

**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, 22nd May 2024

**PRESENT:**

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

**NOT PRESENT:**

**IN ATTENDANCE:** Mrs R Barlow-Skinner (Clerk)  
Mrs T Willson (Deputy Clerk)

County Cllr James Poland, Borough Cllr Laurie Needham and Charnwood East Police sent written reports.

**24-01 Apologies for Absence sent and accepted**

None.

**24-02 Declaration of Councillor's Interest both Personal and Prejudicial and Requests for Dispensation**

Cllr Curtis declared an interest in planning application P/24/0333/2. The council agreed she could stay in the meeting but it would not be appropriate to make any comment.

**24-03 To Approve and sign the minutes of the Parish Council Meeting held on 17<sup>th</sup> April 2024**

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

**24-04 Matters arising from those minutes not covered as an agenda item.**

Min 8270 – Cllr Winterton advised Council that the trees T142, T145, T146 on Rearsby Road all have Ash Die back, and from a safety aspect may need to be felled.

**RESOLVED:** That the Clerk discuss with the Charnwood Forestry team at their meeting on Friday.

**24-05 To Approve and sign the minutes of the Recreation Committee Meeting held on 1<sup>st</sup> May 2024**

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

**24-06 Matters arising from those minutes not covered as an agenda item.**

None.

**24-07 To Approve and sign the minutes of the Annual Parish Council Meeting held on 15<sup>th</sup> May 2024**

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

**24-08 Matters arising from those minutes not covered as an agenda item.**

None.

**24-09 To Consider Planning Applications and Planning matters**

P/24/0753/2 - Erection of first floor extension to bungalow. 75 New Zealand Lane, Queniborough Leicestershire LE7 3FU.

**RESOLVED:** That the Council agreed the proposed extension is incongruous with the appearance of the street scene, it would also ask that neighbour's views to be taken into consideration.

P/24/0333/2 - Erection of single storey and garage extensions to rear, new roof over whole building to form first floor with three dormers to front elevation, replacement front porch and single storey

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outbuilding to rear. 26 Avenue Road Queniborough Leicestershire LE7 3FA. This is a new description and new plans have been added.

**RESOLVED:** That the Council have nothing further to add since commenting on the first application.

For Information

P/24/0046/2 - Variation of Condition 15 of planning permission P/20/2349/2, as amended by Non-Material Amendment P/24/0045/2, to allow for the removal of the tree belt on the southwestern boundary. Land off Boonton Meadows Way, Queniborough, Leicestershire.

**24-10 Correspondence Received**

**Items for discussion/comments**

1. Syston Town Council regarding Syston & District Cemetery

**RESOLVED:** That the Clerk write to Syston Town Council to ask them to reconsider their decision.

2. Resident regarding application to list the Old School as a listed building.

**RESOLVED:** That the Clerk register the Old School as a listed building and inform the resident.

3. Resident regarding felled silver birch trees on Marsden Avenue

**RESOLVED:** That the Clerk contact Jelsons to ascertain if they are responsible for the maintenance of the land. Also contact the enforcement officer at Charnwood for advice on whether the trees should have been removed.

**Items for Councillors information**

1. Acknowledgement of letter received from Syston Rugby Club
2. Look for a Book Scheme
3. New school entrance project response from school
4. Police information regarding disturbance at Staverton House
5. Leicester Community Speed Watch information
6. LCC regarding New gully installation on Queniborough Road
7. NALC Good Councillors Guide available from 13th May

**24-11 Highways Fund**

The Clerk has received an update from the school who are getting costings on removing a fence panel to replace with a gate. They will contact the Clerk once a quote has been received.

**RESOLVED:** That the Clerk update the parent representative and advise Cllr Poland regarding the funding.

**24-12 QVHMC Representative report (Cllr Curtis)**

- The film nights are doing well and the Committee are considering having an afternoon film showing. The next film night is planned for Friday 31st May.
- The formal unveiling of the Gordan Hallam plaque will take place on Saturday 13th July at 2.30pm – 4.00pm. All Councillors will receive a formal invitation and there will be an open invite for all villagers. Free tea and cake will be served.
- A beer festival is planned for October.
- The wildflower garden is doing well.
- Cllr Aynsley asked if the problem with the electric's had been resolved, however Cllr Curtis was not aware of any issue being reported.
- The Clerk reported that rubbish from users of the Village Hall is still being put into the Parish Office bin despite a sign having been put onto the bin. This could cause problems with charges from the new waste management company and if overfilled a problem with the disposal of the dog waste bags from the village.

**RESOLVED:** That Cllr Curtis take both issues to the next Village Hall Committee meeting and report back to Council.

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**24-13 Football Facilities Update (Deputy Clerk)**

- The final matches have now been played for the season.
- The invoice for the line marking has been received at £720.00.
- KGB have been instructed to carry out the pitch maintenance work now the matches have finished.

**24-14 Annual Play Inspection - Appendix A**

The Clerk has received a quote from Independent Playground Inspections of £240.00 plus VAT. This is an increase of £5 from last year.

**RESOLVED:** That the quote is accepted and the Clerk arrange a date for the inspection.

**24-15 Draft Statement of Internal Control - Appendix B**

The Clerk has drafted a new statement following recommendation from the Internal Auditor.

**RESOLVED:** That the Statement be adopted and published on the Parish website.

**24-16 Draft Risk Register - Appendix C**

The Clerk has drafted a new document following recommendation from the Internal Auditor

**RESOLVED:** That the Risk Register be adopted and published on the Parish website

**24-17 Review of Transparency Code Appendix D**

The policy was identified for review at the Annual Meeting. The Clerk reported the policy is a Government document, published in 2014 and remains unchanged.

**RESOLVED:** That the Clerk amend the review date on the Risk Assessment Programme.

**24-18 Website/Email Change of Domain to .gov.uk**

As reported at the Annual Meeting, Min 8291 the auditor asked Council to consider migrating over to a .gov.uk domain for the website, including all Council email accounts to comply with the General Data Protection Regulations (GDPR). It is advised that Clerks provide official .gov.uk email accounts to their councillors, which must only be used for official council business. At present the Government Cabinet Office (GCO) has secured funding to help councils with the initial cost of setting up a .gov.uk domain. This funding is limited to helping a maximum of 1,000 councils with their move to a .gov.uk domain and is offered on a first-come first-served basis. Current funding will run until March 2025. The registration of the new domain name will be £100 which will be funded by GCO, this includes 2 years hosting. Each Councillor email will be approximately £35 each. The Clerk recommended starting the migration process soon to qualify for the free funding.

**RESOLVED:** That Council agree to the recommendation and the Clerk prepare and submit the application.

**24-19 Investment Accounts**

The recent audit highlighted that by opening a savings account with Unity Trust Bank, the total amount held by the bank over two accounts will be more than the FSC protection of £85,000 per UK-regulated financial institution. The Clerk has therefore found three suitable investment accounts available to Parish Councils with an alternative institution, Redwood Bank.

35 Day Account – 4.10% annual / 4.02% monthly

95 Day Account – 4.55% annual / 4.46% monthly

1 Year Account – 4.65% annual / 4.55% monthly

**RESOLVED:** That Council agrees to the Clerk opening a 95-day account with the monthly interest of 4.46%. The Clerk to check through bank statements over the last 2 years to establish the lowest average balance to determine the lowest amount which should be kept in the Unity Trust as a buffer.

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**24-20 Exercise of Public Rights**

To consider and approve dates for the period of exercise of public rights and unaudited Annual Governance and Accountability Return (accounts are for the year ended 31st March 2024). Dates set for Monday 3rd June 24 to Friday 12th July 24

**RESOLVED:** That Council approve the dates.

**24-21 Finance**

- a) The Council noted the income for the month of April 2024 totalling £37,250.83 - Appendix E.
- b) The Council resolved to authorise the expenditure for the month of April 2024 totalling £8,773.23 The invoices were checked by Cllr Wright and the - Appendix F (attached).
- c) The Council noted the Bank Reconciliation for April 2024 - Appendix G.
- d) Bank Balances @ 31/03/24: Unity Trust Current Account £121,146.66

**24-22 Clerk and Gardener/Handyman's Report on Work in Progress - Appendix H**

- Train – steering wheel still needs tightening.
- RESOLVED:** That Cllr Wright will look at tightening the wheel and report back if he cannot do it.
- Weeds on Rearsby Road entrance - These are to be treated by the contractor when the weather improves.
  - Village Christmas Tree – the Clerk, Chairman and tree wardens are meeting with Charnwood Forestry team on Friday to look at new options for the siting of a tree.
  - MUGA – Syston Rugby Club have acknowledged councils' proposal.
  - The S106 money for the hybrid grass for the goal end has been signed off and the Clerk has applied for lottery funding for the remaining cost.
  - Asset List - The Clerk is obtaining replacement quotes for the tennis court and the hand carved sign in the village. The Clerk has also been looking at Parish Council's with similar war memorials for the cost of their insurance.

**RESOLVED:** That the Clerk increase the insurance value of the war memorial to £50,000. Once all items have been updated a revised list will be sent to the insurers.

**24-23 Items for the Website/Gazette**

- D-Day Flag
- Annual Chairmans Report
- ID for Election information

**24-24 Chairman's Announcements**

None.

**24-25 Items for discussion at the next meeting**

None.

The meeting closed at 8.45pm

Date \_\_\_\_\_

# Queniborough Parish Council

12 June 2024 (2024-2025)

## 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.*

Vouch	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
	Staff Costs	15/05/2024 - 31/05/2024				Confidential			2,836.80		2,836.80
40	Litterbins	25/04/2024	8150/24-21	Unity Trust Bank	DD	Litter bin collection	Bakers Waste	S	156.64	31.33	187.97
41	Bank Chanrges	26/04/2024	6629/24-21	Unity Trust Bank	Multi Pay Card	Bank Charges	Lloyds Bank	E	3.00	3.00	3.00
42	Litterbins	30/04/2024	8150/24-21	Unity Trust Bank	DD	Litter bin collection	Bakers Waste	S	44.20	8.84	53.04
43	Telecommunications	01/05/2024	8072/24-21	Unity Trust Bank	DD	Telephone and Broadband	Sky Business	S	24.50	4.90	29.40
44	Electricity	02/05/2024	8074/24-21	Unity Trust Bank	DD	Electricity bill	YU Energy	L	74.47	3.72	78.19
45	Photocopier	08/05/2024	8013/24-21	Unity Trust Bank	DD	Photocopier Lease	PEAC (UK)Limited	S	64.50	12.90	77.40
31	Stationery/Misc	10/05/2024	7934/ 24-21	Unity Trust Bank	Multipay Card	Stationery	Amazon Business	S	22.87	4.58	27.45
33	Stationery/Misc	10/05/2024	7934/24-21	Unity Trust Bank	Multi Pay Card	Stationery	Amazon Business	S	13.80	2.76	16.56
33	Stationery/Misc	10/05/2024	7934/24-21	Unity Trust Bank	Multi Pay Card	Stationery	Amazon Business	S	-13.80	-2.76	-16.56
32	Stationery/Misc	10/05/2024	7934/ 24-21	Unity Trust Bank	Multi Pay Card	Stationery	Amazon Business	S	7.20	1.45	8.65
34	Stationery/Misc	10/05/2024	7935/24-21	Unity Trust Bank	Multi Pay Card	Local Council Admin book	SLCC	E	137.00		137.00
34	Stationery/Misc	10/05/2024	7935/24-21	Unity Trust Bank	Multi Pay Card	Local Council Admin book	SLCC	S	4.50	0.90	5.40
39	Grounds maintenance	10/05/2024	7934/ 24-21	Unity Trust Bank	Multi Pay Card	Trees ties and straps	Amazon Business	S	17.47	3.50	20.97
38	Grounds maintenance	10/05/2024	7934/ 24-21	Unity Trust Bank	Multi Pay Card	Tree protectors	Amazon Business	S	22.47	4.50	26.97
35	Football Facilities	10/05/2024	7934/ 24-21	Unity Trust Bank	Multi Pay Card	New Toilet Seat	Wickes	S	16.67	3.33	20.00
37	Donations	10/05/2024	8070/24-21	Unity Trust Bank	Multi Pay Card	Donation for Bird food for the Cemetery	Amazon Business	S	14.45	2.89	17.34
36	Other payments/income	10/05/2024	8274/24-21	Unity Trust Bank	Multi Pay Card	D-Day flag of Peace	Newton Newton	S	19.00	3.80	22.80
56	Photocopier	23/05/2024	8013/24-21	Unity Trust Bank		Photocopier copies charge	Sharp Business Systems UK S		25.00	5.00	30.00
51	Litterbins	23/05/2024	8150/24-21	Unity Trust Bank		Dog Bags	JRB Enterprise	S	124.80	24.96	149.76
59	Litterbins	23/05/2024	8242/24-21	Unity Trust Bank		Litter bin collection	TARGET HYGIENE SERVICE S		121.33	24.27	145.60
65	Litterbins	23/05/2024	6771/24-21	Unity Trust Bank		Litter bins emptying	Contractor	X	150.00		150.00
67	Groundsman (Recreation)	23/05/2024	6771/24-21	Unity Trust Bank		Groundsman 's expenses	Contractor	X	26.28		26.28
63	Groundsman (Recreation)	23/05/2024	6771/24-21	Unity Trust Bank		Groundsman 's duties	Contractor	X	900.00		900.00
47	Groundsman (Recreation)	23/05/2024	8288/24-1	Unity Trust Bank		HI VIS WAIST COATS	Sporting Capers Leicester LIS		12.00	2.40	14.40
49	Grounds maintenance	23/05/2024	8288/24-21	Unity Trust Bank		Clerk's expenses	Mrs R Barlow-Skinner	X	8.74		8.74
50	Football Facilities	23/05/2024	8288/24-21	Unity Trust Bank		NEW TIMER SWITCH TO STORAGE SHED	Man About The House	E	44.85		44.85
57	Football Facilities	23/05/2024	8150/24-21	Unity Trust Bank		Electricity bill	EDF Energy	L	9.55	0.48	10.03
61	Football Facilities	23/05/2024	8204/24-21	Unity Trust Bank		Pitch Line Markings	LW Services	Z	720.00		720.00
54	Mowing Contract	23/05/2024	8013/24-21	Unity Trust Bank		Millstone Lane Play Area	Roma Landscapes	S	175.00	35.00	210.00
53	Mowing Contract	23/05/2024	7809/24-21	Unity Trust Bank		Mowing Contract LCC	Roma Landscapes	S	203.09	40.62	243.71
52	Mowing Contract	23/05/2024	7809/24-21	Unity Trust Bank		Mowing Contract QPC	Roma Landscapes	S	350.00	70.00	420.00
46	Cemetery rates	23/05/2024	8150/24-21	Unity Trust Bank		Water rates cemetery	Water Plus	E	15.68		15.68
48	Cemetery Maintenance	23/05/2024	8212/ 24-21	Unity Trust Bank		Tree work Cemetery	Roma Landscapes	S	340.00	68.00	408.00
58	Cemetery Maintenance	23/05/2024	24-21	Unity Trust Bank		TOPSOIL	Wanlip Sand and Gravel	S	49.00	9.80	58.80
64	Cemetery Maintenance	23/05/2024	6771/24-21	Unity Trust Bank		Cemetery Gardener/Handyman	Contractor	X	600.00		600.00
62	Cemetery fees	23/05/2024	8288/24-21	Unity Trust Bank		Refund of cemetery plot	Resident	E	400.00		400.00
66	Cemetery Mowing	23/05/2024	7809/24-21	Unity Trust Bank		Mowing Contract Cemetery	Contractor	X	315.00		315.00
55	Newsletter	23/05/2024	8150/24-21	Unity Trust Bank		Queniborough Gazette Grant	Queniborough Gazette	E	350.00		350.00
<b>Total</b>									<b>8,406.06</b>	<b>367.17</b>	<b>8,773.23</b>