

**N.B. All Minutes are deemed as draft until formally approved  
and signed by the Chairman at the following Parish Council Meeting**

**QUENIBOROUGH PARISH COUNCIL**

Minutes of the Parish Council Meeting held at 7.30 pm in the Council Meeting Room on  
Wednesday, 20<sup>th</sup> September 2023

<b>PRESENT:</b>	Cllr S McKenzie (in the Chair) Cllr R Curtis Cllr D Grimley	Cllr S Aynsley Cllr D Bowles
<b>NOT PRESENT:</b>	Cllr S Wright Cllr Payne Cllr Warner	Cllr Winterton Cllr Green
<b>IN ATTENDANCE:</b>	Mrs R Barlow Skinner (Clerk) Mrs T Willson (Deputy Clerk)	LCC – Cllr J Poland

County Cllr James Poland gave a verbal report, Borough Cllr Needham and Charnwood East Police sent their apologies, written reports were received in absentia.

**8043 Apologies for Absence sent and accepted**

Apologies were received and accepted from Cllr Wright, Cllr Winterton, Cllr Payne, Cllr Green and Cllr Warner.

**8044 Declaration of Councillor's Interest both Personal and Prejudicial and Requests for Dispensation**

None.

**8045 To Approve and sign the minutes of the Parish Council Meeting held on 16<sup>th</sup> August 2023**

**RESOLVED:** That they can be signed as a true record.

**8046 Matters arising from those minutes not covered as an agenda item.**

**RESOLVED:** None.

**8047 To approve and sign the minutes of the Recreation Site Committee Meeting held on 30<sup>th</sup> August 2023**

**RESOLVED:** That they can be signed as a true record.

**8048 Matters arising from those minutes not covered as an agenda item**

None.

**8049 To Consider Planning Applications and Planning matters**

P/23/1602/2- Erection of single storey extension to rear of house. 50 The Ringway Queniborough Leicestershire LE7 3DL.

**RESOLVED:** That Council have no objections to this application but neighbours' views should be taken into consideration.

**8050 Correspondence Received**

Items for discussion/comments:

1. Resident enquiry to Sponsor a Birdfeeder at Cemetery.

**RESOLVED:** That the Clerk ask the resident if they wish to purchase the food and give to the gardener directly, or have council purchase it and invoice her.

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2. National Highways & Transport Public Satisfaction Survey - Council completed part of the survey during the meeting, due to time constraints it was agreed that the Clerk should complete the remaining questions.

**RESOLVED:** That the Clerk complete the survey and submit online.

3. Resident enquiry regarding two plots of land. Photos sent in of two small pieces of land in the village on The Ringway and near Link Road for possible development.

**RESOLVED:** That the Clerk confirm to the resident that Highways and Charnwood BC would need to be approached to discuss.

4. LCC Traffic Enforcement Consultation – This was supported by Council.

**RESOLVED:** That the Clerk complete online on Councils behalf.

5. Enquiry regarding Wikipedia Page.

**RESOLVED:** That the Clerk email for more information.

6. Student request to take part in survey on Neighbourhood Planning (University of Manchester).

**RESOLVED:** That the Clerk email residents who were part of the Neighbourhood Plan Committee to see if there is anyone willing to take part in the survey.

7. Resident regarding Christmas Lights – This idea has been looked at in the past but was not agreed due to cost implications.

**RESOLVED:** That the Clerk pursue the regulations with Highways and get a costing for 2024.

8. Acting Head Teacher regarding Queniborough Gazette Article – Happy to meet to discuss options for road safety outside the school.

**RESOLVED:** That Cllr Poland send his availability to the Clerk to arrange a meeting with the acting Head Teacher and a parent representative.

Items for Councillors information:

1. LCC Electric Vehicle Car Club Survey – Cllr Curtis had been unable to access this information online.

**RESOLVED:** That the Clerk forward the email to Cllr Curtis which contains a link to the survey and more information.

2. RBLI 2023 Remembrance Range

**RESOLVED:** That the Clerk get costings to have an Unknown Tommy Silhouette statue for the war memorial.

3. Response following letter to Parent Representative on School Safety Measures

4. LRALC – Neighbourhood Plan Policy

**8051 QVHMC Representative report (Cllr Curtis)**

Cllr Curtis had nothing to report as she was unable to attend the last meeting.

**8052 Parish Office Maintenance Review (Cllr Wright)**

The Clerk has been asked by Cllr Wright to prioritise the maintenance review in his absence. The main priorities are:

1. To have all the Velux windows inspected by a professional company as some of them are leaking.

**RESOLVED:** That the Deputy Clerk obtain quotes for review and maintenance of the existing windows.

2. The wall tiles in the WC on both sides are loose and coming away from the wall.

**RESOLVED:** That the Deputy Clerk obtain a quote from the handyman for the removal of the current tiles to be replaced with panel tiles.

3. The door seal and split timber in the kitchen needs repairing.

**RESOLVED:** That the Deputy Clerk ask the handyman to carryout these repairs.

4. Ensure the new coffee machine is included in the annual PAT testing due in October.

**RESOLVED:** That the Clerk contact the electrician to carryout the PAT testing.

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- 8053 Update on Tree Survey and Tree Tags – To consider quotes**  
The Clerk has obtained three quotes:  
Quote 1 £520  
Quote 2 £600  
Quote 3 £575  
Cllr Wright has completed numbering the trees at the Cemetery and King George V. He has made a start on Rearsby Road playing field, once this is completed the Clerk will update the plans which will be sent to the contractor for the new tree survey.  
**RESOLVED:** That Council accepted Quote 1. That the Clerk arrange for the survey to take place once the plans have been updated.
- 8054 Update on Residents meeting 6th September 2023 (Cllr Wright)**  
The Clerk circulated notes from the meeting and updated Council.
- 8055 Update on meeting with Davidsons 13<sup>th</sup> September 2023 (Clerk)**  
The Clerk circulated notes from the meeting and updated Council, Cllr McKenzie pointed out that her name had been missed off the list of attendees. Davidsons would like to meet with Council again on the 29<sup>th</sup> November before the application for reserved matters is submitted.  
**RESOLVED:** That the Clerk amend the notes to include Cllr McKenzie and advise Davidsons that Council agreed to meet on 29<sup>th</sup> November.
- 8056 Response from Syston Town Council regarding Syston Cemetery Fees**  
The Clerk informed Council that no response had been received from the former Chairman of Syston Town Council.  
**RESOLVED:** That the Clerk write to the former Chairman to advise Councils intent to pursue through legal channels.
- 8057 Audit – Closure of Accounts 2022/23**  
The Clerk reported that the accounts for last year have been signed off by the External Auditor and are now closed. This has been published on the website and Parish notice boards.
- 8058 Councillor User Login Report**  
The Clerk has noticed that some Councillors are not using the members area to prepare for the meetings. The Clerk asked the Councillors present if they found the area useful or if they would prefer paper copies to read prior to the meeting. The majority of Councillors agreed that the members area is useful.  
**RESOLVED:** That the Clerk deliver paper copies to Cllr Aynsley prior to all meetings.
- 8059 Review of Environmental Policy**  
The current policy was discussed, and all Councillors agreed that no changes were necessary at this time.  
**RESOLVED:** That the Clerk update the date and minute number on the document and publish on the Parish Council website.
- 8060 Football Facilities**  
The Clerk reported:  
- Only one quote has been received so far for changing the pipework from copper to plastic.  
**RESOLVED:** That the Clerk endeavour to get two more quotes.

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- The quote received from the Handyman for painting the perimeter posts on Rearsby Road football field was discussed, this included options for Dulux masonry paint and MSP paint which is more durable but more expensive. Council accepted the quote for £556.79 which included the MSP paint. Cllr Curtis requested that the Clerk check the current legislation on the type of posts that should be around the football pitch.

**RESOLVED:** That the Deputy Clerk arrange for the work to be carried out. That the Clerk check current legislation.

- The fridge/freezer and microwave have been removed by Brookside Athletic but they have not yet returned the keys and storage locks. They have been notified that the £150 deposit will not be refunded if these items are not returned to the Parish Office by 21<sup>st</sup> September.

Line Markings –The Deputy Clerk has spoken to the contractor who carries out the line marking as it is not lasting longer than a week. The contractor has said this is due to the current conditions and should improve during the winter once the grass has stopped growing. Council to consider the possibility of the teams paying a reduced fee and having the line marking done themselves at the next review.

**RESOLVED:** That the Deputy Clerk monitor the situation during the winter months.

#### 8061 Finance

- a) The Council noted the income for the month of August 2023 totalling £43,564.48 - Appendix D.
- b) The Council resolved to authorise the expenditure for the month of August 2023 totalling £7,708.94.

The invoices were checked by Cllr Wright and Cllr Green Appendix E (attached).

- c) The Council noted the Bank Reconciliation for August 2023 – Appendix F.
- d) Bank Balances @ 31/08/23:                   Unity Trust Current Account £84,053.88
- e)   National Savings Account £6,336.25

Now that the interest rates have increased Cllr Aynsley suggested looking for a new savings account paying a higher rate of interest. NS&I currently pay only 0.60%.

**RESOLVED:** That the Clerk research other accounts with a higher rate of interest.

#### 8062 Clerk and Gardener/Handyman's Report on Work in Progress

The Clerk reported:

- Office 365 update, - No discount is possible so it will have to be purchased using a credit card.

**RESOLVED:** An application for a QPC card has been sent to Unity Trust bank.

- WI Donation – Roma have suggested a Flagpole Cherry Tree, they will quote for this, the budget is £183.00 (including VAT).
- Signs on Grass verges – These have all disappeared, the Clerk asked Councillors if they thought it was worthwhile to replace them. Last time 10 were purchased at a cost of £38.69.

**RESOLVED:** That the Clerk purchase more signs to be put in place after the 31<sup>st</sup> October when the mowing has finished for the year.

- Weed Killing – Roma had been asked to quote for the weed killing, they have advised they could treat the two playing fields and the Cemetery for £250 +VAT at the end of September, this should last through the winter.

**RESOLVED:** That the Clerk instruct the contractor to carryout this work.

- Parish Office heating update – After contacting British Gas, they have confirmed that despite having a new meter fitted we cannot move to a 2-rate bill until the current fixed term contract has ended (22/12/23) as the Office is on a single rate tariff. After requesting further information from the three contractors who quoted earlier in the year, it seems the most efficient heaters for the office would be the Dimplex Smart heaters at a cost of £1,990.00 +VAT.

**RESOLVED:** That Council accept the quote on the provision that the contractor will dispose of the old heaters.

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- Social Media Page, Syston Town Council have a profile for the Council on Facebook but this needs to be managed on a daily basis. The Clerk asked if any member would be willing to take this on.

**RESOLVED:** That Cllr Grimley work with the Clerk to get a Facebook page set up for Queniborough Parish Council.

- The BT Contract is ending this December, the Clerk has started to look at renewal costs and compare with other providers, this will then be used for November's Budget Meeting.

**RESOLVED:** That the Clerk prepare costings for the next General Purposes and Cemetery Committee meeting for consideration.

**8063 Items for the Website/Gazette**

- Social Media page for the Parish Council

**8064 Chairman's Announcements**

None.

**8065 Items for discussion at the next meeting**

None.

The meeting closed at 9.10pm

\_\_\_\_\_ Date \_\_\_\_\_

**Queniborough Parish Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
164	Telecommunications	05/09/2023		Unity Trust Bank	DD	Telephone and Broadband	BT	S	44.72	8.94	53.66
163	Litterbins	07/09/2023		Unity Trust Bank	DD	Waste collection	Bakers Waste	S	230.32	46.06	276.38
177	Football Facilities	13/09/2023		Unity Trust Bank		No Valuables are left over	Amazon Business	S	8.92	1.79	10.71
169	Audit	21/09/2023		Unity Trust Bank		External Audit	Moore East Midlands	S	420.00	84.00	504.00
167	Stationery/Misc	21/09/2023		Unity Trust Bank		Cemetery Clerk's expense	Sue Farrell	E	3.00		3.00
168	Litterbins	21/09/2023		Unity Trust Bank		Bin liners	ESPO	S	115.25	23.05	138.30
166	Cemetery plot refund	21/09/2023		Unity Trust Bank		Refund of cemetery plot	Raymond & Sheila Good	E	200.00		200.00
173	Electricity	21/09/2023		Unity Trust Bank		Electricity bill	EDF Energy	L	73.29	3.66	76.95
175	Alarm System	21/09/2023		Unity Trust Bank		Alarm Service	Abel Alarm Company Ltd	S	688.75	137.75	826.50
174	Stationery/Misc	21/09/2023		Unity Trust Bank		Clerk's expenses	Mrs R Barlow-Skinner	X	3.00		3.00
174	Office Maintenance	21/09/2023		Unity Trust Bank		Clerk's expenses	Mrs R Barlow-Skinner	X	1.99		1.99
170	Grounds maintenance	21/09/2023		Unity Trust Bank		Millstone Lane Play Area	Roma Landscapes	S	175.00	35.00	210.00
171	Mowing Contract	21/09/2023		Unity Trust Bank		Mowing Contract QPC	Roma Landscapes	S	350.00	70.00	420.00
172	Mowing Contract	21/09/2023		Unity Trust Bank		Mowing Contract LCC	Roma Landscapes	S	203.09	40.62	243.71
174	Football Facilities	21/09/2023		Unity Trust Bank		Clerk's expenses	Mrs R Barlow-Skinner	X	48.00		48.00
189	Office Cleaning	21/09/2023		Unity Trust Bank		Office Cleaning	Contractor	E	30.00		30.00
176	Stationery/Misc	21/09/2023		Unity Trust Bank		printer paper	Amazon Business	S	24.16	4.83	28.99
183	Stationery/Misc	21/09/2023		Unity Trust Bank		Stationery	Amazon Business	S	9.45	1.89	11.34
190	Salaries	21/09/2023		Unity Trust Bank		Salaries	Staff	E	1,172.61		1,172.61
192	Salaries	21/09/2023		Unity Trust Bank		Salaries	Staff	E	224.20		224.20
187	Litterbins	21/09/2023		Unity Trust Bank		Litter bins emptying	Contractor	E	150.00		150.00
185	Groundsman (Recreation)	21/09/2023		Unity Trust Bank		Groundsmans duties	Contractor	X	900.00		900.00
182	Grounds maintenance	21/09/2023		Unity Trust Bank		Replace Tennis Court Noti	Man About The House	Z	48.00		48.00
186	Groundsman (Cemetery)	21/09/2023		Unity Trust Bank		Cemetery Gardener/Hand	Contractor	E	600.00		600.00
179	Water rates (Cemetery)	21/09/2023		Unity Trust Bank		Water rates cemetery	Water Plus	E	7.81		7.81
188	Cemetery Mowing	21/09/2023		Unity Trust Bank		Mowing Contract Cemeter	Contractor	E	345.00		345.00
184	Photocopier	21/09/2023		Unity Trust Bank		toner cartridge	Amazon Business	S	20.50	4.10	24.60
180	Football Facilities	21/09/2023		Unity Trust Bank		drop in lids for Aluminium	Mark Harrod Ltd	S	63.10	12.62	75.72
178	Football Facilities	21/09/2023		Unity Trust Bank		CCTV in operation signs	Amazon Business	S	5.82	1.16	6.98
193	Salaries	21/09/2023		Unity Trust Bank		Salaries	Staff	E	168.60		168.60
194	Income Tax	21/09/2023		Unity Trust Bank		Income tax	HM Revenue & Customs	E	329.75		329.75
191	Salaries	29/09/2023		Unity Trust Bank		Salaries	Staff	E	569.14		569.14
<b>Total</b>									<b>7,233.47</b>	<b>475.47</b>	<b>7,708.94</b>