

**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, 6<sup>th</sup> December 2023

**PRESENT:**

Cllr S Wright (in the Chair)	Cllr S Aynsley
Cllr R. Green	Cllr C Payne
Cllr M Winterton	Cllr S McKenzie
Cllr D Bowles	Cllr D Grimley
Cllr R Curtis	Cllr D Warner

**NOT PRESENT:** LCC - Cllr J Poland

**IN ATTENDANCE:**

Mrs R Barlow Skinner (Clerk)	CBC - Cllr L Needham
Mrs T Willson (Deputy Clerk)	

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

**8154 Apologies for Absence sent and accepted**

None.

**8155 Declaration of Councillor's Interest both Personal and Prejudicial and Requests for Dispensation**

None.

**8156 To Approve and sign the minutes of the Parish Council Meeting held on 15<sup>th</sup> November 2023**

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

**8157 Matters arising from those minutes not covered as an agenda item.**

None.

**8158 To approve and sign the minutes of the Annual Budget Meeting on 22<sup>nd</sup> November 2023**

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

**8159 Matters arising from those minutes not covered as an agenda item**

**RESOLVED:** None.

**8160 To Consider Planning Applications and Planning matters**

**P/23/2079/2** - Erection of single storey side extension and two storey side/rear extension, single storey detached habitable outbuilding and timber fence. Proposed patio area to rear with relevant landscaping works. 33 Rupert Crescent Queniborough Leicestershire LE7 3TU

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

**P/21/2602/2** - Ground remodelling and open space landscaping works (Part Retrospective), Revised scheme P/21/1224/2 refers. Barkby Road Queniborough Leicestershire

**RESOLVED:** The Parish Council are satisfied that items 1, 2 and 3 should address most of the residents concerns, however the balancing ponds are not "1 in 3" as stated on the current plans. This was confirmed in 2014 when a topographical survey was carried out. Council would ask that this area be skimmed and dense planting near the neighbouring properties on Glebe Road should be carried out to restore privacy to these properties. Neighbours views should also be taken into account.

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**For Information**

**E/23/0447** breach of condition 2 of **P/23/0202/2**, 64 New Zealand Lane Queniborough Leicestershire LE7 3FT

The officer has been in contact with the applicant who has presented extenuating circumstances that have caused delay to getting the works undertaken. The extenuating reasons have been found to be reasonable and an informal extension until 31 May 2024 has been agreed. Written third party confirmation from the applicants chosen contractors must be provided by 28th February, if this has not been received consideration will be made regarding taking formal enforcement action to ensure the condition is complied with by the end of May.

**8161 Correspondence Received**

Items for discussion/comments:

1. Invite to Parish Council Engagement Campaign Inaugural Event – Cllr Wright will attend, he asked for suggestions from Council on the key safety priorities for the village. The two main suggestions were traffic and speeding through the village.

**RESOLVED:** That Cllr Wright will attend the event, Councillors to email any additional suggestions.

2. Letter from Syston Town Council suggesting a meeting to discuss Cemetery – Cllr Wright and the Clerk will meet with the current Chairman and Town Manager.

**RESOLVED:** That the Clerk contact the Syston Town Manager to arrange a date for the meeting in the New Year.

**Items for Councillors information:**

1. Letter from Rt Hon Edward Argar MP to Charnwood Planning Dept regarding planning applications on Three Ways Farm
2. Email from The County Practice to Rt Hon Edward Argar
3. Planning Constitutional Changes FAQ

**RESOLVED:** That the Clerk contact Charnwood to express the Parish Councils concerns regarding the new changes.

4. Accident Analysis for Queniborough
5. Update on residents' complaint regarding Noticeboard on Millstones estate
6. Neighbourhood Beat Surgery in East Goscote
7. Gritting for Rearsby Gardens

**8162 QVHMC Representative report (Cllr Curtis)**

Cllr Curtis reported:

- The Gordan Hallam plaque will be ready this week and the plan is to have an unveiling ceremony.
- There is a Craft Fare this Saturday 9<sup>th</sup> December.
- Gladness tribute band will return on 22<sup>nd</sup> December.
- The last Film Night made a profit of £24, the cost of having a bar at the film night is under review.
- Cllr Wright asked if there was any update on the drainage issue, Cllr Curtis has no update but did feedback Councils concerns/suggestions at the last Village Hall Committee meeting.
- The Clerk has received a letter today from the Chair of the Pre-school asking if Cllr Curtis can broker an arrangement with the Village Hall to extend the hours of the Pre-school (Mon to Friday) to avoid them having to close.

**RESOLVED:** That Cllr Curtis take this to the next Village Hall Committee meeting on the 13<sup>th</sup> December.

**8163 Football Facilities Update**

- The Deputy Clerk reported that the signs for the Home and Away changing rooms have been delivered. The handyman will purchase the digilock and is coming to the Parish Office tomorrow to arrange a date for the work to be carried out.

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**8164 Village Christmas Tree Update**

- The Clerk and Handyman erected the village Christmas tree and lights on the 1<sup>st</sup> December. Spare batteries have been purchased and the permit from LCC is valid until the 7<sup>th</sup> January.
- Cllr Warner informed Council that The Horse and Groom have plans under way for Christmas 2024 through fundraising for the lighting of the existing village tree on the area between the two pubs. Cllr Warner has seen that both East Goscote and Thrussington have large scale lighting in the village and asked if the Clerk could find out where the funding came from and the supplier of the lights.

**RESOLVED:** That the Clerk contact the Parish Clerks to establish where the funding came from and get information on lighting suppliers.

**8165 Review of Tennis Court Rules and Regulations Policy following the budget - Appendix A**

Following the decision at the budget meeting to increase the fees to £10 for a key (which is for lifetime membership) and £20 for a replacement key, the policy has been amended.

**RESOLVED:** That the updated Policy is adopted and published on the Parish Website.

**8166 Draft Reserves Policy – Appendix B**

The Internal Auditor picked up that the Council did not have a policy in place. The Clerk has drafted a policy for Councils consideration, this also impacts the 2024/25 budget.

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

**8167 Revised Budget 2024-25 Appendix C, D**

The amendments agreed at the November Budget meeting were as follows:

- That insurance costs be increased to £4,071.44 (+£2,500 to allow for claims).
- That annual subscriptions be reduced to £2,367.16 as Parish Online would be free for one year and Council would no longer subscribe to CPRE, Wildlife Trust and Footpath Association.
- That the training should be increased to £300 to allow for up to six courses.
- That insurance income be increased to £2,500 to allow for claims.

Precept – The Council Tax Base increase was discussed by Council at the Budget Meeting and it was agreed that 5% would be an acceptable amount which represents £2.70 per household. Cllr Wright, Cllr Green and Cllr Payne signed the Precept.

**RESOLVED:** That the Clerk submit the precept.

**8168 Finance**

- a) The Council noted the income for the month of November 2023 totalling £13,194.32- Appendix E.
- b) The Council resolved to authorise the expenditure for the month of November 2023 totalling £8,194.40 The invoices were checked by Cllr Wright and Cllr Green Appendix F (attached).
- c) The Council noted the Bank Reconciliation for November 2023 – Appendix G.
- d) Bank Balances @ 30/11/23: Unity Trust Current Account £103,885.84  
National Savings Account £6,336.25

**8169 Clerk and Gardener/Handyman's Report on Work in Progress Appendix H**

The Clerk reported:

- The tree survey should have been carried out on the 14<sup>th</sup> November but no report has yet been received.

**RESOLVED:** That the Clerk contact the arboriculturist for the report.

- The remaining \$106 money for the MUGA Project cannot be put towards a temporary solution, it must go towards a permanent surface.
- The Clerk is unable to find the Use of Cameras by Staff Policy. Cllr Wright explained the basis of the policy was originally for staff taking photos in public areas and the use of personal phones.

**RESOLVED:** That the Clerk draft a Policy for Council to review at the January meeting.

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- The Clerk confirmed that letters to residents who have rocks/stones on grass verges had been written and asked for volunteers to deliver them.

**RESOLVED:** Cllr Green, Cllr Warner and Cllr Grimley volunteered to deliver the letters.

- Abel Alarms have confirmed that the contract renews on the 25<sup>th</sup> September 2024 and they require three months' notice to leave (June 2024). The Deputy Clerk has started to look/approach alternative companies for quotes.
- The Clerk asked Council to authorise 20 hours overtime which was spent on preparation of the budget and precept.

**RESOLVED:** That Council authorise the overtime.

- The Clerk has received a notification of consultation for changes to the Learn-AT Admissions Policy for 2025/6. Queniborough Primary School will be changing the admissions criteria to prioritise catchment children before siblings of children already attending the school. The consultation runs from Friday 1<sup>st</sup> December 2023 to Friday 26<sup>th</sup> January 2024.

**RESOLVED:** That the Clerk complete the consultation to give Councils' support to the proposed changes.

**8170 Items for the Website/Gazette**

None.

**8171 Chairman's Announcements**

None.

**8172 Items for discussion at the next meeting**

None.

The meeting closed at 8.45pm

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

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

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
259	Other S.137	17/11/2023		Unity Trust Bank		Christmas lights	Lights4fun.co.uk	S	35.10	7.02	42.12
259	Other S.137	17/11/2023		Unity Trust Bank		Christmas lights	Lights4fun.co.uk	S	5.24	1.05	6.29
259	Other S.137	17/11/2023		Unity Trust Bank		Christmas lights	Lights4fun.co.uk	S	5.99	1.20	7.19
261	Telecommunications	22/11/2023		Unity Trust Bank	DD	Telephone and Broadband	BT	S	58.07	11.61	69.68
260	Electricity	23/11/2023		Unity Trust Bank	DD	Electricity bill	British Gas	L	244.17	12.21	256.38
271	Football Facilities	29/11/2023		Unity Trust Bank	Multi Pay card	SIGNS FOR FOOTBALL CL	Castle Signs	E	24.63		24.63
284	Subscriptions	06/12/2023		Unity Trust Bank		Annual membership	SLCC	Z	183.00		183.00
282	Salaries	06/12/2023		Unity Trust Bank		Salaries	Staff	Z	185.80		185.80
262	Other S.137	07/12/2023		Unity Trust Bank		Defibrillator Subscription	Community Heartbeat Tr	S	135.00	27.00	162.00
263	Subscriptions	07/12/2023		Unity Trust Bank		Annual Subscription	Leicestershire and Rutla	E	30.00		30.00
266	Training	07/12/2023		Unity Trust Bank		Councillor Training	LRALC	E	50.00		50.00
269	Stationery/Misc	07/12/2023		Unity Trust Bank		PLASTIC WALLETS	Amazon Business	S	2.96	0.59	3.55
270	Stationery/Misc	07/12/2023		Unity Trust Bank		printer paper	Amazon Business	S	19.99	4.00	23.99
264	Cemetery Maintenance	07/12/2023		Unity Trust Bank		Brown bins	Charnwood Borough Cou	E	165.00		165.00
267	Donations	07/12/2023		Unity Trust Bank		Bird food for the Cemeter	Amazon Business	S	15.82	3.17	18.99
268	Donations	07/12/2023		Unity Trust Bank		Donation for Bird food for	Amazon Business	Z	35.99		35.99
265	Football Facilities	07/12/2023		Unity Trust Bank		changing of pipework in fr	Allsop Plumbers	S	848.00	169.60	1,017.60
278	Office Cleaning	07/12/2023		Unity Trust Bank		Office Cleaning	Contractor	X	30.00		30.00
273	Stationery/Misc	07/12/2023		Unity Trust Bank		Cemetery Clerk's expense	Staff	E	6.00		6.00
279	Salaries	07/12/2023		Unity Trust Bank		Salaries	Staff	X	1,249.06		1,249.06
281	Salaries	07/12/2023		Unity Trust Bank		Salaries	Staff	X	235.00		235.00
283	Income Tax	07/12/2023		Unity Trust Bank		PAYE/NI	HM Revenue & Customs	Z	410.55		410.55
276	Litterbins	07/12/2023		Unity Trust Bank		Litter bins emptying	Contractor	X	150.00		150.00
274	Groundsman (Recreation	07/12/2023		Unity Trust Bank		Groundsman 's duties	Contractor	X	900.00		900.00
272	Grounds maintenance	07/12/2023		Unity Trust Bank		zip wire repairs	G.M.Services (Leicester)	S	266.00	53.20	319.20
285	Grounds maintenance	07/12/2023		Unity Trust Bank		Installation of Christmas t	Man About The House	E	156.01		156.01
277	Mowing Contract	07/12/2023		Unity Trust Bank		Mowing Contract	Roma Landscapes	S	175.00	35.00	210.00
275	Groundsman (Cemetery)	07/12/2023		Unity Trust Bank		Cemetery Gardener/Hand	Contractor	X	600.00		600.00
273	Donations	07/12/2023		Unity Trust Bank		Cemetery Clerk's expense	Staff	E	7.99		7.99
286	Mowing Contract	07/12/2023		Unity Trust Bank		Mowing Contract QPC	Roma Landscapes	S	350.00	70.00	420.00
287	Mowing Contract	07/12/2023		Unity Trust Bank		Mowing Contract LCC	Roma Landscapes	S	203.09	40.62	243.71
288	Queniborough Gazette	07/12/2023		Unity Trust Bank		Queniborough Gazette Gr	Queniborough Gazette	E	350.00		350.00
289	Bank Chanrges	11/12/2023		Unity Trust Bank	DD	Bank Charges	Unity Trust Bank	E	3.00		3.00
280	Salaries	29/12/2023		Unity Trust Bank		Salaries	Staff	X	621.67		621.67
<b>Total</b>									<b>7,758.13</b>	<b>436.27</b>	<b>8,194.40</b>