

**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, 16th October 2024

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

County Cllr James Poland, Borough Cllr Laurie Needham sent written reports and were in attendance to answer questions. Charnwood East Police sent a written report.

24-126 Apologies for Absence sent and accepted

Cllr S Aynsley, Cllr Bowles Cllr Winterton and Cllr Green.

24-127 Declaration of Councillor's Interest both Personal and Prejudicial and Requests for Dispensation

None.

24-128 To Approve and sign the minutes of the Parish Council Meeting held on 18th September 2024

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

24-129 Matters arising from those minutes not covered as an agenda item.

24-95 – Highways Fund Update (School Gate). Cllr Poland confirmed he has contacted Highways for a costing for the full project. No response has yet been received.

RESOLVED: That Cllr Poland ask Highways for an update for the next meeting.

24-130 To Approve and sign the minutes of the General Purposes & Cemetery Management Committee meeting on 2nd October 2024

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

24-131 To Consider Planning Applications and Planning matters

P/24/1103/2 - Reserved Matters application relating to appearance, landscaping, layout and scale pursuant to Outline permission P/20/2380/2 (Appeal ref: APP/X2410/W/23/3316574) for 143 dwellings and discharge of condition nos. 6 (Site/finished floor levels), 7 (Arboricultural Method Statement) and 17 (Scheme for the treatment of public right of way). Land off Barkby Road Queniborough Leicestershire LE7 3FB.

Email received from David Wilson Homes regarding the Public Right of Way (PROW) which intersects the development. They would like to engage with the PC to understand the restriction where this can be temporarily diverted while the development is being built. The Clerk reported that she has contacted Highways for advice and this has been forwarded to the PROW team.

RESOLVED: That the Clerk wait for a response from the PROW officer before responding to David Wilson Homes.

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24-132 Correspondence Received

Items for discussion/comments

1. Email from resident regarding road sweeping. Previously discussed in 2022 but agreed that the cost of employing a street sweeper would be too expensive.

RESOLVED: That Cllr Needham contact Charnwood to establish details of the road sweeping schedule for the village.

2. Letter from resident regarding proposal for village sign and flooding issues on Rearsby Road. Discussed the merits of having a sign asking motorists to drive carefully through the village and agreed in principle.

RESOLVED: That the Clerk contact Highways to request a new sign for the village. That Cllrs Needham and Poland were asked to escalate the drainage issues to their respective colleagues.

Items for Councillors information:

1. Updates on Queniborough School Entrance Project
2. Royal British Legion order for village poppies/wreaths
3. Charnwood confirmation of S106 approval
4. LCC reminder of S178 licence for Christmas lighting

24-133 QVHMC Representative Report (Cllr Curtis)

- The new path down the side of the hall is not wide enough for wheelchair users so will need extending.
- Fifteen trees will be planted in the garden next month, the Woodland Trust are consulting on this.
- The Village Hall Committee would like the two unused salt bins removing.

RESOLVED: That the Council have already agreed to the removal of these bins.

Event Dates:

- Beer festival on 26/27 October
- Craft Fair on 7th December
- Gladness on 20th December
- Pantomime on 11th January 2025
- In February 2025 the caravan/camping club will be parking in the village hall carpark over the Valentines weekend.

Cllr Wright asked if the village hall committee have considered putting electric car charging points in the carpark.

RESOLVED: That Cllr Curtis take the suggestion to the next committee meeting and report back to Council.

24-134 Football Facilities Update (Deputy Clerk)

- The Deputy Clerk reported that the groundsman has found a raised screw in the away showers which could cause an injury. The Groundsman is unable to remove the screw so the Handyman has been asked to make safe before the next home match on the 27th October.
- The manager of Riverside Hawks attended the meeting to discuss the possibility of re-establishing a Queniborough team. He would like the facility for a junior pitch at the bottom end of Rearsby Road Playing Field and agreement to the use of temporary flood lighting for evening training in the winter.

RESOLVED: That Council are open to the proposals but would need to see a business plan before a decision can be made.

- Cllr Wright asked if the mould has been removed from the changing rooms and repainted.

RESOLVED: That the Deputy Clerk confirm with the Groundsman that the work has been completed.

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- The Deputy Clerk reported the keys have still not been returned from East Goscote United who used the pitch last season.

RESOLVED: That the manager is given a deadline for the return of the keys and advised that after this date the deposit for the keys will not be refunded.

24-135 Request from Nov V to hold Annual Bonfire on King George V Playing field

Request and relevant paperwork now received for this annual event.

RESOLVED: That the Clerk inform the Nov 5TH Committee that Council were happy for the event to go ahead.

24-136 Request to store WI Historical Records at Parish Office

A request has been received to store roughly one archive box of historical paperwork in the Parish Office. The Deputy Clerk has clarified these can be stored long term at the Records Office in South Wigston.

RESOLVED: That Council agree in principle to the storage of the paperwork, however the Clerk to review to ensure all stored information complies with GDPR regulations.

24-137 Additional Tree Work at the Cemetery - Appendix A

Council had agreed to the work on tree T43 at the last Council meeting (Min 24-206). This price was however based on having the work done to three other trees at the same time. If the work is only carried out on T43 the price increases from £120 to £210.

RESOLVED: That the Clerk instruct the Contractor to carry out work on all the trees with identified issues.

24-138 Change of Councillor Email Addresses

The web provider has asked the Clerk to confirm the required format for Councillors new email addresses. It was decided that it would be more simple to use an initial separated by a dot and surname.

RESOLVED: That the Clerk inform Cuttlefish of the agreed standard format for Councillors.

24-139 Audit – Closure of Accounts 2023/4

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.

24-140 Finance

- a) The Council noted the income for the month of September 2024 totalling £3,767.12 - Appendix B.
- b) The Council resolved to authorise the expenditure for the month of September 2024 totalling £9,547.37 The invoices were checked by Cllr Wright and Cllr Green – Appendix C (Attached).
- c) The Council noted the Bank Reconciliation for September 2024 - Appendix D.
- d) Bank Balances @ 30/09/24:

Unity Trust Current Account	£55,183.73
Unity Trust Savings Account	£30,217.05
Redwood Bank 95 Day Notice	£40,000.00

The Clerk shared the Quarter 2 Budget report.

- Down on estimated cemetery fees
- Underspent on the alarm but have not yet received the bill from the new contractor
- Overspent on tree work, this is to be discussed in detail at the budget meeting.

24-141 Clerk and Gardener/Handyman's Report on Work in Progress - Appendix H

The Clerk reported:

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- As no response has been received from Forestry Team an alternative option of purchasing a 10ft tree from a local company has been found. The Clerk is currently checking with the Handyman that the base from last year will still be suitable.

RESOLVED: That the Deputy Clerk order the Christmas tree and more lights. That the Clerk complete the S178 form for permission from Highways to erect the temporary tree.

- The remaining S106 money has been signed off and the invoice sent to Charnwood for payment. The Clerk confirmed that the goal end project was paid for entirely with lottery funding and S106 money.
- The new Millstone Lane fencing is due to be installed by the 30th October.
- The Remembrance parade poppies are on order. Cllr Curtis confirmed she has received the wreath; the posies should be here by the weekend and all the lamp post poppies by the 22nd.
- The Parish Office annual PAT testing has been completed. The photocopier was tested incorrectly and will be re-tested on the 24th October.
- A refurbished laptop would cost £350 with full warranty, a new laptop was quoted at £395.00.

RESOLVED: That the Clerk order a new laptop.

- A new No Parking sign has been put up at Rearsby Road playing field following the mowing contractor being unable to access the gate due to the entrance being blocked by a car. When asked to move the car the owner walked away.

RESOLVED: That new notices are put up saying cars may be clamped. That Cllr Payne contact a parking enforcement company for further advice.

- The Clerk confirmed that the protective covering for the grave marker notice has been purchased with the addition of a donated music stand to be used as a stake.
- Cllr McKenzie informed the Council that the wooden gateway past the church has been damaged.

RESOLVED:. That the Clerk ascertain if Highways has the responsibility for the gateway and contact as necessary.

24-142 Items for the Website/Gazette

- The Christmas Tree
- Congratulations to Clarkes butchers
- Parking at Rearsby Road Playing Field

24-143 Chairman's Announcements

Cllr Wright informed the Council that the former Dog Warden had recently passed away.

24-144 Items for discussion at the next meeting

None.

The meeting closed at 9.10 pm.

Date: _____

Queniborough Parish Council

PAYMENTS (AWAITING AUTHORISATION) LIST

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
	Staff Costs	17/10/2024 - 31/10/2024				Confidential			1,685.47		1,685.47
194	Grounds maintenance	25/09/2024	8288/24-140	Unity Trust Bank		replacement new wheel for	Schoolscapes	S	48.00	9.60	57.60
195	Bank Chanrges	30/09/2024	6629/24-140	Unity Trust Bank	DD	Bank Charges	Unity Trust Bank	E	33.15		33.15
196	Bank Chanrges	30/09/2024	6629/24-140	Unity Trust Bank	DD	Bank Charges	Unity Trust Bank	X	1.20		1.20
197	Bank Chanrges	26/09/2024	6629/24-140	Unity Trust Bank	DD - Multi Pay	Bank Charges	Lloyds Bank	X	3.00		3.00
198	Grounds maintenance	26/10/2024	24-86/24-140	Unity Trust Bank	DD- Multi Pay	New Basket ball net	Net World Sports	Z	9.44		9.44
199	Football Facilities	26/09/2024	24-88/24-140	Unity Trust Bank	DD- Multi Pay	New Shower for changing	Kendor (Leic) Ltd	S	101.89	20.38	122.27
200	Grounds maintenance	26/09/2024	8288/24-140	Unity Trust Bank	DD- Multi Pay	Tennis Court Keys	Anstey Shoe Repairs	Z	88.20		88.20
201	Grounds maintenance	26/09/2024	8288/24-140	Unity Trust Bank	DD - Multi Pay	graffiti remover	Amazon Business	S	14.99	3.00	17.99
202	Telecommunications	01/10/2024	8073-24-140	Unity Trust Bank	DD	Telephone and Broadband	Sky Business	S	24.50	4.90	29.40
203	Litterbins	01/10/2024	8242/24-140	Unity Trust Bank	DD	Waste collection	TARGET HYGIENE	S	121.33	24.27	145.60
204	Football Facilities	01/10/2024	8150/24-140	Unity Trust Bank	DD	Electricity bill	EDF Energy	L	10.40	0.52	10.92
205	Electricity	02/10/2024	8074-24-140	Unity Trust Bank	DD	Electricity bill	YU Energy	L	36.63	1.83	38.46
206	Water rates (Cemetery)	17/10/2024	8150/24-140	Unity Trust Bank		Water rates	Water Plus	E	16.04		16.04
207	Subscriptions	17/10/2024	8150/24-140	Unity Trust Bank		Scribe subscription	Starboard Systems	S	561.60	112.32	673.92
208	Audit	17/10/2024	8150/24-140	Unity Trust Bank		External Audit	Moore East Midlands	S	420.00	84.00	504.00
209	Mowing Contract	17/10/2024	8013/24-140	Unity Trust Bank		Millstone Lane Play Area	Roma Landscapes	S	175.00	35.00	210.00
210	Mowing Contract	17/10/2024	7809/24-140	Unity Trust Bank		Mowing Contract QPC	Roma Landscapes	S	350.00	70.00	420.00
211	Mowing Contract	17/10/2024	7809/24-140	Unity Trust Bank		Mowing Contract LCC	Roma Landscapes	S	203.09	40.62	243.71
212	Grounds maintenance	17/10/2024	8281/24-140	Unity Trust Bank		SUPPLY AND DELIVER	Roma Landscapes	S	720.00	144.00	864.00
213	Grounds maintenance	17/10/2024	24-85/24-140	Unity Trust Bank		Removing trees on	Roma Landscapes	S	1,680.00	336.00	2,016.00
214	Cemetery lease	17/10/2024	8150/24-140	Unity Trust Bank		Cemetery Lease	Charnwood Borough	E	200.00		200.00
215	Newsletter	17/10/2024	8150/24-140	Unity Trust Bank		Queniborough Gazette	Queniborough Gazette	E	350.00		350.00
216	Stationery/Misc	17/10/2024	8288/24-140	Unity Trust Bank		Deputy Clerk Expenses	Mrs T Willson	X	20.00		20.00
217	Photocopier	17/10/2024	8013/24-140	Unity Trust Bank		Photocopier copies charge	Sharp Business	S	25.00	5.00	30.00
218	Subscriptions	17/10/2024	24-121/ 24-140	Unity Trust Bank		ICCM Corporate	ICCM	E	42.00		42.00
219	Councillors Allowances	17/10/2024	8297/24-140	Unity Trust Bank		Chairman's Allowance	Mr Wright	X	80.00		80.00
220	Groundsman (Recreation)	17/10/2024	6771/24-140	Unity Trust Bank		Groundsman 's duties	Sue Farrell	X	720.00		720.00
221	Groundsman (Cemetery)	17/10/2024	6771/24-140	Unity Trust Bank		Cemetery	Sue Farrell	X	480.00		480.00
222	Litterbins	17/10/2024	6771/24-140	Unity Trust Bank		Litter bins emptying	Sue Farrell	X	120.00		120.00
223	Cemetery Mowing	17/10/2024	6771/24-140	Unity Trust Bank		Mowing Contract Cemetery	Sue Farrell	X	315.00		315.00
Total									8,655.93	891.44	9,547.37