

# **GLENFIELD PARISH COUNCIL**

## **MISSION STATEMENT POLICIES and PROCEDURES**

## **GLENFIELD PARISH COUNCIL**

The Council has a comprehensive set of Standing Orders and Financial Regulations which govern its activities. In addition it works to a set of prevailing statements, policies and procedures as detailed in this booklet, produced annually to reflect any changes during the previous year.

### **Contents:**

<b>Statement, Policy or Procedure</b>	<b>Last Updated</b>	<b>Adopted on</b>
Mission Statement	July 2007	21 January 2008
Administrative Policies	July 2007	20 August 2007
Working Parties Policy	July 2007	20 August 2007
Staff Appraisal Policy	July 2007	20 August 2007
Lone Working Policy	July 2007	20 August 2007
Smoking Policy	July 2007	20 August 2007
Equal Opportunities Policy	July 2007	21 January 2008
Harassment and Bullying Policy	July 2007	20 August 2007
Health, Welfare and Safety Policy	July 2007	20 August 2007
CCTV Information Security Policy	July 2007	20 August 2007
Retention of Records Policy	July 2007	20 August 2007
Complaints Procedure	March 2007	21 May 2007
Grants Given by the Parish Council Policy	July 2007	20 August 2007
Publicity Policy	July 2007	20 August 2007
Reserves and Contingencies Policy	July 2007	20 August 2007
Fees and Charges Policy	July 2007	20 August 2007
Sports and Leisure Facilities Policy	July 2007	20 August 2007
Village Enhancement Policy	July 2007	21 January 2008
Ecology and Environment Policy	July 2007	20 August 2007
Sponsorship and Memorials Policy	July 2007	20 August 2007
Allotments Policy	July 2007	20 August 2007
Internal Controls	February 2008	17 March 2008
Cash Controls	June 2007	18 June 2007
Councillor Allowance Scheme	March 2007	19 March 2007

## **MISSION STATEMENT**

### **CREATING A BETTER PLACE IN WHICH TO LIVE.**

#### **OUR AIMS**

- To enhance the community of Glenfield by making it a more attractive, desirable and welcoming environment.
- To facilitate the provision of rights of way, parks and open spaces that are clean, tidy and free from litter, graffiti and vandalism.
- To help create a safer place to live, work and visit by assisting in the reduction of crime, disorder and anti-social behaviour.
- To maintain effective communication with the people of Glenfield.
- To give good value for the money with which we are entrusted.
- To seek the provision of adequate leisure and recreational opportunities that meet local requirements.
- To create and preserve open spaces for the enjoyment of all.
- To promote equal opportunities for all in Glenfield.
- To promote the provision of adequate healthcare and transport services that meet the requirements of and are accessible to all Glenfield residents.
- To evolve and continually make necessary changes.

## **ADMINISTRATIVE POLICIES**

### **Planning Information.**

Details of planning applications are to be distributed to all Councillors prior to all Full Council meetings.

### **Correspondence Lists.**

Details of correspondence are to be distributed to all Councillors, prior to each Full Council meeting.

### **Financial Reports.**

The monthly accounts financial reporting pack is to be distributed to all Councillors, prior to each Full Council meeting.

### **Office Procedures.**

The Clerk to the Parish Council is responsible for and has authority over all office procedures.

### **Office Hours.**

The Parish Office is to be normally open to the public between 8:30 and 1:00 on Mondays, Tuesdays, Thursdays and Fridays and from 12:00 to 3:30 on Wednesdays.

### **Unauthorised use of Council Land.**

The Clerk to the Parish Council in consultation with the Chair of Council, the Vice Chair of Council and the Chair of Property is authorised to take whatever action is necessary to deal with unauthorised activities on Parish Council owned property.

### **Identity Cards.**

ID cards shall be produced for all members of staff and these shall be carried at all times, in the form of a warrant card.

ID cards should be produced for all Councillors but that they need only be used on a voluntary basis.

### **Confidential data.**

The Council will maintain a deposit for confidential and staff paperwork under dual key control with keys to be held by Chair and Vice Chair of Council and Chairs of Committees.

### **Outside bodies.**

Representation on, acting as an observer to and membership of outside bodies and organisations shall be authorised by Full Council and any subscriptions or fees shall be met from central funds. Continuation or renewal of such arrangements must be confirmed each year at the Annual Meeting.

### **Third party advice.**

It is the policy of the Council to seek professional, expert or informed advice whenever it feels it appropriate. Whenever a fee is involved Council itself must approve the request and any response should be in writing. When no fee is involved the Clerk to the Parish Council may initiate any request

or may act on the suggestion of any committee or councillor and must make written record of the substance of any verbal reply.

## **WORKING PARTIES POLICY**

In the interests of focused attention to specific areas of concern it is the policy of Glenfield Parish Council to set up working parties to research issues and make recommendations to either committees of the Council or the Council as a whole, with specific terms of reference but without any decision making authority. Working parties may co-opt non members to be party to their deliberations.

Working parties need not be open to the public, need not work to any agenda and need not keep minutes but all meetings must be advised to the Clerk to the Parish Council and shall have a minimum of three clear days notice.

Currently Council has the following working parties:

Health & Safety Working Party. Its terms of reference are:

1. To consider and make recommendations to Council on all health and safety issues as directed by:
  - a. Full Council and its policies.
  - b. Requests from staff.
  - c. Changes in legislation.
2. To consider and make recommendations to Council on all issues relating to disability discrimination.

and reports to the Full Council

Personnel Working Party. Its terms of reference are:

1. To consider and make recommendations to Council on all personnel issues as directed by:
  - a. Full Council and its policies.
  - b. Requests from staff.
  - c. Changes in legislation.

and reports to Full Council.

Sports & Leisure Development Working Party. Its terms of reference are:

1. To progress the provision of additional sporting and leisure facilities within Glenfield.
2. To seek assistance from other local representatives, to develop a comprehensive project with the ultimate objective of increasing the amount of land available to the residents for leisure and sporting use, bearing in mind the preservation of the green wedge and the provision of a suitable environment for wildlife.

and reports to the Property Committee.

Sports Pavilion Working Party. Its terms of reference are:

1. To evaluate Council's needs by way of a sports pavilion and recommend designs for the enhancement or replacement of the existing pavilion and to assist the Clerk to the Parish Council in monitoring any subsequent works.

and reports to Full Council.

Glenfield Community Safety Partnership. Its terms of reference are:

1. To recommend to Glenfield Parish Council measures that will support the reduction of crime, disorder and anti-social behaviour and that may lead to Glenfield becoming a safer place to live, work and visit.

and reports to the Community Committee

The Planning Group. Its terms of reference are:

1. The Planning Group will consult with the Clerk to the Parish Council who will, where appropriate and as soon as possible, submit observations to the responsible planning authority on routine planning matters. Major planning applications shall be the subject of recommendations to the Council.
2. The Planning Group will, when requested by Council, consider strategic consultative documents and make recommendations on them to Council. (e.g. County and District Council initiatives, District Plans, County Structure Plans, Local Agenda 21 issues and any national and local government policies in which the Parish Council has a legitimate interest.)
3. The Planning Group will seek to promote improvement in the quantity and quality of trees on land within the village, other than that within the ownership or management of the Parish Council, in line with the guidelines accompanying the Parish Council's tree policy.

and reports to Full Council.

The Planning Group will seek to promote improvement in the quantity and quality of trees on land within the village, other than that within the ownership or management of the Parish Council, in line with the guidelines accompanying the Parish Council's Ecology and Environment Policy and accompanying guidelines. The Planning Group reports to Full Council

The Parish Pen Editorial Group deals with the preparation of the Parish Pen and reports to Full Council.

The Emergency Planning Group is authorised to deal with major emergencies that affect Glenfield or parts of Glenfield until a full council meeting can be convened and reports to Full Council

## **STAFF APPRAISAL POLICY**

It is the policy of Glenfield Parish Council (the Council) to maintain a meaningful and effective appraisal system that will monitor performance against agreed and achievable targets and responsibilities and provide an opportunity for each member of staff to have his or her performance reviewed. It must include agreed steps to improve performance. The aim is to provide an effective and efficient service and a satisfactory working environment affording job satisfaction to all employees.

Employees must be regularly advised as to how they are doing and at regular intervals must have the opportunity to discuss their performance with their line manager. Opportunities for continuing personal and professional development shall be ensured and advice and mentoring shall be available and accessible to all.

Any appraisal interview shall discuss and agree objectives for the coming period as well as reviewing performance to date and shall be the point at which training needs are identified and planned.

Performance reviews will cover all aspects identified in their job descriptions. Assessment will in particular focus on;

- quality of work, accuracy and detail motivation and ability to work under pressure
- dependability & timekeeping
- job knowledge
- understanding of safety issues
- knowledge of the Council
- work planning and the effective use of time
- problem solving and decision-making
- flexibility, adaptability, initiative and innovation
- communication and interpersonal skills
- teamwork and / or leadership

discretion  
business development  
achievement of targets

Before any appraisal interview, the appraiser should gain perceptions of performance by enquiries of colleagues having any involvement with the staff member in question and will bear in mind observations from councillors and members of the public. The views of any line manager will be sought.

Appraisals will be carried out by the Clerk to the Parish Council.

Where the appraisal is of the Clerk to the Parish Council, it is Council policy that the Council Chair act as line manager and seek the views of the Vice Chair of Council and the Committee Chairs in the initial preparation stage.

Once the appraisal process has been concluded reviews must be made available for Councillors to read as the Council is the employer.

### **LONE WORKING POLICY**

In a variety of situations and at a number of locations, Glenfield Parish Council employees are required to work alone when carrying out their normal duties. Glenfield Parish Council will ensure (as far as is reasonable and practicable) that such employees are not exposed to unnecessary or excessive risk.

In addition, Glenfield Parish Council is committed to reducing stress in the work force through the use of effective management techniques and by providing an environment where stress-related concerns can be positively and openly discussed.

Under the Health and Safety at Work Act 1974, every employer has a duty to provide and maintain systems of work which are, so far as is reasonable and practicable, safe and without risk to health. The employer is also required to provide the supervision necessary for the health and safety of employees.

To meet this requirement and that of any subsequent legislation, Glenfield Parish Council will;

- undertake an assessment of the risk to employees from activities associated with working alone, and provide any necessary training;
- implement safe systems of working appropriate to each employee's work activities which includes effective means of communication and appropriate personal, protective equipment;
- monitor and investigate all significant incidents or accidents.

This policy applies to all full time and part time employees, temporary, casual and contract staff, volunteers and all other persons for whom Glenfield Parish Council has direct or indirect responsibility.

The Parish Council will undertake responsibility for ensuring that this policy is implemented and that procedures for managing risk to the lone worker, identified through risk assessments and the responsibilities delegated under the normal system are well managed and working efficiently.

## **SMOKING POLICY**

It is the aim of this Council to protect its members, employees, contractors, customers and visitors from exposure to second hand smoke and to ensure that the Council complies with all current legislation in this field. Everyone has a right to work in a safe and healthy environment and this includes being protected from passive smoking. It is therefore the policy of Glenfield Parish Council that all of our internal workplaces and company vehicles are smoke free.

Smoking is prohibited in any part of the internal workplace including offices, meeting rooms, toilets, showers, stairways, corridors, kitchens, reception areas, entrances, exits, stores, workshops, garages, works buildings or any other enclosed or substantially enclosed work and communal areas. Smoking just outside the entrance to buildings, particularly those with public access is not permitted under this policy. Equally smoking in areas where second hand smoke can enter via windows is not permitted. Smoking is also prohibited in a Council owned vehicle at any time.

An employee is only permitted to leave their workplace to smoke in their official lunch break. Smoking breaks at any other time during the working day are not permitted.

This policy applies to all employees, Elected and Co-opted Members, visitors, contractors, persons affecting any deliveries, any seconded employees from partner organisations and all persons on our premises as part of any letting agreement.

Current legislation aims to protect employees in all workplaces from the ill health associated with smoking. It is illegal under the Health Act 2006 (and regulations made under that act) to expose a person in an enclosed or a substantially enclosed workplace or an enclosed Council vehicle to second hand smoke.

## **EQUAL OPPORTUNITIES POLICY**

Glenfield Parish Council is committed to support the principles of equal opportunities not only in employment matters but also in the provision of its services.

The Council is committed, within the framework of the law and wherever practicable, to achieving and maintaining a workforce that broadly reflects the local community.

Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job related criteria.

## **HARASSMENT AND BULLYING POLICY**

The Parish Council is committed to promoting an environment where employees and members can work without fear of being intimidated, harassed or bullied.

It is opposed to any conduct that causes distress and undermines the value and dignity of employees or members.

The Parish Council will address and endeavour to eliminate harassment and bullying at work by:

1. promoting a positive environment where everyone treats each other with respect.
2. ensuring allegations of harassment and bullying are fully investigated.
3. the use of disciplinary procedures.
4. providing access to confidential support and counselling services.

It is in everyone's interest to create and maintain a harassment-free working environment. A failure to do so may give rise to a number of legal repercussions including possible claims of discrimination under the Sex Discrimination Act 1975, the Race Relations Act 1976 or the Disability Discrimination Acts 1995 and any subsequent Acts. Intentional harassment is a criminal offence under the Criminal Justice and Public Order Act 1994, but it does not have to be intentional for a charge to be brought under the Protection from Harassment Act 1997.

**GLENFIELD PARISH COUNCIL WILL NOT TOLERATE HARASSMENT OR BULLYING**

## **HEALTH, WELFARE AND SAFETY POLICY**

Glenfield Parish Council has adopted a Health and Safety Policy to protect all of its employees, visitors, contractors and users of premises and to encourage safe working practices.

Glenfield Parish Council hereby gives notice of its acceptance of responsibility as an employer to pursue a policy which ensures, so far as is reasonably practicable, the health, safety and welfare of all employees, contractors, visitors and users of premises and others who may be affected by the Council's activities, and declare their intention to meet the requirements of the Health and Safety at Work etc. Act 1974; the Management of Health and Safety at Work Regulations 1992 and all subsequent legislation or other relevant statutory provisions.

Glenfield Parish Council will continue to ensure that its policy, legal obligations and experience are applied effectively throughout the Parish of Glenfield.

The Council recognises that accident prevention is an essential element of good work practice and that its pursuit benefits the efficiency of the Parish's operations, as well as the welfare of its employees. It is recognised that effective prevention of injury and damage requires commitment at every level.

## **CCTV INFORMATION SECURITY POLICY**

The CCTV system will only be used as provided for in the CCTV Operational Requirements document dated 10 September 2002 and as described in the notification under the Data Protection Act 1998, registration number Z7724861.

For the purpose of the Data Protection Act 1998 the Data Controller shall be the Clerk to the Parish Council. The Data Controller is responsible for the allocation of monitoring staff.

Recordings shall be kept for no longer than that period as instructed by the Data Controller or the Chair of the Council.

Obsolete recording media shall be wiped clean or destroyed prior to disposal.

## **RETENTION OF RECORDS POLICY**

It is the policy of Glenfield Parish Council to seek to securely preserve all documentation and records for such periods as they may serve a useful purpose and to preserve indefinitely those records or items that it deems of historical interest, which will be archived for future reference. In doing so it will ensure compliance with all current legislative requirements.

Council's policy is to maintain a retrieval system to enable such items to be located expeditiously should any need arise.

All minutes of Council and Committee Meetings will be kept indefinitely in paper form, backed up where possible by electronic records.

As a minimum, reports from Working Parties and any papers associated with any such meetings or reports or meetings of Council or its committees shall be retained in paper form for the life of two complete councils. After the election of a new Council, all such paperwork being eight years or more old may be offered to the Records Office but if declined by the Records Office may be destroyed.

Copies of Council's standing orders and financial regulations and policies shall be retained in paper form for the life of two complete councils. After the election of a new Council, all such paperwork being eight years or more old may be offered to the Records Office but if declined by the Records Office may be destroyed but electronic records of those in force at the start of each Council year shall be maintained indefinitely.

All binding agreements, contracts and undertakings shall be retained for the life of two complete Councils after the agreements, contracts and undertakings shall have ceased to have any legal force. After the election of a new Council, all such paperwork being eight years or more old may be offered to the Records Office but if declined by the Records Office may be destroyed unless deemed to have any historic interest.

All employee records shall be kept for the life of two complete Councils after the employee has left Council's employment or for such period as legislation requires, following which it may be destroyed.

Where any electronic record is kept, copies shall be maintained in two completely separate locations.

## **COMPLAINTS PROCEDURE**

Glenfield Parish Council, as a corporate body, aims to ensure that you receive the best possible service, at all times. One of the best ways to do this is to listen to what you, the customer, have to say. This Complaints Procedure covers complaints about our actions, i.e. how the council's functions have been administered or the procedures it has followed, and should make it easier for you to tell us if we have gone wrong and, in turn, help us to put right any faults.

1. If you have a complaint please contact the Clerk to the Parish Council who will aim to resolve the problem promptly. If your complaint is not straight forward it is best to write. The form on the "Contact Us" page of our web site ([www.leicestershireparishcouncils.org/glenfield](http://www.leicestershireparishcouncils.org/glenfield)) can be used for this purpose.
2. All complaints, when received, will be logged and the Clerk to the Parish Council will acknowledge receipt of your complaint, investigate the points you raise and respond fully, in writing, within 15 working days of first receiving your complaint. All responses are also logged.
3. All complaints and their responses will be reported to the Council, at the next available meeting.
4. Some complaints may take longer to look into, but the Council will inform you of this within the 15 working day period and will keep you fully informed of the progress.
5. If you are not happy with the response you receive at this stage please write to the Chair of the Parish Council. Your letter will be logged and acknowledged.
6. You and/or your representative will be invited to the next available Council meeting at which the complaint will be discussed and at which you or your representative will be able to speak. At least 7 days prior to the date of the meeting you shall provide the Council with copies of documents or other evidence that you wish to refer to at the meeting. The Council shall similarly provide you with copies of documents or other evidence which they wish to rely on at the meeting.
7. At the meeting referred to in section 6, above:
  - a. The Council shall decide whether the item warrants the exclusion of the public and press.
  - b. You or your representative will be asked to outline your grounds for complaint and Members will be invited to ask questions.
  - c. If required, the Clerk to the Parish Council will explain the Council's position and Members will be invited to ask questions.
  - d. The Clerk to the Parish Council and, if present, you and your representative will be asked to leave the meeting room whilst Members consider the complaint.
  - e. The Clerk to the Parish Council and, if present, you and your representative and, if excluded, the press and the public will be asked to rejoin the meeting to hear the decision of the Council, or to be advised of the deferment of the decision.
8. Within 5 working days of the final decision relating to the complaint you will be formally notified, in writing, of the details of that decision. You will also be notified of any action(s) to be taken.

## **GRANTS GIVEN BY THE PARISH COUNCIL POLICY**

It is the policy of the Council to consider grants to bodies providing facilities and/or services predominately to residents of Glenfield. The Council as a corporate body will decide upon any such requests and may require such information from any applicant as it deems advantageous to enable it to come to an informed decision. Such material may well include the constitution of any unincorporated body, the accounts and details of the officers.

## **PUBLICITY POLICY**

All publicity must be agreed before issue, by the Chair of the Parish Council or his/her appointed deputy. The Parish Council will provide notice boards to publicise its business and keep residents informed about Council activities. These may be used by third parties with the permission of and at the discretion of the Clerk to the Parish Council. No notices published for any political purpose are to be displayed on Parish Council notice boards.

The Parish Council will also publish a regular newsletter and maintain a web site.

## **RESERVES AND CONTINGENCIES POLICY**

It shall be the policy of the Council to maintain adequate general reserves earmarked to cover projects in concept stage but not sufficiently advanced to have a specific budget applied and all contingencies which may reasonably be expected to possibly arise, such that the statutory responsibilities of the Council may be fulfilled in all circumstances and that the Council will be able to maintain services to the residents with the minimum of disturbance.

To this end Council will nominate two members to liaise with the Clerk to the Parish Council to carry out an assessment of the possible strategic risks it may face and the financial implications; such assessments to be carried out each year.

In addition Council will create an equipment reserve to fund replacement of assets. Any acquisitions costing less than £100 will be written off immediately as expenditure. Items between £100 and £250 will be depreciated at an annual rate of 20% only excepting that in the 5th year they will be depreciated to the sum of £1 to keep them on the books. Items costing over £250 will be assessed for their expected life and depreciated, over that period, down to an ultimate value of £1. Sums depreciated to be added to the equipment reserve and utilised towards ultimate replacement to prevent sudden unbudgeted expenditures.

As a general concept it is not envisaged that the general reserves should exceed the annual precept.

## **FEES AND CHARGES POLICY**

In the interests of transparency, it is the policy of Glenfield Parish Council to levy charges and fees for services and facilities provided which, as far as is practical, reflect the proper cost of providing such services or facilities and that any subsidy or support provided to individuals or groups be recorded as a grant or as a note to the Parish Council's accounts.

All such levies, costs, charges and / or fees will be agreed annually by Council bearing in mind recommendations from committees and a report by the Clerk to the Parish Council, which shall include an indication of the cost of providing the services and facilities involved.

Where facilities are made available to clubs or organisations on a regular basis all bookings will be taken as a series of individual bookings but where not less than 10 bookings are paid for in advance a discount of 5% will be granted.

The Clerk to the Parish Council has authority to further vary these within agreed parameters. Council may also further vary them on a case-by-case basis, at its absolute discretion.

As a general rule all such charges with the exception of room hire, will be costed on a basis that permits for residents, or clubs and organisations having no less than 50% membership made up of residents, to be charged a reduced rate (normally in the region of 50%) with juniors to be charged a further reduction of approximately 50% of the appropriate adult rate.

Room hire and hire of pitches and other sporting facilities may be further varied by the Clerk to the Parish Council by up to 25% bearing in mind wholesale use or competitive considerations.

The Parish Council will give consideration to the provision of free use of the meeting rooms, office services and administrative support to organisations acting in the interests of all or to a substantial number of village residents.

*Notes.*

*For the purposes of this provision a junior is defined as being a person who has not attained eighteen years of age.*

## **SPORTS AND LEISURE FACILITIES POLICY**

It is the policy of Glenfield Parish Council to encourage sport and games within the community and to seek to acquire and maintain sufficient open space to allow for the requirements of the residents.

In line with its Fees and Charges Policy, fees for services and facilities provided will normally be levied

## **VILLAGE ENHANCEMENT POLICY**

It is the policy of the Council to encourage beautiful gardens and floral displays throughout the village. In addition Glenfield Parish Council will seek to provide flower planters, wayside seats and other street furniture to enhance the visual appearance of the village and provide improved amenities for the residents and visitors.

## **ECOLOGY AND ENVIRONMENT POLICY**

The Parish Council will strive to maintain the green acreage within the village and preserve the green wedge between the village and neighbouring communities.

It is the policy of the Parish Council to actively promote bio-diversity within the village. The council seeks to protect all areas of its own land recognised for its wildlife importance and to use any influence it may have on other landowners and to promote and support such activities by third parties.

The council seeks to preserve and enhance the wildlife in its locality for future generations.

It is the Parish Council's policy is to actively manage trees on its own property and to use any influence it may have to protect existing trees on other land and to promote the planting of new trees by third parties.

The Parish Council wishes to see more and healthier trees in Glenfield, protection of trees against damage whether inadvertent or otherwise and more new trees planted for the future as an essential part of all new developments in the village.

The Parish Council will use its advisory role in planning matters to encourage Blaby District Council and Leicestershire County Council in implementing planning policies that are 'sympathetic to trees and other wildlife considerations', whilst meeting the needs of the community.

There is a comprehensive set of guidelines supporting this policy in regard to trees, which is available in the parish office.

## **SPONSORSHIP AND MEMORIALS POLICY**

When the council decides to plant new trees residents may be invited to sponsor an individual tree either as a memorial or for any other purpose but Council cannot necessarily provide a site for such a tree whenever requested. Once planted such trees are the property of Council, which will endeavour to maintain them as it would any others but Council cannot be responsible for any damage to them and will only replace them at its absolute discretion.

Similarly Council may accept other gifts but once donated they are the property of Council which will endeavour to maintain them as it would any other asset but Council can not be responsible for any damage to them and will only replace them at its absolute discretion.

The Parish Council does not permit the installation of plaques on or near any memorial gifts.

## **ALLOTMENT POLICY**

It is the policy of Glenfield Parish Council to seek to provide allotments in line with the indicated requirements of residents of the village. Where there are insufficient plots to satisfy all requests a waiting list shall be maintained.

No plot shall be let to any person who is not a resident within the village of Glenfield.

Plots will be provided free of charge but rental fees shall be set to cover the costs of the maintenance of the allotment area and the provision of services to the allotments. Lettings shall be in half-plot units.

Allotment plots and half-plots shall be let on an annual basis. Provided that all conditions of tenancy have been adhered to and the Parish Council does not require the land for its own purposes the sitting tenant shall have the first option on a plot or half-plot for the following year, subject to the following, should there be an excess of demand over the number of plots available.

Should there be an excess of demand over the number of plots available then;

1. no more than one complete plot shall be let per household.
2. no single applicant shall be allowed more than a half plot.
3. any applicant from a household whose land exceeds one third of an acre will be refused in favour of the applicant having been next longest on the waiting list.

When a plot becomes available it may be re-let immediately, if there is anyone on the waiting list. If not let immediately it shall be advertised, on the Parish Council's notice boards, as being available. Any letting for part of a year shall pay the full fees for that year, the year running from 1st April to 31st March.

Should the Parish Council not offer a plot for re-letting any tenant of the plot no longer available shall have first option on any vacant plot. Persons wishing to join or remain on the waiting list must write in before April 1st each year.