

**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, 18th September 2024

PRESENT:

| | |
|------------------------------|------------------|
| Cllr S Wright (in the Chair) | Cllr R Curtis |
| Cllr R Green | Cllr D Grimley |
| Cllr S Aynsley | Cllr D Warner |
| Cllr D Bowles | Cllr M Winterton |

NOT PRESENT:

| | |
|------------------------------|--------------|
| Cllr S McKenzie | Cllr C Payne |
| Mrs T Willson (Deputy Clerk) | |

IN ATTENDANCE: Mrs R Barlow-Skinner (Clerk)

County Cllr James Poland, Borough Cllr Laurie Needham sent written reports and were in attendance to answer questions. Charnwood East Police reported there had been no crimes recorded in August.

24-92 Apologies for Absence sent and accepted

Cllr Mckenzie, Cllr Payne and the Deputy Clerk.

24-93 Declaration of Councillor's Interest both Personal and Prejudicial and Requests for Dispensation

None.

24-94 To Approve and sign the minutes of the Parish Council Meeting held on 14th August 2024

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

24-95 Matters arising from those minutes not covered as an agenda item.

24-68 - Highways Fund Update (School Gate). The Clerk has received no update since the last meeting. Council discussed the need to move this project along and asked the Clerk to arrange another meeting with the school and Cllr Poland. The project also needs to be re-costed to see if it will fall within the budget, taking into account the new proposed entrance gate and where it will be situated.

RESOLVED: That the Clerk set up a meeting between Council, the School and Cllr Poland. That Cllr Poland ask Highways to re-cost the project.

24-96 To Approve and sign the minutes of the Recreation Committee Site meeting on 28th August 2024

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

24-97 To Consider Planning Applications and Planning matters

P/24/1330/2 - Retention of single storey rear extension. Holly Cottage, 20A Main Street, Queniborough, Leicestershire, LE7 3DA.

RESOLVED: That the Council has no objections to this application but is disappointed that this is a retrospective application with the extension having already been built.

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.

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These are revised plans/documents including layout, design and landscaping details received on 05/09/2024, 09/09/2024 & 12/09/2024, however comments submitted by Council on 15th August do not seem to have been addressed.

RESOLVED: That the Council reiterate its previous comments and also ask who will be responsible for maintaining the SUDS once the development has been transferred.

24-98 Correspondence Received

Items for discussion/comments

1. Email from Police and Crime Commissioner regarding Teams Meeting. Following up on Cllr Wrights agreement to participate in this pilot.

RESOLVED: That Cllr Wright provide available dates to the Clerk for participation.

2. Email from Village Hall Committee Regarding Paving Work and Moving of the Salt Bins. Path to be re-paved and widened giving access to mobility scooters. Councillors discussed where best to site the two salt bins, it was agreed that one salt bin could remain near the back of hall to grit the path and the other could go in the carpark, although Council were happy for the Village Hall Committee to make the final decision.

RESOLVED: That the Clerk pass on Councils ideas to the Village Hall Committee.

3. Email from Resident regarding Village Christmas Tree – The Clerk had already responded to the resident informing them of plans for the semi-permanent tree at Rearsby Road Crossroads.

24-99 QVHMC Representative Report (Cllr Curtis)

Cllr Curtis reported;

- A quote for acoustic panels is still being considered.
- Following an incident with a hirer letting off fireworks which had not previously been agreed, the rules and regs have been amended and the deposit for hiring the hall has been increased to cover damages.
- The Committee are considering installing two Portaloo's in the carpark for groups that meet there and contractors working on site. Council had no objections to this but asked Cllr Curtis to inform the Committee they would need planning permission and a maintenance contract.

RESOLVED: That Cllr Curtis feedback to the Committee at the next meeting.

- The next three films scheduled are Bob Marley, 27th July, Despicable Me 4, 1st November and Arthur, 22nd November. There will be no film in December.
- Beer Festival – 25th and 26th October.
- Craft Fare – 7th December.
- Pantomime – 11th January.

24-100 Swimming Pool Update

The Clerk reported that Charnwood had confirmed that the new owners or any eligible organisation can apply to list the Swimming Pool as a Community Asset. They would recommend that the applicant provides details of how the building will be used in the future to benefit the community. Contact details for Swim England have been sent to the owners so they may discuss available funding opportunities.

RESOLVED: That the Clerk send a follow-up email to the owners in a few months to find out how they are getting on.

24-101 Football Facilities Update (Clerk)

The Clerk reported that;

- Triton confirmed that the broken shower was not covered under warranty, the Clerk purchased a new one and the plumber has fitted it for free as a gesture of goodwill.

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- All the pitch fees are up to date.
- The new Riverside team have agreed to fit their games in around East Goscote Juniors.
- Riverside would like to establish at least one Queniborough Juniors team next season but will come along to the next PC meeting or Recreation Committee to discuss their ideas.

RESOLVED: That the Clerk send Riverside dates for the meetings.

24-102 Quotes for Office roof Appendix A

Three quotes for the repairs to the roof/velux windows had been obtained for consideration by Council. Cllr Warner advised that there was no guarantee that the recommended work would solve the problems with the leaking windows. He recommended that the Clerk should approach some local glazing companies before making a decision.

RESOLVED: That the Clerk try obtaining quotes for repairs to the windows for the next meeting.

24-103 Quote for Fencing on Children's Playarea on KGV Appendix B

The Handyman had not been able to write a formal quote for this work but had quoted his day rate plus materials. The Council considered this and were happy to go ahead with the work as long as a formal quote had been received before the work was carried out.

RESOLVED: That the Clerk obtain a formal quote and instruct the Handyman to carryout the repairs to the play area as soon as possible.

24-104 Barn Owl Nestbox (Cllr Curtis)

Cllr Curtis reported that the nest box which was found on the ground in the environment area on King George V Playing Field needed fixing to a suitable tree at the correct height. As Council were not sure where the box had come from Cllr Curtis offered to take it away and find an appropriate home for it, this was agreed.

RESOLVED: That Cllr Curtis remove the nestbox for re-homing.

24-105 Fallen Headstones (Clerk)

The Clerk reported that one of the families had contacted the Cemetery Clerk regarding a fallen gravestone and had agreed to have it repaired. After inspecting the Cemetery no suitable place for fallen headstones could be identified. The Clerk had however carried out some research and found that some cemeteries sink unstable memorials into the ground vertically if attempts to locate relatives are unsuccessful. Council agreed that this would be the most suitable solution. The Clerk suggested adopting a Memorial Management Policy.

RESOLVED: That the Clerk draft a Memorial Management Policy for consideration at the next General Purposes & Cemetery Committee Meeting.

24-106 Tree work on the Cemetery

Invoice received for treework carried out and quote for further removal of dead poplar tree (T40). Feedback from a second contractor stated that the "deadwooding" was sub-British standard as stubs have been left and were not flush and there were also some bad tears found. No cuts have been made any higher than 4/5m approx half way, which would suggest that these were done from the ground rather than within each individual tree.

RESOLVED: That the invoice for the work be authorised but the Clerk should contact the contractor to raise issues and ask for comment.

The second contractor has recommended the removal of T43 which has now snapped out and has a hanging limb that needs be removed before it potentially fails completely damaging somebody or someone's grave. A quote was submitted of £120.00, Council agreed that this was acceptable.

RESOLVED: That the Clerk contact the second contractor to carryout this work as soon as possible.

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24-107 Review Of Environment Policy - Appendix C

No changes were made to this policy.

RESOLVED: That all the relevant dates are changed on the policy for readoption and publishing on the Parish Website.

24-108 Review of Terms of Reference Appendix D

The Clerk reported that recent Cilca training had highlighted that public and press should be admitted to all council meetings including committees. Therefore Section 5 needs to be removed from all Terms of Reference with immediate effect. The Clerk asked the Council if they would be happy allocating a time for public participation on the Agenda, it was agreed that the most suitable time for public engagement would be at the start of the meeting. The Clerk had also drafted a document outlining the Rules for Public Participation at Parish Meetings for the Council to consider, Council agreed they were happy to adopt this.

RESOLVED: That the Clerk amend all Terms of Reference, include public participation on the Committee Agendas and publish the Rules for Public Participation at Parish Council Meetings on the website.

24-109 Finance

- a) The Council noted the income for the month of August 2024 totalling £35,740.46 - Appendix E.
- b) The Council resolved to authorise the expenditure for the month of August 2024 totalling £6,875.94 The invoices were checked by Cllr Wright and Cllr Green - Appendix F (Attached).
- c) The Council noted the Bank Reconciliation for August 2024 - Appendix G.
- d) Bank Balances @ 31/08/24:

| | |
|-----------------------------|------------|
| Unity Trust Current Account | £23,659.81 |
| Unity Trust Savings Account | £30,009.04 |
| Redwood Bank 95 Day Notice | £40,000.00 |

24-110 Clerk and Gardener/Handyman's Report on Work in Progress - Appendix H

- Struggling to get any response from Forestry team regarding Christmas Tree site. Spoken to a member of the Forestry team who will hopefully get a response for us. Have also spoken to the Environment and Transport Department who have confirmed Council will need to apply to place apparatus on the highway by filling in a S50 form, at a cost of £500.
- Following Cemetery Clerk appraisal, the Clerk has identified the need to join the Institute of Cemetery and Crematorium Management (£100 per calendar year) which would also give access to further training particularly on Cemetery Management and Compliance – there is a two-day online course at a cost of £145.00 +VAT.

RESOLVED: Clerk to confirm cost of joining the ICC mid-year and also speak with the Cemetery Clerk to find out if she is happy to go on this training.

- Old laptop currently used by the Cemetery Clerk is nearing the end of its life, the Clerk has received a quote from the normal supplier of £395.00 for a new replacement. Cllr Wright suggested looking into refurbished options.

RESOLVED: Clerk to get prices for re-furbished laptops for consideration at the General Purposes and Cemetery Management Committee Meeting.

- The steering wheel on the train has finally come off, The Clerk has contacted the supplier to get replacement parts.
- Smoke alarm in Parish Office replaced last week.
- Response to Scout Hut letter drafted.

RESOLVED: That the Chairman and Cllr Grimley edit and review the letter on behalf of Council.

- Complaint received from resident on the Ringway regarding a tree on KGV which encroaches on back garden/boundary. The Clerk had taken photos of the tree for Council to review and there does not appear to be a significant impact on the property.

RESOLVED: That the Clerk speak to the resident to inform him that no action will be carried out by Council at present.

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- Goal End – The hybrid matting has now been installed. Charnwood have confirmed the application for the remainder of the S106 money will be considered at the next meeting (though is agreed in principle) and the funds should be released shortly. The replacement parts are on order from Proludic and repairs will be carried out as soon as possible.
- Diseased trees on Rearsby Road – The contractor has carried out the work, however one of the Tree Wardens has reported that it does not look like the grass around the trees has been removed before the bark chippings have been put down.

RESOLVED: That the Clerk check the information that was sent to the contractors before speaking to them.

24-111 Items for the Website/Gazette

None.

24-112 Chairman's Announcements

None.

24-113 Items for discussion at the next meeting

None.

The meeting closed at 9:15pm.

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 | 19/09/2024 - 27/09/2024 | | | | Confidential | | | 1,743.74 | | 1,743.74 |
| 173 | Stationery/Misc | 27/08/2024 | 8288/24-109 | Unity Trust Bank Current Account | DD | White Board pens/cleaner | Amazon Business | S | 5.79 | 1.16 | 6.95 |
| 172 | Bank Chanrges | 27/08/2024 | 6629/24-109 | Unity Trust Bank Current Account | DD | Bank Charges | Lloyds Bank | E | 3.00 | | 3.00 |
| 175 | Stationery/Misc | 28/08/2024 | 8288/24-109 | Unity Trust Bank Current Account | DD | OFFICE SUPPLIES | Amazon Business | S | 17.84 | 3.58 | 21.42 |
| 174 | Football Facilities | 28/08/2024 | 8288/24-109 | Unity Trust Bank Current Account | DD | Paint | Amazon Business | S | 19.99 | 4.00 | 23.99 |
| 177 | Telecommunications | 01/09/2024 | 8073/24-109 | Unity Trust Bank Current Account | DD | Telephone and Broadband | Sky Business | S | 24.50 | 4.90 | 29.40 |
| 176 | Litterbins | 01/09/2024 | 8242/24-109 | Unity Trust Bank Current Account | DD | Litter bin collection | TARGET HYGIENE SERVICES LTD | S | 121.33 | 24.27 | 145.60 |
| 178 | Football Facilities | 02/09/2024 | 8074/24-109 | Unity Trust Bank Current Account | DD | Electricity bill | EDF Energy | L | 7.90 | 0.40 | 8.30 |
| 180 | Bank Chanrges | 03/09/2024 | 6629/24-109 | Unity Trust Bank Current Account | DD | Bank Charges | Unity Trust Bank | E | 33.15 | | 33.15 |
| 179 | Electricity | 09/09/2024 | 8074/24-109 | Unity Trust Bank Current Account | DD | Electricity bill | YU Energy | L | 31.97 | 1.60 | 33.57 |
| 167 | Stationery/Misc | 19/09/2024 | 8288/24-109 | Unity Trust Bank Current Account | | Deputy Clerk Expenses | Staff | X | 10.49 | | 10.49 |
| 183 | Photocopier | 19/09/2024 | 8013/24-109 | Unity Trust Bank Current Account | | Photocopier copies charge | Sharp Business Systems UK PLC | S | 25.00 | 5.00 | 30.00 |
| 193 | Office Maintenance | 19/09/2024 | 8288/24-109 | Unity Trust Bank Current Account | | Installation of Replacement Smoke Alarm | Guy Bacon Electrical | Z | 95.00 | | 95.00 |
| 168 | Tree work | 19/09/2024 | 24-48/24-109 | Unity Trust Bank Current Account | | Extra Park Mowing and tree removal on Millstone Park | Roma Landscapes | S | 160.00 | 32.00 | 192.00 |
| 169 | Mowing Contract | 19/09/2024 | 7809/24-109 | Unity Trust Bank Current Account | | Mowing Contract LCC | Roma Landscapes | S | 203.09 | 40.62 | 243.71 |
| 170 | Mowing Contract | 19/09/2024 | 7809/24-109 | Unity Trust Bank Current Account | | Mowing Contract QPC | Roma Landscapes | S | 350.00 | 70.00 | 420.00 |
| 171 | Mowing Contract | 19/09/2024 | 24-48/24-109 | Unity Trust Bank Current Account | | Millstone Lane Play Area | Roma Landscapes | S | 175.00 | 35.00 | 210.00 |
| 168 | Mowing Contract | 19/09/2024 | 24-48/24-109 | Unity Trust Bank Current Account | | Extra Park Mowing and tree removal on Millstone Park | Roma Landscapes | S | 420.00 | 84.00 | 504.00 |
| 181 | Grounds maintenance | 19/09/2024 | 8288/24-109 | Unity Trust Bank Current Account | | board over slide to prevent usage | Man About The House | E | 21.60 | | 21.60 |
| 182 | Grounds maintenance | 19/09/2024 | 24-86/24-109 | Unity Trust Bank Current Account | | playground equipment repairs | G.M.Services (Leicester) Ltd | S | 485.00 | 97.00 | 582.00 |
| 166 | Water rates (Cemetery) | 19/09/2024 | 8150/24-109 | Unity Trust Bank Current Account | | Water rates cemetery | Water Plus | E | 8.02 | | 8.02 |
| 184 | Cemetery Maintenance | 19/09/2024 | 8288/24-109 | Unity Trust Bank Current Account | | Mole Control Cemetery | A1 Pest Control | E | 95.00 | | 95.00 |
| 165 | Tree work | 19/09/2024 | 24-76/24-109 | Unity Trust Bank Current Account | | Tree work Cemetery | All Seasons Tree Care | S | 650.00 | 130.00 | 780.00 |
| 187 | Litterbins | 19/09/2024 | 6771/24-109 | Unity Trust Bank Current Account | | Litter bins emptying | Contractor | Z | 120.00 | | 120.00 |
| 185 | Groundsman (Recreation) | 19/09/2024 | 6671/24-109 | Unity Trust Bank Current Account | | Groundsman 's duties | Contractor | Z | 720.00 | | 720.00 |
| 186 | Groundsman (Cemetery) | 19/09/2024 | 6771/24-109 | Unity Trust Bank Current Account | | Cemetery Gardener/Handyman | Contractor | Z | 480.00 | | 480.00 |
| 188 | Cemetery Mowing | 19/09/2024 | 6771/24-109 | Unity Trust Bank Current Account | | Mowing Contract Cemetery | Contractor | Z | 315.00 | | 315.00 |
| Total | | | | | | | | | 6,342.41 | 533.53 | 6,875.94 |
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