



# **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> November 2022 at 7.00pm** in the **Council Chambers, the Amenity Centre, 48 Main Street, Yaxley, PE7 3LU.**

*H. Taylor*

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

**15<sup>th</sup> November 2022**

**THE PUBLIC AND PRESS ARE ALWAYS WELCOME**

## **AGENDA**

- CF41. APOLOGIES FOR ABSENCE**  
To receive and accept apologies for absence.
- CF42. 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.
- CF43. MINUTES**  
To approve as a correct record the Minutes of the meeting of the Community Facilities Committee held on 4<sup>th</sup> October 2022 – attached.
- CF44. PUBLIC PARTICIPATION**  
A maximum of 15 minutes is permitted for members of the public to address the Council.
- CF45. BUDGET 2023/24**  
To receive and note the actual spend to 30<sup>th</sup> September 2022, the predicted against 2022/23 and the Budget for 2023/24 prior to its submission to full Council - report attached.
- CF46. TREE WORK UPDATE**  
Clerk to report
- CF47. ALLOTMENT FEES 2023**  
To receive a report by the Clerk – attached.

- CF48. COMMUNITY LITTER PICK**  
Clerk to report
- CF49. COMMUNITY FRIDGE UPDATE**  
To receive a verbal report
- CF50. REPAIR CAFÉ**  
Clerk to report
- CF51. WARM HUB UPDATE**  
To receive a verbal report
- CF52. CEMETERY MEMORIAL/GRAVE INSPECTIONS UPDATE**
- CF53. WILLOW POND INTERPRETATION BOARD**  
To consider a design for the Willow Pond Interpretation Board.
- CF54. 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.
- CF55. SOLAR LIGHTING FOR THE SKATE PARK AREA**  
To receive a report from the Clerk – attached.
- CF56. 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 20.00**

**Minutes of the Meeting of the Community Facilities Committee  
held in the Council Chamber, the Amenity Centre, Main Street, Yaxley on  
4<sup>th</sup> October 2022 at 7.00pm.**

Present:- Councillor D Chapman – Vice Chairman in the Chair

Councillors R Butcher, B Edwards, K Gulson, A Minns and M Oliver.

In attendance – Mrs H Taylor.

**CF30. APOLOGIES**

Apologies for absence from the meeting were received and accepted on behalf of Councillors J Lusted and S McMullon.

**CF31. DECLARATION OF INTERESTS**

Councillors R Butcher and K Gulson declared “other” interests in Item No.CF34 by virtue of being allotment holders.

Councillor M Oliver declared a pecuniary interest in Item No.CF37 as a Director of Fenland Stoneworks and of Peterborough and District Funeral Services.

**CF32. MINUTES**

Councillor R Butcher proposed approval of the Minutes of the Committee held on 26<sup>th</sup> July 2022. This was seconded by Councillor K Gulson and unanimously **RESOLVED**.

**CF33. PUBLIC PARTICIPATION**

No Member of the Public wished to speak.

**CF34. ALLOTMENT INSPECTION UPDATE**

Members were advised that following a recent allotment inspection, two requiring improvement letters had been sent out and one termination. Several allotments had greatly improved since the last inspection and they too had received a letter acknowledging this along with a number of plots that had been specially recognised for how well their allotment was being kept. There are currently eleven residents on the waiting list.

**CF35. PARISH SPORTS SESSIONS FEEDBACK**

By way of a report by the Clerk (a copy of which is appended in the Minute Book), Members noted the uptake on the Parish Sports Sessions for primary aged children, commissioned by the Council, which ran every Wednesday morning over the summer holidays. In noting that the sessions had been a success, Councillor R Butcher proposed that further sessions be arranged with the Lifestyles Team at the District Council for May half term and the 2023 Summer Holidays. This was seconded by Councillor K Gulson and **RESOLVED** unanimously.

**CF36. 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. With regard to the skate park extension the Clerk reported that the area was

well used but the lighting in the area could be improved. Rather than running cables off the existing light a possible solution could be the installation of solar panel lighting. Having been advised that there were sufficient funds in the earmarked reserves to install lighting in the area, Councillor D Chapman proposed that the Clerk investigate this further and report back to a future meeting on costings with a view to having the work done this financial year. This was seconded by Councillor A Minns and unanimously **RESOLVED**.

Attention also was drawn to the Repair Café and Members were pleased to note that the Peterborough Repair Café had accepted the offer to include Yaxley as a location for repair workshop. The first session would be 5<sup>th</sup> November, 11am to 3pm in the Owen Pooley Hall. The use of the facilities would be given free of charge.

**CF37. CEMETERY RULES AND REGULATIONS**

Councillor R Butcher proposed amendment to the Cemetery Rules and Regulations to reflect the turfing of the graves by the Parish Council after a period of 9 months following interment and reaffirming that the work must not be arranged by the grave owner. This was seconded by Councillor D Chapman and unanimously **RESOLVED**.

At the same time, mention was made of the forthcoming cemetery memorial inspections and Councillors D Chapman, B Edwards and K Gulson put their names forward to help Councillor P Russell undertake the inspections in late October, early November.

**CF38. COMMUNITY FRIDGE UPDATE**

Councillor K Gulson reported that the Community Fridge remains busy. The level of surplus food being collected from local suppliers had decreased slightly. However, local allotment holders continue to be extremely generous.

**CF39. COMMUNITY LITTER PICK**

The next group pick would be Monday 24<sup>th</sup> October 2022 meeting at the Pavilion at 9.30am.

**CF40. ACCESSIBLE ROUNDABOUT UPDATE**

Members were pleased to note that the issues with the roundabout had been finally resolved with Sovereign and the roundabout was now moving freely. Sovereign have agreed to undertake a maintenance check in 6 months at no cost to the Parish Council.

Meeting closed at 7.37pm

Signed .....

Chairman.

		Last year 2021/22		Current Year 2022/23		2023/24	
		Budget	Actual March 22	This Year's Budget	Actual 30 September	Next Year Budget	
<b><u>Community Facilities</u></b>							
<b><u>200 Operations</u></b>							
1900	Miscellaneous Income	-	-	-	-	-	
<b>Total Income</b>		-	-	-	-	-	
4090	Insurance	3,100	1,668	2,100	3,281	3,100	Small Refund due, younger staff and newer vehicles
4200	Repairs & Renewals - all areas	2,000	1,696	1,800	1,662	2,500	Benches to be refurbished
4202	Repairs & Renewals - Equip/Veh.	8,500	8,322	8,500	2,620	8,500	
4205	Road Fund Licence	600	683	600	580	600	
4210	Fuel	5,750	4,823	7,200	3,377	8,000	Increased Fuel Costs - Could be more ?
4430	Waste Removal & Bin Collection	8,500	7,450	9,500	3,030	9,500	
<b>Overhead Expenditure</b>		28,450	24,641	29,700	14,550	32,200	
<b>Net Expenditure / (Surplus)</b>		<b>28,450</b>	<b>24,641</b>	<b>29,700</b>	<b>14,550</b>	<b>32,200</b>	
<b><u>210 Highways</u></b>							
4230	Street Light - Electricity	280	354	364	( 19)	728	Based on a increase on last years costs
4235	Street Light - Maintenance	500	-	200	325	200	*Any balances to Maintenance in Earmarked Reserves
4240	Notice Boards	150	-	150	-	150	Last new one in 2018
4243	Road Traffic Speed Monitoring	-	490	-	-	-	
4245	Bus Shelters - Maintenance	500	-	500	-	500	*Any balances to Maintenance in Earmarked Reserves
<b>Net Expenditure / (Surplus)</b>		<b>1,430</b>	<b>844</b>	<b>1,214</b>	<b>306</b>	<b>1,578</b>	

		Last year 2021/22		Current Year 2022/23		2023/24	
		Budget	Actual March 22	This Year's Budget	Actual 30 September	Next Year Budget	
<b>220</b>	<b><u>Play Areas</u></b>						
4300	Maintenance	2,000	803	2,000	578	2,000	
4301	Replacement of safety surfaces	5,000	9,733	5,000	-	5,000	FC67.4 Community Facilities from Earmarked. & Gen. Reserves
4333	Skate Park maintenance	1,500	1,472	1,500	-	1,500	FC67.4 Community Facilities Committee from General Reserve
	Skate Park Capital New Lighting				-	-	Funding from CIL and E Reserves Council Page
4335	Play Equipment - Inspections	475	675	600	600	700	
	<b>Overhead Expenditure</b>	8,975	12,683	9,100	1,178	9,200	
	<b>Net Expenditure / (Surplus)</b>	<b>8,975</b>	<b>12,683</b>	<b>9,100</b>	<b>1,178</b>	<b>9,200</b>	
<b>230</b>	<b><u>Cemetery</u></b>						
1230	Burials	8,000	14,300	9,250	7,450	12,000	
1231	Sanctum Burials	7,500	14,631	10,000	4,693	10,000	
1235	Memorial Bench Donations	-	200	-	-	-	
	<b>Total Income</b>	15,500	29,131	19,250	12,143	22,000	
4026	Cemetery Computer Program	205	266	388	-	400	
4270	Rates	1,950	1,896	1,950	1,896	1,950	
4285	Water Rates	275	255	275	486	550	
4300	Maintenance	1,500	562	1,500	302	1,500	*Any balances to Maintenance in Earmarked Reserves
4301	Church Walls	-	2,750		4,492	-	Close board fencing
4360	Columbaria Costs	3,000	8,713	7,000	1,775	7,000	
4370	Pest Control	100	-	100	-	50	
	<b>Overhead Expenditure</b>	7,030	14,442	11,213	8,951	11,450	
	<b>Net Expenditure / (Surplus)</b>	<b>( 8,470)</b>	<b>( 14,689)</b>	<b>( 8,037)</b>	<b>( 3,192)</b>	<b>( 10,550)</b>	

		Last year 2021/22		Current Year 2022/23		2023/24	
		Budget	Actual March 22	This Year's Budget	Actual 30 September	Next Year Budget	
<b>240</b>	<b><u>Allotments</u></b>						
1240	Allotment Rent	3,216	3,532	3,352	117	3,352	Not invoiced until December
	<b>Total Income</b>	3,216	3,532	3,352	117	3,352	
4025	Computer Programs & Support	350	349	400	-	375	
4275	Rent	475	450	475	450	475	
4285	Water Rates	830	752	850	538	850	
4370	Pest Control	500	440	500	240	500	
4400	Drainage Rates	140	135	142	88	150	
	<b>Overhead Expenditure</b>	2,295	2,126	2,367	1,316	2,350	
	<b>Net Expenditure / (Surplus)</b>	<b>( 921)</b>	<b>( 1,406)</b>	<b>( 985)</b>	<b>1,199</b>	<b>( 1,002)</b>	
<b>250</b>	<b><u>Open Spaces</u></b>						
1138	Recharges	30	61	30	( 16)	30	
1250	Grass Cutting Income	1,534	1,602	1,602	1,619	1,620	Increased by a small percentage in 20-21
1260	Rent on Field	1,248	1,248	1,248	850	850	Needed reducing as can no longer let at the higher rate
1400	Donations received (Trees)	-	1,000	-	-	-	Tree donation received
	<b>Total Income</b>	2,812	3,910	2,880	2,453	2,500	
4285	Water Rates	112	105	112	90	150	
4320	Christmas Trees & Decorations	1,500	1,245	1,500	-	1,500	Tree costs £1395 alone
4350	Tree Work & Surveys	6,245	5,979	6,000	63	6,000	*Any balances to Maintenance in Earmarked Reserves
4354	Hedge Flailing	-	1,000	-	-	1,000	Need Budget for Hedge Flailing
4355	Flower Planting	1,250	531	1,250	314	1,025	
	<b>Overhead Expenditure</b>	9,107	8,859	8,862	467	9,675	
	<b>Net Expenditure / (Surplus)</b>	<b>6,295</b>	<b>4,949</b>	<b>5,982</b>	<b>( 1,986)</b>	<b>7,175</b>	

		Last year 2021/22		Current Year 2022/23		2023/24	
		Budget	Actual March 22	This Year's Budget	Actual 30 September	Next Year Budget	
<b><u>255 Community Projects</u></b>							
1400	Community Fridge Donation	-	471	-	100	-	
1401	Coffee Morning Receipts	-	-	-	165	-	This will be spent on the coffee mornings
<b>Total Income</b>		-	471	-	265	-	
4147	Youth Project	1,000	-	5,000	798	5,000	Funding also available from Earmarked Reserves
4148	Community Allotment	200	1,414	200	210	220	
4149	Community Orchard/Pond	1,500	-	1,500	-	1,500	Bulbs, digging pond & Interpretation boards
4150	Outdoor Gym & Lifestyle Coach	1,000	-	-	-	-	
4151	Warm Hub	-	-	500	-	500	Moved £500 Budget from E Reserves also Grant TB received
4152	Community Fridge	550	1,341	750	311	750	
4153	Middle Ground Repair Café	250	245	250	-	-	
4154	Coronation Celebrations/ VE Day	-	-	1,000	703	1,250	
4155	Armed Forces Day	-	-	-	352	-	
	King Charles sensory garden	-	-	-	-	-	Full costs to be advised to come out of Reserves Maint.. Areas.
4157	Recycling projects	1,500	1,422	1,500	372	800	
<b>Overhead Expenditure</b>		<b>6,000</b>	<b>4,421</b>	<b>10,700</b>	<b>2,746</b>	<b>10,020</b>	
<b>Net Expenditure / (Surplus)</b>		<b>6,000</b>	<b>3,950</b>	<b>10,700</b>	<b>2,481</b>	<b>10,020</b>	
<b><u>260 Astro Turf</u></b>							
1015	Astro Turf Income	7,000	24,354	19,500	9,872	20,800	
<b>Total Income</b>		7,000	24,354	19,500	9,872	20,800	
4270	Rates	3,135	3,044	3,135	3,044	3,135	
4280	Electricity	755	886	1,109	283	1,760	Based on a increase on last years costs
4300	Maintenance	1,550	4,024	1,600	-	1,650	Annual maintenance one service
<b>Overhead Expenditure</b>		5,440	7,953	5,844	3,327	6,545	
<b>Net Expenditure / (Surplus)</b>		<b>( 1,560)</b>	<b>( 16,401)</b>	<b>( 13,656)</b>	<b>( 6,545)</b>	<b>( 14,255)</b>	



		Last year 2021/22		Current Year 2022/23		2023/24	
		Budget	Actual March 22	This Year's Budget	Actual 30 September	Next Year Budget	
<b>270</b>	<b><u>Recreation Ground</u></b>						
1018	Recreation Pitch Hire	2,300	5,480	3,250	2,171	3,500	Very dependent of weather conditions
1019	Fun Fair donation	-	-	-	350	-	
1122	Ground Rent - Cadets	700	700	700	700	700	Re-negotiations of rent July 2023
1123	Ground Rent - Scout Hut	100	100	100	-	100	
	<b>Total Income</b>	<b>3,100</b>	<b>6,280</b>	<b>4,050</b>	<b>3,221</b>	<b>4,300</b>	
4285	Water Rates	80	58	80	19	80	Possible increase due to Festival
4300	Maintenance	1,500	874	1,200	148	1,200	
	<b>Overhead Expenditure</b>	<b>1,580</b>	<b>932</b>	<b>1,280</b>	<b>167</b>	<b>1,280</b>	
	<b>Net Expenditure / (Surplus)</b>	<b>( 1,520)</b>	<b>( 5,348)</b>	<b>( 2,770)</b>	<b>( 3,054)</b>	<b>( 3,020)</b>	
<b>290</b>	<b><u>Queens Park Pitch</u></b>						
1017	Queens Park Pitch Hire	3,250	9,317	5,750	2,570	5,750	Currently £3,758 for 7 months
	<b>Total Income</b>	<b>3,250</b>	<b>9,317</b>	<b>5,750</b>	<b>2,570</b>	<b>5,750</b>	
4300	Maintenance	3,500	3,464	4,500	2,163	5,000	Currently £3,645 - £1900 was fertilizer
	<b>Overhead Expenditure</b>	<b>3,500</b>	<b>3,464</b>	<b>4,500</b>	<b>2,163</b>	<b>5,000</b>	
	<b>Net Expenditure / (Surplus)</b>	<b>250</b>	<b>( 5,853)</b>	<b>( 1,250)</b>	<b>( 407)</b>	<b>( 750)</b>	

		Last year 2021/22		Current Year 2022/23		2023/24
		Budget	Actual March 22	This Year's Budget	Actual 30 September	Next Year Budget
<b>501</b>	<b>Capital Projects</b>					
1270	Sale of Assets		10,915	-	-	-
1400	Donation received Tesco		1,000		-	
	<b>Total Income</b>	-	11,915	-	-	-
4204	New Machinery, Equip & Tools	10,000	29,140	5,000	2,823	5,000
4246	Bus Shelters - Replacements	-	-	-	-	-
4329	Skate Park Extension & Repair	-	41,620	-	-	-
4330	Play Equipment -Capital Repairs	3,000	-	-	-	-
5003	Reserve for Astro Pitch	5,000	-	5,000	-	5,000
	Reserve for a new Cemetery	-	-	-	-	-
	<b>Overhead Expenditure</b>	18,000	70,760	10,000	2,823	10,000
	<b>Net Expenditure / (Surplus)</b>	<b>18,000</b>	<b>58,845</b>	<b>10,000</b>	<b>2,823</b>	<b>10,000</b>

£4,537 in Reserves  
£42,500 as at 31-3-22  
£100,,220 as at 31-3-22

		Last year 2021/22		Current Year 2022/23		Budget
		Budget	Actual March 22	This Year's Budget	Actual 30 September	Next Year Budget
<b>Community Facilities</b>						
	<b>Income</b>	34,878	88,910	54,782	30,641	58,702
	<b>Less Expenditure</b>	91,807	151,124	94,780	37,994	99,298
	<b>Net Expenditure / (Surplus)</b>	<b>56,929</b>	<b>62,214</b>	<b>39,998</b>	<b>7,353</b>	<b>40,596</b>

Note \*Any balances transferred to Reserves for future expenditure

The Predicted balance has been shown as the full amount, as any underspend will be placed in the Earmarked Reserves, for future use.

## YAXLEY PARISH COUNCIL – COMMUNITY FACILITIES COMMITTEE

**DATE: 22<sup>nd</sup> November 2022**

**SUBJECT: ALLOTMENT FEES 2023**

### 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

The fees were last increased in 2021 and remained at this level in 2022, being:

- Bellvue - £36 full plot £18 half
- Whiteheads - £47 full plot £23.50 half
- Yards End - £43 full plot £21.50 half

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
Sawtry	£26.00	£15	
Huntingdon	£32.50		Length 5 poles
Ramsey	£10		£50 deposit
Whittlesey	£56	£28	Full 250m square (10 x 25) Half 125m square (10 x 12.5)
Hampton	£40	£20	Full 250m square Half 125m Square  Allotment association fees are £6.00 per year and the key deposits are £25.00

#### 4. PROPOSED RATES FOR 2023

The Allotments brought in income of £3,532 last year with a spend of:

Computer program	£349
Bellvue Rent to Elton Estates	£450
Water Rates	£752
Pest Control	£440
Drainage Rates	£135
Total	£2,126**

\*\* 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 summer.

Demand for allotments this year continues to be high with a turnover of 15 new tenants. There are 23 names currently on the waiting lists. It should be noted that 12 of these are not residents or are residents and have a plot and would like a specific plot or have a half plot and wish to have a full plot. 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 - £37 full plot £18.50 half
- Whiteheads - £48 full plot £24 half
- Yards End - £44 full plot £22 half

#### 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 2023.

**Helen Taylor – Clerk**