



**Minutes of Sapcote Parish Council Meeting
held at Sapcote Pavilion at 7.30pm, on Thursday 13th June 2024**

Present:	<i>Mr P Atkinson, Mr V Howell, Mrs J Keeber, Mr L Requena, Mr P Taylor, Mr N Tyack,</i>
County/District Councillors:	<i>Cllr M Wright (LCC), Cllr M Shirley and Cllr B Taylor (BDC)</i>
Clerk:	<i>Mrs J Blackburn</i>
Assistant Clerk:	<i>Mrs E Grimsley</i>
Members of the Public:	0

149/24 To receive and accept apologies for absence.

Apologies were received and accepted from Mrs L Badland, Mr N Sahota and Mr D Wassell.

150/24 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.

151/24 To approve, as a correct record, the minutes of the Meeting held on Thursday 9th May 2024

RESOLVED that the minutes of the Parish Council Meeting held on Thursday 9th May 2024, a copy of which had been circulated to each member, be accepted as a true record of the meeting.

152/24 Public Participation

No members of the public were present at this time.

153/24 Reports from County and District Councillors

This matter was deferred to after the Planning section as Councillors had not arrived. Reports had been shared prior to the meeting.
Due to the General Election Councillors did not add anything further to their reports.

19:33 – 1 member of the public arrived and then left at 19:38

Planning

154/24

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

- **24/0436/FUL – 20 Pougher Close, Sapcote,**
Erection of new self and custom housebuilding dwelling which will be one and a half storey. Demolition of existing outbuildings.

No objection

- **24/0424/HH - 18 Stanton Road, Sapcote**
Single storey front extension with new roof to porch and garage.

No objection

- **23/1072/OUT - Land south of Orchard Leas Close, Cooks Lane, Sapcote -**
 - Amendments - Submission of GCN (eDNA) Survey Report.
 - Alterations to proposed indicative layout spacing out individual plots with details for boundary treatments.
 - Amendment to site plan to include a paved bin collection point at the site access to Cooks Lane.
 - Submission of details for design guidance and hedgerow planting.

All noted – no objections

- **24/0388/VAR - Stanley House, Sapcote - Amended plans received (proposed plans 603A, proposed elevations 604D)**

No objection

155/24

To note any planning decisions received

- **24/0220/HH Stanley House – garage/workshop** **APPROVED**
- **24/0355/VAR 128 Sapcote Road, Variation to condition 3** **APPROVED**

Minute 153/24 was discussed at this time, following the arrival of all Councillors.

19:53 Mr Atkinson arrived

156/24

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

a. Land off Leicester Road

The Clerk confirmed that the developers would be applying for planning permission in the near future.

b. HNRFI

- The Clerk had previously forwarded an email regarding a meeting with Tritax scheduled for 25.06.24 and she reminded all that it was crucial that the Parish Council was represented at the meeting.
- Mr Atkinson agreed to attend the meeting on behalf of the Parish Council and confirmed he would report back following it.

- Mr Requena suggested that it was important for the Parish Council to consider the priorities for Sapcote, should the development go ahead, as there would be a community fund available and we need to ensure that Sapcote receives a suitable portion of this to continue to improve the village for residents.
- It was agreed that all Councillors should consider this and bring ideas to the next meeting.
- The Clerk confirmed that she had received the plans that were mentioned in invitation to meeting from Tritax and these were handed to Mr Requena for review.

c. Strategic Development Area/M69 proposals

No update

d. Fosse Villages – Shaping the Future

No update

Finance and HR

157/24

To receive the Annual Internal Audit Report 2023-24 and consider any actions

The report had been sent out prior to the meeting. The two recommendations had already been considered and were in hand. No further actions needed.

158/24

To consider, approve and sign the Annual Governance Statement 2023-24

The Clerk has shared the full AGAR document prior to the meeting. The Parish Council considered all sections. The Clerk highlighted the box 9, which was now applicable as Sole Custodian Trustee and all agreed. The statement was approved and signed by the Chair of the Parish Council.

159/24

To agree the dates for the period of public rights.

The Clerk explained the process for the setting of the dates for the period of public rights, which were agreed as Monday 24th June 2024 to Friday 2nd August 2024 so covering the required period in July.

160/24

To consider, approve and sign the Annual Return

The Clerk explained the figures on page 5 of the AGAR , and in particular boxes 11a, 11b. The Parish Council approved the Annual return and the Chair signed the document.

161/24

To approve the accounts for payment and note income.

This was shared with Council. All payments were approved and income noted.

162/24

To note the Cashbook and Bank reconciliation for May 2024

Mr Atkinson had reviewed the Bank Reconciliation and confirmed all was in order.

163/24

To approve any grant applications and payments

The Finance & HR committee had recommended that a similar annual grant (to previous years) of £10,000 to previous years be made to SRG Trust.

Following discussion:

RESOLVED to grant Sapcote Recreation Ground Trust £10000.00 as per previous years to help offset management, repairs and improvement costs.

The payment will be made in two instalments of £5000, one now and one later in the year.

164/24

To update Councillors on other financial matters

a. To ratify Insurance policies for 2024 – 2025.

- The Clerk reminded all of the previous meeting's discussion and decisions. As the insurance needed to be reviewed by the 1st June 2024, once all quotes had been obtained they were shared with all Councillors via email.
- The Finance & HR Committee had reviewed the quotes and recommended accepting the quotes from Clear Council, who had split the policies into one for Sapcote parish Council and one for Sapcote Recreation Ground Trust
- The combined cost for both policies was still lower than the other quote.
- Insurance had been taken out with Clear Councils.

REOLVED to confirm the decision to accept the quotes from Clear Councils for both Sapcote Parish Council and Sapcote Recreation Ground Trust (acting in their capacity as Sole Custodian Trustee).

Estates

Cemetery

165/24

To consider the drainage plan for the cemetery extension and agree next steps

- Mr Requena confirmed that since the last meeting a drainage plan had been supplied by Diamon Wood Shaw (DWS) and shared with the Parish Council for discussion today.
- However, in the meantime new guidance for cemeteries had been produced by the Environment Agency and that this included information on charging etc. (shared with the Parish Council by email).
- As new cemeteries were impacted by this, we had explored the situation fully and taken further advice from ICCM and DWS amongst others.
- It was clear that as we had received planning permission prior to October 2023, the new charges would not be applicable to us however it was strongly recommended that all guidance regarding drainage be considered now and appropriate steps taken to ensure any drainage plan was compliant with this, which could have an impact on future burials.

Following discussion Mr Requena proposed:

- That the cemetery extension design and drainage plan be reviewed fully in light of this guidance and that appropriate personnel be involved should major changes be needed.
- That DWS be contacted for a costing to review and update the drainage plan.
- That a meeting with Glympton Construction be arranged to discuss the issues and concerns and review costs etc, to include 1 or 2 Councillors.
- Once completed all information to be shared with the Parish Council via email so that we can get the project moving again, as quickly as possible.

This was agreed by the Parish Council.

166/24 To consider quotes for new signs for the Cemetery.

- The Assistant Clerk confirmed she was in the process of getting quotes for two new notice boards for the cemetery. These would be similar to those obtained previously purchased but would be mounted on posts.
- Mr Requena explained that these boards would enable us to share the rules and regulations of the cemetery and other appropriate information as necessary. Other appropriate signage would be considered, once the extension was completed.
- It was agreed details of the boards would be shared following the meeting and a decision made at the next meeting.

167/24 To agree updated Rules and regulations for the Cemetery –

- The Clerk explained that she had not had time to complete the update and send to Councillors prior to the meeting, so this was deferred to the next meeting.
- The Clerk explained that following the previous meeting we have had an instance of someone making changes to their relatives' graves and this was explained. The Clerk confirmed she was seeking clarification on how this should be dealt with going forward so that it could be added to the Rules and Regulations.

Following discussion, it was RESOLVED that:

- ***All unapproved work should be identified and considered as quickly as possible by staff, particularly where they may be concerns regarding to Health & Safety and Maintenance implications.***
- ***Concerns would be brought to the next meeting of either the Estates Committee (or the Full Parish Council if no Committee planned) who would consider the issue and make a recommendation for action.***
- ***Action may include asking for the work to be removed, or in some cases retrospective permission may be granted.***
- ***The Clerk was asked to include this in the updated rules and regulations.***

Allotments

168/24

To update the Council re letting of new allotment plots

- The Clerk confirmed that three allotments had now been let and agreements would be sent to those new tenants as soon as possible.
- A couple of people on the waiting list had refused one of the new ones as they were 'too small', whilst another commented they were too large!
- We still have people requesting to go on the waiting list and will contact them as and when plots become available.

169/24

To consider the Community allotment and its future

- The Assistant Clerk confirmed that there was currently no-one managing it. A request had been put on Social Media for someone to take over, but that no-one had come forward.

RESOLVED for the Parish Council to take back responsibility for the plot and to relet it as soon as possible.

170/24

To receive a verbal report following a recent inspection of the allotments

Mr Tyack confirmed that he and Mrs Badland had completed an inspection of the allotments recently. They were concerned about the condition of several allotments and would be liaising with the Clerk on this matter. The Clerk confirmed that communication had already been sent to several tenants regarding the lack of work on plots and that staff would be following this up in due course.

171/24

To consider quotes for new signs at the allotments

As per minute 166/24, Allotment noticeboards and signs will be considered at the next meeting.

Sapcote Recreation Ground Trust

172/24

To consider quotes for a new gate/entrance onto the Recreation Ground (from the Car Park)

- A report containing three quotes had been produced by the Assistant Clerk and sent out prior to the meeting.
- The difference in information and prices quoted was noted.
- Mr Requena suggested that the decision be deferred until the next meeting, when the quotes could be considered along-side those for the fencing.
- It was agreed to do this.

173/24

To consider quotes for new signs and a notice board at the Recreation Ground.

- The Clerk explained that to be able to complete the order for some new signage at the Recreation Ground they needed further information regarding bye laws etc. Signs that could be ordered and updated would be done so as soon as possible.

- Possible designs for a new Sapcote Pavilion Sign would be shared with Councillors following the meeting.
- A new noticeboard or outside the Pavilion would be needed and information and costs would be shared.

174/24 To consider quotes for new fencing at the Recreation Ground.

- Mr Requena explained that he had asked staff to obtain quotes for the replacement of fencing around the Recreation ground, particularly the are along Park Road which was falling down.
- The Assistant Clerk confirmed that only one fence quote had been received. This item was deferred to the next meeting when further quotes would be available.

175/24 To discuss improvements to the management and running of the Pavilion.

- The Clerk explained that following a meeting with the Cricket Club, they had confirmed that they did not require the Pavilion to be opened on Saturdays. The Clerk had agreed to review the fees in light of this.
- It would mean that the Pavilion could be booked separately, so increasing income, but this could cause other issues e.g. parking and ensuring the health of safety of others if the cricketers were playing.
- It was agreed that the issue of parking was one that needed to be considered by the Trust, to explore ways that more parking could be provided.
- Mr Requena suggested that it would be useful to hold a separate and specific meeting for the Trust.
- This would enable the Trust to agree action plans for improvements, time frames, expected budget/costs, and explore funding grants, so that the Trust can begin to be more proactive rather than reactive. 'It was explained that this did not need to be in public, though minutes would be kept and brought to the Parish Council meeting.
- All Councillors would be entitled to attend the meeting and it would be useful to have as many as possible there.
- It was agreed that a date be set for this as soon as possible.

Events

176/24 To receive an update on Carnival 2024 (22nd June 2024)

The Clerk confirmed that:

- Final preps including timings, details re parking etc, were being completed and would be shared with all participating on the day.
- The final letter to go to residents living along the float procession route would be delivered during the week commencing Monday 17th June.
- Final discussions and plans for marshals on and along the route for the floats would be discussed with Mr Tyack.

- Raffle tickets – all Councillors who had taken some were asked to return stubs, money and unsold tickets. Also any prizes that had not already been provided should be given to staff prior to the day.
- Friday 21st June will be initial set up day, with the Marquee, tables/chairs etc all being sorted.
- Pavilion will also be open for Items to be dropped off if easier to bring the day before (e.g. raffle prizes etc)
- The Clerk thanked Mr Taylor, Mr Wassell and Mrs Keeber in particular, for their involvement in the Carnival planning over the last year and them plus other members of the Parish Council who are all supporting on the day.
- The Clerk also thanked all groups and individual who have supported, worked hard etc. to put Carnival 24 on and she hoped it was going to be an enjoyable day for all.

177/24 To receive an update following the D-Day celebrations (6th June 2024)

- The D-day celebration went well everyone seemed to enjoy themselves even if the Fish and Chip Van struggled to keep up with demand!

178/24 To receive an update on the Sapcote Stars Award

- The Clerk confirmed that the Sapcote Stars Awards – will be ready by middle of next week for collection
- Certificates will be produced for those individuals or groups who were commended.
- The prize money will be sent as a BACS payment, all winners will be presented with a voucher and asked to supply their bank details to enable payment to be made.

179/24 Chair’s Report

No report

180/24 Clerk’s Report

Nothing further to add.

181/24 Items for the Next Agenda

Grace Road balancing pool and surrounding fence

182/24 Date of next meeting: Thursday 11th July 2024, Sapcote Pavilion 7.30pm

Meeting Closed at: 21:22

Signed.....

Date:.....