



# 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
- Retain and encourage employment and tourism opportunities
- Improve the well-being of residents

#### **SUMMARY:**

This report considers potential preventative measures at Saxilby New Burial Ground following concerns regarding a small number of overnight stays. Following the installation of signage prohibiting overnight stays, no further concerns or incidents have been reported.

At Full Council (FC26/138), it was resolved to delegate the matter to the Planning and Development Committee and widen the remit to include consideration of parking arrangements at the New Burial Ground.

This report sets out available options, including physical access controls and continued monitoring, together with associated operational, financial and risk implications.

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

- I. Approve interim new burial ground management policy

### **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 will be designed and implemented in a manner which minimises impact on surrounding habitats and biodiversity within the new 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.

At its meeting held on 3 June 2026, Full Council considered concerns regarding overnight stays at the New Burial Ground car park and resolved:

FC26/138 14. Explore further preventative measures prohibiting overnight stays at Saxilby New Burial Ground

*Resolved: To defer the matter to the Planning and Development Committee and widen the remit to include consideration of parking arrangements at the New Burial Ground.*

Committee is therefore requested to consider the management of the car park and the suitability of any measures designed to prevent inappropriate use of the site.

### **Current position**

The site was provided to facilitate access to the new burial ground, visitors attending graves, funeral-related activities, maintenance operations and other authorised activities. At present the new burial ground is not in operation.

Whilst the Council wishes to ensure the car park remains accessible for legitimate users, concerns have been raised regarding the potential for overnight stays and other uses not associated with the cemetery.

At present, no formal policy exists defining the intended use of the car park or any restrictions on its use.

Signage prohibiting overnight stays has been installed at the New Burial Ground car park.

Since installation, no further concerns or reported incidents have been received.

The New Burial Ground car park is currently accessible at all times. The car park continues to be used by visitors to the burial ground, church, church hall, and associated facilities.

### **Car Park Policy**

In order to clarify the council's policy position on the use of the car park it is proposed an interim policy is agreed (see Appendix I).

## **Management Options**

Examining further options regarding the restriction of the use of the car park to prevent unauthorised use include:

### **1. Locking and Unlocking the Gates**

Locking of the gates daily is not a preferred option due to the impact on staff resources.

Another option could be lock on Friday afternoons and re-open Monday. However, this then restricts community access over the weekend.

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.

### **2. Installation of a Height Restriction Barrier**

Installation of a barrier would help prevent access by caravans, camper vans, and larger vehicles associated with unauthorised overnight stays. It allows continued general access for cars and legitimate visitors. The barrier would be unlockable to allow vehicles access for maintenance if needed.

There is a cost to this preventive measure of:

£1,400.00 + VAT Restriction Barrier

£600.00 + VAT Installation if required

There is no identified budget for this so it would need to be purchased from reserves or budgeted for 2027/28.

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

This option was not a preferred option at June Full Council as it does not reduce the risk of unauthorised access.

## **Recommendation**

To agree that:

1. Agree New Burial Ground Car Park – Interim Management and Use Policy and display a summary in the car park.
2. Consider whether to agree to budget for a barrier in the 2027/28 budget
3. The matter be brought back to Council for further consideration should additional concerns be reported or incidents escalate in future.

## **Appendix I: POLICY**

### **New Burial Ground Car Park – Interim Management and Use Policy**

**Policy Reference:** POL/NBG

**Date Adopted:** 17 June 2026

**Next Review Date:** June 2028

#### **I. Purpose of Policy**

This policy sets out Saxilby with Ingleby Parish Council's approach to the interim use and management of the New Burial Ground Car Park.

The car park is located within the New Burial Ground site; however, the burial ground is not yet operational. The Council therefore recognises that the site currently functions as an interim community parking facility, alongside its long-term intended use as a burial ground car park.

The policy aims to:

- Provide clarity on current permitted use
- Support safe and proportionate community parking provision
- Reduce on-street parking pressures in the local area where appropriate
- Prevent inappropriate use of the site, including overnight stays
- Protect the site for its future burial ground function
- Ensure proportionate and flexible management

#### **2. Site Status**

The New Burial Ground Car Park is:

- Completed and available for use
- Located within land designated for future burial ground operations
- Not currently required exclusively for cemetery operations due to the new burial ground not yet being operational

The site is therefore managed as an interim shared-use facility pending full operational commencement of the burial ground.

#### **3. Interim Use Position**

The Parish Council acknowledges that the car park may provide a beneficial role in:

- Reducing on-street parking pressure in surrounding residential roads
- Supporting safe and accessible parking for residents and visitors
- Assisting local traffic management and safety
- Providing overflow parking during community use of nearby facilities

The Council permits general short-stay community use subject to the conditions set out in this policy.

#### **4. Permitted Use**

The car park may be used for:

- Visitors to nearby community facilities, including the burial ground, church and church hall
- Short-stay general parking by local residents and visitors where it supports local access, safety, or helps reduce on-street congestion
- Funeral-related traffic and associated services (excluding heavy goods vehicles and caravans)
- Contractors and authorised service providers using light commercial vehicles only

Use is on a first-come, first-served basis, and no parking spaces are reserved.

#### **5. Vehicle Restrictions**

The following vehicle restrictions apply:

- Heavy Goods Vehicles (HGVs) are not permitted due to site design limitations, surface loading capacity, and protection of long-term infrastructure
- Caravans are not permitted
- Access is limited to cars, motorcycles, and light commercial vehicles (e.g. small vans)
- Camper vans and motorhomes may only use the site for short-term parking associated with legitimate visits, if under the height restriction barrier [TBA] and must not be used for overnight stays or habitation
- Any vehicle exceeding light commercial classification is not suitable for the site
- No construction traffic or axle-load vehicles are permitted unless specifically authorised in advance by the parish council for essential works. This restriction is intended to protect the integrity of the site and ensure safe and sustainable use for community purposes.

#### **6. Prohibited or Discouraged Use**

The following uses are not permitted:

- Overnight stays in any vehicle, including camper vans and motorhomes
- Camping, habitation, or extended occupation of vehicles
- Storage of vehicles, trailers, or equipment
- Use causing obstruction, nuisance, or anti-social behaviour
- Long-stay parking that prevents availability for general community use
- Use of caravans or similar accommodation units under any circumstances
- Any use inconsistent with the safe, respectful, and intended function of the site

The Council may take proportionate steps to address misuse where identified.

#### **7. Overnight Parking**

Overnight parking is not an intended or supported use of the site.

Signage has been installed to communicate this position. The Council will continue to monitor usage and consider further measures only if required.

#### **8. Future Burial Ground Requirement**

This policy operates on an interim basis. The Council reserves the right to review and amend access arrangements when the burial ground becomes fully operational to ensure priority is given to:

- Cemetery visitors
- Funeral operations
- Maintenance and operational access requirements

Any future changes will be subject to formal Council resolution.

## **9. Management**

Management of the site is therefore undertaken through:

- On-site signage
- Informal monitoring and reporting
- Environmental or physical deterrents where proportionate and approved
- Liaison with external enforcement bodies where necessary

## **10. Equality Considerations**

The Council is committed to ensuring that this policy is applied fairly and without discrimination.

Particular regard will be given to ensuring:

- Continued reasonable access for disabled users
- Access for those with mobility or medical needs
- No unreasonable restriction of legitimate vehicular access

## **11. Review**

This policy will be reviewed:

- Every two years, or
- Earlier if operational requirements of the burial ground change, or
- If issues arise requiring reconsideration of parking arrangements

## **12. Adoption**

Adopted by resolution of Saxilby with Ingleby Parish Council Planning and Development Committee  
17 June 2026, Minute Reference P26/XXX