



# Saxilby with Ingleby Parish Council

## Non-confidential

## In-Post Locker

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**Report to:** Full Council

**Meeting Date:** 01 July 2026

**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 recognise the climate and biodiversity emergency and it should be considered as the basis of all decision and policy making

**SUMMARY:**

In March 2026 Full Council approved, in principle, the installation of an InPost parcel locker adjacent to the MUGA fence and authorised the Clerk to progress discussions with InPost and obtain the necessary agreement documentation.

Following a detailed site assessment, InPost has advised that the original preferred location is not operationally feasible and the alternative location beneath the external fire escape stairs has been ruled out due to the company's requirement to maintain clear emergency escape routes.

InPost's preferred location is the third option adjacent to the eastern elevation of the community centre building facing the football pitches. It provides a practical electrical connection, avoids emergency access routes and requires limited installation works. Groundworks and installation costs would be met by InPost.

The proposal would provide an additional community facility for residents and visitors whilst generating annual income of approximately £1,200–£1,300 for the Council. The council would meet the electricity costs. Overall there would be a net financial benefit to the Council. Subject to agreement of the final licence terms, the proposal is considered to present a manageable level of risk.

**RECOMMENDATION(S):**

- I. Agree InPost recommended location for a 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 proposal<sup>1</sup>**

*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:*

<b>Risk Area</b>	<b>Risk Present / Description</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk Rating</b>	<b>Mitigation &amp; Contingency</b>
Decision Making / Strategic	Agree location following confirmation from InPost that the original site is not operationally feasible. Failure to agree an alternative location may result in the project not proceeding.	Low	Medium	Low	Report provided explaining the reasons for the change. Council retains full discretion to approve or reject the revised location.
Finances	The Council will provide the electricity supply to the locker. Electricity costs may be higher than estimated.	Low	Low	Low	The proposed agreement provides annual rental income of circa £1,200–£1,300. Electricity costs are expected to be substantially lower than the rental income received, resulting in a positive net financial benefit to the Council. Income and expenditure will be monitored through finance and risk committee.
Property	Installation could affect the appearance of the pavilion building, create localised wear to the surrounding area or require reinstatement works upon removal.	Low	Medium	Low	Location selected to minimise operational impact. Any required groundworks will be undertaken at InPost's expense. Reinstatement provisions to be included within the agreement or budgeted for
Staff / Operational	Additional enquiries, complaints or liaison with InPost may increase officer workload.	Low	Low	Low	InPost will remain responsible for operation, maintenance, servicing and customer support. Council involvement will be limited to landowner responsibilities. Use of signage to notify users.
Legal	Contractual terms may expose the Council to liabilities or obligations if not properly reviewed.	Medium	Medium	Medium	Agreement to be reviewed by the Clerk and brought before Full Council for. Responsibilities, clearly defined.
Written / Verbal Communication	Residents may question the change from the preferred Site.	Low	Low	Low	Decision-making process is transparent and recorded in public minutes. Reasons for the revised location are documented within the report.
Insurance	Damage to the locker, damage to Council property, or third-party claims arising from its installation or operation.	Low	Medium	Low	InPost remain responsible for the locker. Ensure in license.

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

Inspection / Events	Installation of the parcel locker may increase vehicle movements within the car park and pedestrian activity around the community centre, creating a potential risk of conflict between vehicles and pedestrians.	Medium	Medium	Medium	The proposed location is away from emergency exits. Existing car park arrangements provide separation between vehicles and pedestrian routes. The site will continue to be monitored and any emerging issues can be addressed through signage or measures working with the recreation ground charity.
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## REPORT

### Background

At its meeting held in March 2026, the council considered potential locations for an InPost parcel locker and resolved under Minute FC26/062 (17):

1. To approve option 1 (adjacent to MUGA fence) as the preferred location
2. Note the agreement to be brought back to council for approval (FC26-01, Ref FC26/021 21.)
3. Clerk to liaise with In-Post to progress installation and confirm maintenance arrangements

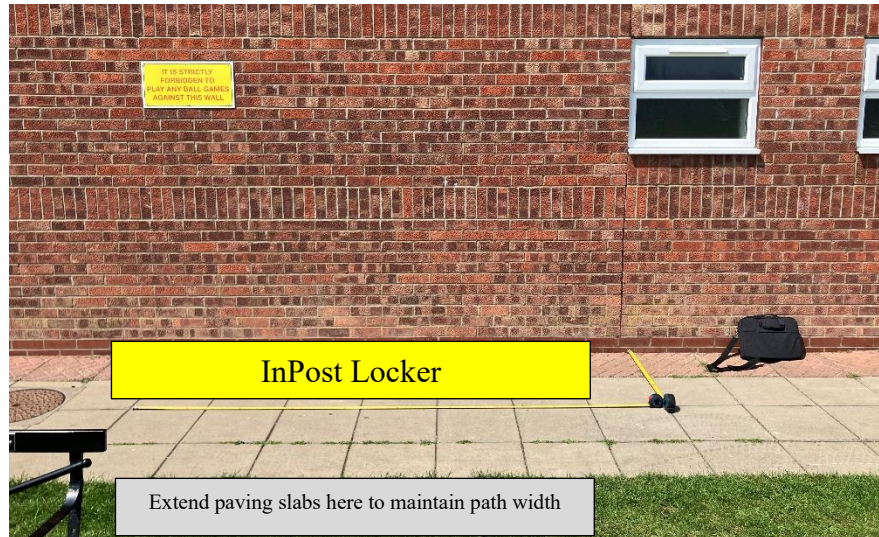
The Clerk subsequently liaised with InPost to progress the proposal and obtain the necessary agreement documentation.

Following a detailed site assessment, InPost has advised that the Council's preferred location adjacent to the MUGA fence is not feasible due to the electrical infrastructure requirements. The company has advised that installation in this location would require significant trenching works and an extensive electrical cable run, making the proposal impractical.

InPost has also advised that the alternative location beneath the external fire escape stairs cannot be supported as company policy prevents the installation of lockers adjacent to emergency exits.

As a result, InPost selected the third option of locating an InPost by the eastern elevation of the community centre building facing the football pitches. The company advises that this location enables a straightforward electrical connection, requires minimal site works and avoids obstruction of parking and emergency access areas.

Any necessary groundworks required to provide a suitable base for the locker such as a concrete base would be undertaken at InPost's expense. It was discussed that any paving slabs taken up could then be put in front of the InPost locker to ensure the footpath remains at the same width (subject to Saxilby Public Recreation Grounds agreement)



## **Contract**

A draft agreement has been received from InPost for Council consideration. The five year license requires Council approval before installation will take place.

## **Financial Implications**

There are no installation or maintenance costs for the Council. The electricity consumption will be paid for by the council but this is less than the income to be received from the installation (£1,200-£1,300) annually therefore overall it would provide a net income of circa £1,000 per year.