

**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, 10th January 2024

PRESENT:	Cllr S Wright (in the Chair) Cllr M Winterton Cllr D Bowles	Cllr S McKenzie Cllr D Grimley
NOT PRESENT:	Cllr S Aynsley Cllr R. Green Cllr R Curtis	Cllr C Payne Cllr D Warner
IN ATTENDANCE:	Mrs R Barlow Skinner (Clerk) Mrs T Willson (Deputy Clerk)	CBC - Cllr L Needham LCC - Cllr J Poland

County Cllr James Poland Borough and Borough Cllr Needham gave verbal reports. Charnwood East Police will send their bi-monthly report in February.

8173 Apologies for Absence sent and accepted

Apologies were received and accepted from Cllr Aynsley, Cllr Curtis and Cllr Green.

8174 Declaration of Councillor's Interest both Personal and Prejudicial and Requests for Dispensation

None.

8175 To Approve and sign the minutes of the Parish Council Meeting held on 6th December 2023

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

8176 Matters arising from those minutes not covered as an agenda item.

None.

8177 To Consider Planning Applications and Planning matters

P/23/1235/2 Outline planning application for the residential development of up to 160 dwellings alongside associated site infrastructure, open space and landscaping (all matters reserved except for access). Land at Melton Road Queniborough Leicestershire LE7 3FL - Change of Description removing landscaping as a matter for determination.

RESOLVED: That the Parish Council have no comments to add following the removal of landscaping matters for determination but previous objections to this application still stand.

P/23/1236/2 Outline planning application for the residential development of up to 100 dwellings alongside associated site infrastructure, open space and landscaping (all matters reserved except for access). Land at Melton Road Queniborough Leicestershire LE7 3FL - Change of Description removing landscaping as a matter for determination.

RESOLVED: That the Parish Council have no comments to add following the removal of landscaping matters for determination but previous objections to this application still stand.

P/23/2323/2 Erection of part single and part two storey extension to rear of dwelling, with fenestration and internal alterations. Erection of single storey outbuilding with adjoining covered area (Listed Building Consent). 5 Manor Farm Mews Main Street Queniborough Leicestershire LE7 3EA.

RESOLVED: That the Parish Council have no objections to this application but would like neighbours views to be taken into consideration.

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

P/23/2369/2 Section 73 Removal of Condition 2 (Proposed render material to garage and connection extension) of Planning Application ref: P/23/0202/2 (Retrospective erection of a two storey side and rear extension and single storey rear extension). Removal proposed to enable the retention of existing render to garage and connecting extension. 64 New Zealand Lane Queniborough Leicestershire LE7 3FT.

RESOLVED: That the Parish Council have no objections to this application providing that there is sufficient parking for the applicants at the property and there will be no impact on access for neighbouring properties.

P/23/2369/2 Section 73 Removal of Condition 2 (Proposed render material to garage and connection extension) of Planning Application ref: P/23/0202/2 (Retrospective erection of a two storey side and rear extension and single storey rear extension). Removal proposed to enable the retention of existing render to garage and connecting extension. 64 New Zealand Lane Queniborough Leicestershire LE7 3FT.

RESOLVED: That the Parish Council would like the conditions from Charnwood Borough Council in the original application be adhered to by the deadline of 31st May 2024.

8178 Correspondence Received

Items for discussion/comments

1. Request from Queniborough School for help with equipment to set up a wombles group.

RESOLVED: That the Parish Council are happy to support the children's wombles group by supplying eight sets of equipment.

2. Request to purchase Hedgehog Road Warning Signs for the village

RESOLVED: That the Clerk consult with Pat Wadd who runs the Hedgehog rescue in the village, for her opinion on the benefits of having the signs in the village.

3. LCC consultation on Budget proposals. Council collectively completed the survey for submission.

RESOLVED: That the Clerk submit to LCC by the 17th January.

4. Introductory Planning Nuts and Bolts Training session. The Clerk reported that the training is free to Parish/Town Councillors and Clerks.

RESOLVED: That the Clerk arrange with LRALC for an evening training session and advise Councillors of the date and time.

5. Email regarding flooding at Syston RFC from President. The Clerk had acknowledged this email and had passed on to Cllr Needham.

RESOLVED: That Cllr Needham liaise with Syston RFC going forward.

6. Email regarding flooding from resident on Glebe Road. The Clerk had acknowledged this email and had passed on to Cllr Needham.

RESOLVED: That Cllr Needham liaise with resident going forward.

7. Notice of discontinuation of Website Service from 2commune and LRALC advice. Website service to end on 31st March 2024.

RESOLVED: That Council will be guided by LRALC before making any decision.

Items for Councillors information:

1. Email from Charnwood Police informing of a change in their reporting to Parish Councils
2. Flyer for Young People Physical Activity & Sport Hardship Fund
3. Amendment to Local Government Act 1894 on Parish Council funding for places of worship
4. Update on the LRALC and Police & Crime Commissioner project
5. Webinar invitation on 'Tackling Toxic behaviours in Town and Parish Councils'

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

6. Response from Charnwood planning Department
7. Update on the New Model Contract of Employment

8179 QVHMC Representative report (Cllr Curtis)

Cllr Curtis sent a written report.

- There has been an exchange of emails between the Village Hall Committee and Queniborough Pre-School. There is currently no flexibility for the Pre-School to change their hours on Wednesday and Friday afternoons as both days are booked by "long standing village user groups". As a result, the Pre-School are looking to alter their venue on these two days and are in negotiations with the Scout Hut Committee. Pre-School have requested a 50% reduction in their rent for the Spring Term and the Village Hall Committee have requested sight of their finances and any projections prior to making any decision. This will be discussed further at tonight's Village Hall meeting.
- Queniborough Pre-school have asked for improvements to garden area, which is muddy, uneven and has exposed tree roots. This will be discussed at tonight's meeting.

8180 Football Facilities Update

The Clerk reported that;

- The Home/Away signs and digilock have been fitted.
- A recent game was cancelled due to the flooded pitch.
- There is no scheduled match this week but the lines will be marked as they are starting to fade.
- Several mole hills have been noticed on Rearsby Road, only one is currently close to the pitch.

RESOLVED: That the Deputy Clerk arrange for the moles to be caught humanely.

- Cllr Wright reported that one of the goal post hole covers is missing and needs replacing.

RESOLVED: That the Deputy Clerk replace the missing cover from current stock.

8181 Review of Environment Project

- This was last discussed in April 2023 and Council resolved it did not want to go ahead with the project due to the onerous management requirements.
- Cllr Needham has asked Council to reconsider its position as it relates to S106 money which cannot be spent on anything else. She has spoken to Rupert Simms at CBC about Councils main concern on the monitoring requirements, he has advised there is a possibility that Charnwood could do the monitoring for the Parish Council and take their charge for the service from the S106 money. Cllr Wright asked Cllr Needham for sight of the S106 agreement which details who is responsible for what and when it must be done as this has not been shared with Council.
- The size of the area needed for the planting is a problem as the Parish Council cannot identify an area large enough on Rearsby Road Playing Field. The Parish Council feel that the environmental area on King George V would be a better area due to the size and its position.
- Cllr Wright advised Cllr Needham that Councils original decision was not to proceed but if Charnwood are now putting changes in places to the original plan, Council will reconsider once they have full details of the changes.

RESOLVED: That Cllr Needham get a definitive answer on the size of the area needed. That the Clerk request a copy of the S106 agreement detailing who is responsible for what and when.

8182 Parish Office Alarm Quotes - Appendix A

The Clerk has contacted several companies but has only received two quotes. The current contract expires in September and 3 months' notice is required if it is not renewed.

Quote A - £645.00 (Year 1) then £465 (Year 2) callouts charged at £90 Mon- Sat 8am - 6pm and £120 out of hours.

Quote B - £762.00 per year, callouts £115

RESOLVED: That the Clerk clarify that Quote A includes Redcare type connection to a monitoring centre, if this is confirmed Council accept the Quote.

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

8183 Acceptable use of Cameras and Mobile Phone/Devices Draft Policy - Appendix B

The previous policy signed off in 2014 could not be located, the Clerk had drafted a new policy for Councils consideration.

RESOLVED: That the Policy is adopted and published on the Parish website.

8184 Tree Survey - Appendix C

The Clerk shared the report with Council and highlighted the areas of concern. Council felt that it would be beneficial for a meeting with the Arboriculturist on site to discuss the recommendations. Cllr Winterton would like to attend the meeting.

RESOLVED: That the Clerk arrange for an onsite meeting.

8185 Finance

- a) The Council noted the income for the month of December 2023 totalling £930.00 - Appendix D.
- b) The Council resolved to authorise the expenditure for the month of December 2023 totalling £7,575.93 The invoices were checked by Cllr Wright and Clerk Mrs Barlow-Skinner - Appendix E (attached).
- c) The Council noted the Bank Reconciliation for December 2023 - Appendix F.
- d) Bank Balances @ 31/12/23: Unity Trust Current Account £96,020.30
National Savings Account £6,336.25

8186 Clerk and Gardener/Handyman's Report on Work in Progress - Appendix G

The Clerk reported:

- An Estimate has been received from the handyman to re-tile/refurbish the Parish Office WC for £1,556.99. This expenditure has been included in the 24/25 budget and Council agreed that this was reasonable price for the work.

RESOLVED: That the Clerk arrange a date with the handyman (after March) for the work to be carried out.

- The free tree pack application has been approved and will be delivered in March.
- The Village Christmas Tree cost Council £213.84. The Deputy Clerk has contacted Sileby, East Goscote and Thrussington about their light displays for costings and ideas for the forthcoming year.

RESOLVED: That the Deputy Clerk share the information from Thrussington with the Horse and Groom. That the Clerk ask residents for their ideas/suggestions in the next Gazette article.

- Cllr Wright and the Clerk have met with Syston Town Council Manager and Chairman to discuss the Cemetery Fees at Syston & District Cemetery for Queniborough residents. Syston Town Council have put forward two proposals:
 1. To have a reduced rate for all or just some Queniborough residents.
 2. Queniborough Parish Council to contribute towards the cemetery and have the same rate as Syston residents. The proposals will be discussed at the Amenities Committee meeting next week, if they are unable to decide, it will go to the next full Council meeting.
- The Cemetery Garden waste has not been collected for past 6 weeks, special collections have been carried out by Serco as the Cemetery address has fallen off the schedule. The Clerk is waiting for an update from Serco.

8187 Items for the Website/Gazette

- Ideas/suggestions for the village Christmas tree and funding
- Need to report any flooding issues to the County Council to be eligible for the compensation scheme

8180 Chairman's Announcements

The Chairman needs suggestions of areas of concern in the village from Council before his meeting on Monday with the Police and Crime Commissioner.

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

8181 Items for discussion at the next meeting

None.

The meeting closed at 9.30pm

_____ Date _____

Queniborough Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
292	Office Maintenance	06/12/2023		Unity Trust Bank	DD- Multi Pay card	OFFICE STEP LADDERS	Amazon Business	S	24.99	5.00	29.99
290	Litterbins	07/12/2023		Unity Trust Bank	DD	Waste collection	Bakers Waste	S	235.06	47.01	282.07
291	Water rates (Cemetery)	29/12/2023		Unity Trust Bank		Water rates cemetery	Water Plus	E	7.56		7.56
295	Bank Chanrges	29/12/2023		Unity Trust Bank	DD	Bank Charges	Unity Trust Bank	E	3.60		3.60
293	Other S.137	29/12/2023		Unity Trust Bank		Deputy Clerk Expenses	Staff	X	11.50		11.50
294	Photocopier	29/12/2023		Unity Trust Bank		Photocopier copies charge	Sharp Business Systems l	S	25.00	5.00	30.00
299	Electricity	29/12/2023		Unity Trust Bank		Electricity bill	EDF Energy	L	42.18	2.11	44.29
298	Telecommunications	29/12/2023		Unity Trust Bank	DD	Telephone and Broadband	Sky Business	S	24.50	4.90	29.40
296	Subscriptions	29/12/2023		Unity Trust Bank	DD-Multi Pay Card	Office 365 yearly premium	Microsoft	S	217.20	43.44	260.64
297	Football Facilities	29/12/2023		Unity Trust Bank		Football facilities mainten	Man About The House	Z	70.00		70.00
Total									661.59	107.46	769.05

Queniborough Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
300	Bank Charges	31/12/2023		Unity Trust Bank	DD	Bank Charges	Unity Trust Bank	E	35.55		35.55
307	Telecommunications	01/01/2024		Unity Trust Bank	DD	Telephone and Broadband	Sky Business	S	24.50	4.90	29.40
301	Telecommunications	03/01/2024		Unity Trust Bank	DD	Telephone and Broadband	BT	S	48.57	9.71	58.28
302	Electricity	06/01/2024		Unity Trust Bank	DD	Electricity bill	British Gas	L	305.96	15.30	321.26
320	Litterbins	07/01/2024		Unity Trust Bank	DD	Waste collection	Bakers Waste	S	129.22	25.84	155.06
277	Mowing Contract	11/01/2024		Unity Trust Bank		Mowing Contract	Roma Landscapes	S	175.00	35.00	210.00
304	Grounds maintenance	11/01/2024		Unity Trust Bank		Millstone Lane Play Area	Roma Landscapes	S	175.00	35.00	210.00
303	LCC Maintenance	11/01/2024		Unity Trust Bank		Street Lighting	Leicestershire County Co	S	484.23	96.85	581.08
309	Salaries	11/01/2024		Unity Trust Bank		Salaries	Staff	E	1,240.71		1,240.71
311	Salaries	11/01/2024		Unity Trust Bank		Salaries	Staff	E	195.96		195.96
312	Salaries	11/01/2024		Unity Trust Bank		Salaries	Staff	E	148.72		148.72
308	Litterbins	11/01/2024		Unity Trust Bank		Dog Bags	JRB Enterprise	S	124.80	24.96	149.76
305	Mowing Contract	11/01/2024		Unity Trust Bank		Mowing Contract QPC	Roma Landscapes	S	350.00	70.00	420.00
306	Mowing Contract	11/01/2024		Unity Trust Bank		Mowing Contract LCC	Roma Landscapes	S	203.09	40.62	243.71
313	Income Tax	11/01/2024		Unity Trust Bank		PAYE/NI	HM Revenue & Customs	E	347.48		347.48
316	Litterbins	11/01/2024		Unity Trust Bank		Litter bins emptying	Contractor	E	120.00		120.00
314	Groundsman (Recreator	11/01/2024		Unity Trust Bank		Groundsman 's duties	Contractor	E	720.00		720.00
319	Tree work	11/01/2024		Unity Trust Bank		Tree survey	Tindle Tree Care	S	520.00	104.00	624.00
315	Groundsman (Cemetery)	11/01/2024		Unity Trust Bank		Cemetery Gardener/Handy	Contractor	E	480.00		480.00
317	Water rates (Cemetery)	11/01/2024		Unity Trust Bank		Water rates cemetery	Water Plus	E	7.81		7.81
318	Photocopier	11/01/2024		Unity Trust Bank		Photocopier copies charge	Sharp Business Systems l	S	25.00	5.00	30.00
310	Salaries	31/01/2024		Unity Trust Bank		Salaries	Staff	E	478.10		478.10
Total									6,339.70	467.18	6,806.88