



# **YAXLEY PARISH COUNCIL**

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**To: All Members of the Community Facilities Committee**

Sir/Madam

You are hereby summoned to attend a Meeting of the **Community Facilities Committee** of the Yaxley Parish Council to be held **on Tuesday 20<sup>th</sup> October 2020 by Zoom app – anyone wishing to join the meeting should email the [clerk@yaxleypc.org.uk](mailto:clerk@yaxleypc.org.uk) prior to the meeting for joining instructions.**

*H. Taylor*

**Helen Taylor**  
On behalf of Yaxley Parish Council

**13<sup>th</sup> October 2020**

**THE PUBLIC AND PRESS ARE ALWAYS WELCOME**

## **AGENDA**

- CF11. ELECTION OF CHAIRMAN 2020/21**  
To elect a Chairman for the Committee for the remainder of the Municipal Year.
- CF12. APOLOGIES FOR ABSENCE**  
To receive and accept apologies for absence.
- CF13. APPOINTMENT OF VICE CHAIRMAN 2020/21**  
To appoint a Vice Chairman for the Committee for the remainder of the Municipal Year.
- CF14. DECLARATIONS OF INTERESTS IN AGENDA ITEMS**  
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item.
- CF15. MINUTES**  
To approve as a correct record the Minutes of the meeting of the Community Facilities Committee held on 28<sup>th</sup> July 2020.
- CF16. PUBLIC PARTICIPATION**  
A maximum of 15 minutes is permitted for members of the public to address the Council.
- CF17. RECYCLING LITTER BINS**  
To receive a verbal report from the Clerk.

- CF18. SKATE PARK EXPANSION/REPAIRS TO EXISTING RAMPS**  
To receive a verbal report by the Clerk.
- CF19. ACTION PLAN**  
To consider the Committee's projects included within the Action Plan and to identify any additional schemes prior to the budget setting in November – copy of the relevant page attached.
- CF20. ALLOTMENT FEES 2021**  
To receive a report by the Clerk – attached.
- CF21. CHRISTMAS TREE ARRANGEMENTS**  
To receive a verbal report by the Clerk.
- CF22. CEMETERY MEMORIAL/GRAVE INSPECTIONS**  
To discuss arrangements for this year's inspections
- CF23. TREE WORK UPDATE**  
To note the tree work identified following the survey of the tree stock – report attached.
- CF24. CANTILEVER SWING & ROUNDABOUT IN MIDDLETONS ROAD PLAYAREA**  
To receive a verbal report regarding the wet pour service under the cantilever swing and the outcome of a site visit by the supplier of the disabled roundabout.
- CF25. 3G PITCH HIRE**  
To receive a verbal update on the usage of the 3G pitch.

**Cut off time for the meeting is 21.00**

**Minutes of the Meeting of the Community Facilities Committee  
held via the Zoom app on 28<sup>th</sup> July 2020.**

Present:- Councillors J Lusted – Chairman

Councillors R Butcher, K Gulson, G Needham, M Oliver and D Seaton.

In attendance – H Taylor (Clerk)

**CF1. APOLOGIES**

Apologies for absence from the meeting were received and accepted on behalf of Councillor S McMullon (personal).

**CF2. DECLARATION OF INTERESTS**

Councillor K Gulson declared “other” interests in Item No.CF5 by virtue of being an allotment holder. Councillor M Oliver declared “other” interest in Item CF7 due to being a stonemason/undertaker.

**CF3. MINUTES**

Councillor R Butcher proposed approval of the Minutes of the Committee held on 28<sup>th</sup> January 2020. This was seconded by Councillor G Needham and unanimously **RESOLVED**.

**CF4. PUBLIC PARTICIPATION**

No Member of the Public wished to speak.

**CF5. ALLOTMENT UPDATE**

The Clerk reported that there were 14 vacant allotments at the beginning of March but demand for them had risen during lockdown and they were now all occupied with a waiting list of twenty. Mention was made of the need to undertake an allotment inspection and Councillor D Paice offered to help with this.

**CF6. REVIEW OF FEES AND CHARGES – CRICKET/FOOTBALL PITCHES**

By way a report by the Clerk (a copy of which is appended in the Minute Book) Members reviewed the hire charge for the cricket/football pitches. Given the uncertainty due to the current pandemic, it was proposed by Councillor R Butcher that the fees and charges for the hire of the football pitches at Middletons Road and Queens Park, the cricket pitch and the 3G pitch remain the same for the forthcoming football season and be reviewed in 12 months and the Clerk be given discretionary powers to charge £20 for the 3G pitch for the special circumstances outlined in the report. This was seconded by Councillor D Paice and unanimously **RESOLVED**.

**CF7. REVIEW OF FEES AND CHARGES – CEMETERY**

By way a report by the Clerk (a copy of which is appended in the Minute Book) Members reviewed the fees and charges for the Cemetery. Whereupon, it was proposed by Councillor G Needham and seconded by Councillor R Butcher that there be no increase in fees from 1st September 2020 with a review in 12 months.

**CF8. ANNUAL PLAY AREA SAFETY INSPECTION REPORT**

Consideration was given to the content of a report produced by the Clerk (a copy of which is appended in the Minute Book) summarising the annual inspection of all nine of the Parish Council's Play Areas and Outdoor Gym. Members were pleased to note that there were no high or medium high items requiring attention which reflected the level of maintenance work carried out over the past 12 months. Whereupon, it was proposed by Councillor R Butcher that the report be received. This was seconded by Councillor M Oliver and unanimously **RESOLVED**.

**CF9. COVID 19 RISK ASSESSMENT FOR RE-OPENING OF THE PLAYGROUNDS AND OUTDOOR GYM**

It was proposed by Councillor R Butcher, seconded by Councillor M Oliver and unanimously **RESOLVED** that the contents of the Risk Assessment for re-opening the playgrounds and outdoor gym be approved. The risk assessment had been produced in response to Government Advice.

**CF10. NEW BUS SHELTER FOR BROADWAY – OPPOSITE MIDDLETONS ROAD**

By way of a report by the Clerk, Members considered installing a new bus shelter on Broadway at the junction of Middleton's Road. Having been reminded that there was £3,000 in the current budget for a bus shelter, it was proposed by Councillor M Oliver, seconded by Councillor R Butcher and **RESOLVED** that a new bus shelter be installed at this site at a cost of £4,560 to be funded from the new bus shelter and CIL budgets.

Meeting closed at 7.35pm

Signed .....

Chairman.

## Community Facilities

## Agenda item CF19

Objective	Responsibility	Actions	Response	Timescale	Owner
1. – To take forward plans for skate park extension / BMX or similar facility	Yaxley Parish Council	Identify costings and look into possible finance streams. The Clerk spoke with Chaz Hampson who repairs the skate ramp and he has said it would be possible to extend it – he would be willing to attend a meeting to explain options.	Work delayed due to the lockdown. Contractor is hoping to get the installation done by the end of the year. Graffiti wall completed on end of the pavilion to celebrate all Covid 19 heroes.	Ongoing	Community Facilities committee
2. – To consider the need for a new cemetery.	Yaxley Parish Council	Consider need, timescale, cost of providing a new cemetery. Councillor Gulson and the Clerk met in May 19 with Andy Moffat, Planning HDC to discuss the issue. Andy produced a S106 agreement for Great Haddon which states that YPC to be offered an area of land opposite the existing cemetery for burials. The land would have services but the remaining work would be down to the Parish Council.	Initial ground survey has been completed. Next stage is the planning application, O & H Hampton have been approached and have shared archaeology and ecology reports. The project is dependant on when the new housing development starts	ongoing	Community Facilities committee

3. - Football – pitch maintenance	Yaxley Parish Council	Pitches require general maintenance including being treated for weeds (outsource) and over seeding.	Pitch B was reseeded in May 2020 and all the other pitches have pitch been treated with fertilizer and moss killer.	ongoing	Community Facilities Committee
4. Pooley Way/ Green Lane Open Space	Yaxley Parish Council	Open up area to improve the green space and investigate solar lights	The installation of solar lighting is something that will be looked into.	Area being monitored.	Community Facilities Committee`
5. Tree Survey	Yaxley Parish Council	3 yearly tree survey and subsequent maintenance work.	Following P R Newson’s 2019 report all work requiring attention in the first year has been done. The 2020 survey is being carried out by the Grounds team and the work identified will go out to tender.	ongoing	Community Facilities Committee
6. Community Allotment	Yaxley Parish Council	Explore options for Whiteheads	Members of the Community Allotment very kindly helped plant up the flower beds opposite the Scout hut on Main Street.	Good line of communication between the Community Allotment and YPC.	Community Facilities Committee

7. Community Fridge	Yaxley Parish Council	Set up and run a Community Fridge	The set up and distribution of food has changed dramatically with a move to the pavilion. The food is now bagged and distributed on a Wednesday morning by a team of Volunteers.	ongoing	Community Facilities Committee
8. Bus Shelter Improvements	Yaxley Parish Council	To make provision to install/replace a new bus shelter every other year. To liaise with Stagecoach and Primesights regarding existing bus stops	New bus shelter to be installed on Broadway opposite Middletons Road, this is scheduled for September.		Community Facilities Committee
9. Anti Litter poster campaign	Yaxley Parish Council	To engage the schools in an anti litter poster competition.	Two schools previously took part in 2019. Could be a project for 2021.	Ongoing	Community Facilities Committee
10. Planters	Yaxley Parish Council	To trial flower planters around the village.	Three circular planters were planted up and placed on the village signs and the same will happen next year.	Planters installed in June and will be removed late September.	Community Facilities Committee

11. Bulky Waste Collection	Yaxley Parish Council	To trial a bulky waste collection scheme	First collection held in August, Members have agreed to hold another one – the scheme has been put on hold due to Covid 19	Ongoing	Community Facilities Committee
12. keeping the community connected through the Pandemic.	Community Facilities Committee	Investigate alternative community uses for the Pavilion i.e drop in centre, reduce social exclusion, perhaps learn a new skill etc	Repair café and weekly coffee morning sessions were going well until Covid 19 stopped everything. Monday coffee club could possible get together via Zoom.	Ongoing	Community Facilities Committee



**YAXLEY PARISH COUNCIL – COMMUNITY FACILITIES COMMITTEE**

**DATE: 20<sup>th</sup> October 2020**

**SUBJECT: ALLOTMENT FEES 2021**

**1. PURPOSE OF REPORT**

To review and agree fees and charges for the Council’s three allotment sites Bellvue, Whiteheads and Yards End.

**2. BACKGROUND**

Last year the fees were set at:

- Bellvue - £35 full plot £17.50 half
- Whiteheads - £46 full plot £23.00 half
- Yards End - £42 full plot £21.00 half

This was an increase of £1.00 for Bellvue and Whiteheads, whilst Yards End stayed the same. It should be noted that Yards End hasn’t seen an increase since January 2017. The size of the plots on Whiteheads are considerably bigger than any of the other sites and attempts have been made in recent years to reflect the difference in size in the rent.

Bellvue has always been less due to its location and the fact there is no water supply.

**3. REVIEW**

As previously advised the size of the plots on the various allotments differ with Whiteheads averaging 44m x 10m (440sqm), Yards End 35m x 5m (175sqm) and Bellvue 10m x 45m (450 sqm).

Local allotments charge the following:

Location	Full plot	Half plot	Notes
Farcet	£10	£5	Full 300 square yard, half 150 square yards
Sawtry	£18.50	£10	
Huntingdon	£28.00		Length 5 poles
Ramsey	£10		£50 deposit
Whittlesey	£48	£24	Full 250m square (10 x 25) Half 125m square (10 x 12.5) Council pay £400.00 towards the water, the balance is split equally between the allotment holders. They have the water between Mid March and end Sept, it is then switched off.
Hampton	£40	£20	Full 250m square Half 125m Square  Allotment association fees are £10.00 per year and the key deposits are £25.00

#### 4. PROPOSED RATES FOR 2020

The Allotments brought in income of £3,473 last year with a spend of:

Computer program	£121
Bellvue Rent to Elton Estates	£450
Water Rates	£873
Pest Control	£440
Drainage Rates	£129
Total	£2,013**

\*\* Plus administration/staffing costs for providing the service, chasing up payments and allocating plots and associated Grounds Maintenance costs of strimming the areas, clearing old sites and general maintenance on items like the water troughs.

Water costs are showing to be high this year due to the dry spring and the fact more people had time on their hands to go down to the allotments.

Demand for allotments this year has been very high with 14 new tenants between March and June and over 20 names currently on the waiting lists. Rents are due at the end of January with letters going out to tenants at the beginning of December.

It is suggested that all allotments be increased by £1.00. The rents would be as follows:

- Bellvue - £36 full plot £18.00 half
- Whiteheads - £47 full plot £23.50 half
- Yards End - £43 full plot £21.50 half

This would bring an additional £88 in total.

#### 5. RECOMMENDATION

- That the report is received and the content noted;
- That the Committee agree the charges for the allotments to be introduced from January 2021.

**Helen Taylor – Clerk**

**YAXLEY PARISH COUNCIL – COMMUNITY FACILITIES COMMITTEE**

**DATE: 20<sup>th</sup> October 2020**

**SUBJECT: TREE WORK**

**1. PURPOSE OF REPORT**

To note the work required to the Council's tree stock and the action taken to get the work done.

**2. BACKGROUND**

Members will recall that last year an external review of the Council's tree stock was undertaken by an Arboriculturalist. His report classifies any identified tree work into work to be completed in 3 months, 12 months or 2 years. All work identified as 12 months or under has been completed. This year a survey of the tree stock has been completed inhouse in September and the reports and maps produced by the Arboriculturalist have formed the basis of this survey.

The Grounds Team have confirmed that they will be able to undertake a large proportion of the work identified, removal of lower limbs. Any work that can not be completed in house has been put out for quotations and is shown in the list attached. The Committee is asked to authorise the Clerk to award the work, in consultation with the Chairman and Vice Chairman, to enable the work to commence as soon as possible. The summer saw a period of strong winds when the trees were heavily in leave and this resulted in urgent tree work being carried out at a cost of £1,350 leaving £1,630 in the budget. The work identified in the attached list is approx.. £4,000 so the balance will need to come out of the earmarked reserves for tree work which currently stands at £11,020.

Both Councillors Lusted and Oliver have been copied into correspondence from a residents daughter over an issue with a tree root growing from a pussy willow at Queens Park into her parent's garden, the Council's Arboriculturalist has been approached to come and look at the root and hopes to visit the site soon.

**2. RECOMMENDATION**

- That the report is received and the content noted;
- That the Committee notes the list of work attached and authorises the Clerk in consultation with the Chairman and Vice Chairman to award the work.

**Helen Taylor – Clerk**

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## **Yaxley Parish Council**

### **Area A Bramble Close PE7 3JZ**

Number on Map 9 Common Lime Hanging branch 9 metre up in the tree

### **Area B Open Space land off Seaton Close known as Green Lane PE7 3WZ**

Number on map

- 38 crack willow pollard to 5m
- 50 crack willow re-pollard
- 51 crack willow re-pollard
- 84 Ash semi mature prune from building – marked green
- 85 A group of young 3 ash trees prune from building
- 108 Crack Willow pollard to 5m
- 109 Crack Willow pollard to 5m

### **Area C Foxglove – next to playpark PE7 3UL**

41-43 Poplar and hawthorn shelterbelt re-coppice

### **Area D Bellflower – next to Daffodil Play area PE7 3FY**

- 49 A Group of Ash trees, reduce faulted stems marked green and fell Ash tree marked yellow which has large cavity forming at base – see pictures attached
- 50 Group of Ash Trees pollard to 5m

### **Area E Middletons Road Recreation Ground PE7 3LR**

- 16 crack willow re-pollard
- 68 wild cherry large lower limb wound – please assess and recommend any work required
- 72 lombardy poplar – dead limb centre of tree high up remove
- 89 Common Lime – reduce faulted limbs/ re-reduce faulted limb back to original pruning points
- 90 Common lime – two large limbs from 10m up have broken off recently please assess tree and advise any work required
- 93 Weeping Willow – re-pollard

**Area F St Peters Churchyard, Church Street PE7 3LH**

- 46 common Ash next to vicarage wall – re-pollard to prevent re-growth fracturing
- 49 Sycamore – reduce faulted branch (tight Union) to branch facing Vicarage @ approx. 5m to second secondary branch to prevent branch fracturing

**Area G Cemetery PE7 3NF**

- 48 Lawson Cypress remove faulted limbs
- 64 copper beech remove dead limbs at approx.. 12m high

**Area H Silverwood Walk PE7 3HA**

Opposite number 5 Silverwood Walk (off Meadow Walk) – green space area with one Large Ash tree on its own which requires pollarding