gas for millions of years.

ACTION: Obtain more information from the Peak Cluster updates so that these can be shared with residents.

ACTION: Ask Peak Cluster to come and speak at the Parish Meeting in March.

Other Correspondence – nothing further raised.

PLANNING

The Planning Register dated 15/12/2025 was accepted and changes to the planning register from last meeting were noted.

It was noted that the following application had been determined by the Local Authority since the last meeting:-

- 24/03726/FUL - Hargrave Hall Church Lane Hargrave Chester CH3 7RH - Erection of a storage building and construction of ménage – *approved*.

It was noted that the following consultation received since the last meeting:-

Cllr Martin left the meeting.

- 25/03423/LDC - Lower Farm Huxley Lane Huxley Chester CH3 9BG - Lawful development certificate to establish the use of land as garden land in connection with associated residential properties. The Parish Council considered this application and agreed *no objection* be submitted.

Cllr Martin returned to the meeting.

- 24/03261/FUL - Land At Guy Lane Foulk Stapleford Chester Cheshire - Change of use of land for dog walking/training, hardstanding for parking with turning area and new access.
ACTION: Parish Councillors to review this application and circulate any comments they may have as soon as possible (latest 9th January) as the closing date for responses was 1st January 2026.

FINANCIAL ITEMS

Cashbook and Out-turn Forecast YTD

RESOLVED 25/045 Year to date cashbook and out-turn report dated 15/12/2025 was approved as a true and correct record.

Bank Reconciliation against Cashbook YTD – RESOLVED 25/046 – that Cllr R Jones signed the Bank Reconciliation and Bank Statements.

1 resident left the meeting.

To seek approval of the budget for 2026-27.

It was RESOLVED 25/047 that the budget for 2026-27 would be set at £13,605 as set-out below, proposed by Cllr Martin seconded by Cllr Nicholls and unanimously agreed.

Budget Element	Budget 2026-27		
EXPENDITURE			
People			
Clerk & HMRC	4,417		
Professional service			
Insurance	475		
Internal Audit	60		
Payroll Services	230		
General Services			
Admin/Website	186		
Bank Charges	51		
Room Hire	164		
Admin & Expenses			
Expenses	330		
Chairman's Allowance	50		
Training	190		
CHALC Membership	166		
SLCC Membership	50		
Other Membership	8		
Data Protection fee	47		
Elections			
Projects			
Defibrillator	60		
Community Clean-up	45		
Street Furniture Maintenance	150		
Maintenance of Millenium Garden - Hargrave	120		
British Legion Wreath	100		
Community Grants	500		
Ad Hoc Beneficial items (\$137)	100		
		CIL Expenses	
		Maintenance of Kerbline and Footpath Huxley	2,000
		Other projects	500
		Bulb Planting	250
		Public Right of Way Upgrades	2,950
		Inflation %	226
		Contingency % of above	135
		TOTAL CASH OUT	13,605
		RECEIPTS	
		Precept	6,500
		Bank Interest	190
		VAT recovery	635
		Earmarked money	500
		Money taken from Reserves	5,700
		Other	80
		TOTAL INCOME	13,605

To agree the Precept level to be set for 2026-27 - it was proposed by Cllr Jones seconded by Cllr Nicholls and the Parish Council unanimously RESOLVED 25/048 to request a Band D precept Charge for 2026-27 of £23.70 which and a precept request of £6,500.

ACTION: It was also agreed that for budget planning for 2027-28 a working group be arranged for December 2026 to review the detailed budget in preparation for agreeing the precept at the January 2027 meeting.

Churchyard Grant Application it was RESOLVED 25/049 to submit a Churchyard Grant Application on behalf of St Peter's Church, Hargrave for the amount £2,100 to cover the cost of grounds maintenance at the closed churchyard.

Payments for approval:-

RESOLVED 25/050 to accept list below of income received and payments made or due to be made since the last meeting for approval.

Income received since the last meeting for approval

Date	Payable to	Gross Amount	Comment
10/11/2025	Bank Interest	£12.48	Monthly Bank Interest
09/12/2025	Bank Interest	£11.32	Monthly Bank Interest

Payments made since the last meeting for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
11/11/2025	Royal British Legion	£76.67	£3.33	£80.00	Poppy Wreaths for Remembrance Sunday
20/11/2025	Service Charge	£4.25	£0.00	£4.25	Bank Charges
03/12/2025	Mrs T Ryall-Harvey	£355.91	£0.00	£355.91	Salary Tax month 9
29/12/2025	HMRC PAYE	£19.20	£0.00	£19.20	PAYE Payment for Q3
20/12/2025	Service Charge	£4.25	£0.00	£4.25	Bank Charges

Payments not yet made for approval

Payable to	Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey	£356.11	£0.00	£356.11	Salary Tax Month 10
Mrs T Ryall-Harvey	£67.50	£0.00	£67.50	Expenses
TEEC	£156.00	£31.20	£187.20	Hosting of website for hargravehuxleyparishcouncil.gov.uk
O'Brien Garden Services	£50.00	£0.00	£50.00	Tidying of Millennium Garden, and strim around Phone Box and clean footpath in Hargrave of Moss.

PARISH COUNCIL MATTERS

Update on Parish Council gov.uk website. – The Clerk reported that HargraveHuxleyParishCouncil.gov.uk had been registered as the new domain name and the Clerk was working on transferring all information over to the new site.

The Clerk asked for any photographs could be forwarded for the use on the website.

ACTION: All Parish Councillors were reminded to provide their portfolio information to including on the website as agreed at a previous meeting.

ACTION: Cllr Nicholls undertook to seek approval for the use of photographs and information held by the historic group and provide this to the clerk together with information and pictures from the Neighbourhood Plan.

Training needs for the Parish Council for 2026 - the training schedule from CHALC was circulated and the Parish Councillors were asked to consider if there was anything they wishes to attend in 2026.

Clerk's Training Needs - The Clerk confirmed that she had not yet identified training for 2026 and undertook to bring a schedule to a future meeting.

Parish Meeting.

The Clerk reported that the Parish Council had a statutory requirement to hold a Parish Meeting and the annual Parish Meeting needs to take place between 1st March and 1st June every year.

The Parish Meeting is the opportunity for residents and local community groups to get together and report on things that have happened in the village in the last 12 months and raise the profile of the organisation between each organisation.

It was suggested that the Peak Cluster be invited to come and speak and the meeting should take place on 1st March 2026 at 4.00pm prior to the Parish Council Meeting in Huxley Village Hall.

ACTION: Clerk to ask the Peak Cluster Company to see if they would like to come to speak

Working Group Meetings

CIL Working Group – nothing further to update since the last meeting.

Neighbourhood Plan Working Group - nothing further to update since the last meeting.

ACTION: Clerk to find out if CIL money will support the creation of Design Code.

1 resident left the meeting.

Cllr Bird left the meeting.

DOWN OUR WAY – items for inclusion in the next issues of Down Our Way was sought.

- Grant Application – further details to be provided.
Applications in for end of April
Date of next meeting- Parish meeting Sunday 1st March 4pm
Litter picking date to be arranged

NEXT MEETING

The next meeting will be the Parish Council Meeting and will take place on Sunday 1st March 2026 at Huxley Village Hall immediately after the Parish Meeting.

The meeting closed at 19:09

Signed:.....

Dated:.....

HARGRAVE AND HUXLEY PARISH COUNCIL

Planning Register 2023-24

Date	Application Number	Address	Description	PC View	CWac Decision Status
Wed 31 Jan 2024	24/00014/FUL	Barn At Bridge Cottage Whitchurch Road Saighton Chester CH3 9AU	Demolition of two agricultural buildings, and conversion and extension of a further barn to create a single dwelling.	The application is in green belt and although the applicant's planning support statement says that the barn is on previously developed land, it is not the case as it is on agricultural land, as according to the NPPF agricultural land does not count as previously developed land. The fact that the barn is in green belt means that extensions to buildings may also be considered inappropriate.	Approved

Planning Register 2024-25

Date	Application Number	Address	Description	PC View	CWac Decision Status
25-Jul-24	EN633593315	End of Old Hall Lane, Hargrave.	Static Caravan, container and concrete planks have been installed in field without prior planning approval.	With regards to the hardstanding, planning permission would be required, however provided they don't go much further into the field with hardcore or the concrete sleepers planning enforcement would not look to take the matter further. We understand the need to be able to access the field and have a small area to store and park items needed for the agricultural holding. The caravan on site when used as a welfare unit would be fine. If it begins to be used for a permanent residential unit, planning permission would be needed. I have asked some questions about wastewater or foul water? The storage container is considered to be a building, which would require planning permission. We would be able to accept a storage container on a temporary basis but would require it to be removed by Monday 3 February 2024. Should the storage container remain on site after this date we would need to look potential enforcement action.	CWac have served a Planning Contravention Notice to gather more information. It is now with Planning Enforcement to consider next steps. This will likely be an enforcement notice, we just need to be sure of what we are enforcing, why and the planning considerations.
21-Oct-24	24/02969/FUL	Stapleford Mill Farm Ryecroft Lane Bruen Stapleford Chester CH3 8HH	Demolition of existing barn buildings. Erection of two storey dwelling, garden room, garage and office	No observations	Refused - Appeal Dismissed
Mon 6 Jan 2025	EN676019987 - 25/00010/EBCN	Rural Shop building at The Inn at Huxley	Following the shop closing - the building should have been demolished within three months and the land restored within 1 onth of the demolition.		
Fri 17 Jan 2025	24/03633/FUL	Lane End Farm Leadgate Lane Clotton Chester CH3 9BT	Two storey extension	No Objections	Approved
Thur 13 Feb 2025	EN687229270 - 25/00068/EOPDEV	The Beeches, Huxley Lane, CH3 9BG	Brick built stable block being erected.		
Fri 01 Nov 2024	24/03261/FUL	Land At Guy Lane Foulk Stapleford Chester Cheshire	Change of use of land for dog walking/training, hardstanding for parking with turning area and new access.	No Objections	Awaiting decision
Thur 27 Mar 2025	EN700441835 - 25/00131/EENGOP	Green Farm, Huxley Lane, Huxley	New pipe work has been laid from the land at the back of Green Farm that is being fed into the ditch on the roadside which presumably will go into the River Gowy.		

Planning Register 2025-26

Date	Application Number	Address	Description	PC View	CWac Decision Status
04-Apr-25	25/00142/FUL	Greenlooms Farm Martins Lane Hargrave Chester CH3 7RX	Conversion of barns to three dwellings	<p>The Parish Council note that this application is for 3 x four bedroom conversions which is bigger than the previous application that was withdrawn.</p> <p>There is no mention about the public right of way that presently runs through the farm and how this will be managed – will it remain in place?</p> <p>The Parish Council note that the redevelopment of barns is in line with the neighbourhood plan, and the elevations appear to be relatively unchanged.</p> <p>The planning statement makes no reference to the neighbourhood plan – please be aware when considering this planning application that there are specific details relating to materials within the Parish's Neighbourhood Plan.</p> <p>The Parish Council asked that there is provision made for the barn-owl habitats and ask that this be captured within the planning application.</p>	Awaiting decision
10-Apr-25	25/00859/FUL	Long Acre Mill Lane Huxley Chester CH3 7RQ	Demolition of the existing rear extension and car port, and erection of single storey rear extension and front porch	No Objections	Approved
Tue 13 May 2025	25/01502/PIP	Land At Long Acre Mill Lane Huxley Chester	Erection of 1 self build dwelling and associated infrastructure works	Objected	Not determined - Gone to Appeal
Thu 22 May 2025	25/01594/PIP	Land Adjacent To St Peters Church Church Lane Hargrave Chester	Erection of 7 dwellings and associated infrastructure works	Objected	Refused
14-Aug-25	24/03726/FUL	Hargrave Hall Church Lane Hargrave Chester CH3 7RH	Erection of a storage building and construction of manege.	<p>Parish Councils feel that the height of the roof this is 15 foot to the apex may have a visual impact on the area and would like to see this reduced.</p> <p>The Parish Council would also like to ensure that the facilities were for personal use only and there should be no external lighting.</p>	Approved
22-Sep-25	25/02683/FUL	Brick Kiln Farm Red Lane Huxley Chester CH3 9BZ	Erection of a free range egg production unit and associated infrastructure	<p>The PC supported agricultural businesses in the area, they would like to ensure any noise/odour from the facility is limited and also that any transport in and out of the facility uses Red Lane to prevent the traffic travelling through the village of Huxley</p>	Awaiting decision
15-Oct-25	EN757287665 - 25/00415/EBCN	Higher Huxley Hall Farm, Red Lane, Huxley CH3 9BZ	<p>Landscaping and screening has failed.</p> <p>Reports from residents complain of strong odours particularly in the evening and overnight which are offensive. Some of these incidents were reported to the Environmental Agency.</p>		
22-Oct-25	25/01502/PIP - Notice of Appeal	Land At Long Acre Mill Lane Huxley Chester	Erection of 1 self build dwelling and associated infrastructure works		Appeal dismissed
Thu 30 Oct 2025	25/03423/LDC	Lower Farm Huxley Lane Huxley Chester CH3 9BG	Lawful development certificate to establish the use of land as garden land in connection with associated residential properties.	No objection	Awaiting decision
11-Dec-25	24/03261/FUL	Land At Guy Lane Foulk Stapleford Chester Cheshire	Change of use of land for dog walking/training, hardstanding for parking with turning area and new access.	not objections to the consultation subject to no external lights being permitted	

Fri 02 Jan 2026	26/000006/FUL	Scots Pines Church Lane Hargrave Chester CH3 7RN	Alterations to front to include bow windows and storm porch, demolition of existing conservatory and erection of single storey rear extension, replacement windows and doors	No objections	
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Dated: 16/02/2026

- LDC - Lawful Development Certificate
- AGR - Agricultural Application
- CAT - Conservation area tree
- FUL - Full Application
- LBC - Listed Building consent
- PDQ - Agricultural Buildings to Dwelling Houses

- REF - Appeal
- S73 - Minor material amendments
- LDC - Lawful Development Certificate
- TPO - Tree Preservation Order
- COU - Change of Use

Budget Element	Due Date	Calc. %	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Actual 2025-26	Budget 2025-26	Variance	Commentary
EXPENDITURE																		
People																		
Clerk & HMRC	Monthly		347	347	347	347	347	414	343	356	375	356	356	358	4,293	4,361	68	Costs include VAT
Professional services																		
Insurance	Yearly												304		304	450	146	
Internal Audit	Yearly			57											57	50	-7	External Audit required if Income or Expenditure exceeds £25,000
Payroll Services	Monthly				79			124	21						0	0	0	
General Services																		
Admin/Website	Monthly														224	182	-42	
Bank Charges	Yearly		4	4	4	4	4	4	4	4	4	4	4	60	324	110	-214	E20 - Wordpress Fees E30 - Bkafender Annual Fee E60 - Cloud Hosting Plan
Room Hire	Yearly		28	28	28	28	28	28	28	28	28	30	30	60	51	0	-51	
Admin & Expenses															146	144	-2	
Expenses	Monthly			36	36	89	48	48	49	49	28	28			306	330	24	
Chairman's Allowance	Yearly			72											50	50	0	
Training	Yearly			161			25								147	150	3	
CHALC Membership	Yearly			8								40			161	161	-0	
SLCC Membership	Yearly														40	40	0	
Other Membership	Yearly														8	30	22	E8 - Mid Cheilne Footpaths E22 - Local Council Direct
Data Protection fee	Yearly					47									47	35	-12	
Elections	4 Yearly														0	0	0	No election costs for 2025-26
Projects																		
Defibrillator	Yearly														60	60	0	Replacement Pads
Road Safety Measures	Yearly														0	0	0	Purchase of SID
Community Clean-up	Yearly			33						21					54	60	6	
Street Furniture Maintenance	Yearly						14								14	150	136	
British Legion Wreath	Yearly								80						80	103	23	
Ad Hoc Beneficial Items (S137)	Yearly			995								80			1,075	500	-575	
CIL Expenses																		
Maintenance of Kerbline and Footpath Huxley	Yearly			210		210								50	470	550	80	Wood killing throughout the year and brushing of Footpath on Huxley Lane.
Other Projects	Yearly						2,280								2,280	0	-2,280	
Bulb Planting	Yearly							84							84	250	166	Defball, Snowdrop and Tulip planting
Public Right of Way Upgrades	Yearly						1,140						1,650		2,790	2,952	162	Installation of kissing gate to replace stile
Inflation %	Yearly		0	0	0	0	0	0	0	0	0	0	0	11	11	219	208	
Contingency % of above	Yearly		0	0	0	0	0	0	0	0	0	0	0	3	3	91	88	
TOTAL CASH OUT			351	1,971	430	697	1,530	2,774	556	531	379	783	2,314	761	13,078	11,088	-1,991	
RECEIPTS																		
Precept	Yearly	0.80%	6,360	18	18	15	17	14	12	12	11	12	11	22	6,360	6,360	0	
Bank Interest	Yearly		22												195	295	-100	
VAT recovery	Yearly		115											450	565	450	115	
CIL Money - taken from reserves	Yearly						3,420						1,650		5,070	0	5,070	CIL Money can only be used on Infrastructure, Greenpace etc.
Money taken from Reserves	Yearly													50	50	3,902	-3,852	Refund for Poppy Wreaths, donation towards community events from UU
Other	Yearly							60			2,000			2,060	78	0	1,233	
TOTAL INCOME			6,497	18	18	15	17	3,434	72	12	11	2,012	1,661	522	14,300	11,085	1,233	
Transaction Cash flow			4,782	-544	-283	-487	-283	-309	-400	-283	-452	-283	-283	-792	1,222	-3		
PROJECTS FROM RESERVES																		
Carry over of upto 1 year Precept															Actual	Carryover to 2026-27		
Churchyard Grant		6,000													0	6,000		
Budget for Mid-term Elections		995	995												0	0		
Village Gates		3,505													0	2,500		
 earmarked Money															0	3,505		
Community Infrastructure Levy		12,608	175	175	175	950	1,900	70			80	1,650			5,000	7,608		
Noticeboards		2,000													0	0		
UU donation to Community		2,000													0	2,000		
Grants		100													0	100		
Wooden Sculptures		200													0	200		To renew the wooden plaques
Defibrillator		29908	0	1,170	0	175	950	1,900	70	0	0	80	1,650	0	5,995	21,913		Replace battery

Hargrave and Huxley Parish Council
 Bank Reconciliation to Cashbook
 Presented at Council Meeting - Sunday 1st March 2026

Balance show on Cashbook	
Lloyds On-Line Accounts at 15th December 2025	
Treasurers Account	£2,165.25
Deposit Account	£23,778.08
Less: Unpresented payments	£355.91
TOTAL	£26,299.24
Current Account as per Cashbook	£2,521.16
Deposit Account as per Cashbook	£23,778.08
	0
	£26,299.24
Reconciliation	YES

HARGRAVE AND HUXLEY PARISH COUNCIL

£ 2,521.16 Current balance

HARGRAVE & HUXLEY PC -

£ 23,778.08 Balance

Income received since the last meeting for approval

Date	Payable to			Gross Amount	Comment
09/01/2026	Bank Interest			£12.11	Monthly Bank Interest
09/02/2026	Bank Interest			£10.74	Monthly Bank Interest
08/01/2026	United Utilities			£2,000.00	Community Compensation

Payments made since the last meeting for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
07/01/2026	Hargrave PCC	£30.00	£0.00	£30.00	Hall Hire for PC Meeting
20/01/2025	Service Charge	£4.25	£0.00	£4.25	Bank Charges
21/01/2026	Linux	£47.88	£9.58	£57.46	Old Domain Registration
12/02/2026	Zurich	£304.00	£0.00	£304.00	Annual PC Insurance
22/01/2026	Stephen O'Brien	£30.00	£0.00	£30.00	Grounds Maintenance
26/01/2026	Mrs T Ryall-Harvey	£256.11	£0.00	£256.11	Salary Tax month 10
20/02/2026	Service Charge	£4.25	£0.00	£4.25	Bank Charges
25/02/2026	Mrs T Ryall-Harvey	£355.91	£0.00	£355.91	Salary Tax Month 11

Payments not yet made for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
	Mrs T Ryall-Harvey	£355.91	£0.00	£355.91	Salary Tax Month 12
	Mrs T Ryall-Harvey	£104.89	£17.20	£122.09	Expenses

HARGRAVE AND HUXLEY PARISH COUNCIL

RISK MANAGEMENT STRATEGY

1. Introduction

1.1 This document forms Hargrave and Huxley Parish Council Risk Management Strategy. It sets out:

- What risk management is;
- Why the Parish Council needs a risk management strategy;
- The Parish Council's philosophy on risk management;
- The risk management process;
- Roles and responsibilities;
- Future monitoring.

1.2 The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Parish Council;
- Integrate risk management into the culture of the organisation;
- Embed risk management through the ownership and management of risk as part of all decision-making processes; and
- Manage risk in accordance with best practice.

2. What Risk Management is

2.1 *'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'* Audit Commission, *Worth the Risk: Improving Risk Management in Local Government*, (2001: 5)

2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety but applies to all aspects of the Parish Council's work.

2.3 Risks can be classified into various types, but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

Strategic Risk – Long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Parish Council, loss of public confidence, in a worst-case scenario Government intervention.

Compliance Risk – Failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

Financial Risk – Fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased precept levels/impact on Parish Council reserves.

Operating Risk – Failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

2.4 These risks can be broken down further into specific areas which could impact on the achievement of the Parish Council's objectives and day-to-day delivery of services:

Political – Those associated with the failure to deliver local, regional or national policy;

Financial – Those affecting the ability of the Parish Council to meet its financial commitments; failure of major projects; internal and external audit requirements; failure to prioritise and allocate resources effectively; poor contract management; initiative overload;

Social – Those relating to the effects of changes in demographic, residential, or socio-economic trends on the Town Council's ability to deliver its strategic priorities;

Technological – Those associated with the capacity of the Parish Council to deal with the pace/scale of technological change, or its ability to use technology to address changing demands. This includes the consequences of internal failures on the Parish Council's ability to deliver its objectives;

Legal – The ability of the Parish Council to meet legislative demands affecting breaches of legislation (UK & EU);

Environmental – Those relating to the environmental consequences of progressing the Parish Council's objectives in terms of energy-efficiency, pollution, recycling, emissions etc;

Partnership/Contractual – Those associated with the failure of partners/contractors to deliver services to an agreed cost and specification and similarly failure of the Parish Council to deliver services to an agreed cost and specification; compliance with procurement policies (internal/external); ensuring open and fair competition;

Human Resources – Those associated with the professional competence of staff; training and development; over-reliance on key personnel; ineffective project management; recruitment and selection issues;

Organisational – Those associated with the review of services and delivering continuous improvement;

Health & Safety/Physical – Those related to fire, safety, accident prevention and health & safety which pose a risk to both staff and the public; safeguarding and accounting of physical assets;

Reputational – Those associated with the changing needs of customers and the electorate; ensuring appropriate consultation; avoiding poor public and media relations.

Not all of these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

- 2.5 Risk is not restricted to potential threats but can be connected with missed opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

3. Why the Parish Council needs a Risk Management Strategy

- 3.1 Risk management will strengthen the ability of the Parish Council to achieve its objectives and enhance the value of services provided.
- 3.2 The Risk Management Strategy will help to ensure that Committees have an understanding of risk and that the Parish Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.
- 3.3 Strategic risk management is an important element in demonstrating continuous service improvement.
- 3.4 There is a requirement under the Accounts and Audit Regulations 2015 to establish and maintain a systematic strategy, framework and process for managing risk.

4. Risk Management Policy Statement

Hargrave and Huxley Parish Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its aims and objectives and to maximise the opportunities to achieve its vision.

The Parish Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

Risk management is an integral part of the Parish Council's management processes.

5. Implementing the Strategy

5.1 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action may be required to reduce the risk to an acceptable level.

Options for control include:

Elimination – The circumstances from which the risk arises are removed so that the risk no longer exists;

Reduction – Loss control measures are implemented to reduce the impact/ likelihood of the risk occurring;

Transfer – The financial impact is passed to others e.g. by revising contractual terms;

Sharing – The risk is shared with another party;

Insuring – Insure against some or all of the risk to mitigate financial impact; and

Acceptance – Documenting a conscious decision after assessment of areas where the Parish Council accepts or tolerates risk.

5.2 Risk Assessment

The Risk Assessment will be regularly refined and updated as part of this Risk Management Strategy.

5.3 Risk Monitoring

The risk management process does not finish with putting risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. The Risk Management Plan will be reviewed at least annually by the Parish Council. The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

5.4 Risk Management System

Risk Identification – Identifying and understanding the hazards and risks facing the Parish Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

Risk Prioritisation - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Negligible (1), Low (2), Medium (3) and High (4).

			IMPACT			
			Negligible (1)	Low(2)	Medium(3)	High(4)
LIKELIHOOD	High (4)	4	8	12	16	
	Medium (3)	3	6	9	12	
	Low (2)	2	4	6	8	
	Negligible(1)	1	2	3	4	

The scores for impact and likelihood are scored as above. Risks scoring 12 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

6. Roles and Responsibilities

- 6.1** It is important that risk management becomes embedded into the everyday culture and performance management process of the Parish Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. The process must be driven from the top but must also involve staff throughout the organisation.
- 6.2** **Councillors** – Risk management is seen as a key part of Councillors’ stewardship role and there is an expectation that Councillors will lead and monitor the approach adopted, including:
- i) Approval of the Risk Management Strategy;
 - ii) Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;
 - iii) Consideration, and if appropriate, endorsement of the Annual Governance Statement; and
 - iv) Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.
- 6.3** **Employees** – will undertake their job within risk management guidelines ensuring that their skills, experience, and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed information into the formal process. They will work to control risks or threats within their roles, monitor progress and report on task related risks the Parish Council.
- 6.4** **Proper Officer** – will act as the lead officer on risk management and be responsible for overseeing the implementation of the Risk Management Strategy. The Proper Officer will:
- i) Provide advice as to the legality of policy and service delivery options;
 - ii) Provide advice on the implications for service areas of the Parish Council’s strategic aims and objectives
 - iii) Update the Parish Council on the implications of new or revised legislation;
 - iv) Assist in handling any litigation claims;
 - v) In consultation with the Parish Council’s external advisors as necessary, provide advice on any human resource issues relating to strategic policy options or the risks associated with

- operational decisions and assist in handling cases of work related illness or injury;
- vi) In consultation with the Parish Council's external advisors as necessary, advise on any health and safety implications of the chosen or proposed arrangements for service delivery;
 - vii) Assess and implement the Parish Council's insurance requirements;
 - viii) Assess the financial implications of strategic policy options;
 - ix) Provide advice on budgetary planning and control;
 - x) Ensure that the financial information systems and processes allow effective budgetary control;
 - xi) Ensure the Parish Council's Risk Register is maintained;
 - xii) Effectively manage the Parish Council's investment and loan portfolio.

6.5 Role of Internal Audit – Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Parish Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Parish Council in identifying both its financial and operational risks and seeks to assist the Parish Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Internal Audit reports, and any recommendations contained within, will help to shape the Annual Governance Statement.

6.6 Finance and Administration Committee – Review and future development of the Risk Management Policy and Strategy will be overseen by the Parish Council.

6.7 Training – The aim will be to ensure that both Staff and Councillors have the skills necessary to identify, evaluate and control the risks associated with the services they provide. Risk Management training and development will be provided through a range of methods such as workshops, literature and inhouse service familiarisation.

6.8 In addition to the roles and responsibilities set out above, the Parish Council is keen to promote an environment within which individuals and groups are encouraged to report adverse incidents promptly and openly.

7. Future Monitoring

7.1 Review of Risk Management Strategy – This Strategy will be reviewed annually by the Parish Council.

8. Conclusion

The adoption of a sound risk management approach should achieve many benefits for the Parish Council. It will assist in demonstrating that the Parish Council is committed to continuous service improvement and effective corporate governance.

Adopted : September 2022

Reviewed: 21st May 2024

Reviewed: 2nd March 2025 Next

Review Date: March 2026

HARGRAVE & HUXLEY PARISH COUNCIL

Administration Topic	Risk Identified	Level	Management of risk	Action
Legal Powers	Ensure Council is acting legally including payments.	M	Councillors to be aware of Council's legal powers. Powers to be listed on accounts.	
Minutes	Accurate & Legal Loss	L	Approved at following meeting Copy of minutes to be retained & on website Completed minutes books to be archived	Minutes to be backed up onto website
Financial Records	Adequate	L	Accounts approved by council regularly & minuted.	Subject to internal audit Internal Audit annually –March/April Budget Review 6 monthly
Members Interests	Conflict of Interests	L	All councillors to receive code of conduct training. All councillors to complete register of interests and to keep up to date. Interests to be declared and minuted.	
Staff	Loss key personnel	L	Hours, health/long term illness, training, resignation. Monitor and manage as appropriate.	Annual review –January
	Fraud by Staff	L	Fidelity guarantee value set at appropriate level	Annual review–March/April (for Audit)
Loss of Property	Due to critical damage or third party performance	L	Review adequacy of Insurance Cover Annual	Review - February
Assets & Maintenance	Assets valued correctly Damage to third party L M	L M	Annual inspection Review adequacy of Insurance Cover Adequate public liability insurance	Annual review–Feb Review– Feb
Risk Assessment	Risk Assessment adequate, amended to take in account changes in circumstance	L	Annual review by council & internal auditor.	April as part of the internal audit and reviewed by Council at May Meeting
FINANCIAL				
Precept yearly review of budget to actual	Legal Process Not submitted Not paid by LA Adequacy of Funding	L L L M	Resolution to be minuted. RFO to submit and obtain proof of receipt Confirmation of payment to be obtained Half yearly review budget to actual	Annual –January Annual –April Annual September
Other income	Cash handling & banking	L	No cash handling	
Grants	Making applications on behalf of the Parish Council	L	RFO to monitor	As required

Grants & Donations (making payments)	No power to pay.	L	Payments to be agreed by resolution of council.	As required
Salaries	Wrong salary / hours / rate paid	L	Salary rate agreed, hours to be approved by council	Review & agree at May Mtg
	Wrong deductions –NI & Income Tax	L	Check to PAYE Calculations.	Internal Audit annually –April/May
Direct Costs & Overhead expenses	Goods not supplied to Council	M	Follow up on all orders by RFO	
	Invoice incorrectly calculated or recorded& correct Payments made.	L	All payments/invoices to be confirmed/checked by minimum two councillors by email or signed invoice & checked against statements by RFO. Cheque payments –2 signatures & stub to signed.	Councillors to check payments against statements& printed confirmations at each meeting.
Election	Costs Inadequate resources to pay for election.	L	Where no invoice exists (donations/grants) recipient to sign receipt of payment slip. Quarterly review of budget	Internal Audit annually – April/May
VAT	VAT analysis	L	Vat receipts to be request and filed. Vat to be listed on accounts.	Annual –April, July, Oct, Jan –RFO Chairman & Vice Chairman
Reserves – General & Earmarked	Claimed within time limits	L	Consider at Budget setting and as part of half yearly review of budget.	Vat claimed annually by RFO Internal Audit annually –March/April
	Adequacy	L		Annual –September Annual January.

Adopted 12th May 2019 -Chairperson Cllr O De Braekeleer

Reviewed and agreed - March 2020

Reviewed and agreed – March 2021

Reviewed and agreed – March 2022

Reviewed and agreed – March 2023

Reviewed and agreed – March 2024

Reviewed and agreed – March 2025

To be next reviewed March 2026

HARGRAVE AND HUXLEY PARISH COUNCIL

ANTI-HARASSMENT AND BULLYING POLICY

Introduction	2
Policy	2
What type of treatment amounts to bullying or harassment?	2
Reporting concerns	7
Informal resolution	8
Raising a formal complaint	8
During the investigation	10
Hearing	10
Victimisation	10
False allegations	10
Disclosure and confidentiality	10
Use of the disciplinary procedure	10

Introduction

All staff should be able to work in an environment free from harassment and bullying and be treated with dignity and respect regardless of gender, sexual orientation, transgender status, marital or family status, colour, race, nationality, ethnic or national origins, creed, culture, religion or belief, age, or disability.

This policy and procedure provide guidance on what to do if you are concerned about bullying or harassment and what to expect if you raise concerns. It applies to all staff (whether permanent, fixed term, or casual), contractors and agency staff.

Policy

The Council does not tolerate bullying or harassment in the workplace. This is the case for work-related events that take place within or outside of normal working hours; on council property or elsewhere; whether the conduct is a one-off act or repeated course of conduct, and whether done purposefully or not.

The Council does not tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. Retaliation or victimisation will also constitute a disciplinary offence, which may in appropriate circumstances lead to dismissal. You should also be aware that if a court or tribunal finds that you have bullied or harassed someone, in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

The council will take appropriate action if any of our staff are bullied or harassed by staff, councillors, members of the public or suppliers.

What type of treatment amounts to bullying or harassment?

Bullying is offensive, intimidating, threatening, malicious or insulting behaviour, and/or an abuse or misuse of power that undermines, humiliates or injures the person on the receiving end.

Harassment is unwanted conduct related to relevant 'protected characteristics', which are sex, gender reassignment, race (which includes colour, nationality and ethnic or national origins), disability, sexual orientation, religion or belief and age. Harassment amounts to unlawful discrimination if it relates to a 'protected characteristic'.

Sexual harassment is a form of unlawful harassment (as defined above) which entails unwanted conduct of a sexual nature. A person of any gender can be a victim of sexual harassment, and it may be committed by a person of any gender.

Third party harassment and discrimination refers to the harassment and/or discrimination of an employee or worker that is carried out by someone who is not an employee or worker and may include:

customers or clients

suppliers and

independent contractors and consultants.

The use of the word 'harassment' throughout this policy includes sexual harassment.

Examples of bullying and harassment include:

- **unwanted physical conduct** - such as unnecessary touching, patting, pinching, brushing against another person's body; insulting behaviour or obscene gestures; physical threats, aggressive behaviour and/or assault.
- **unwanted verbal conduct** - such as unwelcome advances; patronising titles or nicknames; offensive or insulting comments; propositions or remarks; innuendo; lewd or suggestive comments; over-familiar behaviour; slogans or songs; insensitive jokes, gossip and slander (including

speculation about a person's private life and sexual activities); banter or abusive/offensive language which is either threatening or refers to a person's sex/gender, race (including colour and ethnic or national origins), disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender reassignment.

- **unwanted non-verbal conduct** - such as racially or sexually based graffiti or graffiti referring to an individual's characteristics or private life; abusive or offensive gestures; leering, whistling, creation, distribution or display of suggestive or offensive pictures, objects or written materials (including "pin-up" calendars) or videos through any means.
- **bullying** - includes unwanted physical contact or assault but also verbal bullying such as insulting or threatening comments; comments intended to undermine, belittle, embarrass or humiliate the recipient; personal abuse, either in public or private, which humiliates or demeans the individual involved.
- **virtual bullying** - includes distribution of unwanted emails, texts, images or humiliating data published on social networking internet sites or abusing our technology or using the employee's own technology to contact a colleague in an intimidating or malicious manner.
- **conduct of a sexual nature** – includes unwanted physical, verbal and non-verbal conduct as discussed above; further examples include displaying pornographic or explicit images, indecent exposure, e-mails with sexual content, sexual innuendo, sexual solicitation, sexual assault; see also, coercion.
- **coercion** - including threats of dismissal or loss of promotion etc for refusal of sexual (or other) favours (or promises made in return for sexual or other favours); pressure to participate in political or religious groups etc.
- isolation or non-co-operation at work - deliberate exclusion from communications including group emails, conversations or social activities; setting unrealistic deadlines; substituting responsible tasks with menial or trivial ones; withholding information or giving false information; constantly undervaluing effort.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable. All employees must, therefore, treat their colleagues with respect and appropriate sensitivity.

Bullying does not include appropriate criticism of an employee's behaviour or proper performance management.

Sexual Harassment

Sexual harassment is unlawful and will not be tolerated. Complaints resulting in the finding of sexual harassment having taken place will be subject to disciplinary action, up to and including summary dismissal (without notice). Or in the case of a worker, their engagement with us may be terminated.

- Sexual harassment can include, but not limited to:
- unwanted physical, verbal and non-verbal conduct of a sexual nature
- displaying pornographic or explicit images
- indecent exposure
- using e-mail or social media to make inappropriate, derogatory or offensive content that is of a sexual nature, which can include sexual innuendos, sexual solicitation, sexual assault. This can include sharing, posting, liking or tagging someone in a post
- unwanted physical, verbal and non-verbal conduct of a sexual nature that is towards another person, such as a colleague, customer, client, suppliers, contractors or any other third party associated with us

Examples of situations involving sexual harassment:

- A male colleague alters a pornographic image by placing an image of their female colleague's face onto it. He then sends it to other colleagues causing them to ridicule her.
- An employee has a sexual relationship with their supervisor. They then end their relationship as they think it was a mistake. The next day, the supervisor grabs the employee's bottom and says, "come on, don't play hard to get".
- Male workers download pornographic images onto their computers in an office where a woman works. She finds out about the images being downloaded and that the images are creating a hostile and humiliating environment for her.
- During a busy dinner service, one member of the waitressing team is helping in the kitchen to prepare orders. The chef makes inappropriate comments of a sexual nature about her appearance and makes advances towards her that include touching her back and shoulder whilst passing by or reaching for items.

Employees and workers should be aware that individuals may be held personally liable for their own acts and behaviour.

Third party harassment and discrimination

Third party harassment and discrimination refers to harassment and/or discrimination of an employee or worker, that is carried out by someone who is not. Third party harassers and discriminators may include:

- customers or clients
- suppliers and
- independent contractors and consultants.

Third party harassment will not be tolerated, and we take reasonable steps to prevent it from occurring. This includes:

- Warning notices to our service users
- Having a recorded message at the beginning of telephone calls
- Information in terms and conditions
- Providing regular training for managers and staff to raise awareness of rights related to sexual harassment and of this policy
- Provide specific training for managers to support them in dealing with complaints
- Take steps to minimise occasions where staff work alone
- Where possible, ensure lone workers have additional support
- Carry out a risk assessment when planning events attended by clients/customers and/or suppliers

Any employee or worker who believes that they have been the victim of third-party harassment and/or discrimination should immediately report the incident to their manager. In the case of an agency worker, they should immediately report it to both their temporary recruiting agency and to their point of contact within our organisation.

Where an employee or worker has been harassed and/or discriminated against by a third party, we will take reasonable steps to prevent any recurrence. The options may include:

- Issuing a warning about their behaviour
- Banning a other type of 3rd party
- Reporting criminal acts to the police
- Sharing information with other branches of our organisation

If an employee harasses and/or discriminates against a, supplier or an independent contractor or consultant the employee will be subject to disciplinary action. In the case of a worker, may have their agreement terminated.

Examples of third party harassment and/or discrimination:

- A young member of the bar staff is subjected to sexually offensive terms by a customer.
- In a retail store, an employee faces repeated harassment from a regular customer. The customer makes inappropriate comments about the employee's appearance and personal life, and sometimes behaves in a rude or aggressive manner. Despite the employee's attempts to handle the situation politely and report the behaviour, the harassment continues, causing significant stress and discomfort.

Victimisation

Victimisation is when someone is treated less favourably because they have committed, or it is believed they may commit a "protected act". "Protected acts" include bringing legal proceedings relating to harassment or discrimination against the employer or the perpetrator, or the giving of evidence at a disciplinary or grievance hearing or at tribunal, or making complaints about the perpetrator or the employer about their alleged discriminatory and unlawful practices, etc.

We encourage employees and workers to challenge or raise incidents of unacceptable behaviour should they witness or experience it directly. Disciplinary action, including summary dismissal, without notice, may be taken against an employee who is found guilty of victimisation. In the case of a worker being found guilty of victimisation, their terms and conditions of engagement may be terminated with immediate effect.

Examples of victimisation:

- A casual worker gives a witness statement as part of a grievance and disciplinary process that supports a colleague's claim of sexual harassment. As a result, their line manager fails to provide them with any further work.
- an employee files a complaint about racial discrimination by their manager. After raising the complaint, the employee's performance reviews become increasingly negative, even though their performance has not changed. The unfair reviews are used as a basis for denying them a promotion.

Risk assessment

We will identify and assess the risks associated to bullying and harassment and identify reasonable measures to prevent it from occurring. The findings will be recorded in writing, and we will keep our assessment under continuous review.

A copy of the risk assessment can be found in the Year End Financial Report and Audit on the website :- <https://hargravehuxleyparishcouncil.gov.uk/reports-and-audits> and can be supplied to employees, workers, or third parties as requested.

We encourage all employees and workers to inform their manager of areas in which they believe harassment protection could be further improved.

Employees should not go alone to visit clients in their own homes unless the client is well known to them, or us and a risk assessment has been undertaken. Information on the name and address to be visited and estimated time of return must be given to the appropriate manager when home visits are arranged.

Reporting concerns

What you should do if you witness an incident you believe to be harassment or bullying

If you witness such behaviour you should report the incident in confidence to the Clerk or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you feel you are being Bullied or Harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with the Clerk or a councillor in the first instance. They will then decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being Bullied or Harassed by a councillor

If you are being bullied or harassed by a councillor, please raise this with the Clerk or the Chair of the Council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of Code of Conduct breaches will be investigated by the Monitoring Officer.

What you should do if you are being Bullied or Harassed by another member of staff

If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to our policy and must stop. Alternatively, you may wish to ask the Clerk, a colleague or another councillor to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own manager, you should raise the issue with the Chair of the Council. The Chair (or another appropriate individual) will discuss with you the option of trying to resolve the situation informally by:

- Telling the alleged perpetrator(s), without prejudging the matter, that there has been a complaint that their behaviour is having an adverse effect on a member of staff;
- That such behaviour is contrary to our policy;
- That for employees, the continuation of such behaviour could amount to a serious disciplinary offence.

It may be possible to have the conversation with the alleged perpetrator without revealing your name, if this is what you want. They will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party to facilitate a resolution of the problem. The Chair will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as a serious allegation of harassment or in cases where a problem has happened before) the council may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about the harassment or bullying to the Clerk or the Chair of the Council, if the behaviour was not from a Councillor (if it was please see raise to the Monitoring Officer). A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The Clerk or the Chair of the Council will appoint someone to investigate your complaint. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred
- The names of any witnesses and
- Any action taken by you to resolve the matter informally

... against a colleague or contractor

The alleged perpetrator(s) would need to be told your name and the details of your complaint for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to separate you whilst the matter is being investigated.

... against a member of the public or supplier

We will investigate the complaint as far as possible by contacting the member of public or the supplier's employer and asking for a response to the allegations.

... against a councillor

Formal concerns regarding potential breaches of Code of Conduct breaches will be investigated by the Monitoring Officer.

During the investigation

Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. If, after an investigation, we decide that an employee has harassed or bullied another employee, then the employee may be subject to disciplinary action, up to and including dismissal.

The Council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to better understand your complaint. Whilst there is no Statutory right to be accompanied at investigation meetings, the Investigator will consider your request if you want to have a work colleague or union representative with you at that meeting.

Hearing

After the investigation, a panel will meet with you in a Grievance Hearing (following the Grievance Procedure) to consider the complaint and the findings of the investigation. At the meeting you may be accompanied by a fellow worker or a trade union official.

After the meeting the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the Grievance Procedure.

Victimisation

Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False allegations

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. False allegations made in bad faith will be dealt with under our disciplinary procedure.

Disclosure and confidentiality

We will treat personal data collected during this process in accordance with the data protection policy. Information about how data is used and the basis for processing data is provided in the employee privacy notice.

Use of the disciplinary procedure

Harassment and bullying constitute serious misconduct. If, at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. Any employee found to have harassed or bullied a colleague will be liable to disciplinary action up to and including summary dismissal.

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

Date of policy: Adopted
Date for next review

— policy ends here —

Notes

1. Protected characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Harassment is unwanted conduct related to a 'protected characteristic'. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related to someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

2. Legal risks

An employee does not need to be employed to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed because of a health condition can make a discrimination claim at a tribunal.
- An employee in their probationary period may claim discrimination if their employment has been ended for no credible reason.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal.

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

3. Culture and behaviour

Modern day workforces are eclectic, and a positive culture throughout the council enables staff with different backgrounds and beliefs to share ideas and shape how the council achieves what councillors decide for the community.

Different people find different things acceptable. It may not be obvious that some behaviour would be unwelcome or could offend a person. Those in positions of 'power' over an employee may not always understand how words or actions are received. An employee may not always find it easy to communicate how they really feel. 'Banter' that on the face of it is reciprocated may nonetheless be unwelcome and damaging. Others who overhear comments, or learn of them third hand, will form judgements about the culture.

Whilst both staff and councillors jointly determine what the working culture is like, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies. Examples of unacceptable behaviour at work include (but are not limited to):

- physical conduct ranging from touching to sexual advances and serious assault;
- the offer of rewards for going along with sexual advances, e.g. promotion, access to training;

- suggestions that refusing sexual advances will adversely affect aspects relating to employment (such as pay, promotion, training, work opportunities, or any other condition of employment or development);
 - comments about a person's appearance;
 - jokes or comments of a sexual or racial nature or about an individual's age, disability, sexual orientation or religion;
 - questions about a person's sex life;
 - unwanted nicknames, especially related to a person's age, race or disability;
 - the use of obscene gestures;
 - excluding an individual for a non-work reason
 - treating an employee differently because they have, or are perceived to have, a 'protected characteristic' or are associated with someone who does;
 - the open display of pictures or objects with sexual or racial overtones, even if not directed at any particular person;
 - spreading malicious rumours or insulting someone;
 - picking on someone or setting them up to fail;
 - making threats or comments about someone's job security without good reason;
 - ridiculing someone;
 - isolation or non-cooperation at work; and
 - excluding someone from social activities.
4. During the investigation

Employers have duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it's important to consider their wellbeing and mental health.

Ensure that you regularly communicate with both parties.

5. Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelled a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

6. False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially Gross Misconduct.

7. Complaints against councillors

Following the Ledbury case, the law is clear that any formal complaint regarding a breach of the Code of Conduct must be referred to the Monitoring Officer for investigation. During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council agrees with the employee reasonable measures to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person to whom the complaint has been made etc.

Important notice

This document was commissioned by the National Association of Local Councils (NALC) in 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by WorkNest HR – a company that provides HR advice and guidance to town and parish councils. Please contact them on 0330 1659 700 for information about their services.

HARGRAVE & HUXLEY PARISH COUNCIL

Parish Assets as at 01-03-2026
Next Review Date: March 2027

In Huxley area:-

Item	Acquired	Location	Cost/Value (or Insured Value)	Date of disposal	Reason for disposal	Supplier	Insured under
Noticeboard	Jun-22	In Methodist Chapel churchyard	£2,086.00	£2,086.00		Marmax Recycled Products	Street Furniture
Recycled Plastic Traditional Ben	Oct-24	Outside of Huxley School	£541.00	£541.00		Marmax Recycled Products	Street Furniture
Embroidered Parish Map	Oct-00	In Huxley Village Hall	None	n/a	n/a	Presented by Huxley & Hargrave W.I.	
Huxley Village Sign	1970	Opposite Methodist Chapel	£400.00	£400.00	n/a	Presented by Huxley & Hargrave W.I.	
Wooden Carving	Nov-02	In the Methodist chapel Churchyard				Commissioner by Huxley Millennium Committee	
Defibrillator	Oct-19	Outside The Inn at Huxley	£1,200.00	£1,000.00		Purchased by Hargrave & Huxley Parish Council	Defib Equipment
Defibrillator Case	Jun-20	Outside The Inn at Huxley	£436.00	£436.00		Purchased by Hargrave & Huxley Parish Council	Defib Equipment
Speed Indicator Device Machine	Dec-24	Huxley	£3,442.15	£3,442.15		Purchased by Hargrave & Huxley Parish Council	Street Furniture

In Hargrave area:-

Item	Acquired	Location	Cost/Value (or Insured Value)	Date of disposal	Reason for disposal	Supplier	Insured under
Wooden bus shelter	Not Known	Entrance to church car park, Hargrave	£1,925.72	£2,359.86	n/a	Not Known	Street Furniture
Noticeboard	Not Known	Bus shelter by church hall, Hargrave	£2,280.00	n/a	n/a	Not Known	Street Furniture
War Memorial	Not Known	Entrance to new cemetery	£2,282.75	£2,657.31	n/a	Not Known	
Phone Box	Not Known	Chapel Lane, Hargrave	£1,000.00	£1,000.00	n/a	Adopted by Foulk Stapleford Parish Council	Street Furniture
Embroidered parish map	Oct-00	In Hargrave Village Hall	None	n/a	n/a	Presented by Huxley & Hargrave W.I.	
Wooden Carving		Hargrave					
Defibrillator & Case	Not Known	Outside Hargrave Village Hall	£1,200.00	£1,200.00		Donated by PCC to the village - Manufactured 30/08/2016, installed 20/01/2017	Defib Equipment
Beacon	Jun-22	Hargrave Playing Field	£759.00	£1,062.60			
1 x Kissing Gate & 2 x Spring Gate	Nov-23	FP15	£1,026.00	£1,026.00		Centrewire	Street Furniture
11 x Kissing Gate	Feb-26	Huxley FP 4,5,6, 11 & 19	£4,808.00	£4,808.00		Grant received via CWAC for the Kissing Gates	Street Furniture
1 x Kissing Gate & 1 x 2 in 1 Gate	Aug-25	Church Lane	£1,068.00	£1,068.00		Kissing Gates donated by CWAC	Street Furniture
General:-							
Item	Acquired	Location	Cost/Value (or Insured Value)	Date of disposal	Reason for disposal	Supplier	Insured under
Lenovo Laptop	Feb-19	Clerks Possession	350	350	n/a	E Buyer	Office Equipment
			£24,804.62	£25,716.92			