



# **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 22<sup>nd</sup> June 2021** in the **Austin Hall, 48 Main Street, Yaxley** starting at **7.00pm**, anyone wishing to attend the meeting should observe social distancing rules and wear a mask.

*H. Taylor*

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

**16<sup>th</sup> June 2021**

**THE PUBLIC AND PRESS ARE ALWAYS WELCOME**

## **AGENDA**

- CF1. ELECTION OF CHAIRMAN**  
To appoint a Chairman for the ensuing Municipal Year
- CF2. APOLOGIES FOR ABSENCE**  
To receive and accept apologies for absence.
- CF3. 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.
- CF4. MINUTES**  
To approve as a correct record the Minutes of the meeting of the Community Facilities Committee held on 27<sup>th</sup> April 2021.
- CF5. PUBLIC PARTICIPATION**  
A maximum of 15 minutes is permitted for members of the public to address the Council.
- CF6. ELECTION OF VICE CHAIRMAN**
- CF7. ALLOTMENT UPDATE**  
To receive a verbal report from the Clerk.
- CF8. REVIEW OF FEES AND CHARGES – CRICKET/FOOTBALL PITCHES**  
To consider a report by the Clerk (attached).
- CF9. REVIEW OF CEMETERY FEES**  
To consider a report by the Clerk (attached).

- CF10. ANNUAL PLAYGROUND INSPECTION SAFETY REPORT**  
To receive a report by the Clerk – attached.
- CF11. COMMUNITY FRIDGE UPDATE**
- CF12. COMMUNITY LITTER PICK UPDATE**  
Clerk to report
- CF13. BULKY WASTE COLLECTION – REMINDER**  
Clerk to report
- CF14. PLANT A TREE FOR THE QUEENS JUBILEE**  
To receive a verbal update from the Clerk
- CF15. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 - EXCLUSION OF PRESS AND PUBLIC**
- To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.
- CF16. WILLOW POND INTERPRETATION BOARD**  
To receive an update from the Clerk- design proposal and estimate attached.
- CF17. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 – RE-ADMITTANCE OF PRESS AND PUBLIC**
- To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

**Cut off time for the meeting is 20.30**

**Minutes of the Meeting of the Community Facilities Committee  
held via Zoom on 27<sup>th</sup> April 2021.**

Present:- Councillor J Lusted;

Councillors R Butcher, D Chapman, K Gulson, A Minns, G Needham and M Oliver.

In attendance – H Taylor.

**CF44. APOLOGIES**

An apology for absence was received from Councillor S McMullon.

**CF45. DECLARATION OF INTERESTS**

No declarations were received.

**CF46. MINUTES**

Councillor K Gulson proposed approval of the Minutes of the Committee held on 23<sup>rd</sup> February 2021. This was seconded by Councillor R Butcher and unanimously **RESOLVED.**

**CF47. PUBLIC PARTICIPATION**

No Member of the Public wished to speak.

**CF48. REQUEST FOR A DEDICATED DOG TRAINING AREA**

By way of a report by the Clerk (a copy of which has been appended in the Minute Book) Members considered a request from a resident for a dedicated fenced area for dog training. At the same time, the Clerk reported that she had received an approach from a local landowner who was looking to change a field he owned in the village to a secure area for dog training and was seeking the Parish Council's support prior to moving forward with the project and the submission of a planning application. Members identified a possible area at the top of the Recreation Ground on the "shelf" where the old play area used to be sited but agreed that any area would require substantial fencing. Having expressed that they were not against creating a dedicated area for dogs, Members agreed to monitor the planning application for a secure dog training area and to review the matter at a later date.

**CF49. COMMUNITY LITTER PICK FEEDBACK**

The Clerk reported on the community litter pick held on the previous weekend. Members were pleased to note that the litter pick had been a great success with over 50 bags being filled with rubbish and many families taking part. A Yaxley Litter's pickers group facebook page had been set up which was receiving lots of likes. The next event would be 5<sup>th</sup> and 6<sup>th</sup> June 2021.

**CF50. COMMUNITY FRIDGE UPDATE**

Members discussed the future of the community fridge in light of recent lockdown easing and the relocation to the Pavilion. The Clerk explained that the pavilion room has in the past been hired out but this hadn't been possible due to covid but that a decision would need to be made as to whether the room could go back to a multi use venue with the Community Fridge, Monday/Friday Coffee Morning and repair café being accommodated along with possible one off bookings. Although the Community Fridge was this

Committee's project, the expenditure for the room was the responsibility of the Property Committee and any decision to limit the hiring of the room would need to be agreed by them. The Clerk added that the volunteers may want to look at becoming a Community Association as this would open more funding streams. In response to this Councillor Gulson acknowledged that the running of the fridge and the loss of income from the hall was a cost liability and at some stage the Property Committee may wish to gift the fridge the use of the hall as a grant.

Councillor K Gulson reported that as it currently stands the Community Fridge would need to have the room from a Tuesday Morning through to a Friday lunchtime, this was in the main due to the storage as a large proportion of food, particularly bread and pastries, were collected from the Monday evening onwards with everything being shared by a Friday. Councillor Gulson added that the vast majority of the tinned goods have now been distributed and the large bags of potatoes would be used up soon. In response to this the Clerk suggested that storage boxes be used for the pastries and the use of the fridges be maximised. Councillor M Oliver suggested that creating a storage area would make the room useable for someone else. Moving this suggestion forward, Members agreed that a storage cupboard be built along the far wall overlooking the outdoor gym and that the cupboard be table height so that it could still be used to collate the bags. Councillor G Needham agreed to assist with this.

#### **CF51. BULKY WASTE COLLECTION**

The Clerk reported that a bulky waste collection would be held on 10<sup>th</sup> July 2021 between 10am and 2.00pm at Queens Park car park. There would be a RCV for household items and 7.5 ton van for white goods. The event would be advertised around the village nearer the time.

#### **CF52. GRASS FOOTBALL AND 3G UPDATE**

The Clerk reported that since the relaxation of restrictions on 28<sup>th</sup> March there has been 56 football matches played at Queens Park and 21 at Middleton's Recreation Ground. A number of new teams have used the facilities and have passed on extremely positive comments as to the facilities. The Football season has been extended this year and will now be finishing at the end of June with the pitches being rested in July. Over the coming months the area will be treated with fertiliser and moss killer.

The 3G facility is seeing a higher than normal use for this time of year and is gaining a lot of interest for the autumn/winter period.

#### **CF53. SKATE PARK EXTENSION UPDATE**

The Clerk reported that the contractor for the skate park extension is pushing to get the metal work ready for an installation date on mid July.

#### **CF54. RECREATION GROUND WILDLIFE MEADOW AND UPDATE ON INTERPRETATION BOARD FOR THE WILLOW POND AREA**

Members were advised that with help from a local farmer and the Yaxley Countryside Volunteers the area of soil next to the pavilion has been sowed with a wildflower mix.

With regard to the interpretation board, Members' attention was drawn to the art work and text suggested by the Volunteers. In discussing the information before them, Members agreed that they would prefer to see more information on the Willow Tree and the impact of the tree on the pond. Councillor Chapman suggested that the use of the seasons to describe what to look out for would be good and Councillor Needham suggested that the use of cartoon drawing styles would make the board more appealing. The Clerk agreed to feedback these suggestions to the Countryside Volunteers.

**CF55. MEMORIAL BENCH IN THE CEMETERY**

Members supported a request to install a memorial bench at the top of C section in the cemetery in memory of Stacey Pyke. The Clerk confirmed that the bench would be the same style as those previously installed.

Meeting closed at 7.45pm

Signed .....

Chairman.



**YAXLEY PARISH COUNCIL – COMMUNITY FACILITIES COMMITTEE**

**DATE: 22<sup>ND</sup> JUNE 2021**

**SUBJECT: REVIEW OF FEES AND CHARGES – PITCH HIRE**

**1. PURPOSE OF REPORT**

To provide information to Members to enable them to review the hire charge for the football pitches at Middletons Road and Queens Park and the 3G area.

**2. BACKGROUND**

The Internal Auditor would expect the Council to review its fees annually, even if it results in the pricing remaining the same. The last increase in prices for the football pitches was 1<sup>st</sup> September 2018 when adult pitches went up a £1.00 and juniors 50p.

**3. CURRENT RATES/PROPOSED RATES**

The table below shows the current rates:

<b>QUEENS PARK FOOTBALL PITCHES</b>		current rate	Proposed rate	
Pitch A and B	Adult	£58.00	£59.00	Per game
Pitch A and B	U18	£44.00	£45.00	Per game
Pitch C and D without changing rooms	9 v 9	£28.50	£29.00	Per game
Pitch E and F without changing rooms	7 v 7	£23.50	£24.00	Per game
Pitch G without changing rooms	5 v 5	£20.50	£21.00	Per game
<b>MIDDLETONS ROAD RECREATION GROUND</b>				
Pitch H and J	Adult	£48.00	£49.00	Per game
Pitch H and J	U18	£34.00	£35.00	Per game
Pitch K	9 V 9	£25.50	£26.00	Per game
Pitch L	5 V 5	£20.50	£21.00	Per game
Cricket Pitch	Adult	£46.00	£47.00	Per game
Cricket Pitch	Junior	£23.50	£24.00	Per game
<b>MULTI ACTIVITY AREA 3G</b>				
	Adults	£42.00	£42.00	Per hour
	U16s	£37.00	£37.00	Per hour
6 weeks paid for in advance	Adults	£226.80	£226.80	
6 weeks paid for in advance	U16s	£199.80	£199.80	

#### **4. REVIEW**

August to October 2020 saw an influx of games before the leagues were hit by lockdown. Once games were allowed again in March 2021 requests for pitches came in quickly with over 70 games played in one month. The football season would normally end by early May but this year the season was extended and ran into June. Following FA guidance it has not been possible to open up the changing rooms for teams, hopefully with restrictions lifting new guidance will be issued and changing rooms will open up again from August onwards. Prices for grass pitches have remained the same since 2018 but running costs (i.e staffing, maintenance costs) have increased.

The 3G was also hit by Covid 19 but not as badly as grass pitches as restrictions on training were lifted early. The facility has a number of loyal teams and the drop off rate in the summer has been a lot lower than normal with only 10% of teams moving off. This year has seen regulars fill Friday and Sunday night sessions and Saturday morning which would have been unheard of in previous years. Last year the Clerk was given the discretion to reduce the charge to £20 per hour for the 3G for special circumstances (e.g for training lower numbers during covid 19 or 9 to 3pm sessions during the weekday when no caretaking costs need to be absorbed). This was taken up by a few and it is recommended that it remains. With regard to hourly prices for evenings and weekends, the 3G is on a par with other facilities and it is suggested the price stays the same but that a review be in April next year.

#### **RECOMMENDATION**

- That the report is received and the content noted;
- That the fees and charges for the hire of football pitches at Middletons Road, Queens Park, the cricket pitch be increased as shown in the table above:
- that the 3G pitch remain as the same with a review in April 2022 and the Clerk be given discretionary powers to charge £20 per hour for special circumstances .

**Helen Taylor – Clerk**



**YAXLEY PARISH COUNCIL – COMMUNITY FACILITIES COMMITTEE****DATE: 22<sup>nd</sup> JUNE 2021****SUBJECT: REVIEW OF CEMETERY FEES****1. PURPOSE OF REPORT**

To review and agree fees and charges for the Cemetery.

**2. BACKGROUND**

The Internal Auditor would expect the Council to review its fees annually, even if it results in the pricing remaining the same. There have been increases (around £5.00 per section) in the fees each year since September 2015.

**3. REVIEW**

The table below shows the fees currently charged by the Parish Council.

<b>Interment Fee</b>	Current	Proposed new rate
interment of a stillborn child not exceeding 1 month	£95.00	0.00
interment of a child more than 1 month but less than 12 years	£180.00	0.00
interment of a body exceeding 12 years	£245.00	£250.00
interment of cremated remains (ashes)	£140.00	£145.00
<b>Exclusive Right of Burial</b>		
stillborn	£0.00	0.00
child younger than 12 years	£0.00	0.00
single earthen grave	£295.00	£300.00
double earthen grave	£295.00	£300.00
<b>Erection of Monuments</b>		
erection a single headstone	£95.00	£100.00
erection of double memorial with two headstones	£165.00	£170.00
double headstone between two side by side graves	£165.00	£170.00
additional inscription	£65.00	£70.00
memorial slab for cremated remains	£75.00	£80.00
<b>Sanctum Vault for Ashes including memorial tablet</b>		
first interment Parishioner	£770.00	£775.00
second interment Parishioner	£245.00	£250.00
first interment non-resident	£1000	£1005.00
second interment non-resident	£500	£505.00
vase block and memorial tablet	£310.00	£315.00
<b>Other Fees and Charges</b>		
ashes search	£25.00	£25.00
search of new cemetery	£25.00	£25.00
old cemetery	£25.00	£25.00
transfer of burial rights	£25.00	£25.00

*Earthen grave spaces will only be granted to Parishioners except in special circumstances. Application must be made in writing and each case will be decided by the Parish Council. Quadruple fees will be charged for non-parishioners on all items except columbaria where prices are listed above.*

The attached schedule compares fees at other local cemeteries all have a quadruple charge for non residents and have introduced no charge for anyone who at the time of death was under 18 years of age. It is recommended that the latter be implemented also at Yaxley, which is in line with Government Guidance. It is also recommended that cemetery fees other than ashes searches and transfer fees be increased by £5.00 as shown above.

#### **RECOMMENDATION**

- That the report is received and the content noted; and
- That the fees and charges be increased as shown in the table above and a review undertaken in 12 months.

**Helen Taylor – Clerk**

Cemetery fees review 2021

	Yaxley	Yaxley	Huntingdon	P'boro	St Ives	St Neots
	<b>current</b>	<b>proposed</b>				
interment of a stillborn child not exceeding 1 month	£95.00	£0.00	£0.00		£0.00	£0.00
interment of a child whose age at the time of death exceeded						
one year and under 18 years of age	£180.00	£0.00	£0.00	£0.00	£0.00	£0.00
interment of a body exceeding 18 years	£245.00	£250.00	£560.00	£1,384.00	£225.00	£427- 477
interment of cremated remains (ashes)	£140.00	£145.00	£225.00	£308.00	£147.00	£189.00

<b>Exclusive Right of Burial</b>						
stillborn	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
child younger than 18 years	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
single earthen grave	£295.00	£300.00	£425.00	£1,356.00	£310.00	£199.00
double earthen grave	£295.00	£300.00	£425.00	£1,356.00	£310.00	£199.00
grave space for cremated remains 2ft by 2ft			£160.00		£114.00	

<b>Erection of Monuments</b>						
erection a single headstone	£95.00	£100.00	£160.00	£108.00	£62.00	£68.00
erection of double memorial with two headstones	£165.00	£170.00				£89.00
double headstone between two side by side graves	£165.00	£170.00				
Vase or Urn not exceeding 15" high						
Commemorative Wall Plaque			£72.00			
additional inscription	£65.00	£70.00	£66.00	£66.00	£45.00	£47.00
memorial slab for cremated remains	£75.00	£80.00	£84.00			

sanctum II vault including memorial tablet						
first interment	£770.00	£775.00				
first interment non resident	£1,000.00	£1,005.00				
second interment	£245.00	£250.00				
second interment non resident	£500.00	£505.00				
vase block and memorial tablet	£310.00	£315.00				£52.00
<b>Other Fees and Charges</b>						
ashes search	£25.00	£25.00	£120.00	£24.00	£113.00	
search of new cemetery	£25.00	£25.00	£120.00	£24.00	£113.00	
old cemetery	£25.00	£25.00	£120.00			
transfer of burial rights	£25.00	£25.00	£120.00	£59.00	£113.00	£100.00



**YAXLEY PARISH COUNCIL – COMMUNITY FACILITIES COMMITTEE**

**DATE: 22<sup>ND</sup> JUNE 2021**

**SUBJECT: ANNUAL PLAY AREA SAFETY INSPECTION REPORT**

**PURPOSE OF REPORT**

To receive information concerning the annual Play Area Safety Inspection Report.

**BACKGROUND**

Members are advised that Wicksteed Playareas has completed an annual inspection of all nine of the Parish Council's Play Areas and the Outdoor Gym.

The report is extremely comprehensive (copies are available on request from the Clerk) and this year they have changed the way they have categorised the issues with them now adopting a risk assessment matrix of severity and likelihood of an accident with a very high ranking of 25 and a very low of 1. Overall, the findings are good, there are ten medium risks which all relate to surfacing being worn or separating. These are mainly on Middletons Road Recreation Ground. Replacing this worn surfaces has already started with one large area being completed in April and will remain an ongoing project with costs that will need to be included in future budgetary plans. All the issues highlighted will be looked at and were possible the work will be undertaken in house.

Between the annual inspection the Grounds Team undertake weekly inspections to ensure the equipment is in good working order and the site fit for use.

**RECOMMENDATION**

- That the report be received and the actions undertaken in response to the risks identified noted.

**Helen Taylor - Clerk**