

SAPCOTE PARISH COUNCIL

Minutes of a meeting of Sapcote Parish Council held at Sapcote Pavilion at 7.30pm, on Thursday 1st July 2021

Present: Mr E Morgan (Chairman)
Mr P Atkinson, Mrs A Davies, Mr V Howell, Mrs J Keeber, Mr N Sahota, Mr R Towers, Mr P Taylor

County/District Councillors Mrs M Wright and Mr I Hewson

Clerk: Mrs J Blackburn

Members of the Public: 1

136/21 To receive and accept apologies of absence
Apologies were accepted from Mrs L Shipley and Mr N Tyack and Cllr M Shirley.

137/21 To receive any declarations of interest and requests for dispensation
Interests declared:
Mrs Davies – as her daughter works in Sapcote Cemetery.
Mr Howell - as a trustee of Sapcote Community Library and a trustee of Sapcote Alms Houses.
Mrs J Keeber – as Chairman of the Bloom Group
Mr Taylor – as part owner of an area of Granitethorpe Quarry
Mr E Morgan – in relation to a planning application on the Agenda

138/21 To approve, as a correct record, the minutes of the Parish Council Meeting held on Thursday 3rd June 2021

RESOLVED that the minutes of the Annual Parish Council Meeting held on Thursday 3rd June 2021, a copy of which had been circulated to each member, be accepted as a true record of the meeting.

139/21 Public Participation
None

140/21 Reports from County Councillors/District Councillors
The report from Mr I Hewson (BDC) was previously circulated with no questions asked. Mr Hewson added that he had been contacted by two residents with regard to antisocial behaviour on the Recreation Ground. Mr Hewson had contacted the following colleagues at Blaby District Council to see what they could do to resolve the situation.

- Caroline Harbour - Environmental Health, Housing & Community Services Group Manager.
- Jill Carr - Partnership Support Officer, Community Safety Team

The clerk confirmed that she had been liaising with Ryan Keane, PCSO and was meeting with him and representatives of the SRGMC shortly to discuss the concerns and would also invite Jill Carr to attend.

Mr Hewson left the meeting and Mrs Wright joined it.

The report from Mrs Wright (LCC) was previously circulated. She explained that she was waiting for further information about the Member's Highways Fund (£25,000 to be used on local projects) and suggested that to get best use for the money it may be useful for parishes to consider projects together rather than dividing the money up between nine parishes.

Mrs Wright provided an update on Sapcote and Granitethorpe quarries (see minute 146/21).

Mrs Wright left the meeting

Information update on actions previously agreed:

141/21

Grace Road open space drainage ditch beside the allotments:

The Clerk had contacted LCC highways department who had referred the matter to the flooding team. She been informed that the Parish Council would need to apply for consent to carry out works on or near to a watercourse and provided the links to complete the application and that there was a charge of approx. £50.00 to apply.

RESOLVED: To complete the application form and pay the necessary fee following further investigation with regard to extending the allotments.

Mr Taylor arrived

142/21

Grace Road open space – benches

Following an increase in requests for memorial trees/plaques, the Clerk now recommended:

- Two benches be purchased for the wildflower meadow area on the Grace Road open space.
- One bench to be dedicated to Mike Guntrip and the other to be made available for further memorial plaques to residents. Suitable wording for the plaque was discussed.
- In addition, one further memorial bench for the Cemetery (to replace an old bench recently removed) should be purchased and be available for memorial plaques to be attached.
 - Plaques must be purchased through the Parish Council and all wording agreed with the Clerk. Plaques currently cost £70 and fitting fee of £30 to be levied by the Parish Council (total of £100). All costs to be paid by the applicant at time of order.

RESOLVED:

(1) To purchase three memorial benches, fixing packs and install as above

(2) Suitable memorial plaques to be agreed and purchased through the Parish Council. Charges to be reviewed annually.

143/21 Grace Road open space - replacement trees and boundary hedge
The Clerk explained that she was in the process of contacting Robert Vernon from Bluebell Arboretum and Nursery and was waiting for a response.

144/21 Grace Road Balancing Pool – maintenance
The ownership, safety concerns and ongoing maintenance of this area was discussed. The Clerk explained that she had contacted David Wilson Homes for advice for the ongoing maintenance of the area and that she was continuing to investigate. She recommended that this is considered as part of the Grounds Maintenance contract for which we plan to go out to tender for later in the year.

RESOLVED:

- (1) The clerk to confirm the ownership of the area and to update all councillors and to investigate appropriate warning signage for installation at the site.**
- (2) Following further investigation, to include the ongoing maintenance in the ground's maintenance tender pack.**

145/21 To receive any correspondence

LCC:	Highways Information
BDC:	Covid and Residents Updates Planning Applications
David Irwin:	Limes Estate Fast Broadband application updates
Residents:	Various emails/telephone calls – re. the horse on the bridlepath (minute 147/21) Brambles outside the old public convenience in Church Street

146/21 To receive an update on Sapcote and Granitethorpe Quarries
Mrs Wright confirmed that following the last multi-agency meeting with the Environment Agency, it was agreed that David Findlay (Constituency Assistant to Alberto Costa MP) would act as residents contact point for issues regarding Granitethorpe and Sapcote Quarries.
He will accumulate evidence, maintain a file and forward on details to the relevant authorities. His email is david.findlay@parliament.uk and residents are asked to email him directly with concerns.

Mrs Wright is in regular contact with both Leicestershire County Council and Blaby District Council who are carrying out enforcement visits. The last LCC visit was on 25 June 2021 when officers spoke to Mr Mac's agent.

147/21 To receive an update regarding concerns raised about the horse kept on the bridlepath
The Clerk confirmed that following various phone calls and emails from residents she had referred the matter to LCC Highways and had also encouraged residents to report incidents. The 'footpath' team had investigated and responded with the following

'Thank you for your report regarding the horse on the bridleway beside Granitethorpe Quarry. We have now carried out site inspections and written to the landowner recommending that the horse should be moved away from the

bridleway, and to remind them that they may be liable for injuries caused by the animal.

We are continuing to monitor the situation and consider further action'

148/21

To receive an update on the allotments on Hinckley Road

The Clerk confirmed that, following concerns raised about a caravan placed on the site, this had been referred to Blaby District Council Enforcement Team who were monitoring the situation. At the time of the meeting the clerk was still waiting for a reply.

149/21

Planning

To consider planning applications received before publication of the agenda and any that are received before the meeting. All applications have been referred to the planning group for initial consideration.

- **20/1340/FUL 17 Sharnford Road, Sapcote**

Amendments to footprint and design of the proposal

No Objection

- **21/0685/VAR Land adj. to 32 Stanton Road Sapcote**

Variation of condition 6 (Site Management Plan) of 20/0265/FUL to permit working hours of 7.00a, - 18.00pm Monday to Fridays and 8.00am – 16.00pm on Saturdays only and no working Sundays or Public Holidays.

Objection

Concerns were raised about extended hours and the impact on residents. Specifically with regard to noise, the ongoing issues with parking, the continued traffic jams being caused by deliveries and residents inability to access footpaths so having to walk in the road.

- **21/0499/OUT Land at Church View House, Cooks Lane, Sapcote**

Outline applications for the erection of a single, two-storey detached dwelling with associated vehicle access, parking and outdoor amenity space. (Access, Layout and Scale to be determined – all other matters reserved)

Objection

The application is outside the building line as detailed in the Fosse Villages Neighbourhood Plan.

- **21/0487/FUL 27 Sharnford Road, Sapcote**

Construction of one 3 bedroom bungalow and associated access, parking and landscaping.

No objection

- **21/0498/HH 12 Penfold Close, Sapcote**

Two storey side extension

No objection

- **21/0523/HH 32 Underwood Crescent, Sapcote**
Single storey rear extension
No objection

150/21 **To note planning decisions issued.**
20/1480/HH 1 Spa Drive, Sapcote
Approved

151/21 **To note any updates on local proposed developments**

- a. Blaby District Council Local Plan:
No further update at this time
- b. Fosse Villages Neighbourhood Plan (FVNP):
The plan was made by Blaby District Council on 15th June 2021 and must be taken into account when deciding planning applications. Members noted there was a current outstanding planning appeal under consideration and were interested to see the outcome of this in relation to the FVNP.
- c. HNRFI:
The Clerk informed members that it is likely this proposal will go to public consultation later this year and the Parish Council should begin to consider their options and response so that they were prepared. Mrs Wright has offered to speak to representatives of the Parish Council to support them with this.
- d. Strategic Development Area/M69 Proposals
The Clerk reported that she understood public consultation on this would take place later this year and reminded members that we had agreed to work with Stoney Stanton Parish Council and a consultant on this matter.
The clerk agreed to contact SSPC for an update.

Estates: Cemetery

- 152/21** **To receive an update on the cemetery including proposed tree survey**
- As it had been over three years since the last tree survey at the cemetery and recreation ground, the clerk had contacted Symbiosis (the company who did last survey) for a quote to complete a review in both areas.
 - The price to visit the site, undertake the survey and prepare a report would be £395.00 for the cemetery and £265.00 for the recreation ground (both prices exclusive of VAT)
 - The SRGMC had agreed to cover the cost for the recreation ground.

RESOLVED to appoint Symbiosis to undertake a tree survey review at the cemetery and recreation ground

- 153/21** **To receive an update on the proposed extension project and to consider quotes received for the project.**
The clerk confirmed that three companies had been approached for a quote to lead phase one of the project to discharge planning conditions. One meeting had been held, with representative members of the parish council, to understand requirements and some suggestions had been made.

Two quotes had been received which had been brought to the meeting for consideration. The quotes had been anonymised and following discussion it was agreed to appoint quote two.

RESOLVED to appoint Ian Stemp Landscape Associates to support the Parish Council on phase one of the extension project (as per quote).

154/21 To consider and confirm the fees charged for burial etc within the cemetery.
The Clerk informed the council that prices had not been reviewed or increased since 2017 and she recommended that a review be undertaken.

RESOLVED Mr Howell to review current prices in comparison to local cemeteries, this information to be brought to the next meeting for discussion.

155/21 To grant Exclusive Rights of Burial to Tracey Richardson and Luke Holt

Finance

156/21 To approve accounts for payment and note income – Unity Account

Date	Cheque No DD/Bacs	Payee	Description	Receipt	Payment (Gross)	VAT
07.06.21	Bacs 41	Mrs J Blackburn	Expenses – Zoom		£143.88	£23.98
09.06.21	Bacs 42	All Saints School	Reimbursement Fence		£520.00	
09.06.21	Bacs 43	Burnt Oak	Grounds Maintenance		£1,359.00	£226.50
14.06.21	Bacs 44	Tracey Richardson	Cemetery- Reserved Grave	£205.00		
18/06.21	Bacs 45	G Seller	Cemetery Fees - Godby	£60.00		
25.06.21	Bacs 46	G Seller	Cemetery Fees – Ftizsimons	£150.00		
25.06.21	DD	Nest Pension	Pension		£86.58	
30.06.21	Bacs	Staff	Wages		£2182.70	
01.07.21	Bacs	Exec Practice	Monthly Payroll		£35.00	
02.07.21	Bacs	HMRC	Tax		£399.05	
02.07.21	Bacs	LRALC Ltd	Clerks training		£40.00	
02.07.21	Bacs	Timberplay Ltd	Recreation Ground repairs		£712.80	
02.07.21	Bacs	Mrs J Blackburn	Expenses		£115.55	£9.43
02.07.21	Bacs	Andrew Porwol	Garden Centre (Cemetery)		£53.00	
02.07.21	Bacs	Waterplus	Cemetery water bill		£106.72	

157/21 To note the Cashbook and Bank reconciliation for June 2021.
The Cashbook and relevant documentation had been reviewed by Mr Atkinson who confirmed that everything was in order.

Account balances as at 30.06.2021:

Unity Trust Bank	£25,381.35
HSBC MM Account	£121,327.74
HSBC Community Ac	£4,266.77
HSBC FVNP Ac	£10,121.53
NS&I	£408,215.04
Total:	£569,312.43

158/21 To consider and approve applying for a corporate card to be used to pay for online purchases.

RESOLVED to apply for Unity (Lloyds Bank) Corporate Card with a limit of £500.00

159/21 To consider quotes for the demolition and removal of the old Scout Hut and/or public convenience and select contractor

The Chair explained that the old Scout Hut was now in a very poor condition and there had been some recent vandalism which was a concern. Following a meeting with members of the SRGMC it had been agreed that the Scout Hut needed to be demolished and the Clerk had approached three local companies to quote for the work.

At the time of the meeting only two companies had submitted a quote and after consideration it was felt that further information would be needed from them. The Clerk recommended drawing up a tender document and sending out to all companies (and others) to quote against. This needed to be done as a matter of urgency so that the work could be completed as soon as possible. Once all tender replies had been received a Parish Council meeting would then be needed to select the contractor. As the next meeting was not until Thursday 2nd September, it may be necessary to have an emergency meeting for this issue in August.

The Chair recommended, given the delays and the recent vandalism, that the Parish Council arrange for Heras Fencing to be erected around the Scout Hut with appropriate signage.

RESOLVED

(1) that the Clerk continue to work with the SRGMC to push forward the demolition through producing a tender and getting relevant quotes as soon as possible.

(2) that an emergency meeting in August be held to select a contractor if needed.

(3) that Heras security fencing and signage be erected as soon as possible.

Personnel

160/21 To consider introducing an HR committee

Following discussion, it was agreed not to introduce a committee.

161/21 Clerk's Report

Parish Online – training and subscription for 22/23

The clerk explained the Parish Council currently has a subscription to Parish Online, a very useful online mapping package, through the FVNP, who will be arranging training for clerks and councillors to use this. Councillors were asked to express an interest in attending training so that numbers could be gathered.

It was noted that the subscription would need to be budgeted for by the Parish Council for 2022/2023 (Approx. £100).

Queen's Platinum Jubilee celebrations

The clerk reminded all that the dates for the extended bank holiday (Thursday 2nd – Sunday 5th June) had been published and a discussion about a village celebration followed. The Parish Council were keen to support a 'village fete' on the weekend and the Clerk agreed to begin looking at the organisation of this. Councillors were asked to volunteer if they wished to be part of a sub group.

Allotments – waiting list/creation of new allotments

The Clerk explained that there was now 27 people on the waiting list for an allotment and that the wait could take 3-5 years. The Clerk recommended that the Parish Council explore the option of providing further half size allotments on the open space at the Leicester Road site. It was agreed that the Clerk would start investigate a suitable site and costs to establish the allotments and bring this back to the Parish Council.

Disconnection of water at the old public convenience

The Clerk explained that over the past year she had continued to pursue the disconnection of the water as we continued to pay charges despite the building not being in use. She had now been told that there would be a further delay in the disconnection and following conversations with both Mr Morgan and Mr Howell it may be a better idea to ‘repurpose the building’ as an extra facility for the village.

RESOLVED that the Clerk cancel the water disconnection at this time whilst other options for the building are considered.

Brambles beside old toilets on Church Street

The Clerk explained that she had been contacted by a resident regarding the overgrown brambles beside the old public convenience. The Clerk confirmed that she would arrange for this work to be completed as soon as possible but there would be an extra charge from the grounds maintenance company to do so.

162/21 Items for the Next Agenda

163/21 Date of next meeting: Thursday 2nd September 2021, 7.30pm at the Pavilion.

Meeting Closed: 9.23pm

Signed.....
Chairman

Date.....