



# **YAXLEY PARISH COUNCIL**

Amenity Centre, Main Street, Yaxley Peterborough PE7 3LU

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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 23<sup>rd</sup> February 2021 at 7.00pm 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.

**Meeting ID: 88905204876**

**Passcode: 345608**

*H. Taylor*

**Helen Taylor**

**On behalf of Yaxley Parish Council**

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

**THE PUBLIC AND PRESS ARE ALWAYS WELCOME**

## **AGENDA**

- CF33. APOLOGIES FOR ABSENCE**  
To receive and accept apologies for absence.
- CF34. 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.
- CF35. MINUTES**  
To approve as a correct record the Minutes of the meeting of the Community Facilities Committee held on 24<sup>th</sup> November 2020 – attached.
- CF36. PUBLIC PARTICIPATION**  
A maximum of 15 minutes is permitted for members of the public to address the Council.
- CF37. ALLOTMENT TENANCY RENEWALS**  
To receive an update from the Clerk – report attached.
- CF38. ALLOTMENT TENANCY AGREEMENT**  
To consider a change in the length of time given to pay rent – a copy of the allotment agreement is attached.
- CF39. CEMETERY SAFETY MANAGEMENT PLAN**  
To approve a cemetery safety management plan – attached.

- CF40. RECYCLING PROJECT**  
To receive a report by the Clerk - attached.
- CF41. COMMUNITY FRIDGE UPDATE**  
To receive a verbal report.
- CF42. PLANS FOR THE FLOWER BEDS/PLANTERS**  
To receive a verbal report.
- CF43. INTERPRETATION BOARD FOR THE WILLOW POND AREA**  
Report attached.

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

**Minutes of the Meeting of the Community Facilities Committee  
held via Zoom on 24<sup>th</sup> November 2020.**

Present:- Councillor J Lusted;

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

In attendance – H Taylor.

**CF26. APOLOGIES**

Apologies for absence from the meeting were received and accepted on behalf of Councillors S McMullon and D Paice (both personal).

**CF27. DECLARATION OF INTERESTS**

Councillor M Oliver declared “other” interest in Item CF31 due to being a stonemason/undertaker.

**CF28. MINUTES**

Councillor R Butcher proposed approval of the Minutes of the Committee held on 20<sup>th</sup> October 2020. This was seconded by Councillor M Oliver and unanimously **RESOLVED**.

**CF29. PUBLIC PARTICIPATION**

No Member of the Public wished to speak.

**CF30. BUDGET 2020/21**

Members were presented with a budget report as at 30<sup>th</sup> September 2020 (a copy of which has been appended in the Minute Book). In discussing the various budget headings, actual spend against predicted and the proposed figures for 2021/22, the Clerk reported on several changes to next year’s budget which had been forwarded to Members via email earlier that day. Subject to these changes, it was proposed by Councillor R Butcher that the budget be recommended to Full Council for approval. This was seconded by Councillor G Needham and unanimously **RESOLVED**.

**CF31. MEMORIAL INSPECTIONS**

Councillor K Gulson reported that he and Councillor P Russell had undertaken memorial safety tests on the headstones in sections A to D in the Cemetery. He explained that some headstones had movement in the base, whilst others had previously been laid down due to them being loose and had been stood back up without repair, the Clerk confirmed that efforts would be made to contact the grave owners. Other issues picked up during the inspection included an increase in the use of edging, often placed next to the grass edge which was contrary to “*all items must be 6 inches away from the edge of the grass*” cemetery rule. Particular mention was made of the settlement of the graves, which naturally results in uneven ground, the Clerk explained that a programme of topping up with soil would continue for the areas affected the most.

**CF32. TREE WORK UPDATE**

Further to Minute No.CF23, Members were advised that majority of the tree work had been completed. The Clerk referred to some additional work required within the grounds of Queens Park, the trees in question had been examined by the Council's Tree Arboriculturalist last week and on receipt of his report the Clerk would organise for the work identified to be done.

Meeting closed at 7.45pm

Signed .....

Chairman.

**YAXLEY PARISH COUNCIL – COMMUNITY FACILITIES COMMITTEE**

**DATE: 23<sup>rd</sup> FEBRUARY 2021**

**SUBJECT: ALLOTMENTS TENANCY RENEWALS**

**1. PURPOSE OF REPORT**

To receive an update on Council's allotment sites.

**2. BACKGROUND**

The renewal date for the allotment tenancies is 31<sup>st</sup> January. Last year saw the waiting list grow from single figures to over 20 people wanting an allotment. There are three allotment sites (Whiteheads, Yards End and Bellvue) with 97 allotment plots. Renewal letters were sent out in December, at the time of writing this report 9 have yet to pay this years rent which means 91% have paid which is very good. 5 plots have been handed back and 2 of them have already been allotted new tenants, the remaining 3 have been offered to those on the waiting list which currently stand at 26.

**3. RECOMMENDATION**

That the report is received and the contents noted.

**Helen Taylor – Clerk**

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## ALLOTMENT TENANCY AGREEMENT

THIS AGREEMENT made on the ..... day of ..... 2021

**BETWEEN THE PARISH COUNCIL OF YAXLEY** Amenity Centre, 48 Main Street, Yaxley in the County of Cambridgeshire PE7 3LU (*hereinafter called "the Council"*) of the one part and ..... of ..... (*hereinafter called "the Tenant"*) of the other part

The Council shall let to the Tenant the Allotment Garden situated at ..... and referenced as allotment number .....in the Council's Allotment Register

- 1 The Council shall let the Allotment Garden to the Tenant for a term of 1 year commencing on the 1<sup>st</sup> day of February and thereafter from year to year unless determined in accordance with the terms of this tenancy
- 2 The Tenant shall pay to the Council the annual rent in full for the allotment and for every year after before the last day of January each year. Rent is non-refundable
- 3 The Tenant shall not sublet any part of the Allotment without the written consent of the Parish Council
- 4 The Tenant shall:
  - a) Use the allotment solely for the purposes of agriculture and horticulture. Any storage facility must be kept in good repair and the Council reserves the right to remove any unsuitable building and charge therefore after for the removal.
  - b) Maintain the allotment in a clean and good condition free from weeds and rubbish, ensuring continuing fertility by satisfactory cultivation
  - c) Keep the paths which are immediate boundaries of this allotment properly cut and trimmed and co-operate to keep the site properly cleansed and maintained
  - d) Compost their waste, no garden waste to be deposited on adjoining properties or in the surrounding ditches/dykes
  - e) Remove all non-compostable waste from the site
  - f) Take great care when setting fires as the peat soil burns easily. Therefore, fires should be only in metal containers raised off the ground to avoid destruction of the soil. Removal of the soil is strictly forbidden
  - g) Observe additional rules that the Council may make or revise for the regulation and management of the Allotment Garden and other allotment gardens let by the Council
- 5 The Tenant shall not:
  - a) Cause any nuisance or annoyance to the occupier of any allotment or obstruct any path set out by the Council for use by the occupiers of the allotments
  - b) Keep any animals (including bees and chickens) on the allotment

- c) Use barbed wire in the construction of a fence or barrier adjoining any path set out by the Council for the use of the Tenants
  - d) Erect any building on the allotments without the permission of the Council
  - e) Permit a dog under their control to roam freely across allotments
  - f) Plant trees and shrubs in the allotments and boundaries except soft fruit bushes e.g. raspberries, gooseberries
  - g) Use the allotment for the purpose of carrying on any trade or business. The tenancy shall be only for the cultivation wholly or mainly of vegetables or fruit crops for consumption by the Tenant or the Tenant's family
  - h) Garage or keep any motor vehicle, trailer or caravan on an allotment plot or on any path thereof
  - i) Not in any way plant, cultivate or harvest any matter which it is illegal so to plant, cultivate or harvest
- 6 Vehicular access to allotments is permitted via the roadway and wide pathway for loading and unloading in good weather when road conditions allow
- 7 Tenancy is terminated when:
- a) Notice to quit is given by either party to the Allotment Tenancy Agreement to the other expiring on 31<sup>st</sup> January
  - b) A Tenant gives one month's notice at any time of the year, the allotment must be left in a clean weed and rubbish free condition.
  - c) In the event of the death of a Tenant the tenancy will expire on 1<sup>st</sup> September unless otherwise agreed in writing
  - d) The rent is unpaid for 40 days
  - e) The Council reserve the power to give one month's notice to terminate the tenancy if, after three months from the commencement of the tenancy in any year the Tenant is deemed not to have duly observed the provisions of this Agreement
  - f) The tenancy may also be determined by the Council by a half years notice in writing expiring on 31<sup>st</sup> day of July
- 8 Authorised representatives of the Council will carry three inspections per year and shall be permitted by the Tenant at all reasonable times to enter the allotment to verify that conditions and provisions of the Agreement are being observed
- 9 Allotment tenancies will be granted only to persons' resident within the Parish of Yaxley and those less than one mile out of the Parish. In the event of a Tenant moving out of the Parish he/she may be required to relinquish the tenancy. In the event of a death transfer to another member of the Tenant's family or shared Tenant may be possible with the agreement of the Council subject to that person living within Yaxley or less than one mile out of the Parish



- 10 Change of address must be notified to the Council within 28 days of the change. Any notices concerning the allotment will be delivered to the address in the Tenancy Agreement
- 11 All correspondence from the Tenant shall be addressed to The Parish Clerk, Yaxley Parish Council, Amenity Centre, 48 Main Street, Yaxley, Cambridgeshire PE7 3LU

Signed: ..... Date: .....2021  
Bookings Clerk to Yaxley Parish Council

I hereby accept the tenancy of Allotment Number .... at Site: .....

Subject to the terms and conditions as stated in this Agreement

Signed: ..... Date: .....2021  
Tenant

Email: .....

Phone: .....

Mobile: .....

Please complete the above details for our records.

## General Data Protection Regulations Allotment Tenants Privacy Notice

To be signed and returned with your Allotment Tenancy Agreement: Consent to hold Contact Information

I agree that I have read and understand Yaxley Parish Councils Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Yaxley Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Date of birth if under 18	
Parental/Guardian Consent for any data processing activity	
Address	
Telephone No.	
Email Address	
Facebook	
Twitter	
Signature	
Date	

## YAXLEY PARISH COUNCIL

## CEMETERY SAFETY MANAGEMENT PLAN

## INTRODUCTION

**1.1 Responsibilities of Yaxley Parish Council**

Yaxley Parish Council is defined in legal terms as the 'occupier' of the old and new cemetery and as such has a statutory responsibility to ensure that the cemetery grounds and memorials are maintained in a safe condition. The obligation exists regardless of ownership of the memorials and extends to ensuring that all practicable measures are taken to provide a safe environment for all persons visiting and working in the cemetery.

The responsibilities include:

- ◆ Ensuring safety of memorials
- ◆ Maintaining cemetery grounds
- ◆ Taking action to minimise risk
- ◆ Keeping a statutory register of consents to erect memorials
- ◆ Encouraging the maintenance of memorials by owners
- ◆ Carrying out regular inspections

Yaxley Parish Council accepts these responsibilities and recognises its duty to provide a safe environment for all persons. The council also recognises that visitors to the cemetery can be feeling sensitive and emotional and this will be taken into consideration when determining a course of action.

**2. ACTION PROGRAMME**

2.1 Yaxley Parish Council will carry out an *annual* inspection of the memorials and regular inspections of the cemetery grounds will be undertaken by the Parish workforce.

2.2 Advance notice of the annual inspection of the memorials will be displayed on the council's website and appropriate notice boards.

2.3 Inspections will be carried out by members of the Parish workforce with at least *one Parish Councillor* using the guidelines as defined in Section 3.

2.4 Detailed records of the condition of failing memorials, which may include photographs, will be held by the parish council and kept in the council offices.

2.5 Actions and recommendations made by the inspectors to eliminate hazards will be presented to the Clerk.

2.6 Records will be kept of all actions taken.

**3. TESTING PROCEDURES**

The following procedure will be adopted:-

Visually inspect the memorial and surrounds

Apply a push test to the memorial

Identify the memorial/grave by reference number

Record the condition of memorial and grave on record sheet

Recommend any action required and the degree of urgency (Red) (Amber) (Green).

### **3.1 Visual Inspection**

Look for any obvious movement of the memorial stone or grave from the vertical.

Look for signs of wear or instability.

Check joints/fixings for decay, cracking.

Inspect grave site for signs of ground erosion, weed/plant growth in crevasses.

### **3.2 Push Test**

Take sensible approach to rocking the memorial. Start with gentle pressure and gradually increase until stone either moves or remains stable under a reasonable manual effort. The level of manual effort applied must be a subjective assessment. Avoid damage to memorial by reckless testing or use of tools.

### **3.3 Grave reference number**

A unique reference number will be allocated to each grave and a record of the reference number will be held on the records kept by the parish council.

### **3.4 Record of condition and action required**

Each memorial will be assessed as follows:-

(Green) Good Stable and withstood the push test.

(Amber) Average No immediate danger but showing signs of instability.

(Red) Dangerous In an immediate dangerous condition.

Remedial action to be taken as soon as practicable after the inspection.

### **3.5 Re-inspection**

Memorials rated (Amber) Very Poor or (Red) Dangerous will be re-inspected at a time agreed by the Parish Clerk. The time period will be commensurate with that allowed for repairs to be carried out.

## **4. SEQUENCE OF ACTIONS TO SECURE MEMORIALS/GRAVES**

4.1 For memorials in immediate danger (Red) Temporarily lay down (inscription facing up), cordon off or support memorial as necessary.

4.2 Inform owner of memorial of action taken and request owner to put it in safe condition within stated time period.

4.3 If owner fails to make good within specified time period Yaxley Parish Council to secure memorial by laying it down where possible.

4.4 Lay down memorial (inscription facing up).

4.5 remove memorial to designated area of the cemetery if necessary.

## **5. SAFE WORKING PRACTICES**

The following safe working practices will be followed when carrying out the Inspections:-

- ◆ During the inspections work in pairs – never alone.
- ◆ The wearing of protective gloves and sensible footwear is recommended.
- ◆ Have means of communication to summon help in the event of an accident.
- ◆ Take extreme care when applying 'push test' to ensure memorial does not topple over.
- ◆ It is advisable to have a first aid kit available to treat minor injuries and cuts.
- ◆ Work carefully and methodically with regard to the inherent risks involved.

## **6. PARISH COUNCIL RECORDS**

Detailed records will be kept listing:-

- ◆ The location of each grave and/or memorial.
- ◆ The grave and/or memorial identification reference number.
- ◆ Date of inspection.
- ◆ The inspectors names.
- ◆ Classification of the condition of the memorial with recommended actions.
- ◆ Re-inspection date for very poor (Amber)/dangerous memorials (Red).

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**YAXLEY PARISH COUNCIL – COMMUNITY FACILITIES COMMITTEE**

**DATE: 23<sup>rd</sup> FEBRUARY 2021**

**SUBJECT: RECYCLING PROJECT**

**1. PURPOSE OF REPORT**

To receive an update on progress of a new initiative to encourage recycling.

**2. BACKGROUND**

Recycling was added as a project to the Parish Council's Action Plan last year. As part of the project a contract was taken out to have a 660L recycling bin at the Amenity Centre which has been very useful given the amount of cardboard disposed of by the Community Fridge. This cardboard and other boxes/papers from the office are now recycled. The bin is lifted fortnightly with the option to increase this should it be necessary.

At the end of last year, Joseph Delegate, a student from Sawtry Academy who lives in the village, advertised on social media that he was looking to get involved in a community initiative as part of his Duke of Edinburgh. The Clerk suggested that he might like to take part in the Council's recycling projects to which he agreed. Since then both Joseph and the Clerk have joined the District Council's Waste Minimisation Group as Waste Minimisation Ambassadors. The Group has been meeting every two weeks via zoom to discuss ideas and projects on how to help reduce the amount of waste residents produce. The main area covered so far is how to spread the waste minimisation word and the development of social media platforms. Should any Member be interesting in becoming a Waste Minimisation Ambassador please speak to the Clerk.

**3. THE PARISH COUNCIL'S INVOLVEMENT**

Following the introduction of the recycling bin for the office and Community Fridge the Clerk has been looking at other areas where the Council could improve. One area stands out, plastic water bottles. During the summer months and particularly after football games and 3G games the Recreation Ground and Queens Park open spaces are littered with empty plastic bottles. The majority do find their way into a bin, but this waste is sent to landfill. The answer to this is to have designated plastic water bottle recycling bins. The bins for the pavilion football matches and at Queens Park can be normal 360L or 240L wheelie bins provided by the District Council which will be clearly marked for empty water bottles, in addition a covered bin can be placed next to the 3G area, as shown this would house a normal wheelie bin making it easier to empty. The cost per lift would be £4.10 for a 240L bin or £6.00 per 360L bin. The housing unit shown costs in the region of £500 for which there is sufficient funds in the 21/22 recycling budget.



It must be stressed that this is a trial and until it is introduced there is no way of knowing how successful it will be.

Other projects being looked at include:

- Promotion of tetra pak schemes;
- a community litter pick;
- working with the schools perhaps through a recycling competition;
- cookery videos showing the use of surplus food from the Community Fridge;
- encouraging good recycling to avoid the contamination of bins.
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#### **4. RECOMMENDATION**

That the report is received and the work described therein supported.

**Helen Taylor – Clerk**



**YAXLEY PARISH COUNCIL – COMMUNITY FACILITIES COMMITTEE**

**DATE: 23<sup>rd</sup> FEBRUARY 2021**

**SUBJECT: INTERPRETATION BOARD FOR THE WILLOW POND AREA**

**1. PURPOSE OF REPORT**

To receive an update on plans to install an interpretation board in the Recreation Ground.

**2. BACKGROUND**

As part of the redevelopment of the Willow Pond Area in the Recreation Ground the Clerk was asked to make enquiries about an interpretation board. The Yaxley Countryside Volunteers supported the idea and agreed to be involved in formulating the information to be displayed.

**3. PROGRESS**

Attached are a selection of boards that would blend in with the surrounding area. The Countryside Volunteers have been asked their views and Members opinion is now sought. The Clerk is awaiting costings and will report further at the meeting. Once a style of board is approved attention will move to the artwork to be used, this will need to be informative and be able to remain relevant through the years.

**4. RECOMMENDATION**

That the report is received and the views of the Committee gathered on the style of board to be installed in the Willow Pond area.

**Helen Taylor – Clerk**





