

Agenda item 7 – Bank reconciliations

<b><u>Royston Town Council 2020-2021</u></b>			
<b><u>Bank Reconciliation November 2020</u></b>			
<b><u>Receipts</u></b>		<b><u>Payments</u></b>	
<b>B/F</b>	<b>978,421.49</b>	<b>B/F</b>	<b>247,947.89</b>
November income	11,439.20	November payments	27,673.30
	<b>989,860.69</b>		<b>275,621.19</b>
Receipts to date	989,860.69		
Less Payments to date	275,621.19		
	<b>714,239.50</b>		
<b>Represented by</b>			
RTC Current Account -		40,373.33	
Less un-cleared Chqs		- 7,748.88	
		<b>32,624.45</b>	
Business Premium account		9,695.05	
Treasury Deposit		-	
Treasurers BPA (Stamford Yard)		65,722.00	
Treasurers BPA		506,072.00	
Public Sector Deposit Fund		100,000.00	
Takings Account		126.00	
		<b>714,239.50</b>	
<b><u>War Memorial Account</u></b>			
<b><u>Receipts</u></b>		<b><u>Payments</u></b>	
<b>B/F</b>	<b>3,385.31</b>	<b>B/F</b>	<b>-</b>
November Receipts		November Payments	
	3,385.31		-
Receipts to date	3,385.31		
Less Payments to date	-		
	<b>3,385.31</b>		
	<b>In Treasurers BPA</b>	<b>In Current</b>	<b>Total</b>
RTC War Memorial	3,206.00	179.31	3,385.31
			3,385.31
		Unpresented cheques	-
			<b>3,385.31</b>
Petty Cash for noting	01/11/2020	30/11/2020	
Office	100.06	100.06	
Museum	90.09	90.09	
Markets	5.00	5.00	
Cave	100.00	100.00	
Totals	<b>£ 295.15</b>	<b>£ 295.15</b>	

**Royston Town Council 2020-2021**  
**Charity Accounts - November 2020**

<b>Cave Account</b>			
<u>Receipts</u>		<u>Payments</u>	
B/F	<b>34,895.47</b>	B/F	-
November Receipts		November Payments	
	34,895.47		-
Receipts to date	34,895.47		
Less Payments to date	-		
	<b>34,895.47</b>		
<b>Represented by</b>			
RTC - Cave Account	34,895.47		
Less un-cleared Chqs	-		
		<b>£ 34,895.47</b>	
<b>Leete Account</b>			
<u>Receipts</u>		<u>Payments</u>	
B/F	<b>19,851.78</b>	B/F	<b>1,612.50</b>
November Receipts	160.28	November Payments	9.90
	20,012.06		1,622.40
Receipts to date	20,012.06		
Less Payments to date	1,622.40		
	<b>18,389.66</b>		
<b>Represented by</b>			
RTC - Leete Account	18,389.66		
Less un-cleared Chqs			
		<b>£ 18,389.66</b>	
<b>Town Mayor's Community Trust Fund</b>			
<u>Receipts</u>		<u>Payments</u>	
B/F	<b>21,168.51</b>	B/F	<b>38.95</b>
Receipts		Payments	6.00
	21,168.51		44.95
Receipts to date	21,168.51		
Less Payments to date	44.95		
	<b>21,123.56</b>		
<b>Represented by</b>			
Mayor's Charity monies	183.47		
Community Fund	20,940.09		
Less un-cleared Chqs			
		<b>£ 21,123.56</b>	

Royston Town Council 2020-2021			
Bank Reconciliation December 2020			
<b><u>Receipts</u></b>		<b><u>Payments</u></b>	
<b>B/F</b>	<b>989,860.69</b>	<b>B/F</b>	<b>275,621.19</b>
December income	9,273.52	December payments	31,257.73
	<b>999,134.21</b>		<b>306,878.92</b>
Receipts to date	999,134.21		
Less Payments to date	306,878.92		
	<b>692,255.29</b>		
<b>Represented by</b>			
RTC Current Account -		46,609.71	
Less un-cleared Chqs		- 10,358.62	
		<b>36,251.09</b>	
Business Premium account		9,695.29	
Treasury Deposit		-	
Treasurers BPA (Stamford Yard)		65,722.00	
Treasurers BPA		480,586.91	
Public Sector Deposit Fund		100,000.00	
Takings Account			
		<b>692,255.29</b>	
<b><u>War Memorial Account</u></b>			
<b><u>Receipts</u></b>		<b><u>Payments</u></b>	
<b>B/F</b>	<b>3,385.31</b>	<b>B/F</b>	<b>-</b>
December Receipts	500.00	December Payments	
	3,885.31		-
Receipts to date	3,885.31		
Less Payments to date	-		
	<b>3,885.31</b>		
	<b>In Treasurers BPA</b>	<b>In Current</b>	<b>Total</b>
RTC War Memorial	3,706.00	179.31	3,885.31
			3,885.31
		Unpresented cheques	-
			<b>3,885.31</b>
Petty Cash for noting	01/12/2020	31/12/2020	
Office	100.06	100.06	
Museum	90.09	90.09	
Markets	5.00	5.00	
Cave	100.00	100.00	
Totals	<b>£ 295.15</b>	<b>£ 295.15</b>	

**Royston Town Council 2020-2021**  
**Charity Accounts - December 2020**

**Cave Account**

<u>Receipts</u>		<u>Payments</u>	
B/F	<b>34,895.47</b>	B/F	-
December Receipts		December Payments	
	34,895.47		-
Receipts to date	34,895.47		
Less Payments to date	-		
	<b>34,895.47</b>		
<b>Represented by</b>			
RTC - Cave Account	34,895.47		
Less un-cleared Chqs	-		
		<b>£ 34,895.47</b>	

**Leete Account**

<u>Receipts</u>		<u>Payments</u>	
B/F	<b>20,012.06</b>	B/F	<b>1,622.40</b>
December Receipts	6.13	December Payments	6.35
	20,018.19		1,628.75
Receipts to date	20,018.19		
Less Payments to date	1,628.75		
	<b>18,389.44</b>		
<b>Represented by</b>			
RTC - Leete Account	18,389.44		
Less un-cleared Chqs			
		<b>£ 18,389.44</b>	

**Town Mayor's Community Trust Fund**

<u>Receipts</u>		<u>Payments</u>	
B/F	<b>21,168.51</b>	B/F	<b>44.95</b>
Receipts	0.02	Payments	6.05
	21,168.53		51.00
Receipts to date	21,168.53		
Less Payments to date	51.00		
	<b>21,117.53</b>		
<b>Represented by</b>			
Mayor's Charity monies	183.47		
Community Fund	20,934.06		
Less un-cleared Chqs			
		<b>£ 21,117.53</b>	

# Agenda item 7 – Income and expenditure

ROYSTON TOWN COUNCIL																	
Summary of Royston Town Council Income & Expenditure for 2020-2021 to-date against allocated budget																	
EXPENDITURE	Quarter 1			Quarter 2			Quarter 3					Quarter 4			Year to Date	Agreed Budget	YTD Budget variance
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Estimated Quarterly Budget	QTD Variance	Jan	Feb	March			
Admin/Democracy	9,561	8,955	8,588	9,649	9,486	17,866	11,638	10,684	9,124	25,872	122%	-	-	-	95,551	117,443	108%
Museum	6,636	6,244	7,654	6,069	3,497	7,129	4,381	2,956	4,577	23,148	51%	-	-	-	49,144	100,819	65%
Town Hall	3,553	2,810	2,980	2,626	2,853	3,184	2,941	2,711	3,176	11,898	74%	-	-	-	26,836	57,337	62%
Priory Rooms	334	353	319	319	319	375	345	345	345	956	108%	-	-	-	3,054	14,428	28%
Market Hill Rooms	4,866	1,247	1,553	1,702	1,423	804	1,814	1,273	847	10,857	36%	-	-	-	15,529	23,853	87%
Other Expenses	2,847	668	-	-	-	-	200	143	-	9,562	4%	-	-	-	3,858	35,385	15%
Royston Cave	726	839	623	637	987	717	1,227	1,690	1,132	3,645	111%	-	-	-	8,579	19,224	60%
Allotments	353	235	757	213	213	250	230	230	632	607	180%	-	-	-	3,112	4,409	94%
War Memorial	597	118	106	106	106	125	115	115	615	315	268%	-	-	-	2,003	2,864	93%
30 Kneesworth Street	371	59	53	53	53	63	57	57	57	309	55%	-	-	-	823	2,010	55%
Plantations	776	235	840	806	213	563	543	543	4,523	5,607	100%	-	-	-	9,043	18,039	67%
Public Conveniences	167	177	159	159	159	188	172	172	172	652	79%	-	-	-	1,525	5,084	40%
Markets and Parking	3,498	3,539	3,680	13,137	3,535	3,891	3,547	3,919	3,503	11,762	93%	-	-	-	42,249	67,200	84%
<b>TOTAL EXPENDITURE</b>	<b>34,285</b>	<b>25,480</b>	<b>27,312</b>	<b>35,476</b>	<b>22,844</b>	<b>35,155</b>	<b>27,211</b>	<b>24,838</b>	<b>28,704</b>	<b>105,193</b>	<b>77%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>261,306</b>	<b>468,095</b>	
INCOME	Quarter 1			Quarter 2			Quarter 3					Quarter 4			Year to Date	Agreed Budget	YTD Budget variance
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Estimated Quarterly Budget	QTD Variance	Jan	Feb	March			
Interest	50	66	59	25	16	145	11	7	20	421	9%				400	1,500	36%
Town Hall	-	-	-	-	-	1,041	1,726	217	402	5,448	43%	-	-	-	3,385	22,600	20%
Priory Centre	-	-	-	-	-	-	-	-	-	927	0%	-	-	-	-	6,200	0%
Market Hill Rooms	- 30	-	-	-	-	122	305	71	42	3,989	10%	-	-	-	509	14,600	5%
Cave	-	-	-	-	-	-	-	-	-	625	0%	-	-	-	-	12,000	0%
Allotments	261	66	77	194	41	24	171	85	2,830	1,921	161%	-	-	-	3,748	5,399	93%
30 Kneesworth Street	-	-	4,128	-	-	3,813	-	-	3,813	7,858	49%	-	-	-	11,753	15,565	101%
Museum	-	-	4	-	-	538	-	-	-	127	0%	-	-	-	542	1,000	72%
Markets and Parking	3,953	1,415	1,863	3,962	2,425	8,876	5,832	5,529	2,053	14,259	94%	-	-	-	35,908	60,000	80%
<b>TOTAL INCOME</b>	<b>4,234</b>	<b>1,547</b>	<b>6,129</b>	<b>4,181</b>	<b>2,482</b>	<b>14,558</b>	<b>8,044</b>	<b>5,910</b>	<b>9,159</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>56,245</b>	<b>138,864</b>	
<b>PRECEPT</b>	158,955					158,955									317,910	317,910	
<b>CTRS grants</b>	5,661					5,661									11,322	11,321	
<b>Balance</b>															<b>£ 124,171</b>	<b>£ -</b>	

Agenda item 9 – Draft budget

Royston Town Council - Draft Budget 2021-2022 6 months Oct 2020						
<u>Summary</u>	<u>2021-2022</u>	<u>2020-2021</u>	<u>2020-2021 YTD</u>	<u>2020-2021</u>	<u>2019-2020</u>	<u>2018-2019</u>
	<u>Budget</u>	<u>Revised forecast</u> <u>1.11.20</u>	<u>Year to Date - 7</u> <u>months to 31.10.20</u>	<u>Budget</u>	<u>Year End</u>	<u>Year End</u>
<b><u>EXPENDITURE</u></b>						
Admin/Democracy	129,571	129,429	75,757	117,443	96,707	102,486
Museum	91,666	90,027	41,610	100,819	83,841	83,466
Town Hall	59,613	50,705	20,948	57,337	48,512	47,701
Priory Rooms	14,508	12,928	2,364	14,428	12,007	12,053
Market Hill Rooms	20,294	23,454	13,409	23,853	28,918	23,296
Plantations	19,080	18,019	3,977	18,039	17,304	16,314
Other Expenses	15,543	15,185	3,715	35,385	13,115	11,992
Royston Cave	20,032	13,974	5,757	19,224	16,029	10,498
Allotments	4,465	4,409	2,251	4,409	3,847	4,037
War Memorial	2,423	2,875	1,273	2,864	2,416	3,530
30 Kneesworth St	1,036	2,010	709	2,010	866	913
Town Manager(LGA 72 s144)	-	0	0	0	13,200	10,000
Public Conveniences	2,913	2,684	1,181	5,084	3,095	3,365
Markets and Parking	70,734	66,344	34,827	67,200	59,788	49,432
Extraordinary expenditure from reserves					45,345	
<b>TOTAL EXPENDITURE</b>	<b>451,878</b>	<b>432,043</b>	<b>207,778</b>	<b>468,095</b>	<b>444,990</b>	<b>379,083</b>
<b><u>INCOME</u></b>						
Interest	300	400	216	1,500	2,482	1,823
Museum	750	542	542	1,000	749	796
Town Hall	15,000	7,000	2,766	22,600	31,554	28,627
Priory Centre	500	1,000	0	6,200	5,272	5,909
Market Hill Rooms	7,500	1,170	397	14,600	15,481	17,612
Allotments	5,600	5,399	833	5,399	5,631	5,579
30 Kneesworth St	15,580	15,565	7,940	15,565	15,550	15,567
Royston Cave	10,000	0	0	12,000	11,871	120
Markets and Parking	54,000	38,000	28,326	60,000	68,707	61,351
Grant income		30,000	30,000			
<b>TOTAL INCOME</b>	<b>109,230</b>	<b>99,076</b>	<b>71,020</b>	<b>138,864</b>	<b>157,297</b>	<b>137,384</b>
<b>NET EXPENDITURE</b>	<b>342,648</b>	<b>332,967</b>	<b>136,758</b>	<b>329,231</b>	<b>287,693</b>	<b>241,699</b>
<b>Precept</b>	<b>331,469</b>	<b>317,910</b>	<b>317,910</b>	<b>317,910</b>	<b>305,934</b>	<b>272,270</b>
<b>CTRS Grant</b>	<b>11,179</b>	<b>11,321</b>	<b>11,321</b>	<b>11,321</b>	<b>11,404</b>	<b>11,339</b>
<b>1% NHDC overcharge</b>						<b>2,718</b>
<b>Net difference</b>	<b>0</b>	<b>-3,736</b>	<b>192,473</b>	<b>0</b>	<b>29,645</b>	<b>44,628</b>

[illegible]

**Motion for Town Council on Plastic-Free Royston**

Single-use plastic is of increasing concern due to pollution of the seas which leads to ingestion by animals and their subsequent malnourishment and death, as well as being unsightly.

Surfers Against Sewage have a national campaign to raise awareness of the amount of single-use plastic in our lives and environments, and to reduce this by replacing with reusable alternatives or avoiding altogether. The scheme was successfully followed in Letchworth recently and resulted in extremely positive publicity of their certification as a Plastic-Free town by Surfers against Sewage. The number of towns and communities across the country signing up to this is growing as public understanding of the issues increases. A new community group, Royston Environmental Group, will be pursuing the aim of getting Royston certified within this scheme also. I am in touch with the instigators in Letchworth and can make use of their resources and experience. Hitchin and Baldock are now also starting on the path to this certification.

The scheme does not require the entire town to go plastic free but contains relatively easy targets such as: 6 businesses should replace 3 single-use plastic items with reusable alternatives and a third of local schools should sign up to be similarly plastic free and promote this to their pupils. Community events like litter picks and/or Mass Unwraps are also part of the scheme.

A requirement for certification is that the local council should pass a supporting motion/statement. This means:

- Council must lead by example to remove single-use plastic items from their premises.
- Council to encourage plastic-free initiatives, promoting the campaign and supporting events.
- A representative of the council must be named on the Plastic Free Community steering group.

The council currently does not knowingly use single-use plastic in its own operations so supporting these should not be a major policy change.

I therefore propose that the Council record its support of the above three statements to allow the eventual certification of Royston as a Plastic-Free town.

The Council is also to resolve to appoint Cllr Stanier as the Town Council representative on the Plastic Free Community Steering Group - Royston Environmental Group.

*Carol Stanier 4<sup>th</sup> January 2021*



## **Royston Town Council**



### **Policy on Reserves and Balances**

**Adopted 14<sup>th</sup> May 2018**

**Minute number: 22/19**

**Reviewed: January 2021**

**Adopted: 18<sup>th</sup> January 2021**

**Minute number:**

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2. General Fund Balance
3. Earmarked Reserves
4. Statutory Reserves
5. Policy
- 6 Financial Risk Management

## **1. Introduction**

Royston Town Council (RTC) is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organisation. Section 50 of the Local Government Finance Act 1992 requires that billing and precepting authorities in England and Wales have regard to the level of reserves needed to meet estimated future expenditure when calculating the budget requirement.

Statute or regulations do not indicate that a local council should maintain reserves of any particular size. However, with regard to General Funds, the advice received from our Auditor is that it is best practice that General Reserves usually lie within the range of three to twelve months gross expenditure but that the amount should be regularly assessed.

The Council holds reserves for these three main purposes:

1. A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing - this forms part of General Reserves;
2. A contingency to cushion the impact of unexpected events or emergencies - this also forms part of General Reserves;
3. A means of building up funds, often referred to as Earmarked Reserves, to meet known or predicted requirements; Earmarked Reserves are accounted for separately within General Reserves.

The purpose of this Policy is to enable the Budget Working Party/Finance Committee to review the level of reserves to ensure they meet the current and future needs of Royston Town Council.

## **2. General Fund Balance**

The General Fund Balance is to be maintained at a level based upon a risk assessment carried out annually by the Responsible Finance Officer (RFO) and Budget Working Party when setting the budget for the forthcoming year. Any surplus on the reserve above the required balance may be used to fund capital expenditure, be appropriated to earmarked reserves or used to limit any increase in the precept.

## **3. Earmarked Reserves**

The “setting aside” of funds to meet known future expenditure reduces the impact of meeting the full expenditure in one year. The Council, when establishing an Earmarked Reserve, will set out:

- the reason/purpose of the reserve;
- how and when the reserve can be used;
- Procedures for the management and control of the reserve;
- A process and timescale for review of the reserve to ensure continuing relevance and adequacy.
-

Earmarked General Reserves currently held by the Council:

<b>Reserve</b>	<b>Use</b>	<b>Policy for Use</b>
Town Hall Maintenance	To build up funds to maintain the hall and ensure its continuous use, especially as a cinema.	That expenditure to be met from this reserve is agreed by the Finance Committee or Full Council.
Market Hill & Angel Pavement Car Parks and Markets Operation	To build up funds to maintain & re-surface the car park and maintain the fee collection machines and to support the operation of the market.	That the maintenance of the car park and operational funds for the market, as agreed by the Finance Committee, be met from this reserve.
War Memorial	To build up funds to meet the cost of future maintenance and repairs.	That expenditure to be met from the reserve is to maintain the War Memorial.
Allotments	To ensure funds are ring-fenced for future expenditure on the allotments.	That income received is ring-fenced for work required on the allotments.
Royston Museum	To ensure grants/funding and income received from projects/events and workshops held in the museum are used to enhance the work of the museum.	That grants and funds received are used in accordance with the terms set and that income received from education events are used to fund future events and workshops.
Election costs	To cover the cost of elections	To fund future election or by-election costs.
Legacy Project	To cover the cost of projects developed by the 4 year plan working party and agreed by Full Council.	That expenditure to be met from the reserve is agreed by Full Council.
Town Council property maintenance	To cover the costs of unexpected property repairs and maintenance.	That the maintenance of the properties be met from these reserves.
GDPR	To cover the costs of ensuring that the council is up to date with Data Protection requirements.	That the costs of remaining Data Protection compliant are met from this reserve.
Insurance & Contingency Reserve	To hold funds to cover costs that the Council is not covered for under its Insurance.	That any revenue expenditure to be met from the reserve is agreed by Council.

#### **4. Statutory Reserves**

The Town Council also holds reserves that arise out of the interaction of legislation and proper accounting practices.

Capital Receipts Reserves - these reserves hold the proceeds from the sale of assets, and can only be used for capital purposes in accordance with regulations.

Cemetery Development (£26,686)	Funds received from sale of land to be used to cover cemetery development costs, if a suitable site can be found.	That expenditure to be met from the reserve is agreed by the Finance Committee/Full Council.
Capital reserve - Unallocated Funds (£34,639)	Other Funds received from sale of assets.	Not allocated at present to any project
Stamford Yard proceeds (£65,722)	Funds received from the sale of land to be used on a capital project.	£30,000 allocated to the A505 bridge project, the remainder is unallocated.

#### **5. Policy**

The General Fund Balance is to be maintained at a level based upon a risk assessment carried out annually by the RFO and Budget Working Party when setting the budget for the forthcoming year.

In assessing the adequacy of reserves the strategic, operational and financial risks facing the authority will be taken into account. Any surplus on the reserves may be used to fund capital expenditure, be appropriated to ear-marked reserves or used to limit any increase in the precept.

The level of earmarked reserves will also be reviewed on an annual basis and approved by council.

#### **6. Financial Risk Management**

In order to assess the adequacy of the general fund when setting the annual budget, the RFO and Budget Working Party will take account of the strategic, operational and financial risks facing the Council.

The assessment of the Council's main areas of income and expenditure will be taken into account along with any provisions and contingencies that may be required.

The main items to be considered are:

<b>Financial Risk</b>	<b>Analysis of Risk</b>
Pay inflation is greater than budgeted	The cost of living increase and any pay scale enhancements are above the level allowed for in the estimates.
Contractual inflation is greater than budgeted	A general assumption is made when estimating the percentage increase on rates & utilities. This may increase above budgeted inflation. Professional and other service costs increase above estimate.
Treasury management income is not achieved	The actual interest rate realised is below the rate predicted at budget setting.
Car park revenue is below forecast	That a decrease in revenue is realised from estimate.
Property Lease payments are not received	Rental income payments are not received when agreed.
Hall hiring income is below forecast	That a decrease in revenue is realised from estimate.
Un-expected buildings & properties maintenance costs	That a sum be available to carry out emergency work or repairs where the budget is not sufficient to cover.
There is a national pandemic or other serious unforeseen event	Unexpected expenditure will occur and council functions will be partially or wholly suspended.
Contingent liabilities are realised	That the Council becomes liable to pay contingent liabilities.

Review date January 2023



## **EMPLOYER PENSION DISCRETIONS – STATEMENT OF POLICY ROYSTON TOWN COUNCIL**

**Adopted by Council: January 2021**

**Review date: January 2025**

As a scheme employer Royston Town Council must formulate and keep under review a policy concerning the exercise of functions in awarding additional pension to members and in operating early retirement and flexible retirement provisions including those related to redundancy and compensatory payments.

Royston Town Council has prepared this written statement of policy in relation to its exercise of certain discretionary functions available. This policy will be published on the council's website and given to all staff who are members of the LGPS.

### **PART A – Mandatory policy statements – Formulation of policy in accordance with:**

Regulation 60 of the Local Government Pension Scheme (LGPS) Regulations 2013  
Paragraph 2 (2) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014  
Regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008  
Regulation 106 of the Local Government Pension Scheme Regulations 1997

### **PART A1 – Discretions from 1 April 2014 in relation to post 31 March 2014 active members and post 31 March 2014 leavers (excluding councillor members)**

#### **Power of Scheme employer to award additional pension (Regulation 31 of the LGPS Regulations 2013)**

An employer can grant extra annual pension of up to a maximum £6,822 (figure at 1 April 2018) to an active Scheme member or within 6 months of leaving to a member whose employment was terminated on the grounds of redundancy or business efficiency. This maximum figure that can be initially awarded will be index linked and the level increased on the 1st April each year.

**Employer's policy: This discretion will not be exercised.**

#### **Power of Scheme employer to contribute towards the cost of a member purchasing additional pension**

##### **(Regulation 16 (2) (e) and 16 (4) (d) of the LGPS Regulations 2013)**

Where an active Scheme member wishes to purchase extra annual pension of up to £6,822 (figure at 1 April 2018) by making Additional Pension Contributions (APCs), the employer may voluntarily contribute towards the cost of purchasing that extra pension via a Shared Cost Additional Pension Contribution. This maximum figure that can be initially purchased will be index linked and the level increased on the 1st April each year.

**Employer's policy:** The Town Council will not normally fund additional contributions either wholly or in part, but may do so in exceptional circumstances.

### **Flexible retirement**

**(Regulation 30 (6) and (8) of the LGPS Regulations 2013, Regulations 3 (5), 11(2),11(3), and para.2(1A) of sch.2 of the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014 regulation 18(3) of the LGPS (Benefits, Membership and Contributions) Regulations 2007)**

The Local Government Pension Scheme allows scheme members who have attained the age of 55 to draw all or part of their retirement benefits under flexible retirement arrangements even though they have not retired providing that:

- the employer consents, and
- there has been a reduction in hours, or
- there has been a reduction in grade.

Specifically where the employer consents to flexible retirement then, in addition to the benefits the member has accrued prior to 1 April 2008 (which the member must draw), the employer can also allow the member to choose to draw all, part or none of the pension benefits they accrued after 31 March 2008.

However, benefits taken on flexible retirement will be subject to a potential actuarial reduction if they are being drawn earlier than the member's normal retiring age (flexible retirement provisions may be operated for members potentially up to a member's 75th birthday). The reductions applied will be in accordance with guidance issued by the government actuary. Employers can, if they choose, waive in whole or in part, any reductions that might apply.

**Employer's policy:** This discretion will be exercised, providing the employee receives the actuarial reduction to their pension in full.

### **Early retirement and waiving actuarial reductions**

**(Schedule 2 paragraphs 1(1)(c), 2(1), 2(2) and Regulation 3 (1) of the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014, Regulation 30(8) of the LGPS Regulations 2013 and regulation 30(5) and 30A(5) of the LGPS (Benefits, Membership and Contributions) Regulations 2007)**

If a member leaves a local government employment before he is entitled to the immediate payment of retirement benefits, then if he is age 55 or more (or having attained age 55 and have previously been awarded deferred benefits after 01 April 2014) he may choose to receive payment of them immediately.

Any benefits payable may be reduced as appropriate in accordance with guidance issued by the Government Actuary.

A policy decision is required to be made in respect of each of the following discretions:

(1) Where a member voluntarily draws benefits between the age of 55 and 60 who has then satisfied the 'Rule of 85' or will do so before their 60th birthday, the actuarial reductions will be calculated pretending that the member had instead satisfied the 'Rule of 85' on their 60th birthday. The employer has discretion to require the actual date upon which the member

satisfied (or would have satisfied) the 'Rule of 85' to be used. This will have the effect of reducing the actuarial reduction. Should an employer exercise this discretion, the employer must pay to the fund a pension strain payment.

(2) In addition, employers can, if they choose, waive in whole or in part any reductions that might apply and the employer must pay to the Pension Fund a sum representing the capital cost of waiving those reductions. Due to the complexity in the level of protected benefits that now apply to different members, establishing what level of benefits can be waived can be difficult. Appendix 1 lists the options available to employers in terms of the level of reductions that can be waived and the grounds under which they may be waived.

#### **Employer's policy:**

**(1) Waiving of actuarial reductions and the application of the 85 year rule protections will be considered only where there is a clear financial and/or operational advantage to the Council in doing so.**

**(2) A request for early retirement on compassionate grounds will be considered on a case by case basis taking into account the circumstances and whether there is a financial and/or operational advantage to the Council in waiving any actuarial reduction.**

#### **PART A2 – Discretions in relation to scheme members who ceased active membership on or after 1 April 2008 and before 1 April 2014 (excluding councillor members)**

##### **Power of Scheme employer to award additional membership (Regulation 3 (10) of the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014 and regulation 12 of the LGPS (Benefits, Membership and Contributions) Regulations 2007)**

An employer can within 6 months of the date of termination grant extra membership in the pension scheme to a Scheme member whose employment was terminated before 1 April 2014 on the grounds of redundancy or business efficiency. Note that this is a time limited discretion which expires on 30 September 2014 for those whose employment is terminated on 31 March 2014.

**Employer's policy: This discretion will not be exercised.**

##### **Early release of deferred benefits (Regulations 30(2), (5), 30A(3) and (5) of the LGPS (Benefits, Membership and Contributions) Regulations 2007 and reg.3(5A)(c), para.1(1)(aa) and para.2(1) of sch.2 of the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014)**

Prior to 14 May 2018, members who left the scheme between 1 April 2008 and 31 March 2014 with deferred benefits (or suspended tier 3 benefits) who make an application to release benefits on or after age 55 and before age 60 required the former employer's consent. From 14 May 2018, this is no longer the case.

A policy decision is required to be made in respect of each of the following discretions:

(1) Where a member voluntarily draws benefits between the age of 55 and 60 who has then satisfied the 'Rule of 85' or will do so before their 60th birthday, the actuarial reductions will be calculated pretending that the member had instead satisfied the 'Rule of 85' on their 60th



birthday. The employer has discretion to require the actual date upon which the member satisfied (or would have satisfied) the 'Rule of 85' to be used. This will have the effect of reducing the actuarial reduction. Should an employer exercise this discretion, the employer must pay to the fund a pension strain payment.

(2) In addition, employers can, if they choose, waive on compassionate grounds all of the actuarial reduction. If an employer does so, it must pay to the Pension Fund a sum representing the capital cost of waiving those reductions.

#### **Employer's policy:**

- 1. RTC will consider requests on an individual basis. The cost to the council will be assessed on each occasion but there is no obligation to fulfil the member's request. This will allow the council to make an award on compassionate grounds if agreed.**
- 2. RTC will consider requests on an individual basis. The cost to the council will be assessed on each occasion but there is no obligation to fulfil the member's request. This will allow the council to make an award on compassionate grounds if agreed.**

#### **PART A3 – Discretions in relation to scheme members who ceased active membership on or after 1 April 1998 and before 1 April 2008 and active councillor members and councillor members who ceased active membership on or after 1 April 1998**

#### **Early release of deferred benefits with employer consent (Regulations 31(2) and (5) of the LGPS Regulations 1997 and reg.3(5A)(b), para.1(1)(f) and para.2(1) of sch.2 of the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014)**

A policy decision concerning early release of benefits needs to be made in relation to active members who have left the scheme between 1 April 1998 and 31 March 2008 with deferred benefits and councillor members who left after 1 April 1998 who make an application to release benefits on or after age 50\* and before age 55.

\*It should be noted that benefits paid on or after age 50 and before age 55 would be subject to an unauthorised payments charge under the Finance Act 2004 and, where applicable, an unauthorised payments surcharge under that Act, and a Scheme sanction charge on any benefits built up after 5 April 2006.

Prior to 14 May 2018, members who left the scheme between 1 April 1998 and 31 March 2008 with deferred benefits (and councillor members) who make an application to release benefits on or after age 55 and before age 60 required the former employer's consent. From 14 May 2018, this is no longer the case.

A policy decision is required to be made in respect of each of the following discretions:

- (1) Where a member voluntarily draws benefits between the age of 55 and 60 who has then satisfied the 'Rule of 85' or will do so before their 60th birthday, the actuarial reductions will be calculated pretending that the member had instead satisfied the 'Rule of 85' on their 60th birthday. The employer has discretion to require the actual date upon which the member satisfied (or would have satisfied) the 'Rule of 85' to be used. This will have the effect of reducing the actuarial reduction. Should an employer exercise this discretion, the employer must pay to the fund a pension strain payment.**

(2) In addition, employers can, if they choose, waive on compassionate grounds all of the actuarial reduction. If an employer does so, it must pay to the Pension Fund a sum representing the capital cost of waiving those reductions.

**Employer's policy:**

1. RTC will consider requests on an individual basis. The cost to the council will be assessed on each occasion but there is no obligation to fulfil the member's request. This will allow the council to make an award on compassionate grounds if agreed.
2. RTC will consider requests on an individual basis. The cost to the council will be assessed on each occasion but there is no obligation to fulfil the member's request. This will allow the council to make an award on compassionate grounds if agreed.

**PART A4 – Discretions in relation to scheme members who ceased active membership before 1 April 1998**

**(Regulation D11(2) (c) of the LGPS Regulations 1995)**

A policy decision concerning early release of benefits needs to be made in relation to active members who have left the scheme before 1 April 1998 who make an application on compassionate grounds to release benefits on or after age 50\* and before age 60. Under these rules the sole discretion for an employing authority is that they may determine on compassionate grounds that benefits are to become payable on an unreduced basis.

\*It should be noted that benefits paid on or after age 50 and before age 55 would be subject to an unauthorised payments charge under the Finance Act 2004 and, where applicable, an unauthorised payments surcharge under that Act, a Scheme sanction charge will not be payable.

**Employer's policy:** RTC will consider requests on an individual basis. The cost to the council will be assessed on each occasion but there is no obligation to fulfil the member's request. This will allow the council to make an award on compassionate grounds if agreed.

**PART B – Formulation of policy in accordance with further discretions under the Local Government Pension Scheme Regulations 2013**

There are a number of other discretions which Scheme employers may exercise under the LGPS Regulations 2013. There is, however, no requirement to have a written policy in respect of these. However the following areas of discretion would be useful for scheme members, in order for them to establish the clear policy intention that the employers hold in these particular areas.

**Shared Cost Additional Voluntary Contributions (SCAVCs)  
(Regulation 17 of the LGPS Regulations 2013)**

An active member may elect to pay AVCs into a scheme established under contract between his appropriate administering authority and a body approved for the purposes of the Finance Act 2004.

An employer can, at its discretion, contribute to the AVC scheme and where they do the AVC scheme is known as a shared cost additional voluntary contributions arrangement (SCAVC). An employer should establish whether, how much and in what circumstances to either continue with an existing SCAVC or enter into a new SCAVC.

**Employer's policy:** Royston Town Council will not establish SCAVC arrangements for employees.

### **Late transfer requests**

**(Regulation 100(6) and 22(7) and (8) of the LGPS Regulations 2013 and reg.10(6) of the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014)**

The Local Government Pension Scheme Regulations allow for the acceptance of transfer value payments into the fund (subject to the Pension Fund administering authorities approval) to enable members to transfer pension rights accrued prior to joining the scheme into the LGPS, and thereby count additional pension. This election should be made within 12 months of first joining the LGPS in the employment.

The discretion allowed under regulation 100(6) relates to the acceptance of transfers relating to non LGPS membership, where the member makes a request after the expiry of the first 12 months of joining the LGPS.

In most situations, previous LGPS rights are automatically aggregated unless an election to keep those accrued benefits separate is received. Regulations 22 (7) and (8) allow an employer to extend the 12 month time limit within which a Scheme member who has a deferred LGPS benefit in England or Wales following the cessation of employment (or cessation of a concurrent employment) to elect not to have the deferred benefits aggregated with their new LGPS employment (or on-going concurrent LGPS employment) if the member has not made an election to retain separate benefits within 12 months of commencing membership of the LGPS in the new employment (or within 12 months of ceasing the concurrent membership).

Regulation 10(6) of the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014 allows a member to elect to aggregate a deferred benefit in respect of membership which ceased before 1 April 2014. Under this provision, the member would be awarded additional CARE benefits under the 2014 Scheme. The member must make the election to do so within 12 months of joining the 2014 Scheme (or such longer time as the employer may allow).

**Employer's policy:** Requests made outside of the 12 month period will not be considered unless:

- No previous option was given to the member due to a clear administration error (e.g. service declared but the transfer quotation had never been requested)
- Where there has been an administrative delay in processing the initial request which was received within the initial 12 months of active membership
- There is clear evidence that they had not been informed of, or could not reasonably have known of the time limit
- In other exceptional circumstances as agreed by council

### **Contributions payable by active members**

**(Regulation 9 and 10 of the LGPS Regulations 2013)**

An active member shall make contributions to the Scheme at the relevant contribution rate, from his pensionable pay, in each employment in which he is an active member. The contribution rate to be applied to his pensionable pay in any financial year is the rate determined by the employer with reference to the tiered contribution pay bands stated in the regulations.

Where there is a material change to a member's pensionable pay in the course of a financial year, the employer may re-determine the contribution rate to be applied.

**Employer's policy:** RTC determines individual employee contribution rates for the forthcoming financial year each April. This is done according to the employee's actual pensionable pay. Should an employee have a change in salary during the year then the council will not amend the contribution rate until the following April when the exercise is carried out for all members.

### **Assumed Pensionable Pay (Regulation 21(4),(5), (5A) and (5B) of the LGPS Regulations 2013)**

Employers have the following 2 discretions:

(1) Whether or not, when calculating assumed pensionable pay when a member:

- is on reduced contractual pay or no pay on due to sickness or injury, or
- is absent during ordinary maternity, paternity or adoption leave or during paid additional maternity, shared parental or adoption leave, or
- is absent on reserve forces service leave, or
- retires with a Tier 1 or Tier 2 ill health pension, or
- dies in service

to include in the calculation the amount of any 'regular lump sum payment' received by the member in the 12 months preceding the date the absence began or the ill health retirement or death occurred. A 'regular lump sum payment' is a payment for which the member's employer determines there is a reasonable expectation that such a payment would be paid on a regular basis.

(2) Where the pensionable pay received in the relevant 3 month period or, as the case may be, 12 week period, was, in the opinion of the employer, materially lower than the level of pensionable pay that the member normally receives, the employer has discretion to replace the actual pensionable pay received with a higher level of pensionable pay to reflect the level of pensionable pay that the member would normally have received. An employer must have regard to the level of pensionable pay received in the previous 12 months when working out what level of pensionable pay the member normally receives.

### **Employer's policy:**

**1. RTC will include in the APP calculation any 'regular lump sum payments' where it is judged that it is reasonable to assume that they would have continued to have been paid.**

**2. When it is reasonably assumed that the pensionable pay received by the member in the 12 months prior to their absence, was materially lower than the normal level of pensionable pay, RTC reserves the right to replace the actual pensionable pay received with a higher amount in order to calculate an APP which more accurately reflects the member's expected level of pensionable pay.**

## **Shared-cost APCs to buy back lost pension (Regulation 16 (16) of the LGPS Regulations 2013)**

Members on the following types of leave which are not covered by APP are able to enter into an APC contract to buy back the lost CARE pension. If they make the election within 30 days of return, the employer must fund two-thirds of the cost.

The employer has discretion to extend the 30 day deadline.

- Additional maternity leave during which no pensionable pay is received
- Additional adoption leave during which no pensionable pay is received
- Shared parental leave during which no pensionable pay is received
- Authorised unpaid leave (excluding strike leave)

If the individual leave period lasted longer than 36 months, the employer is only required to share the cost in relation to the first 36 months of the leave.

**Employer's policy: This discretion will not be exercised**

### **PART C – Mandatory policy statement\* – Formulation of policy in accordance with:**

Regulation 7 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006

Regulation 26 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000

Regulation 14 of the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011

\*The mandatory requirements for a written policy under these regulations do not extend to employers whose employees are members of the LGPS by virtue of an admission agreement however as the provisions still apply it would be deemed appropriate for a policy statement to be in place

### **PART C1 – Discretions in relation to the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006**

#### **Redundancy and Compensation Payments**

#### **(Regulation 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006)**

These regulations provide a discretionary power to award a one-off lump sum payment of up to 2 years pay (104 weeks), inclusive of any redundancy payment made. This applies to any member who terminates their employment on the grounds of redundancy, efficiency or in the case of a joint appointment (not job shares) where termination arises because the other holder of the joint appointment has left it.

The provisions apply to all employees who are eligible for participation in the LG Pension Scheme, whether or not they are current members of the scheme.

There is also a discretionary power to waive the weekly pay ceiling placed on statutory redundancy payments and to calculate, instead, on pay up to the actual week's pay.

**Employer's policy: This discretion will be applied.**

**PART C3 – Discretions in relation to the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011 Injury Allowance payments**

**(Regulations 3 to 7 of the Local Government (Discretionary Compensation) (Injury Allowances) Regulations 2011)**

Under the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011 Scheme employers must formulate, publish and keep under review a policy on:

a) whether or not to make an injury award to those who sustain an injury or contract a disease as a result of anything they were required to do in performing the duties of their job and in consequence of which they:

- suffer a reduction remuneration, or
- cease to be employed as a result of an incapacity which is likely to be permanent and which was caused by the injury or disease, or
- die leaving a surviving spouse, civil partner or dependant, and

b) if the Scheme employer has a policy to make such payments, how it will determine the amount of injury allowance to be paid.

**Employer's policy: This discretion will not be exercised.**

**Declaration**

It is understood that the above discretions are applicable to all eligible members of the Scheme. In respect of the mandatory policy requirements, a written statement should be published indicating the policy which is being applied by that employer in the exercise of its functions. A copy of the scheme employer's policy decisions should be sent to LPPA within one month of the date the policy is revised.

Any change to the discretions exercised under the LGPS Regulations can take immediate effect from the date the Scheme employer agrees the change.

Any change to the discretions exercised under the Discretionary Compensation Regulations 2000, the Discretionary Compensation Regulations 2006 or the Injury Allowances Regulations 2011 cannot take effect until one month after the date the Scheme employer publishes a statement of its amended policy.

**The policies made above:**

1. Must have regard to the extent to which the exercise of the discretions could lead to a serious loss of confidence in the public service;
2. Will not be used for any ulterior motive;
3. Will be exercised reasonably;
4. Will only be used when there is a real and substantial future benefit to the employer for incurring the extra costs that may arise;
5. Will be duly recorded when applied.

**Signed on behalf of the Employing Authority:**

**Name in Block Capitals:**

**Position:**

**Royston Town Council**  
**Environmental Policy**  
**Adopted by Full Council DATE - Minute number:**  
**Review date: January 2023**

The purpose of this policy is to reduce the impact that Royston Town Council (RTC) has on our environment and to ensure that the council acts as an example of good practice within our local community. For anyone requiring further detail, examples are in the appendices to this policy.

- To make a positive contribution to, protect and enhance the local and global environment.
- To build environmental considerations and sustainability into RTC policies.
- To minimise environmental pollution and waste in RTC activities and encourage the conservation, re-use and recycling of resources.
- In addition, RTC will embrace the following objectives:
  - Minimise material consumption (and consider the lifecycle impact of any purchase)
  - Reduce use of single-use plastic (where alternatives are available);
  - Consider implications of energy use and emissions to air;
  - Bear in mind environmental credentials of suppliers when purchasing;
  - Support users of RTC allotments to continue to perform well environmentally and where possible, to improve;
  - Manage and maintain biodiversity at Stile and Green Walk Plantations to encourage wildlife and plant-life where appropriate.
  - For the proven capture of CO<sub>2</sub>, RTC should at every opportunity promote the planting of trees and plant trees itself where appropriate.

Specific environmental actions include, but are not limited to, the following areas:

- RTC is committed to responsible energy management (see Appendix 1 for examples).
- RTC will encourage and, where possible, support allotment holders in reducing water use.
- Water use reduction and recycling methods will be considered in all other areas.
- Environmental impact will always be considered in the use of cleaning materials (Appendix 2).
- When considering office related expenditure, impact on the environment will be the primary driver in decision making (Appendix 3).
- RTC will endeavour to buy locally to support the local economy and reduce environmental impact.
- Biodiversity will be encouraged and be at the forefront in all decision making in respect of matters relating to plants and animals (Appendix 4).
- Members to consider environmental issues in Planning Committee deliberations (Appendix 5).



## **Appendices**

The following appendices contain examples for guidance and should not be considered exhaustive.

### **Appendix 1 – Energy efficiency**

- Regularly review the cost of current energy providers taking into account green energy providers.
- Switch to low energy lightbulbs in all fittings as reasonable.
- Staff, visitors and hirers to be made aware of relevant parts of the RTC environmental policy at time of booking.
- Where opportunity arises in the future, the viability of installing renewable energy generation/storage on council-owned and occupied properties should be considered.

### **Appendix 2 – Cleaning materials**

- Cleaning fluids, polishes and glues etc. should be as environmentally least damaging as possible.
- A review of the cleaning materials used should be carried out on a regular basis.
- Options to be considered include recyclable or refillable containers.

### **Appendix 3 – Office equipment**

- RTC will consider the environmental impact of disposing of end-of-life office and other equipment.
- Paper use will be minimised in the office and for council meetings. Recycled paper to be considered when purchasing.
- In future, all meetings including council meetings will seek to reduce paperwork, by providing downloadable and/or visually presented alternatives where possible.

### **Appendix 4 – Biodiversity**

- Encourage allotment holders to embrace biodiversity.
- Support and promote the planting of wildflowers in Royston.
- Install and, as far as is possible, maintain bat and bird boxes in all suitable sites on RTC properties.
- Survey biodiversity in the plantations/allotments regularly to ascertain if measures are effective on the plantations and continue to be effective on the allotments.
- RTC will promote eco-issues and focus on biodiversity around us. A prize may be offered annually for schools taking part in sustainability or biodiversity projects.
- The considerable contribution made by allotment holders towards diversity should be recognised publicly by RTC.

### **Appendix 5 – Council decision making**

- Planting, green space, cycle and footpaths.
- Electric vehicle charging.

Provision of land for allotment space should be considered on all suitable larger applications to assist RTC in its statutory duty to provide these and further biodiversity.



**HERTFORDSHIRE COUNTY COUNCIL**

**THE HERTFORDSHIRE (VARIOUS ROADS, ASHWELL, ROYSTON AND BALDOCK)  
(PROHIBITION AND RESTRICTION OF STOPPING AND WAITING) ORDER 2021**

NOTICE is given that the Hertfordshire County Council in order to improve road safety proposes under the Road Traffic Regulation Act 1984 to introduce waiting restrictions in parts of Ashwell, Royston and Baldock as specified in the Schedules to this Notice.

Documents giving more detailed particulars of the proposals are held on deposit at the offices of Hertfordshire County Council, Pegs Lane, Hertford. However, due to the current COVID 19 emergency, in particular the restrictions imposed on Social Distancing, the documents may be viewed on line from 7 January 2021 at [www.hertfordshire.gov.uk/trafficorders](http://www.hertfordshire.gov.uk/trafficorders) by selecting North Herts and looking at Ref: NH01420, or you may request a copy of the documents quoting Ref NH01420 by emailing [tro.team@hertfordshire.gov.uk](mailto:tro.team@hertfordshire.gov.uk), or paper copies may be collected by prior arrangement, from Front Reception, Hertfordshire County Council, County Hall, Pegs Lane, Hertford tel 01992 555553

General enquiries relating to the proposals should be referred to the Highways Engineer concerned Philip Camp tel: 01992 658314 or [philip.camp@hertfordshire.gov.uk](mailto:philip.camp@hertfordshire.gov.uk)

Objections to the proposals should be made **in writing** to Terry Curtis, Postal Point (CHO242), First Floor, East Link Corridor, County Hall, Pegs Lane, Hertford, Herts, SG13 8DN or [tro.team@hertfordshire.gov.uk](mailto:tro.team@hertfordshire.gov.uk) by 28 January 2021 stating the grounds on which they are made.

**SCHEDULE:** No waiting at any time – effecting those roads herein listed and as set out in the Order and accompanying plans – Parts of High Street, Gardiners Lane, Ashwell. London Road, Layston Park, Royston and Hopewell Road, West Avenue, Coachmans Lane, Pepys Way, High Street, Pinnocks Lane, Pinnocks Close, The Tene, Baldock.

**SCHEDULE 2:** No stopping or waiting on the ‘School Keep Clear’ Markings 8.00am to 5.00pm Monday to Friday – effecting those sections of road herein listed and as set out in the Order and accompanying plans – parts of Silver Street, Bear Lane and Ashwell Street, Ashwell.

*Consulting on this scheme is a statutory duty of the County Council. Any personal data you provide in responding to this Notice will be treated as confidential but will be shared with HCC Officers; County Councilors and contracted third parties who are involved in the statutory process. We wil not share identifiable data with third parties outside of the statutory process. Guidance on your rights in respect of personal data are published in the Privacy Policy on our website, [Hertfordshire.gov.uk](http://Hertfordshire.gov.uk)*

County Hall  
Hertford  
Herts SG13 8DN

7 January 2021  
Mark Kemp  
Director of Environment and Infrastructure

# **HERTFORDSHIRE COUNTY COUNCIL**

## **ROAD TRAFFIC REGULATION ACT 1984**

Date of Order: Order No:

### **THE HERTFORDSHIRE (VARIOUS ROAD, ASHWELL, ROYSTON AND BALDOCK) (PROHIBITION AND RESTRICTION OF STOPPING AND WAITING) ORDER 2021**

The Hertfordshire County Council in exercise of their powers under Sections 1, 2 and 3 of the Road Traffic Regulation Act 1984 (which said Act of 1984 is hereinafter referred to as “the Act of 1984”), and Part IV of Schedule 9 of the Act of 1984 and of all other enabling powers and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 of the Act of 1984, hereby make the following Order:-

1. This Order may be cited as “The Hertfordshire (Various Roads, Ashwell, Royston and Baldock) (Prohibition and Restriction of Stopping and Waiting) Order 2020” and shall come into operation on

....

2. Save as provided in Articles 4, 5 and 6 of this Order no person shall cause or permit any vehicle to wait at any time in those lengths of road in Ashwell, Baldock and Royston as specified in Schedule 1 to this Order.

3. Save as provided in Article 4 of this Order no person shall cause or permit any vehicle to stop or wait on the ‘School Keep Clear’ markings between the hours of 8.00am to 5.00pm Monday to Friday in those lengths of Silver Street, Bear Lane and Ashwell Street, Ashwell as specified in Schedule 2 to this Order.

4. (1) Nothing in Articles 2 and 3 of this Order applies to the lengths of road restricted by those Articles (which said lengths of road are referred to in this Article as “the restricted area”) in relation to –

- (a) a vehicle being used for Fire and Rescue, Ambulance or Police purposes.
- (b) anything done with the permission of or at the direction of a Police Constable in uniform; or with permission of a Civil Enforcement Officer as defined by the Traffic Management Act 2004 and appointed by North Hertfordshire District Council.
- (c) a vehicle which is prevented from proceeding by circumstances beyond the drivers control or which has stopped in order to avoid injury or damage to persons or property or when required to do so by law;
- (d) a vehicle which is stationary in order that it may be used for one or more of the purposes specified in sub-Article (2) of this Article and which cannot reasonably be used for such a purpose without stopping in the restricted area;
- (e) a marked vehicle which, whilst used by a universal service provider in the course of the provision of a universal postal service, is stationary only for so long as may be reasonably necessary for postal packets to be delivered or collected;

In this Article -

The expressions “universal service provider”, “provision of a universal postal Service” and “postal packet” shall bear the same meanings as in Section 65 of the Postal Services Act 2011.

(2) The “purposes” referred to in sub-Article (1)(d) of this Article are –

- (a) any operation involving building, demolition or excavation;
- (b) the removal of any obstruction to traffic;
- (c) the maintenance, improvement or reconstruction of a road;
- (d) constructing, improving, maintaining, or cleaning of any street furniture; or
- (e) the laying, erection, alteration, repair or cleaning of any sewer or of any main pipe or apparatus for the supply of gas, water or electricity, or of any telecommunications apparatus kept or installed for the purposes of a telecommunications code system or of any other telecommunications apparatus lawfully kept installed in any position.

5. Nothing in Article 2 of this Order applies to the lengths of road restricted by that Article (which said lengths of road are referred to in this Article as “the restricted area”) so as to render it unlawful to cause or permit any vehicle to wait only for so long as may be reasonably necessary –  
(a) to enable goods to be loaded on or unloaded from the vehicle from or to premises adjacent to the restricted area; or  
(b) to enable a passenger to board or alight and to load and unload any luggage.

6. (1) Nothing in Article 2 of this Order shall render it unlawful to cause or permit a disabled person’s vehicle which displays in the relevant position a disabled person’s badge and a parking disc, to wait at any time in the lengths of road specified in Schedule 1 of this Order for a period not exceeding 3 hours (not being a period separated by an interval of less than 1 hour from a previous period of waiting by the same vehicle in the same length of road).

(2) In this Article –

“disabled person’s vehicle” has the same meaning as in Section 142(1) of the Act of 1984;

“disabled person’s badge” has the same meaning as given in Regulation 3(1) of The Local Authorities’ Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000 “parking disc” has the same meaning as given in Regulation 8(5) of The Local Authorities’ Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000; and

“relevant position” has the same meaning as given in Regulation 4 of The Local Authorities’ Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000

7. The Interpretation Act 1978 shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament.

8. The provisions of the following Order are hereby revoked but only in so far as they are affected by the restrictions imposed by this Order:

The Hertfordshire (Various Roads in Ashwell, Baldock, Hexton, Hitchin, Kimpton, Knebworth, Letchworth, Little Wymondley, Royston, Sandon, St Ippolyts, Therfield and Weston) (Prohibition of Stopping and Waiting outside Schools) Order 2002.

The North Hertfordshire District Council (Control of Parking) Consolidation) Order 2014

9. The restrictions imposed by this Order shall be in addition to and not in derogation from any restriction or requirement imposed by any other regulations made or having effect as if made under the Act of 1984 or by or under any other enactment.

## **SCHEDULE 1**

lengths of roads in Ashwell, Royston and Baldock – no waiting at any time

### **Ashwell**

High Street from a point in line with the projected north west kerblin e of Gardiners Lane north (north west side) westwards for approximately 12 metres to a point 10 metres south west of a point in line with the north east boundary of 64 High Street.

Gardiners Lane from a point in line with the projected north west kerblin e of High Street north (north west side) westwards for approximately 13 metres to a point in line with the north west boundary of 64 High Street.

### **Royston**

London Road (a) from a point in line with the projected north west kerblin e of Layston Park north (south west side) westwards for 27 metres.

(b) from a point in line with the projected south east kerblin e of Layston Park south eastwards for 24.5 metres.

Layston Park (a) from a point in line with the projected south west kerblin e of London Road (south & south south westwards and north westwards for approximately 86 metres to a point west sides) in line with the projected south east kerblin e of Layston Park (south west arm).

(b) from a point in line with the projected north west kerblin e of Layston Park (south west arm) north westwards for approximately 23.5 metres to a point 0.5 metre north west of a point in line with the projected south east kerblin e of Layston Park (north east arm).

(north side) from a point in line with the projected south west kerbline of London Road south westwards for approximately 24 metres to a point 12 metres north east of a point in line with the north east facia wall of 132 Layston Park.

(north & north from a point in line with the north east facia wall of 132 Layston Park south east sides) westwards and north westwards for approximately 62.5 metres to a point 6 metres south east of a point in line with the south east kerbline of Layston Park (north east arm).

(south west arm) from a point in line with the projected south west kerbline of Layston Park

(north west side) south westwards for approximately 30.5 metres to a point 8 metres south west of a point in line with the north boundary of 17 Layston Park.

(south west arm) from a point in line with the projected south west kerbline of Layston Park

(south east side) south westwards for approximately 28 metres to a point 11.5 metres south west of a point in line with the north boundary of 4 Layston Park.

### **Baldock**

Hopewell Road from a point in line with the projected south west kerbline of Coachmans Lane

(north west side) south westwards for approximately 22.5 metres to a point 2 metres south west of a point in line with the boundary between 40 and 42 Hopewell Park.

West Avenue from a point in line with the projected north east kerbline of Coachmans Lane

(north west side) north eastwards for approximately 20 metres to a point 18.5 metres south west of a point in line with the projected south west kerbline of Pepys Way.

(south east side) (a) from a point in line with the projected south west kerbline of Pepys Way south westwards for approximately 28 metres to a point 7 metres north east of a point in line with the north east boundary of 46 Hopewell Road.

(b) from a point in line with the projected north east kerbline of Pepys Way north eastwards for 15 metres.

Coachmans Lane from a point in line with the projected north west kerbline of Hopewell Road

(north east side) north for approximately 17.5 metres to a point 4 metres south east of a point in line with the boundary between 2 and 3 Coachmans Lane.

(south west side) from a point in line with the projected north west kerbline of Hopewell Road north for approximately 18.5 metres to a point in line with the south boundary of 2 Coachmans Lane.

Pepys Way from a point in line with the south east kerbline of West Avenue south

(both sides) eastwards for approximately 15 metres to a point 5.5 metres north west of a point in line with the boundary between 8 and 9 Pepys Way.

High Street (a) from a point in line with the projected north west kerbline of Pinnocks Lane

(north east side) north westwards for approximately 9 metres to a point 13 metres south east of a point in line with the north west boundary of 83 High Street.

(b) from a point in line with the projected south east kerbline of Pinnocks Lane south eastwards for approximately 2 metres to a point 12 metres north west of a point in line with the boundary between 85 and 87 High Street.

Pinnocks Lane (a) from a point in line with the north east kerbline of High Street north

(north west side) eastwards for approximately 16.5 metres to a point 11.5 metres south west of a point in line with the boundary between 1 and 3 Pinnocks Lane.

(b) from a point in line with the south west kerbline of The Tene south westwards for approximately 12 metres to a point 5 metres north east of a point in line with the boundary between 13 and 15 Pinnocks Lane.

(c) from a point in line with the north east kerbline of The Tene north eastwards for approximately 19 metres to a point 2 metres south west of a point in line with the boundary between 17 and 19 Pinnocks Lane.

(south east side) (a) from a point in line with the projected north east kerbline of High Street north eastwards for approximately 37.5 metres to a point in line with the projected south west kerbline of Pinnocks Close.

(b) from a point in line with the projected north east kerbline of Pinnocks Close north eastwards for approximately 15.5 metres to a point 4.5 metres south west of a point in line with the boundary between 13 and 15 Pinnocks Lane.

Pinnocks Close from a point in line with the projected south east kerbline of Pinnocks Lane (south west side) south eastwards for approximately 5 metres to a point 15 metres north west of a point in line with the boundary between 1 and 3 Pinnocks Close.

(north east side) from a point in line with the projected south east kerbline of Pinnocks Lane south eastwards for approximately 11 metres to a point 3.5 metres north west of a point in line with the boundary between 2 and 4 Pinnocks Close.

The Tene from a point in line with the projected north west kerbline of Pinnocks Lane (south west side) north westwards for approximately 15.5 metres to a point 14 metres south east of a point in line with the south east boundary of 1 Arwood Mews.

(north east side) from a point in line with the projected north west kerbline of Pinnocks Lane north westwards for approximately 20 metres to a point 14.5 metres south east of a point in line with the north west boundary of 17 Pinnocks Lane.

## **SCHEDULE 2**

lengths of Silver Street, Bear Lane and Ashwell Street, Ashwell – no stopping or waiting on the 'School Keep Clear' markings 8.00am to 5.00pm Monday to Friday

Silver Street / from a point 12 metres south west of a point in line with the south west boundary of Bear Lane 55 Silver Street south westwards and south eastwards into Bear Lane, to a point (south east / 13.5 metres south east of the junction of the south west kerbline of Silver Street north east sides) with the north east kerbline of Bear Lane. A distance of approximately 48 metres. Ashwell Street from a point 5 metres south west of a point in line with the projected south west (north west side) kerbline of Moules Yard south westwards for approximately 43.5 metres to a point 21.5 metres south west of a point in line with the projected north east kerbline of Claybush Lane.

**Signed:**

**Quentin Baker Chief Legal Officer**

**Dated:**

## **STATEMENT OF REASONS**

### **THE HERTFORDSHIRE (VARIOUS ROADS, ASWELL, ROYSTON AND BALDOCK) (PROHIBITION AND RESTRICTION OF STOPPING AND WAITING) ORDER 2021**

Hertfordshire County Council is proposing to introduce waiting restrictions in parts of Ashwell, Royston and Baldock. The proposals will comprise of –

- ☐ 'No waiting at any time' restrictions on parts of High Street, Gardiners Lane, Ashwell, London Road, Layston Park, Royston and Hopewell Road, West Avenue, Coachmans Lane, Pepys Way, High Street, Pinnocks Lane, Pinnocks Close, The Tene, Baldock.
- ☐ 'No stopping or waiting on the 'School Keep Clear' markings 8.00am to 5.00pm Monday to Friday restrictions in parts of Silver Street, Bear Lane and Ashwell Street, Ashwell.

The TRO is being proposed as a means to improve junction safety. Vehicles have been recorded parking close to the junctions obscuring oncoming traffic. These proposals are to prevent vehicles parking in contravention of the recommendations of the Highway Code (mainly Rule 243), thereby ensuring visibility of vehicles and pedestrians is maintained, thus keeping the road clear so passage of vehicles is less restricted.

The School Keep Clear markings proposal relates to a reduction in lengths of the current restrictions, to maximise parking following the possible introduction of double yellow lines administered through the Public Engagement Process.

Therefore, it appears to the Highway Authority that it is necessary and expedient to make an Order in the interests of; avoiding danger to persons or other traffic using the road or any other road or for preventing the likelihood of any such danger arising and for facilitating the passage on the road or any other road of any class of traffic (including pedestrians).

The proposal has been subject to consultation with local and County Councillors representing the area and North Herts District Council. The local Police, Ambulance, Fire & Rescue Services, Hertfordshire County Council Passenger Transport Unit Council, Royston Parish Council and Ashwell Parish Council are also being consulted.

