



YAXLEY PARISH COUNCIL

Amenity Centre, Main Street, Yaxley Peterborough PE7 3LU

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Email: clerk@yaxleypc.org.uk Website: www.yaxleypc.org

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 31st May 2022 at 7.00pm in the Council Chambers, the Amenity Centre, 48 Main Street, Yaxley, PE7 3LU, followed by a meeting of the Planning Committee.**

H. Taylor

Helen Taylor
On behalf of Yaxley Parish Council

24th May 2022

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 26th April 2022 – attached.
- 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 WAITING LIST POLICY**
To receive a proposed policy produced by the Clerk - attached.
- CF8. REVIEW OF ALLOTMENT AGREEMENT**
To review the current allotment agreement – attached.

- CF9. REVIEW OF FEES AND CHARGES – CRICKET/FOOTBALL PITCHES**
To consider a report by the Clerk (attached).
- CF10. REVIEW OF CEMETERY FEES**
To consider a report by the Clerk (attached).
- CF11. COMMUNITY FRIDGE UPDATE**
- CF12. COMMUNITY LITTER PICK FEEDBACK**
Clerk to report.
- CF13. REVIEW OF STANDING COMMITTEES**
To discuss the future of the Committee within the Councils Committee Structure.
- CF14. PENSIONERS AFTERNOON TEA FEEDBACK**
- 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. TREE SURVEY 2022**
To approve a quote received to undertake the Tree Survey.
- 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 in the Council Chamber, Yaxley Parish Council on 26th April 2022 at 7.00pm.**

Present:- Councillor J Lusted – Chairman;

Councillors R Butcher, D Chapman, K Gulson, A Knight, S McMullon, A Minns and G Needham.

In attendance – Mrs H Taylor (Clerk).

CF61. APOLOGIES

An apology for absence from the meeting was received and accepted on behalf of Councillor M Oliver.

CF62. DECLARATION OF INTERESTS

Councillors R Butcher, K Gulson and S McMullon declared other interests in CF69, allotment updates, as allotment tenancy holders.

CF63. MINUTES

Subject to the inclusion of Councillor A Knight as seconder instead of Councillor S McMullon, the Minutes of the meeting held on 22nd February 2022 were proposed by Councillor R Butcher, seconded by D Chapman and unanimously **RESOLVED**.

CF64. PUBLIC PARTICIPATION

No Member of the Public wished to speak.

CF65. PARISH SPORTS PROGRAMME

With the assistance of a report by the Clerk (a copy of which is appended in the Minute Book), Members considered running a sports programme during the summer for primary age children. Whereupon, it was proposed by Councillor R Butcher, seconded by Councillor D Chapman and unanimously **RESOLVED** that the District Council's Lifestyle Team be commissioned to run weekly sports sessions during the summer for primary age children on Middletons Road Recreation Ground, with a view to offering longer sessions if required to maximum the number of children that attend.

CF66. ANNUAL PLAYGROUND INSPECTION SAFETY 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 risks items requiring attention which reflected the weekly inspection routine and the ongoing maintenance programme in place. The Clerk referred to the eleven medium risks which mainly related to rubber tile surfacing being worn. She reminded Members that replacing the worn surfaces had already started with two areas in Middleton's Recreation Ground being replaced in the past 12 months. Adding that these areas will continued to be monitored and programmed in for replacement in future budgetary plans. Whereupon, it was proposed by Councillor R Butcher that the report be received. This was seconded by Councillor K Gulson and unanimously **RESOLVED**.

CF67. COMMUNITY LITTER PICK – GROUP EVENT

It was proposed by Councillor A Knight that the next Community Litter Pick be a group event to be held on Middleton’s Road Recreation Ground on Monday 30th May 2022 starting at 9.30am. This was seconded by Councillor K Gulson and unanimously **RESOVLED.**

CF68. DISABLED ROUNDABOUT – SOVEREIGN

The Clerk updated the meeting on efforts to have the disabled roundabout reinstated by Sovereign. Members were advised that the company had responded to the Clerk’s latest communication with a promise to install a new disabled roundabout with an installation date of July 2022.

CF69. ALLOTMENT INSPECTION AND UPDATE

Members were updated on the latest allotment inspection and noted that there were currently 3 ½ vacant plots with 20 people on the waiting list, 5 of which were residents of Yaxley.

CF70. MIDDLEGROUND REPAIR CAFE

By way of a report by the Clerk (a copy of which is appended in the Minute Book), Members noted that the relaunch of the Repair Café in March had been a great success and the next session would be late May early June, subject to the repairer’s availability.

CF71. COMMUNITY FRIDGE UPDATE

Members noted that the Community Fridge has distributed over 27 tonnes of food in a year the equivalent of 53,944 meals to 15,673 people. With the cost of living rates rising, the fridge had seen an increase in those attending and a reduction in the quantity of surplus food being donated from retailers. However, no one would go away from the fridge empty handed. In recognising the work involved in collecting and distributing the food, the Chairman thanked all the volunteers who regularly give up their time to help at the fridge.

CF72. BULKY WASTE COLLECTION

The Clerk reported that this year’s bulky waste collection would be held on 2nd July 2022 at Queens Park.

Meeting closed at 7.40pm

Signed

Chairman.

Yaxley Parish Council Allotment Waiting List Policy

Yaxley Parish Council has three allotment sites with a combined total of 100 plots. 75 of these are full size plots and 25 are partial plots (either half, quarter or third of full size). The allotment site waiting list is open to anyone*; however, allotment allocations will be dealt with in the following order of priority:

1. Applicant does not hold an allotment tenancy and is resident of Yaxley.
2. Applicant is resident of Yaxley and already holds an allotment tenancy for a partial sized plot.
3. Applicant does not hold an allotment tenancy and is resident in a nearby parish which either does not provide allotments or there are no allotment vacancies.
4. Applicant is a resident of Yaxley and already holds a full sized plot and there is no one else on the waiting list.

If an applicant is not a Yaxley resident we may make additional enquiries as to the availability of allotments within your own area.

Requests may be made for specific plots but offer no guarantee of being successful as priority will always be given to the person waiting for a plot for the longest time and who doesn't already hold an allotment.

To go on a site waiting list you will be required to contact the Bookings Clerk and provide the following details: your name, address, telephone numbers and email address. These details will be kept on file and your name added to the waiting list.

In the event of a death of a tenant the executors of the deceased estate should contact the council for advice, the contract will have automatically lapsed and the allotment will be due for return to the available stock list.

On the surrender of an allotment contract the allotment will be returned to the general stock list and after inspection will be re-let in line with this procedure. When an allotment is vacated and is therefore available for reallocation :-

1. Consideration will be given to dividing the vacant plot.
2. Vacant plots will be offered by contacting the person at the top of the site waiting list by either a phone call, letter or email.
3. If there is no response within 10 working days, the person is removed from the waiting list.
4. An offer is then made to the next person on the list.
5. If more than 2 offers are declined, that person will be placed on the bottom of the waiting list, by changing the date on list to the current date.

An annual review of the waiting list will be undertaken. This will be done via letter and anyone not confirming they wish to stay on the list will be removed from the list after 10 working days.

*Yaxley Parish Council retain the right to refuse to offer a place on the allotment waiting list; or an allotment tenancy, to any person or persons who have previously held an allotment tenancy with Yaxley Parish Council and had this tenancy terminated by Yaxley Parish Council for breach of the tenancy agreement.

ALLOTMENT TENANCY AGREEMENT

THIS AGREEMENT made on the day of **2022**

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 andof

(*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 1st 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 31st 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 1st September unless otherwise agreed in writing
 - d) The rent is unpaid for 21 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 31st 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:2022
 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:2022
 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	

DO NOT COPY

YAXLEY PARISH COUNCIL – COMMUNITY FACILITIES COMMITTEE**DATE: 31st May 2022****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 1st September 2021 when adult pitches went up a £1.00 and juniors 50p. There was no increase in the cost of hiring out the 3G pitch. Demand on all the outdoor facilities remains high. With increased electricity, maintenance and staffing costs, it is recommended that the cost of all the pitches and the 3G be increased by a £1 this will keep the costs competitive with other facilities such as Bushfield who charge £46 for the 3G and £64 for an adult grass pitch. With a midweek day rate of £21 for a hour between 9am and 3pm (an increase of £1.50).

3. CURRENT RATES/PROPOSED RATES

The table below shows the current rates:

QUEENS PARK FOOTBALL PITCHES		Current rate	Proposed rate	
Pitch A and B	Adult	£59.00	£60.00	Per game
Pitch A and B	U18	£45.00	£46.00	Per game
Pitch C and D without changing rooms	9 v 9	£29.00	£30.00	Per game
Pitch E and F without changing rooms	7 v 7	£24.00	£25.00	Per game
Pitch G without changing rooms	5 v 5	£21.00	£22.00	Per game
MIDDLETONS ROAD RECREATION GROUND				
Pitch H and J	Adult	£49.00	£50.00	Per game
Pitch H and J	U18	£35.00	£36.00	Per game
Pitch K	9 V 9	£26.00	£27.00	Per game
Pitch L	5 V 5	£21.00	£22.00	Per game
Cricket Pitch	Adult	£47.00	£48.00	Per game
Cricket Pitch	Junior	£24.00	£25.00	Per game
MULTI ACTIVITY AREA 3G				
	Adults	£42.00	£43.00	Per hour
	U16s	£37.00	£38.00	Per hour
Weekday between 9am and 3pm		£20.00	£21.50	Per hour
6 weeks paid for in advance	Adults	£226.80	£232.20	
6 weeks paid for in advance	U16s	£199.80	£205.20	

4. RECOMMENDATION

- That the report is received and the content noted; and
- That the increases in the fees and charges for the hire of football/cricket facilities shown in the table above be approved.

Helen Taylor – Clerk

YAXLEY PARISH COUNCIL – COMMUNITY FACILITIES COMMITTEE**DATE: 31st May 2022****SUBJECT: REVIEW OF CEMETERY FEES****1. PURPOSE OF REPORT**

To review the 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 was a £5.00 increase on the individual fees in September 2021 and given concerns over the cost of living, it is recommended that the fees stay the same as they are.

3. REVIEW

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

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

RECOMMENDATION

That the report is received and a decision made as to whether to increase the Cemetery Fees and Charges.

Helen Taylor – Clerk