



**Draft Minutes of the Estates Committee meeting of Sapcote Parish Council
held at Sapcote Pavilion at 7.00pm, on Tuesday 7th May 2024**

Present: Mrs L Badland (Chair), Mr V Howell, Mrs J Keeber & Mr N Sahota, Mr P Taylor, Mr D Wassell
Clerk: Mrs J Blackburn
Admin Assistant: Mrs E Grimsley
Members of the Public: 0

E/24/025 To receive and approve apologies for absence.
All present.

E/24/026 To receive any declarations of interest and requests for dispensation.
Mr Howell as part of the Library Committee and Almshouses Committee.
Mrs Keeber as a member of the Bloom Group.
Mr Taylor – as part owner of an area of Granitethorpe Quarry bordering the Grace Road Open Space

E/24/027 To approve, as a correct record, the minutes of the Meeting held on Thursday 29th February.

RESOLVED that the minutes of the Estates Committee Meeting held on Thursday 29th February 2024, a copy of which had been circulated to each member, be accepted as a true record of the meeting.

E/24/028 Public Participation.
No public present.

E/24/029 To note any concerns or urgent maintenance needs and agree further work.
Fencing at the Recreation Ground

E/24/030 To receive reports from inspections of all areas maintained by Sapcote Parish Council.
No inspections had taken place since the last meeting. This will continue to remain an agenda item and councillors were encouraged to contact staff to undertake an inspection. The cemetery and allotments were both areas identified as due for inspection in the near future.

Sapcote Cemetery and Memorial Garden
E/24/31 To update Councillors re ICCM guidance regarding safety of burial plots.

The Assistant Clerk updated Councillors with findings following further investigations with local parish councils:

- We do not employ the grave digger as the funeral directors do, however it would be useful to have copies of his insurance and risk assessments. He has been asked for these and they have sent to the Parish Council.
- Most Parish Councils do not use purchased grave covers and shoring equipment, but expect all graves to be covered with boards and made safe for the time in between digging and when the interment is completed.

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.

E/24/32 To discuss temporary wooden crosses at the Cemetery.

- Our rules state that all temporary wooden crosses supplied by funeral directors should be removed after 6 months, but in practice this has not been done leading to some old and broken crosses on graves.
- It was also pointed out that we have instances where trees have been planted on graves, which is not allowed and tree roots may be causing problems to neighbouring plots.
- There is also an issue with relatives leaving memorials or tributes to loved ones which either take up too much space, overflowing their allotted area so making grounds maintenance difficult or in some cases are made of glass or breakable materials which is a health and safety risk.

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.***

Allotments

E/24/33 To update Councillors regarding allotment plots available.

- The Clerk confirmed that plot 17 a (small plot) and 16b (large plot) had been vacated.
- Following inspection by the Clerk and Assistant Clerk 16b would be split into 3 small plots to mirror those next to them. This would give us four small plots, and these would be offered to the first four residents on the waiting list.

- The plots would be split as soon as possible and offered out in the next couple of weeks.

Grace Road Open Space and balancing pool

E/24/34 To receive an update on Grace Road Open Space

The Clerk confirmed that following the last Parish Council meeting, where it was agreed to revisit the drainage beside the allotments, she had not had time to progress this item as yet but would update everyone at the next meeting.

Other projects

E/24/35 To receive an update on the project to introduce Swift nest boxes.

Good response from residents to the facebook post are for sites for the nest boxes. Twelve addresses have been put forward as possible locations and we will have to wait to see what happens.

E/24/36 To receive an update on the V38/V40 footpaths

- Still waiting to hear from LCC regarding safety fencing on the V38
- V40 – no funding available for improvement works by LCC/BDC. It is not the responsibility of the Parish Council and as such no recommendation for improvement.

E/24/37 To discuss the Big Tree Giveaway – linked to new trees on the Grace Road Open Space.

Mrs Badland confirmed that herself, Mr Requena and Mr Tyack had looked at this project and selected a variety of English native trees as suitable for the open space and that a request for 60 would be submitted. We would then have to wait and see if we were successful.

Sapcote Recreation Ground Trust.

E/24/38 To receive any correspondence to the Recreation Ground Trust.

The Clerk outlined the correspondence received from a local resident, mainly relating to historic concerns prior to the Parish Council taking over as Sole Custodian Trustee.

Following discussion about the situation the committee recommends that a response be sent outlining the following:

- ***All issues prior to the Parish Council becoming sole Custodian Trustee should have been sorted with the previous management committee. The Parish Council acting as Sole Trustees does not accept any liability and are not responsible for any complaints prior to November 1st 2023.***
- ***The Parish Council acting as Sole Trustees consider this matter to be closed and will not enter into further discussion about it.***
- ***The Parish Council acting as Sole Trustees will review the area and ensure that all plants are maintained going forward and will consider further planting if needed.***

E/24/39 To receive the ROSPA play inspection reports and actions to date.

- Annual safety reports were completed in March. No Urgent repairs were required.
- Recommendations for maintenance and minor repairs were made and we have begun to action those we can.

- The Committee were reminded that the Parish Council holds S106 funds for repairs and maintenance so any costs for materials or tools will come from that and it will also cover any call outs to the original installers etc if needed at any time. The fund will last till approx. 2040.

E/24/40

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 in to any future increases.**
- **All fees will need to be reviewed at least annually and more often if inflation increases rapidly etc.**

E/24/41

To review plans for upgrading Recreation Ground and Pavilion facilities including:

- Discuss quotes for new gate access to the Recreation Ground.**
 Only one quote had been received by the meeting, this matter was deferred to the Parish Council meeting.
- Discuss Storage for Parish Council and SRG Trust paperwork.**
 - The Clerk explained that some Parish Council archive material was stored at the Scout Centre, with other items stored elsewhere. We now also have all the Sapcote Recreation Ground trust paperwork.
 - The Assistant Clerk did not have easy access to paperwork etc.
 - It would be useful to purchase more storage (two lockable cupboards) and to move everything to the Pavilion and organise it all properly.

Recommendation

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