



# Saxilby with Ingleby Parish Council

## Non-confidential

### Explore further preventative measures prohibiting overnight New Burial Ground

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**Report to:** Full Council

**Report by:** Clerk

**Power/duty which decision falls under:** Open Spaces Act 1906, ss.9

**Which council objective(s) it falls under:**

- Maintain and improve community facilities and amenities
- Protect and enhance our green spaces and street scene
- Preserve and enhance heritage assets, environmental assets and wildlife

#### **SUMMARY:**

The report considers potential preventative measures at Saxilby New Burial Ground following concerns raised regarding a small number of overnight stays. Since signage prohibiting overnight stays was installed, no further concerns or incidents have been reported. The report outlines available options, including locking and unlocking the gates, installation of a height restriction barrier, or continued monitoring of the situation, together with the associated operational and financial implications.

#### **RECOMMENDATION(S):**

To agree that:

1. Following the installation of signage prohibiting overnight stays, the situation continues to be monitored.
2. Further preventative measures are not considered necessary at this stage due to the limited number of reported concerns and absence of further incidents.
3. The matter be brought back to Council for further consideration should additional concerns be reported or incidents escalate in future.

### **Public Sector Equality Duty**

*Consider how policies/decisions affect those protected under the Equality Act)*

Consideration should be given to ensuring any proposed measures, do not unreasonably restrict access for those with protected characteristics under the Equality Act 2010, including disabled users and those requiring legitimate vehicular access to the site.

### **Duty to conserve and enhance biodiversity**

Any proposed installation should be designed and implemented in a manner which minimises impact on surrounding habitats and biodiversity within the burial ground.

### **Consideration on carbon reduction:**

No significant direct impact on carbon reduction has been identified at this stage. Any future proposals should consider sustainable materials and maintenance requirements where practical.

### **Impact on staff**

Implementation of measures requiring the locking and unlocking of access points would have a significant operational impact on staff resources, resulting in an estimated loss of approximately 30 minutes of working time per day. This would need to be considered alongside existing workloads, staffing capacity and any associated cost implications.

**Does the report consider any new activity? If 'Yes', has a risk assessment, including risk management proposals, been included for consideration and adoption by the council?**

*(Financial Regulation 17b)*

**Yes.**

## Consideration of risk management in relation to the proposal<sup>1</sup>

*It is impossible to list every risk faced by a local council. Risk, in the general sense, means the likelihood of an event happening, and the severity of the negative consequences. The insurance industry regards risk as representing loss or damage. Risk always involves uncertainty. When protecting a local council effectively, it is important to consider if risk is present in the following areas:*

<b>Risk Area</b>	<b>Risk Present / Description?</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk Rating</b>	<b>Mitigation &amp; Contingency</b>
Decision Making / Strategic	Risk of implementing disproportionate measures in response to a limited number of incidents.	Low	Medium	Low	Continue monitoring the situation and review only if further incidents are reported or concerns escalate.
Finances	Potential costs associated with installing preventative measures such as a height restriction barrier or additional maintenance requirements.	Low	Medium	Low	No further expenditure recommended at this stage. Any future proposals to be subject to council approval and budget consideration.
Property	Risk of unauthorised overnight stays, anti-social behaviour, or damage to the burial ground.	Low	Medium	Low	Signage prohibiting overnight stays has been installed and the situation will continue to be monitored.
Staff / Operational	Locking and unlocking gates would place additional operational demands on staff and reduce available working time.	Medium	Medium	Medium	Avoid implementation of daily locking arrangements at this stage due to disproportionate operational impact.
Legal	Risk that restrictive access measures could unintentionally limit legitimate access or create equality concerns.	Low	Medium	Low	Ensure any future measures consider accessibility requirements and legitimate use of the site.
Written/Verbal Communication	Risk of misunderstanding regarding the council's approach to overnight stays or site access.	Low	Low	Low	Provide clear signage and ensure council decisions are communicated appropriately through reports and minutes.
Insurance	Potential liability arising from damage, unauthorised occupation, or installation of physical barriers.	Low	Medium	Low	Maintain appropriate insurance arrangements and undertake risk assessment prior to any future installations.
Inspection / Events	Limited staff presence outside working hours may reduce oversight of the site.	Low	Low	Low	Continue routine inspections and encourage reporting of concerns by residents.

<sup>1</sup>Risk areas to consider - strategic/operational, likelihood/impact, add to risk register? Any contingency planning needed?

# REPORT

Following a small number of overnight stays being raised by a resident as a concern, the council agreed for signage to be installed at the New Burial Ground prohibiting overnight stays and for further preventative measures to be explored.

## Current position

Since the installation of the signage no further concerns or incidents have been reported.

## Options

Options available are:

### 1. Locking and Unlocking the Gates

#### Pros

- Reduces the risk of unauthorised vehicle access and overnight stays.
- Provides greater control over access to the site.

#### Cons

- Residents and visitors park in the car park to visit the burial ground, church, and church hall which would then be restricted out of working hours.
- Restricting access will increase parking pressure on Church Lane.
- Operational difficulties would arise during evenings, weekends, and bank holidays when staff are not on duty.
- It would create a significant impact on staff resources, with approximately 30 minutes of staff time required daily for locking and unlocking arrangements.
- This is considered a disproportionate use of council resources given the limited nature of the issue and absence of further reported incidents following installation of signage.

### 2. Installation of a Height Restriction Barrier

#### Pros

- Would help prevent access by caravans, camper vans, and larger vehicles associated with unauthorised overnight stays.
- Allows continued general access for cars and legitimate visitors.

#### Cons

- Estimated cost of approximately £800 for the barrier and materials, excluding staff time.
- Installation would need to be programmed around operational priorities, with limited staff capacity available until after the grass cutting season.
- Could restrict access for certain larger legitimate maintenance or contractor vehicles unless designed appropriately.

### **3. Monitor the Situation and Review if Further Issues Arise**

#### **Pros**

- No additional immediate cost to the council.
- Allows the effectiveness of the recently installed signage to be assessed over a longer period.
- Proportionate response given the limited number of reported concerns.
- Avoids additional operational burdens on staff.

#### **Cons**

- Does not physically prevent overnight stays or unauthorised access.
- Further measures may still be required if incidents increase in future.

#### **Recommendation**

To agree that:

1. Following the installation of signage prohibiting overnight stays, the situation continues to be monitored. Further preventative measures are not considered necessary at this stage due to the limited number of reported concerns and absence of further incidents.
2. The matter be brought back to Council for further consideration should additional concerns be reported or incidents escalate in future.