



**Minutes of Sapcote Annual Parish Council Meeting  
held at Sapcote Pavilion at 7.30pm, on Thursday 9<sup>th</sup> May 2024**

|                                     |                                                                                                                                  |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>Present:</b>                     | <i>Mr P Atkinson, Mrs L Badland, Mr V Howell, Mrs J Keeber, Mr L Requena, Mr N Sahota, Mr P Taylor, Mr N Tyack, Mr D Wassell</i> |
| <b>County/District Councillors:</b> | Cllr M Wright (LCC), Cllr M Shirley and Cllr B Taylor (BDC)                                                                      |
| <b>Clerk:</b>                       | <i>Mrs J Blackburn</i>                                                                                                           |
| <b>Assistant Clerk:</b>             | <i>Mrs E Grimsley</i>                                                                                                            |
| <b>Members of the Public:</b>       | 2                                                                                                                                |

- 116/24 To elect a Chair of the Parish Council and sign Acceptance of Office form.**  
Mr Louis Requena - nominated by Mr P Atkinson, seconded by Mr V Howell  
Mr Requena was duly elected and signed the Acceptance of Office Form.
- 117/24 To elect a Vice-chair of the Parish Council**  
Mrs Laura Badland – nominated by Mr P Taylor and seconded by Mr V Howell  
Mr P Atkinson – nominated by Mr L Requena and seconded by Mr N Tyack  
Following a vote Mr P Atkinson was elected as Vice Chair and he also signed an Acceptance of Office form.
- 118/24 To review current committees and terms of reference.**  
As the Parish Council had recently reviewed Committees and terms of reference, they were decided to leave review until next year or earlier if required.
- 119/24 Appointment of Councillors to existing committees.**  
Appointments were confirmed as:  
Estates Committee: L Badland (Chair), V Howell, J Keeber, N Sahota, P Taylor and D Wassell making a total of six Councillors.  
  
Finance/HR Committee: L Requena, P Atkinson and N Tyack making a total of three Councillors.  
It was noted that:  
The Finance Committee meeting terms of reference currently said five people.

There was one vacant councillor seat so once Co-option had been completed, they would need to join the Finance and HR Committee making a total of four. If no other Councillors wished to join, then the Terms of Reference would be reviewed. Mr Requena would resign as Chair of Finance and HR committee and a new Chair appointed at the next committee meeting.

**120/24 To review and confirm delegation arrangements.**

At this time no further delegation arrangements were considered necessary. This would be reviewed on an annual basis, or earlier if required.

**121/24 To review and adopt the following policies: Standing orders, Financial Regulations and Code of Conduct.**

All policies had previously been shared and paper copies were also provided at the meeting. All Councillors were reminded of the importance of the Code of Conduct and asked to sign their copy and return to the Clerk.

***RESOLVED That Sapcote Parish Council adopt the Code of Conduct, Standing Orders and Financial Regulations.***

**122/24 To receive and accept apologies for absence.**

All Councillors were present, with one vacant seat.

**123/24 To receive any declarations of interest and requests for dispensation.**

Mr P Taylor – as part owner of an area of Granitethorpe Quarry

Mr V Howell – as trustee of Sapcote Community Library and the Alms Houses

No requests for dispensation were received prior to the meeting.

**124/24 To approve, as a correct record, the minutes of the Meeting held on Thursday 4<sup>th</sup> April 2024.**

***RESOLVED that the minutes of the Parish Council Meeting held on Thursday 4<sup>th</sup> April 2024, a copy of which had been circulated to each member, be accepted as a true record of the meeting.***

**125/24 Public Participation**

Concerns were raised about the acoustics of the building and being able to hear all comments from Councillors, particularly those not facing the public. It was asked if a hearing loop could be installed

The Chair confirmed that various proposals for improvements at the Pavilion were currently being considered and that a hearing loop would be considered as part of those works. He confirmed that there was no time frame for this currently.

126/24

**Reports from County and District Councillors.**

The reports from our Leicestershire County Councillor and Blaby District Councillors had been sent to all Councillors prior to the meeting with brief updates given at the meeting as follows:

Mrs M Wright – LCC Councillor

Highlighted the work of the Shaping the Future Group and asked for Councillor representation following the resignation of Mr Morgan, who has chaired the group. She emphasized the importance of local communities working together to ensure best outcomes for all, particularly considering all the proposed developments in the area.

She also highlighted the Local Nature Recovery Strategy and the importance of this in coming years. She urged all Councillors to look at the documentation and complete the survey.

Mr Mike Shirley and Mr Ben Taylor- BDC Councillors

Provided a brief update on the Blaby Local Plan and the proposed new Hayes Gardens Development that had recently been announced.

Planning

127/24

**To consider planning applications received before publication of the agenda and any that are received before the meeting.**

- **24/0355/VAR            128 Sapcote Road, Sapcote**  
Application to vary condition 3 imposed on application Ref No. 22/0305/FUL to finish the property in a white silicone render.  
**No objection**
- **24/0347/VAR            Mill Bank House, Leicester Road, Sapcote**  
Variation of condition 2 attached to planning permission 23/0699/FUL to amend approved plan conditions to increase the scale of the replacement dwelling.  
**Concerns expressed about size and nature of replacement dwelling but Councillors noted that planning had previously been granted for the dwelling.**
- **24/0278/HH            49 West Field Road, Sapcote**  
Extend garden wall to incorporate part of the front garden into back garden. Work to be a mixture of brick and fence panels.  
**No objection**
- **Appeal Ref APP/T2405/W/24/3339562 - Mill Bank House, Leicester Road**

Variation of condition 3 attached to planning permission 22/0085/FUL to allow existing vehicular access on Leicester Road to the east of Mill Bank House to be retained and altered.

**Noted**

**128/24 To note any planning decisions received**

The Clerk confirmed that she had not received any since the last meeting.

**129/24 To note any updates on national and local proposed developments and receive feedback from relevant meetings.**

a. Land off Leicester Road

The Chair confirmed that the Parish Council had attended a zoom meeting with representatives of the developers. It had been made clear that they considered the development to be inappropriate in the area as it was outside the building line as denoted in the Neighbourhood Plan and that a development of that size would put further stress on the limited infrastructure within the village, including roads, local services, the school etc.

b. HNRFI: No further update re a decision. However, it was noted that Tritax were proceeding with meeting with local Parish Councils and seemed confident that the development would be approved. It is vital that Sapcote Parish Council continue to attend all meetings to ensure the best outcomes possible for the village.

c. Strategic Development Area/M69 proposals

Mr Howell reported that there had not been any further meetings.

d. Fosse Villages – Shaping the Future –

The Clerk confirmed she had attended the last meeting on the 08.05.24 and that following the resignation of Mr Morgan it was important for a Councillor to attend these local meetings to represent Sapcote. A lot of developments are planned in the local area and we need to ensure that the villages collectively work together ensure best outcomes. Mrs Wright (LCC) also highlighted the importance of this group.

**Finance and HR**

130/24 To approve the accounts for payment and note income.  
All payments were approved.

**131/24 To note the Cashbook and Bank reconciliation for April 2024**

All paperwork had been provided prior to the meeting and Mr Atkinson confirmed that the Cashbook was in order.

**132/24 To approve any grant applications and payments.**

- No applications had been received.
- The Clerk did make the Parish Council aware that a grant to Sapcote Recreation Ground Trust would be needed shortly.

**133/24 To update councillors on other financial matters**

a. 2023/24 Accounts and audit update.

The Clerk confirmed that she had prepared all paperwork and that the Auditor would receive it shortly for review. She had already reviewed the website and all documentation available on there.

b. Unity Trust Bank signatories.

The Clerk confirmed that currently Mr Howell, Mr Sahota, Mr Tyack and Mr Requena are all signatories to authorise payments with two being needed for each payment. Mr Atkinson has access to view accounts only.

***RESOLVED: all signatories to remain unchanged.***

c. Unity Trust confirm Direct debits and Standing Orders

The Parish Council confirmed the current direct debits and standing orders.

d. Insurance

The Clerk explained that the current insurance was due for renewal on the 1<sup>st</sup> June 2024. She was currently undertaking a review of the insurance to get the best cover for both the Parish Council and the Sapcote Recreation Ground Trust, but did not have all information available at that time.

She proposed that the Finance committee review all the details and that all documentation be sent out via email to the whole Parish Council. A decision would then be made via email, so that there was no gap in the insurance cover, to be ratified at the June meeting.

This was agreed by the Parish Council.

e. Setting up an Account with building etc materials Coltmans/other?

The Parish Council agreed that the Clerk should explore details of setting up an account and bring those to a future meeting.

**134/24 To review and approve the Asset Register**

The Asset Register was shared at the meeting and the Clerk highlighted updates to it.

***RESOLVED the Asset Register was approved.***

**Estates**

**Cemetery**

135/24

**To consider proposed drainage response for the cemetery extension and agree next steps.**

- The Clerk had previously shared the response from the Civil engineers regarding proposed drainage solutions in the cemetery extension.
- They had confirmed that a plan for drainage to run to the ditch at the side of the field and then down to the lowest point was appropriate and provided information regarding drainage pipes and the impact on future burials.
- They had also confirmed that they could complete a plan for the work at an extra cost of £750.00
- Mr Taylor expressed concerns that this plan would not work and that the drainage solution should be run under the adjoining field to the lowest point. The Council do not own this land, but the landowner had indicated he would be happy to agree for us to have access to complete works.
- The point was reiterated that a professional company had drawn up the plans, which would come with a guarantee which should give the Parish Council confidence in the plan.

Following discussion, the following proposal was made by Mr Requena and seconded by

Sapcote Parish Council engage DWS to draw up a plan for drainage as advised at a cost of £750.00. Once received, the plan will be shared with all members of the Parish Council for review.

***RESOLVED for the Clerk to ask DWS to complete a plan.***

**Estates Committee meeting (07.05.2024)**

136/24

**To receive the minutes from the Estates Committee meeting.**

The Clerk shared the draft minutes from the Estates Committee meeting on the 07.05.24, these had been sent prior to the meeting, but paper copies were provided at the meeting.

137/24

**To consider and agree any recommendations from the Estates Committee meeting.**

- a. To update Councillors re ICCM guidance regarding safety of burial plots.

***Recommendation:***

***Following discussion, it was agreed to recommend that some boards be purchased to cover graves. These will be stored in the cemetery and available for use by the grave digger and place in situ when needed.***

**This was agreed by the Parish Council.**

- b. To discuss temporary wooden crosses at the Cemetery.

**Recommendation:**

***It was agreed that, to ensure the cemetery remains a nice, calm and respectful environment for all and to ensure that the old and new sections are managed in the same way going forward:***

- 1. All crosses older than 6 months be removed and that all future crosses are removed at the 6-month mark.***
- 2. All trees and large shrubs planted on or near graves be removed.***
- 3. All glass and other breakable items be removed for health and safety concerns and any that are placed on the grass surrounding plots should also be removed to enable proper grounds maintenance of the cemetery.***
- 4. The rules should be reviewed to ensure clarity on these points.***
- 5. All deed holders should be notified of the decision to remove items and given the opportunity to remove them first. This will be primarily through notices placed in the cemetery and on the website and social media. Some may be contacted in person if appropriate and where we have up to date contact numbers.***

**Following discussion it was RESOLVED: that the Parish Council accept all recommendations.**

**It was noted that matters pertaining to the graves, memorials and items left in the Cemetery are very emotive and as such any need to contact relatives to discuss removal of objects would be done with sensitivity by staff.**

**Sapcote Recreation Ground Trust**

- c. To review fees for hire for block bookings and make recommendations to the Parish Council.

**Recommendations**

- Croquet Club: Fees be increased to £200.00
  
- Football Clubs:  
Sunday teams: fees be increased to £600.00 each team.  
Saturday team fees be increased to £300.00
  
- Cricket Club:
  - Block bookings for Saturday fixtures to include changing rooms and Pavilion (times to be confirmed) be increased to £750.00.
  - Extra Sunday sessions and other sessions to be charged separately at Club rate as needed.
  - Cricket Club to be reminded to return all documentation and information previously requested.

- The Committee also stressed that whilst these increases in fees will not necessarily cover all associated costs for running the facilities, they felt they were reasonable increases at this time.
- The Parish Council acting as Sole Trustees will continue to monitor costs in future so that they have a full understanding over time of actual costs for running all facilities and this can be factored into any future increases.
- All fees will need to be reviewed at least annually and more often if inflation increases rapidly etc.

**RESOLVED:**

**Sapcote Parish Council acting in its capacity as Sole Custodian Trustee for Sapcote Recreation Ground Trust to charge fees for 2024/25 as above to regular Club hirers of the facilities.**

**That the new fees be sent to all Clubs as soon as possible.**

d. To review plans for upgrading Recreation Ground and Pavilion facilities including: Discuss quotes for new gate access to the Recreation Ground.

c.1 Only one quote had been received by the meeting, this matter was deferred to the Parish Council meeting.

***RESOLVED: The Parish Council deferred a decision until the next meeting when it was expected further quotes would be available.***

c.2 Discuss Storage for Parish Council and SRG Trust paperwork.

***Recommendation***

***That suitable storage be purchased, and everything be moved to the Pavilion by the staff.***

**RESOLVED to purchase storage as soon as possible.**

138/24

**To agree signatories for the new bank account in the name of Sapcote Recreation Ground Trust**

The Clerk had reviewed various bank accounts and suggested setting one up with Lloyds bank.

***RESOLVED It was agreed that Mr N Sahota, Mr V Howell and Mr D Wassell would be the signatories on the account, with both the Clerk and Assistant Clerk having access to set up payments.***

**Events**

139/24

**To receive an update on Carnival 2024 (22<sup>nd</sup> June 2024)**

The Clerk confirmed the following:

- There was just one month to go, so now in final preparations.



- The Carnival Booklet had been sent to the Printer and once collected would be delivered at end of the next week to all houses in the village.
- A further letter will be sent to all houses on float route with extra details, times, alternative parking options etc the week before the event,
- TTRO had been granted
- We still need to confirm marshals and signage with LCC asap. We were hoping to work with Hinckley Round Table through Mr Tyack for support.
- Councillors were asked to confirm times available to the Clerk, if they had not already done so.
- All Risk Assessments were in the process of being completed and would be sent to LCC and all groups and volunteers etc
- We had asked for signed confirmation from all groups etc re stalls/floats etc. so we knew numbers etc.
- We still needed to consider SPC Royal Family Float decorations.
- We still need to review and purchase various things including Hi-vis, Radios, decorative things for float and Rec Ground etc
- We were starting to collect raffle donations/prizes and if any one else wanted to donate they would be gratefully received!

**140/24**

**To receive an update regarding D-Day celebrations (6<sup>th</sup> June 2024)**

- Everything was in place for the celebration, which would be along the same lines as that planned for the Queen's Jubilee in 2022.
- Food would be available – Fish and chips, cakes and ice cream
- Hot/cold drinks to be served by the Scouts
- Entertainment provided by Rhia Chappell
- The beacon would be lit at 9.15pm as per instructions.
- Mr Angrave would check the beacon and sort the gas.
- Mr Taylor would provide some fencing to go around it.
- Mr Howell would ask a local resident to read the poem
- Residents would be reminded about the lack of parking and to walk if possible. If driving, they would be reminded to park responsibly and mindful of residents drives etc.

**141/24**

**To receive an update on the Sapcote Stars Award**

- Mrs Badland confirmed that there had been nominations for all awards and she was pleased with the number of nominations in total.
- The Sapcote Star Awarding committee had met the previous day and made its decision for each award.
- The committee had been impressed with the nominations and felt that the winners of each award thoroughly deserved them.

- The awards would be presented at the Carnival and would comprise of a small trophy, a certificate and the prize money previously agreed.

**142/24**

**Chair's Report**

The Chair reminded the Parish Council:

That as a Parish Council we are each responsible to the residents of the parish to act ethically and honestly. That we need to work together as a Parish Council for the benefit of the village, regardless of how long anyone has been a resident and that everyone's voice is equal. Decisions made must be followed and that concerns, questions or further information be brought to Parish Council meetings in the correct way.

He also outlined his expectations that all matters are raised at Parish Council meetings and that due processes must be followed when discussing items: including declaring interests and withdrawing from discussions when appropriate. Should any Councillors contravene the Code of Conduct, the matter would be reported to the Monitoring Officer.

**143/24**

**Clerk's Report**

The Clerk informed the Council that they were still waiting to hear from Blaby District Council as to whether there needed to be an election for the vacant Councillor seat. If not, she would start the co-option process as soon as possible.

**144/24**

**Items for the Next Agenda**

**145/24**

**Date of next meeting: Thursday 13<sup>th</sup> June 2024, Sapcote Pavilion 7.30pm**

Please note the change of date due to the D-Day celebrations on the 6<sup>th</sup> June.

**Proposed for Closed Session**

*In accordance with the Public Bodies (admissions to meetings) Act 1960 s.1(2) and the Local Government Act 1972 s100 (2) the following agenda item is likely to be considered with members of the public and press excluded from the meeting for the reason that matters appertaining to employment of staff are of a confidential nature.*

**146/24**

**Staff contact outside of working hours.**

Councillors were reminded that staff work part time hours (25 hours p/week each for the Clerk/Assistant Clerk) and that this did not include evenings or weekends except by arrangement for a meeting or event. Councillors were reminded to leave a message and staff would respond as soon as possible or when back at work.

The Clerk also raised concerns about local residents turning up at her house, including over the recent bank holiday Sunday.

***RESOLVED It was agreed to investigate having a post box at the Pavilion and using that as the Parish Council address in future.***

**147/24**

**Complaints about staff and the correct process to follow.**

Councillors were reminded that there are correct processes to follow should they have any concerns or complaints about a member of staff and they should be raised in line with those. This would to either speak to the Clerk (regarding all other members of staff) or the Chair (if it was regarding the Clerk).

**148/24**

**Complaints from members of the public about the car park by the pavilion.**

The Chair confirmed that staff had received comments and a complaint about the use of the Car Park during the week and being told not to park there. The Chair explained that it was a public car park and as it is not monitored at this time and no parking restrictions are enforced, it is hard to stop people from parking there.

***RESOLVED: It was agreed that signs should be put up as soon as possible re parking at own risk etc.***

***The use of the carpark should be monitored over time, particularly if the Pavilion starts to get busier during the week day.***

**Meeting Closed at: 9.40pm**

**Signed.....**

**Date:.....**