



Saxilby with Ingleby Parish Council

Non-confidential

In-Post Parcel Locker Site Options

Report to: Full Council

Report by: Clerk

Power/duty which decision falls under:

Local Government Act 1972 s.111 – the general power to do anything “calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions.” Under Local Government Act 1972 s.124–126 powers to manage, lease, or dispose of land.

Which council objective(s) it falls under:

- Maintain and improve community facilities and amenities
- Retain and encourage employment and tourism opportunities
- Improve the well-being of residents
- To foster public participation and engagement
- To recognise the climate and biodiversity emergency and it should be considered as the basis of all decision and policy making

Public Sector Equality Duty

Consider how policies/decisions affect those protected under the Equality Act)

The proposal would provide accessible parcel collection and return facilities for residents, including those without private transport. Lockers are designed to accommodate wheelchair and pushchair users. No adverse equalities impacts have been identified.

Duty to conserve and enhance biodiversity

The locations considered would not detrimentally impact on local bio-diversity.

Consideration on carbon reduction:

Parcel lockers support delivery consolidation, reducing repeat delivery attempts and vehicle mileage. Hosting a locker supports wider sustainability and carbon reduction objectives, reducing vehicle use of residents to leave the parish to visit the nearest parcel locker.

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 proposal¹

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:

Risk Area	Risk Present / Description?	Likelihood	Impact	Risk Rating	Mitigation & Contingency
Decision Making / Strategic	Choice of locker location may affect usage, safety, or future expansion	Medium	Medium	Medium	Council to approve preferred site
Finances	Costs of installation and possible path widening	Low	Medium	Low-Medium	No costs to the council. If footpath modification required, in-post to pay
Property	Locker installation could impact existing facilities	Low	Low	Low	Locker sited against existing wall/fence to minimise disruption
Staff / Operational	Ongoing maintenance and management	Low	Low	Low	In-Post responsible for maintenance; council to report any problems flagged
Legal	Planning permission / lease obligations	Low	Medium	Low-Medium	Installation within areas leased by council. Planning not required
Written/Verbal Communication	Public concerns or complaints	Medium	Low	Low-Medium	Clear signage, council communications and consultation
Insurance	Damage to lockers	Low	Medium	Low-Medium	In-Post property
Inspection / Events	Lockers near high-traffic areas could interfere with events	Medium	Low	Low-Medium	Preferred location avoids busiest areas

A full site survey and risk assessment will be undertaken by In-Post prior to installation.

Overall risk level: **Low to Medium**, dependent on-site selection.

¹Risk areas to consider - strategic/operational, likelihood/impact, add to risk register? Any contingency planning needed?

REPORT

A site meeting was held with In-Post (<https://inpost.co.uk/>) to explore suitable locations for a parcel locker system in the parish on council owned or managed land. All locations have to back-up to a wall or fence.

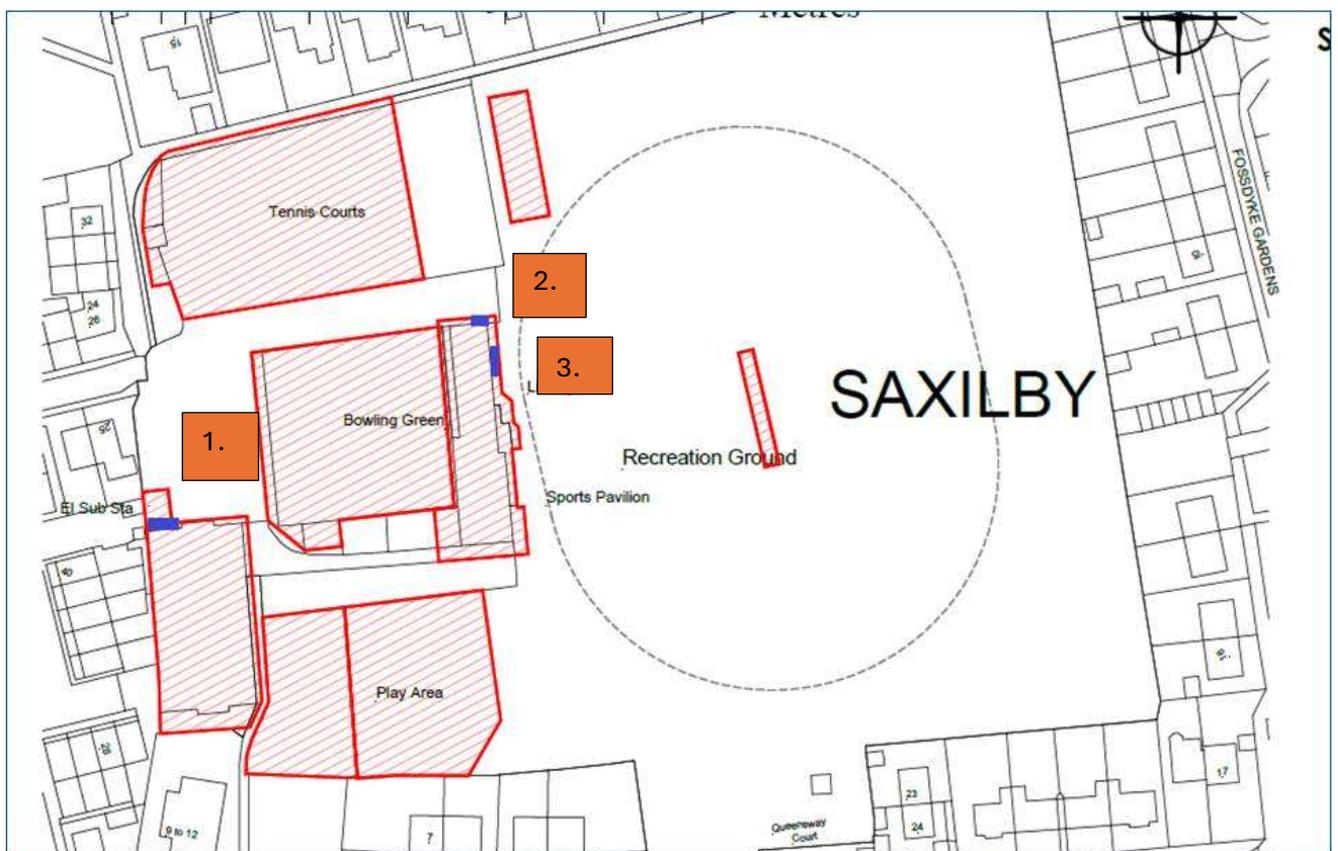
The new burial ground car park is no longer available as an option as solar lockers are paused in the area with no confirmed return date.

Three potential locker locations were identified within areas leased by the council on Saxilby Public Recreation Ground.

Option 1: Adjacent to the forthcoming new MUGA fence – minimal interference with other site users and easy access; preferred option.

Option 2: Under the fire escape at the end of the car park – less ideal due to traffic and congestion and siting.

Option 3: Between the changing room windows on front elevation – option to extend the footpath by one slab width for consistent access; suitable if preferred over Option 1.



Blue boxes = location options.

Markers on the plan are indicative only.

In-Post conducts a full site survey to confirm exact placement once preferred location is agreed and agreement is signed.

RECOMMENDATION(S):

1. Council approves Option 1 (adjacent to MUGA fence) as the preferred location
2. Council authorises any minor path adjustments if Option 3 becomes the preferred choice.
3. Note agreement to be brought back to council for approval (FC26-01, Ref FC26/021 21.)
4. Clerk to liaise with In-Post to progress installation and confirm maintenance arrangements following council signing agreement.