



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 24th November 2020 at 7.00pm by Zoom app** – anyone wishing to join the meeting should email the clerk@yaxleypc.org.uk prior to the meeting for joining instructions.

Meeting ID: 893 3474 4547 Passcode: 282735

H. Taylor

Helen Taylor
On behalf of Yaxley Parish Council

17th November 2020

THE PUBLIC AND PRESS ARE ALWAYS WELCOME

AGENDA

- CF26. APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
- CF27. 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.
- CF28. MINUTES**
To approve as a correct record the Minutes of the meeting of the Community Facilities Committee held on 20th October 2020 – attached.
- CF29. PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for members of the public to address the Council.
- CF30. BUDGET 2020/21**
To receive and note the actual spend to September 2020, the predicted against 2020/21 and the Budget for 2021/22 prior to its submission to full Council - report attached.
- CF31. CEMETERY MEMORIAL/GRAVE INSPECTIONS UPDATE**
To receive a verbal report.
- CF32. TREE WORK UPDATE**
To receive a verbal update from the Clerk.

Cut off time for the meeting is 20.30

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**Minutes of the Meeting of the Community Facilities Committee
held in the Council Chamber, Yaxley Parish Council on 20th October 2020.**

Present:- Councillors R Butcher, J Lusted, S McMullon, G Needham and M Oliver.

In attendance – H Taylor.

CF11. ELECTION OF CHAIRMAN

On the proposition of Councillor R Butcher and having been seconded by Councillor G Needham, it was **RESOLVED** that Councillor J Lusted be elected Chairman of the Committee for the ensuing Municipal Year.

Councillor J Lusted in the Chair.

CF12. APOLOGIES

Apologies for absence from the meeting were received and accepted on behalf of Councillors K Gulson, D Paice and D Porteous (all personal).

CF13. ELECTION OF VICE CHAIRMAN

On the proposition of Councillor R Butcher, seconded by Councillor K Gulson, it was **RESOLVED** that Councillor G Needham be elected Vice Chairman of the Committee for the ensuing year.

CF14. DECLARATION OF INTERESTS

Councillor S McMullon declared “other” interests in Item No.CF20 by virtue of being an allotment holder. Councillor M Oliver declared “other” interest in Item CF22 due to being a stonemason/undertaker.

CF15. MINUTES

Councillor M Oliver proposed approval of the Minutes of the Committee held on 28th July 2020. This was seconded by Councillor R Butcher and unanimously **RESOLVED**.

CF16. PUBLIC PARTICIPATION

No Member of the Public wished to speak.

CF17. RECYCLING CAMPAIGN

Following the meeting of Full Council on 13th October 2020, the Clerk explained that she had contacted the Waste Management Team at the District Council and had held a very successful and informative zoom meeting with them that day. Initiatives discussed included teracycle, piloting a recycling ambassador scheme and recycling education programmes. The project would be added to the Committee’s action plan.

CF18. SKATE PARK EXPANSION/REPAIRS TO EXISTING RAMPS

The Clerk reported that the skate park expansion had been delayed due to the factory that supplies the specialised steel being shut due to the pandemic. The plywood and steel surface on the tombstone end platform on the existing ramp had deteriorated over the summer months and as a result had been replaced recently.

CF19. ACTION PLAN

Members received and noted a schedule of the Committee's projects included within the Council's Action Plan, the schedule would be used as a basis for the budget setting in November. Referring to plans to install solar panel lights in Green Park off Pooley Way, Members agreed to keep the project on the plan but would liaise with the Police regarding the levels of anti social behaviour in that area prior to approving the scheme to avoid any possible increase in incidents as a result of the area being illuminated.

CF20. ALLOTMENT FEES 2021

By way of a report by the Clerk (a copy of which is appended in the Minute Book) Members reviewed the fees for the Council's three allotment sites. In doing so, Members attention was drawn to the plot sizes of the various sites with Whiteheads being the largest. Having noted the fees charged at other similar sites in the County, it was proposed by Councillor R Butcher that the allotment fees across all sites be increased by a £1 for 2021 resulting in Whiteheads being £47 for a full plot (£23.50 for a half plot), Bellvue being £36 for a full plot (£18.00 half) and Yards End (£43.00 full plot and 21.50 for half a plot). This was seconded by Councillor M Oliver and **RESOLVED**.

CF21. CHRISTMAS TREE ARRANGEMENTS

Members were advised that the Christmas tree for the Green would be arriving at the end of November. At the same time, Members supported an idea of purchasing two Christmas greetings flags to fly at the village green and on Broadway.

CF22. CEMETERY MEMORIAL/GRAVE INSPECTIONS

Councillors K Gulson, J Lusted and M Oliver all put their names forward to help with the memorial and grave inspections this year. The Clerk would check to see if Councillor P Russell would wish to be involved as he had been in previous years.

CF23. TREE WORK UPDATE

By way a report by the Clerk (a copy of which is appended in the Minute Book) Members were apprised of the work required to the Council's tree stock and the action taken to get the work done. Members were advised that there was sufficient money in the earmarked reserves to fund the work. The Clerk advised that she had received three quotes for the tree work and would be looking to award the work soon. Having been advised of the methodology to be used, it was proposed by Councillor R Butcher, seconded by Councillor G Needham and **RESOLVED** unanimously that the Clerk be authorised, in consultation with the Chairman and Vice Chairman, to assign the work.

CF24. CANTILEVER SWING & ROUNDABOUT IN MIDDLETONS ROAD PLAYAREA

Members were advised by the Clerk that the tile surface under the cantilever swing in the recreation ground was wearing and would require replacing in the next financial year along with the edging which was missing in places. It was explained that the surfacing under other areas would also need to be replaced at some point and it would be prudent to add this to the Committee's Action Plan so that sufficient funding can be set aside in future budgets. The meeting received details of three quotes for installing a new surface under the cantilever swing and were advised that the work would need to be included in the 21/22 budget and programmed for completion after 1st April 2021. Whereupon, it was proposed by Councillor R Butcher that the quote from Fenland Leisure to install a wetpour

all weather surface with a concrete curb edging be approved and a sum of £5,000 be included in the 21/22 budget to fund the project. This was seconded by Councillor S McMullon and unanimously **RESOLVED**.

With regard to the disabled roundabout, it was reported that the suppliers, Sovereign Playareas, had been onsite to look at an issue whereby the roundabout keeps sticking. Unfortunately, Sovereign were baffled by the fault but have agreed to investigate the problem further which may involve excavating the base.

CF25. USE OF 3G PITCH

Offering some good and bad news, the Clerk reported that bookings on the 3G pitch were the highest they have ever been, however income for the facility for this financial year would be lower due to it being closed during lockdown.

Meeting closed at 8.05pm

Signed

Chairman.

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Yaxley Parish Council
Budget Detail - By Committee as at the 30th September 2020

Community Facilities

	Last year 2019/20		Current Year 2020/21			2021-22	
	Actual March 20	Budget	Actual 30th Sept	Budget	Projected	Next Year Budget	
<u>Community Facilities</u>							
<u>200 Operations</u>							
1900 Miscellaneous Income	-	-	-	-	-	-	
Total Income	-	-	-	-	-	-	
4090 Insurance	2,042	3,000	2,150	3,100	2,150	3,100	Newer equipment
4200 Repairs & Renewals - all areas	1,350	2,000	1,012	2,000	2,000	2,000	
4202 Repairs & Renewals - Equip/Veh..	7,382	9,500	2,941	9,500	7,751	8,000	reduced budget, based on newer machinery
4205 Road Fund Licence	534	600	582	600	582	600	
4210 Fuel	4,523	7,100	2,494	6,500	4,865	5,750	
4430 Waste Removal & Bin Collection	7,602	8,067	3,322	8,500	7,012	8,250	To include bulky waste in 21/22
Overhead Expenditure	23,433	30,267	12,501	30,200	24,360	27,700	
Net Expenditure / (Surplus)	23,433	30,267	12,501	30,200	24,360	27,700	
<u>210 Highways</u>							
4230 Street Light - Electricity	269	510	-	280	280	280	Charged twice by HDC, still awaiting credit
4235 Street Light - Maintenance	(148)	1,000	-	1,000	1,000	500	*Any balances to the Maintenance program in Earmarked Reserves
4240 Notice Boards	65	150	-	150	100	150	Last new one in 2018
4245 Bus Shelters - Maintenance	1,465	1,000	-	1,000	1,000	500	*Any balances to the Maintenance program in Earmarked Reserves
Net Expenditure / (Surplus)	1,651	2,660	-	2,430	2,380	1,430	

	Last year 2019/20		Current Year 2020/21			2021-22	
	Actual		Actual	Budget	Projected	Next Year	
	March 20	Budget	30th Sept	Budget	Projected	Budget	
220 Play Areas							
1400 Donations Received (Tesco)	3,000	-		-	1,000	-	Tesco promised a further £1,000 for the skatepark
Total Income	3,000	-	-	-	1,000	-	
4300 Maintenance	106	4,000	804	2,000	4,000	2,000	*Any balances to the Maintenance program in Earmarked Reserves
4301 Replacement of safety surfaces	-	-	-	-	-	5,000	New requirement
4333 Skate Park maintenance	-	1,500	-	1,500	1,500	750	*Any balances to the Maintenance program in Earmarked Reserves
4335 Play Equipment - Inspections	405	500	-	500	455	475	
Overhead Expenditure	511	6,000	804	4,000	5,955	8,225	
Net Expenditure / (Surplus)	(2,489)	6,000	804	4,000	4,955	8,225	
230 Cemetery							
1230 Burials	9,860	10,000	6,160	10,000	8,000	8,000	
1231 Sanctum Burials	5,719	7,500	4,490	5,500	7,000	7,500	
Total Income	15,579	17,500	10,650	15,500	15,000	15,500	
4026 Cemetery Computer Program	193	205	-	205	193	205	
4270 Rates	1,866	1,750	1,896	1,922	1,896	1,950	Plus 3% Est
4285 Water Rates	251	295	69	295	251	275	
4300 Maintenance	219	2,500	78	2,500	2,500	1,500	*Any balances to the Maintenance program in Earmarked Reserves
4360 Columbaria Costs	2,575	3,000	2,048	3,000	2,800	3,000	We have stocks of caskets
4362 Benches (funded by receipts)	-	-	-	-	-	-	
4370 Pest Control	-	105	-	105	105	100	
Overhead Expenditure	5,104	7,855	4,091	8,027	7,745	7,030	
Net Expenditure / (Surplus)	(10,475)	(9,645)	(6,559)	(7,473)	(7,255)	(8,470)	

	Last year 2019/20		Current Year 2020/21			2021-22	
	Actual		Actual		Projected	Next Year Budget	
	March 20	Budget	30th Sept	Budget			
240 Allotments							
1240 Allotment Rent	3,473	3,080	146	2,794	2,794	2,794	Not invoiced until November / December
Total Income	3,473	3,080	146	2,794	2,794	2,794	
4025 Computer Programs & Support	121	121	-	128	124	128	
4275 Rent	450	475	450	475	450	475	
4285 Water Rates	873	300	511	750	829	830	Higher due to a dry spring and summer
4370 Pest Control	440	500	200	500	480	500	
4400 Drainage Rates	129	140	129	140	129	140	
Overhead Expenditure	2,013	1,536	1,290	1,993	2,012	2,073	
Net Expenditure / (Surplus)	(1,460)	(1,544)	1,144	(801)	(782)	(721)	
250 Open Spaces							
1138 Recharges	72	50	-	50	30	30	
1250 Grass Cutting Income	1,437	1,430	2,564	1,437	1,447	1,447	Charged a higher amount than agreed, waiting to see if gets paid
1260 Rent on Field	1,224	1,200	1,248	1,248	1,248	1,248	
Total Income	2,733	2,680	3,812	2,735	2,725	2,725	
4285 Water Rates	107	145	15	145	108	115	
4320 Christmas Trees & Decorations	1,176	700	-	1,300	1,300	1,500	
4350 Tree Work & Surveys	7,835	5,500	1,350	3,000	3,000	3,000	*Any balances transferred to Reserves for future expenditure
4355 Flower Planting	1,230	575	142	1,332	500	500	Just to cover plant costs
Overhead Expenditure	10,348	6,920	1,507	5,777	4,908	5,115	
Net Expenditure / (Surplus)	7,615	4,240	(2,305)	3,042	2,183	2,390	

	Last year 2019/20		Current Year 2020/21			2021-22	
	Actual		Actual		Projected	Next Year	
	March 20	Budget	30th Sept	Budget		Budget	
<u>255 Community Projects</u>							
1900 Cinema Ticket Sales	180	-	-	-	-	-	
Total Income	180	-	-	-	-	-	
4148 Community Allotment	-	200	-	200	-	200	
4149 Community Orchard	-	1,500	-	1,500	1,500	1,500	Bulbs and digging pond
4150 Outdoor Gym & Lifestyle Coach	-	1,000	-	1,000		1,000	*Any balances transferred to Reserves for future expenditure
4152 Community Fridge	504	800	-	600	100	550	
4153 Middle Ground Repair Café	298	-	-	1,000	250	250	Insurance, Banner etc
4154 VE Day Celebrations	-	-	-	2,500	-	-	New project
4156 Enchanted Cinema	534	1,250	-	-	-	-	This Budget has been moved to grants
4157 Recycling projects	-	-	-	-	-	1,500	
4310 Youth Project	274	1,000	250	1,000	1,000	1,000	
Overhead Expenditure (s)	1,610	5,750	250	7,800	2,850	6,000	
Net Expenditure / (Surplus)	1,430	5,750	250	7,800	2,850	6,000	
<u>260 Astro Turf</u>							
1015 Astro Turf Income	20,489	16,500	4,036	18,000	6,772	7,000	
Total Income	20,489	16,500	4,036	18,000	6,772	7,000	
4270 Rates	2,995	3,050	3,044	3,085	3,044	3,135	Plus 3% Est
4280 Electricity	596	1,500	210	1,300	629	755	
4300 Maintenance	5,402	1,500	-	1,500	1,501	1,550	Annual maintenance
Overhead Expenditure	8,993	6,050	3,254	5,885	5,174	5,440	
Net Expenditure / (Surplus)	(11,496)	(10,450)	(782)	(12,115)	(1,598)	(1,560)	

		Last year 2019/20		Current Year 2020/21			2021-22	
		Actual		Actual	Budget	Projected	Next Year Budget	
		March 20	Budget	30th Sept	Budget	Projected	Budget	
270	Recreation Ground							
1018	Recreation Pitch Hire	1,862	2,300	2,209	2,300	2,525	2,300	Dependent of weather conditions
1019	Fun Fair donation	350	350	-	350	-	-	Under current restrictions no income expected
1122	Ground Rent - Cadets	700	550	700	700	700	700	
1123	Ground Rent - Scout Hut	100	100		100	100	100	
1905	Insurance Claim	-	-	645	-	645	-	For replacement bench after arson
	Total Income	3,012	3,300	3,554	3,450	3,970	3,100	
4285	Water Rates	164	200	(144)	100	(144)	80	Standpipe is turned off, only standing charge due
4300	Maintenance	547	1,300	1,721	1,300	2,715	1,300	Includes picnic table £863 see insurance claim above
	Overhead Expenditure	711	1,500	1,577	1,400	2,571	1,380	
	Net Expenditure / (Surplus)	(2,301)	(1,800)	(1,977)	(2,050)	(1,399)	(1,720)	
290	Queens Park Pitch							
1017	Queens Park Pitch Hire	2,748	6,000	2,762	6,000	3,242	3,250	
	Total Income	2,748	6,000	2,762	6,000	3,242	3,250	
4155	Defibrillator	1,380	-	-	-	-	-	Defibrillator at Queens Park
4300	Maintenance	2,951	3,500	2,656	4,000	4,000	3,500	
	Overhead Expenditure	4,331	3,500	2,656	4,000	4,000	3,500	
	Net Expenditure / (Surplus)	1,583	(2,500)	(106)	(2,000)	758	250	

	Last year 2019/20		Last year 2019/20			2021-22	
	Actual		Actual		Projected	Next Year Budget	
	March 20	Budget	30th Sept	Budget			
501 Capital Projects							
1270 Sale of Assets	4,100	-	3,500	-	3,500	-	Sold old Van
Total Income	4,100	-	3,500	-	3,500	-	
4204 New Machinery, Equip & Tools	24,353	18,000	20,530	18,000	20,530	3,000	
4246 Bus Shelters - Replacements	1,800	3,000	3,000	3,000	3,000	-	50% cost of a bus shelter
4329 Skate Park Extension	-	22,000	-	-	-	-	2019/20 Budget has been put aside in reserves
4330 Play Equipment - New	-	-	-	-	-	-	
4332 Fencing the Green	3,783	-	-	-	-	-	
5003 Reserve for Astro Pitch	-	5,000	-	5,000	5,000	-	To Accumulate funds for replacement pitch
5006 Earmarked Reserve Funding	3,000	-	-	-	-	-	
Reserve for a new Cemetery	4,200	9,420	-	10,000	10,000	-	
Overhead Expenditure	37,136	57,420	23,530	36,000	38,530	3,000	
Net Expenditure / (Surplus)	33,036	57,420	20,030	36,000	35,030	3,000	
	Last year 201		Current Year 2020/21			Budget	
	Actual		Actual		Projected	Next Year Budget	
	March 20	Budget	30th Sept	Budget			
Community Facilities	Income	55,314	49,060	28,460	48,479	39,003	34,369
	Less Expenditure	95,841	129,458	51,460	107,512	100,485	70,893
Net Expenditure / (Surplus)		40,527	80,398	23,000	59,033	61,482	36,524