

KIRBY MUXLOE PARISH COUNCIL

MINUTES of the MEETING of the PARISH COUNCIL

Held at 7.00 pm on

Thursday 9th March 2023

At Kirby Muxloe Parish Council, Station Road, Kirby Muxloe

MEMBERS PRESENT:

Councillors: A Bruen B Atkinson N Beck
 C Frost S Michaels M Riley
 W Wernick

In Attendance: Parish Clerk
 Members of Public – Six

COU/182/22-23

Chairman's Welcome

The Chairman welcomed all to the meeting.

COU/183/22-23

To receive apologies for absence

Apologies for absence were received from Cllrs R Ford, J. E John, F Quilliam and M Mulholland. Cllr M Fox was absent.

Apologies for absence were also received from County Cllr N Chapman

COU/184/22-23

To receive any declarations of pecuniary and non-pecuniary interests to any matter pertaining to the agenda and to consider dispensations

Cllr C Frost declared an Other Registerable Interest as a Blaby District Councillor and a Non-Registerable Interest in Kirby Meadows, as did Cllrs S Michaels and W Wernick.

Cllr N Beck declared a Pecuniary Interest in The Byways, as a result of her neighbouring property. A Dispensation to participate was received for the meeting.

PROPOSED by Cllr M Riley and SECONDED by Cllr A Bruen

A dispensation for the meeting was granted.

COU/185/22-23

To confirm the minutes of the meeting held on 9th February 2023

PROPOSED by Cllr N Beck and SECONDED by Cllr W Wernick

It was **RESOLVED** that the minutes of the meeting held on 9th February 2023 are a true and accurate record.

Chairman's Initials E.T.V.

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COU/186/22-23 **To receive a Report from Leicestershire County Council**
(15 minutes are set aside)

Apologies were received from County Councillor N Chapman

COU/187/22-23 **To receive a Report from Blaby District Council**
It was noted that a £600k Environmental Grant had been received, enabling the District Council to convert the remaining fleet of refuse lorries and to install electric charging points.

The proposed freight terminal (Elmesthorpe/Stoney Stanton) has been temporarily withdrawn.

It was emphasised that photographic evidence is required to vote in the Election.

COU/188/22-23 **To receive a Newsletter from Leicestershire Police**
It was noted that the March newsletter has not yet been received.

COU/189/22-23 **Public Participation**
(15 minutes are set aside for members of the public to raise issues and ask questions)

A member of the public noted that the Ground care Contractor keeps the Cemetery looking beautiful, which her family were particularly appreciative of and also for the assistance provided when placing a memorial bench.

A further member asked whether the Great British Spring Clean would be publicised.

The number of Freedom of Information requests received recently was questioned and it was noted that there has been one Freedom of Information and one Data Protection. It was further requested whether basic information in relation to Freedom of Information requests could be provided at each meeting during public session.

Articles for inclusion in Your Local and The Lantern were requested.

A Tree Warden verified whether Risk Assessments could be presented at the next meeting.

It was stated that the noticeboard alongside the soldier figure by the village sign on Station Road was disrespectful and it was asked whether this could be located elsewhere.

COU/190/22-23

Clerks Report

i. **To verify all payments made since the previous meeting**

It was noted that since the previous meeting net payments of £6,745.75 have been made, which were verified by members.

ii. **To verify and authorise the Payments Schedule**

The Clerk noted that a legal invoice for £467.50 has been received since the Payments Schedule has been circulated, resulting in the net sum increasing to £1084.49

PROPOSED by Cllr C Frost and SECONDED by Cllr N Beck

It was **RESOLVED** that the Payments Schedule detailing net payments of £1084.49 be APPROVED.

iii. **To verify Bank Reconciliations**

The Bank Reconciliations as at 28th February and 28th January were presented and verified.

iv. **To verify Income and Expenditure to date**

The Income and Expenditure Report as at the end of February was verified by Members

COU/191/22-23

To provide an update on and consider

i. **The tennis courts**

It was noted that signage has now arrived and the booking system is to go live shortly

ii. **The Byways, 11 Court Close, Kirby Muxloe**

Further concerns regarding a damp issue were reported.

PROPOSED by Cllr C Frost and SECONDED by Cllr W Wernick

Abstained – One

It was **RESOLVED** that a Damp Report be obtained.

It was further noted that the tenant has agreed to pay the administration fee in relation to the required tenancy amendment.

PROPOSED by Cllr C Frost and SECONDED by Cllr S Michaels

It was **RESOLVED** to proceed with the required tenancy amendment.

iii. **Kirby Meadows**

It was noted that a letter of intent will need to be drafted once a 12-month maintenance period and Certificate of Compliance has been issued by the District Council, stipulating Council's intention to utilise the maintenance sum, in accordance with s106 spending definition.

iv. **The Conservation Area**

It was noted that Blaby District Council have since appointed a member of staff to address such matters.

v. **The website**

It was noted that the proposed website runs alongside the current website, but anticipated that this could go live around mid-April.

vi. **Glenfield Lane wildlife verge**

A member noted that the yellow rattle has since been planted.

vii. **The Local Plan**

It was noted that discussions are still taking place with Leicestershire City Council.

viii. **Barry Drive 'Rat Run'**

Members were reminded of the imminent development (885 properties) on the land to the north of Hinckley Road

COU/192/22-23

To receive a report from Representatives to Outside Bodies:

i. **Kirby Muxloe Village Hall**

It was noted that a recent Fire Inspection highlighted that the bin storage needed to be moved outdoors and permission is to be sought for a lockable facility.

ii. **Kirby Muxloe Library and Community Hub**

Cllr M Fox was absent, but a member of KML&CH confirmed that all was running smoothly.

iii. **Lubbesthorpe Impact Group**

The Group haven't met since the previous meeting.

COU/193/22-23

To note previous Cemetery matters

Reported Cemetery matters were noted.

COU/194/22-23

To receive and consider Ground Maintenance tenders for the:

- i. Village
- ii. Other Areas
- iii. Cemetery and Gravedigging

Tenders from seven Contractors were received and those not fully complying with the instructions were eliminated.

i. Village:

Three tenders were considered:

Company 1	£18,736.96 per year (£56,210.88)
Company 5	£8,000 per year (£24,000)
Company 6	£13,026 in year 1 and 2 and £13,416.78 in year 3 (£39,468.78)

PROPOSED by Cllr M Riley and SECONDED by Cllr A Bruen

It was **RESOLVED** that Company 6 be awarded the Village Contract 2023-26.

ii. Other Areas:

Three tenders were considered:

Company 1	£3,307.60 per year (£9,922.80)
Company 5	£3,500 per year (£10,500)
Company 6	£4,342 in year 1 and 2 and £4,472.26 in year 3 (£13,156.26)

PROPOSED by Cllr N Beck and SECONDED by Cllr A Bruen

It was **RESOLVED** that Company 1 be awarded the Other Areas Contract 2023-26.

iii Cemetery and Gravedigging:

Two tenders were considered:

Company 1	£13,077.72 per year (£39,233.16)
	Burial - £407 (2023-26)
	Ashes Interment - £90 (2023-26)
Company 6	£15,600 in year 1 and 2 and £16,068 in year 3 (£47,268)
	Burial - £363.04 (2023-25) and £373.93 (2026)

Ashes Interment - £59.89 (2023-25) and £61.68 (2026)

PROPOSED by Cllr C Frost and SECONDED by Cllr S Michaels

It was **RESOLVED** that Company 6 be awarded the Cemetery and Gravedigging Contract 2023-26.

COU/195/22-23

To note and consider a matter raised with the External Auditor regarding Procurement Tender Arrangements

It was noted that an 'in year' matter in relation to the tender procurement process had been raised with the External Auditor, whose hourly charge is £355.

Due to the power of the Auditor and the obligations of the Parish Council, it was **AGREED** that the requested evidence be collated and forwarded to the External Auditor.

COU/196/22-23

To note and consider quotations for:

i. Planting and maintenance of summer planters

Four quotations were presented

Company 1	£3150
Company 2	£4880
Company 3	£3265
Company 4	£3501

PROPOSED by Cllr N Beck and SECONDED by Cllr C Frost

It was **RESOLVED** to proceed with Company 4 at a cost of £3501

ii. Replacement bollard/s in the car park

Three quotations were sought, but two quotations were received.

Company 1	£525
Company 3	£488

PROPOSED by Cllr C Frost and SECONDED by Cllr W Wernick

It was **RESOLVED** to proceed with Company 3 and to purchase two bollards.

COU/197/22-23

To discuss and consider

i. Cemetery charges for 2023-24

PROPOSED by Cllr C Frost and SECONDED by Cllr W Wernick

Chairman's Initials CVF

It was **RESOLVED** to increase the Cemetery charged for 2023-24 by 7.5%

- ii. **The Allotment Tenancy Agreement and fees for 2023-24**
The Allotment Tenancy Agreement was reviewed, with no amendments being required.

PROPOSED by Cllr C Frost and SECONDED by Cllr W Wernick

It was **RESOLVED** to increase the Allotment fees for 2023-24 by 7.5%

- iii. **Football pitch fees for 2023-24**
PROPOSED by Cllr C Frost and SECONDED by Cllr W Wernick

It was **RESOLVED** to increase the Football pitch fees for 2023-24 by 7.5%

- iv. **A new Gas supplier**
A Price comparison was presented.

PROPOSED by Cllr M Riley and SECONDED by Cllr B Atkinson

It was **RESOLVED** to proceed with EDF Energy on a one-year term.

- v. **Terms of Reference for 'Kirby Meadows Working Party'**
Draft Terms of Reference for 'Kirby Meadows Working Party' were presented.

PROPOSED by Cllr N Beck and SECONDED by Cllr M Riley

It was **RESOLVED** to adopt the Terms of Reference for 'Kirby Meadows Working Party'

- vi. **A Memorial application**
PROPOSED by Cllr C Frost and SECONDED by Cllr N Beck

Further to consideration, it was **RESOLVED** that the memorial application presented would not be permitted.

- vii. **Issues at The Keep**
Correspondence from a resident in relation to the traffic problems at the Keep was noted

It was further noted that this issue has been relayed to County Cllr N Chapman and Leicestershire Police. The resident concerned has been notified accordingly.

viii. A request to site a small lockable container near the Football Pavilion

It was noted that the purpose is to store top soil for immediate pitch repairs

PROPOSED by Cllr C Frost and SECONDED by Cllr A Bruen

It was **RESOLVED** that a small lockable container (H666 x W1000 x D750mm) be **APPROVED**

ix. A Bank Account for Reserves

A document detailing available accounts were presented.

PROPOSED by Cllr N Beck and SECONDED by Cllr A Bruen

It was **RESOLVED** to obtain further details from High Street Banks.

COU/198/22-23

To note

i. Public Space Bin Servicing Rates for 2023-24

The Public Space Bin Servicing Rates for 2023-24 were noted.

ii. Great British Spring Clean

The Great British Spring Clean taking place from 17th March – 2nd April was noted.

COU/199/22-23

To note any other business

(This item should only be used to register future agenda items or items that are solely for information only. No issues requiring a decision or with a financial implication can be raised)

The size of the Cemetery in terms of hectares was questioned.

Correspondence in relation to Planning Application 23/0014/FUL was noted.

It was noted that a gentleman has approached the Council in relation to restoring the Village signs and is to provide a quotation.

Maintenance of the cherry laurels by the Bowls Club were highlighted.

Electricity cables in the storage cupboard were mentioned.

COU/200/22-23

To confirm the date and time of next meeting

The next meeting will be held on Thursday 13th April at 7 p.m.

PROPOSED FOR CLOSED SESSION

In accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 ss100 and 102, members of the public and press are likely to be excluded from the meeting at this point due to the confidential nature of the business

PROPOSED by Cllr C Frost and SECONDED by Cllr N Beck

It was **RESOLVED** to move into closed session

COU/201/22-23

To receive an update on Freedom of Information Requests and to discuss and consider associated matters

An update was provided.

COU/202/22-23

To receive an update on Staffing and to discuss and consider associated matters.

Due to staff not being able to undertake other employment without Council's consent, it was advised that a member of staff wished to undertake an additional role elsewhere, which was AGREED.


It was noted that a staff members probation period ends on 17th April 2023.

Due to staffing matters, the Clerk noted that she has 13 days annual leave remaining and additional hours worked.

Due to the circumstances, it was AGREED that the Clerk be permitted to carry five days forward and to be paid for the remaining eight days, together with the additional hours worked.

There being no further business, the Chairman declared the meeting closed at 10:05 p.m.

Chairman's Signature



Date

13/04/2023

Chairman's Initials C J F