

**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 Annual Meeting of the Parish Council held at 7.45 pm on Wednesday 17th May 2023
At the Parish Office meeting room, Rearsby Road

- PRESENT:** Cllr S Wright (in the Chair)
Cllr R Green
Cllr S McKenzie
Cllr M Winterton
Cllr S Aynsley
Cllr R Curtis
- Mrs R Barlow-Skinner (Clerk)
Mrs T Willson (Deputy Clerk)
- 7922 Apologies for Absences sent and accepted.**
Apologies were received from Cllr Payne.
- 7923 Election of Chairman for ensuing year and signing of Acceptance of Office**
RESOLVED: That it be proposed by Cllr Green, seconded by Cllr Curtis and carried that Cllr Wright be elected as Chairman of the Parish Council for the ensuing year. Cllr Wright accepted and signed the acceptance of office.
- 7924 Election of Vice-Chair for the ensuing year and signing of Acceptance of Office**
RESOLVED: That it be proposed by Cllr Curtis, seconded by Cllr Aynsley and carried that Cllr Green be elected as Vice Chairman of the Parish Council for the ensuing year. Cllr Green accepted and signed the acceptance of office.
- 7925 Signing of Acceptance of Office forms by Councillors**
Those councillors present signed their Acceptance of Office forms at the meeting and returned them to the Clerk.
RESOLVED: That those absent will need to return the forms to the Clerk at the next meeting.
- 7926 Register of Interests and clarification of paperwork required following election: Clerk to report**
The Register of Interests forms were circulated and signed by the Councillors present and need to be sent off to Charnwood Borough Council within 28 days from the date of the meeting.
RESOLVED: That those absent will need to return the forms to the Clerk at the next meeting.
- 7927 Declaration of Councillor's interest and requests for dispensation**
None.
- 7928 Review and Adoption of Standing Orders**
RESOLVED: That the Clerk amend item 26a to show that four members shall constitute a quorum and publish on the Parish website.
- 7929 Review and Adoption of Financial Regulations**
RESOLVED: That the financial regulations be adopted.

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7930 Delegation of Powers to Standing Committees

RESOLVED that:

- a. The General Purposes/Cemetery Management and the Recreation Committees be given delegated powers to deal with planning applications.
- b. The General Purposes/Cemetery Management Committee be given delegated powers to deal with cemetery matters and matters relating to the operation and administration of the Council.
- c. The Recreation Committee be given delegated powers on matters relating to the use of the playing fields and other outdoor and recreational facilities in the village (excluding the cemetery).
- d. That committees carry out these delegated powers within the budget set by the Council.
- e. Any matters considered by the committees that affect the policy or procedures of the whole Council must be referred to full Council by the committee.

The Clerk had drafted up Terms of Reference for the two committees following the auditors recommendation and these were adopted.

RESOLVED: That the terms of reference be published on the website.

7931 Election of members of Standing Committees

a. General Purposes and Cemetery Management Committee

Chair

Vice Chair

Mrs S McKenzie

Mr C Payne

Mrs M Winterton

RESOLVED that the named Councillors were elected to this Committee and that Mrs Farrell will attend as Cemetery Clerk.

b. Recreation Committee

Chair

Vice Chair

Mr S Aynsley

Mrs R Curtis

RESOLVED: that the named Councillors were elected to this Committee.

c. Any other committees as agreed

None

7932 Appointment and reports of Representatives to Other Bodies:

a. Village Hall Management Committee.

RESOLVED: That Mrs Curtis will continue as the Council's representative.

b. Alex Neal Charity

Currently Mrs Winterton and Mr Wright sit on the Charity committee.

RESOLVED that Cllr Wright and Cllr Winterton will continue.

c. Parish Council and Scout Association Community Use Committee

Currently Mr Wright is the Councils representative.

RESOLVED: That Mr Wright will continue as the Council's representative.

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- 7933 To approve the Schedule of Meetings for the forthcoming year**
A schedule was circulated with the agenda.
RESOLVED: The Schedule and starting time of 7.30pm was agreed.
- 7934 Delegation of authority for staff to act**
A report was circulated on delegated powers.
RESOLVED: That the Delegation of Authority is agreed and the Clerk amend Paragraph 2.1 to increase the amount of expenditure from £500 to £750.
- 7935 Consideration of the Council being eligible to exercise the general powers of competence**
The Clerk explained what the general powers of competence meant. To have General powers of competence it must be agreed at every Annual meeting and is subject to the following criteria:
- Two thirds of members need to be elected – either contested or uncontested (Currently seven following recent elections).
 - The Clerk is qualified (ie CiLCA or similar). Due to lack of training opportunities this has been deferred for a year.
- RESOLVED:** That the Clerk be put on the waiting list for CiLCA training with LRALC to hopefully qualify in 2024.
- 7936 Awards for Services to the Parish**
A list of previous recipients had been circulated with the agenda. Several suggestions were discussed.
RESOLVED: That the following awards be made to:
1. Diana Illsley - For Charitable contributions over the years raising £40K+.
 2. Phil Laughton - For services to the PC and numerous contributions to other village groups.
 3. Becky Laughton - For organising the Queens Jubilee events.
- 7937 Approval on Internal Auditors' report and action arising:**
The Clerk/RFO reported on the Auditors report and the recommended actions arising from it:
1. Bank Balances to be minuted as well as income/expenditure
 2. Precept amount should be minuted at December Meeting
 3. Training and Development Policy to be considered
 4. Minutes to be published in draft form and not kept locked on website
 5. Business continuity Policy suggested and if agreed to be published on website
 6. Reserves Policy to be considered and if agreed to be published on website
 7. Chairmans expenses to be presented with receipts
 8. Overhaul of website to include draft minutes, insurance certificates, publishing payments with minutes
- RESOLVED:** The Clerk to contact the auditor for further clarification on recommendations raised.
- 7938 Approval of Annual Governance Statement**
RESOLVED: That the annual governance statement be agreed and signed.
- 7939 To approve and Sign Accounts for Audit**
The Clerk reported that the final balance is £97,073 up from £80,513 = increase £16,560
However: 22-23 budget allowed £22,080 for projects. Some of these were not used and will be carried forward: Roundabout £7,000, Tarmac for front of KGV £5,000, Ash Trees £11,200 over 2 years, Items for Cemetery £2,930 = £26,130.

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The Income – Over by 38,911 (£25K for Highways Bollards, £10½K extra from Cemetery, 2.4K from Football Facilities)

Salaries – Over by £8,656 (Staffing handovers, change of Clerks hours from 12 – 16, new Dog Warden).

Other Payments - £49,051 Over budget (Cemetery/Grounds Maintenance, Recreation, Jubilee, Football Facilities, Electricity, Barrister).

RESOLVED: That the accounts be agreed and signed.

7940 Review of spending under Section 137

The Clerk reported that Section 137 money can be used by the Parish Council for the general benefit of the community. The amount is set every year. For 22-23 it was £8.82 per elector. For Queniborough this gives a maximum S137 spend of £8.82 x 1225.5 = £10,808.91

The spending for 22-23 was £5,790.40 (more this year due to Jubilee and Coronation but still well within limit).

7941 Appointment of Internal Auditor for 2023/24

RESOLVED: That the Clerk ask East Goscote, Barky and Syston which Auditor they use before a decision is made.

7942 Policies and key documents for the Parish Council

The Clerk reported the Auditor has asked for the Training and Development Policy and Business Continuity Policy to be considered and published on website if adopted. All agreed policies going forward should be published on the website.

RESOLVED: That these documents are regularly reviewed and are to be added as an agenda item for full Council meeting.

7943 Granting of Chairman's Allowance

RESOLVED That the Chair of the Council be paid an allowance of £320 for the ensuing year. The Clerk to clarify with the Auditor what receipts are required.

7944 Annual Salary Awards 2021/22

The current NALC Payscale was agreed in November 2022 and Council adopted for all staff in December including backpay.

7945 Review of Asset Register

RESOLVED: It was agreed to increase the Insurance value for the War Memorial figure to £15K. That the Clerk amend the Asset Register and clarify with insurers if this will impact on the quotes received.

7946 Insurances renewal and review

RESOLVED: That the decision be deferred until all quotes have been received.

7947 Review of Risk Assessment

RESOLVED: That the Clerk and Deputy Clerk endeavour to bring outstanding Risk Assessments to the Council meetings over the next Civic year.

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7948 Planning Applications

P/23/0637/2 - Erection of single storey side and rear extension (following demolition of existing garage and store). 30 Queniborough Road Queniborough Leicestershire LE7 3DG

RESOLVED: That the Council has no objections but neighbours views on the loss of light to be taken into consideration.

P/23/0671/2 Erection of two storey side extension (following demolition of existing garage). 18 Avenue Road Queniborough Leicestershire LE7 3FA

Update on Appeal Reference: APP/X2410/W/23/3316574 Relating to P/20/2380/2 Outline application for up to 150 dwellings, together with new open space, landscaping and drainage infrastructure, with all matters reserved except for access (as amended to include proposed junction improvement works at Barkby Road cross roads, received 20/05/2022) Location: Barkby Road, Queniborough, Leicestershire.

the Public Inquiry will take place commencing at 10:00 on 13 June 2023 at Loughborough Town Hall, Market Place, Loughborough, Leicestershire, LE11 3EB and is scheduled to last for four days. You are invited to attend and, at the Inspector's discretion, may give your views.

Update on P/23/0480/2 Outline Planning Application for up to 140 no. new dwellings, together with new open space, landscaping and drainage infrastructure, with all matters reserved except for access (including off-site works) (Revision to Planning Application ref: P/20/2380/2) (TO BE CONFIRMED). Land West of Barkby Road Queniborough Leicestershire

The council officers at CBC have considered the submission carefully. In accordance with Section 70B (3) of the Town and Country Planning Act 1990 a similar application is under consideration by the Secretary of State in pursuance of an appeal under section 78 and the Secretary of State has not issued his decision. In those circumstances the council declines to determine the subject planning application.

RESOLVED: That the Clerk establish the deadline for people confirming they wish to speak at the Public Inquiry. The Clerk to contact Edward Argar to clarify if he is going to speak.