

KIRBY MUXLOE PARISH COUNCIL

MINUTES of the ANNUAL MEETING of the PARISH COUNCIL

Held at 7.00 pm on
Thursday 26th May 2022
At Kirby Muxloe Village Hall, Station Road, Kirby Muxloe

MEMBERS PRESENT:

Councillors: B Atkinson N Beck R Ford
 C Frost M Mulholland J Stafford

In Attendance: Parish Clerk
 Members of public - One

AM/001/22-23 **To elect a Chairman of the Council and to receive the declaration of acceptance of office**
Nominations for Chairman of the Council were called for.

Nominations for Cllr C Frost were received.

PROPOSED by Cllr J Stafford and SECONDED by Cllr R Ford

It was **RESOLVED** that Cllr C Frost be elected Chairman of the Council.

The Chairman read aloud and signed his Declaration of Acceptance of Office.

AM/002/22-23 **To elect a Vice Chairman of the Council and to receive the declaration of acceptance of office**

The Chairman called for nominations for Vice Chairman of the Council

Nominations for Cllr M Fox were received.

PROPOSED by Cllr J Stafford and SECONDED by Cllr M Mulholland

It was **RESOLVED** that Cllr M Fox be elected Vice Chairman of the Council

As the Vice Chairman was not present at the meeting, his Declaration of Acceptance of Office is to be signed prior to the next meeting.

AM/003/22-23 **To receive apologies for absence**
Apologies for absence were received from Cllr's M Fox, F Quilliam and S Michaels. Cllr's J John and W Wernick were absent.

Chairman's Initials C. J. F.

- AM/004/22-23 **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 a non-pecuniary interest as a Blaby District Council.
- AM/005/22-23 **To approve and sign**
- i. **the closed minutes of the meeting held on 24th March**
PROPOSED by Cllr R Ford and SECONDED by Cllr B Atkinson

It was **RESOLVED** that the minutes of the meeting held on 24th March 2022 be confirmed as a true and accurate record

 - ii. **the minutes of the extraordinary meeting held on 11th April**
PROPOSED by Cllr M Mulholland and SECONDED by Cllr N Beck

It was **RESOLVED** that the minutes of the meeting held on 11th April 2022 be confirmed as a true and accurate record

 - iii. **the minutes/closed minutes of the meeting held on 14th April**
It was **AGREED** the minutes of the meeting held on 14th April 2022 be confirmed at the next meeting.
- AM/006/22-23 **To receive a Report from Leicestershire County Council**
(15 minutes are set aside)
There was no Report
- AM/007/22-23 **To receive a Report from Blaby District Council**
(15 minutes are set aside)
It was noted that the Local Plan has been delayed as a result of Leicester City Council's unmet housing need.
- Furthermore, a Report from Highways stated that Hinckley Road traffic was severe, which it was not initially considered to be.
- AM/008/22-23 **Public Participation**
(15 minutes are set aside for parishioners to raise and ask questions)
A member of the public spoke about the allotments, the need for an additional composting bin, which it was felt could be provided if the rent increased and the required maintenance works on Glenfield Lane to A46
- AM/009/22-23 **To review the draft Meeting Schedule for 2022-23**
PROPOSED by Cllr C Frost and SECONDED by Cllr R Ford
- It was **RESOLVED** that the Meeting Schedule for 2022-23 be **APPROVED**.

AM/010/22-23

To review and agree the Terms of Reference and Remit of Working Parties

- i. **Leisure, Parks and Cemetery Committee**
PROPOSED by Cllr J Stafford and SECONDED by Cllr C Frost

It was **RESOLVED** that the Terms of Reference for Leisure, Parks and Cemetery Committee be APPROVED.

- ii. **Planning Committee**
PROPOSED by Cllr J Stafford and SECONDED by Cllr C Frost

It was **RESOLVED** that the Terms of Reference for the Planning Committee be APPROVED.

- iii. **'The Byways' Committee**
It was noted that this item was placed on the agenda in error.

- iv. **Events Working Party**
PROPOSED by Cllr J Stafford and SECONDED by Cllr C Frost

It was **RESOLVED** that the Terms of Reference for The Events Working Party be APPROVED.

AM/011/22-23

To consider membership of Committees and Working Parties

- i. **Leisure, Parks and Cemetery Committee**
PROPOSED by Cllr C Frost and SECONDED by Cllr N Beck

It was **RESOLVED** that Cllrs N Beck, R Ford, M Fox, C Frost, M Mulholland, F Quilliam and J Stafford be appointed to the Leisure, Parks and Cemetery Committee.

- ii. **Planning Committee**
PROPOSED by Cllr C Frost and SECONDED by Cllr N Beck

It was **RESOLVED** that Cllrs R Ford, M Fox and J Stafford be appointed to the Planning Committee

- iii. **'The Byways' Committee**
It was noted that this item was placed on the agenda in error.

- iv. **Events Working Party**
PROPOSED by Cllr C Frost and SECONDED by Cllr N Beck

It was **RESOLVED** that Cllrs M Mulholland and F Quilliam be appointed to the Events Working Party.

AM/012/22-23

To appoint Representatives to Outside Bodies to External Organisations

i. Kirby Muxloe Village Hall

It was AGREED that Cllr C Ball be thanked for all her effort and hard work.

ii. Kirby Muxloe Library and Community Hub

PROPOSED by Cllr C Frost and SECONDED by Cllr J Stafford

It was RESOLVED that Cllr M Fox be appointed to represent Kirby Muxloe Parish Council.

iii. 'Progress with Lubbesthorpe'

PROPOSED by Cllr C Frost and SECONDED by Cllr J Stafford

It was RESOLVED that Cllr's N Beck and M Fox be appointed to represent Kirby Muxloe Parish Council.

AM/013/22-23

To approve the draft Meeting Schedule for 2022-23

It was noted this item was duplicated on the agenda in error

AM/014/22-23

To review

i. Standing Orders

PROPOSED by Cllr C Frost and SECONDED by Cllr Ford

It was RESOLVED that Councils' Standing Orders remain unchanged

ii. Financial Regulations

PROPOSED by Cllr C Frost and SECONDED by Cllr Ford

It was RESOLVED that Councils' Financial Regulations remain unchanged.

iii. Code of Conduct

PROPOSED by Cllr C Frost and SECONDED by Cllr Ford

It was RESOLVED that Councils' Code of Conduct remains unchanged

iv. Cheque signatories/online banking

PROPOSED by Cllr C Frost and SECONDED by Cllr R Ford

It was RESOLVED that Cllrs M Fox, C Frost and F Quilliam be cheque signatories/authorise online banking

v. **Risk Management Schedule**

PROPOSED by Cllr C Frost and SECONDED by Cllr R Ford

It was RESOLVED that Councils' Risk Management Schedule remains unchanged

vi. **Asset Register**

PROPOSED by Cllr C Frost and SECONDED by Cllr N Beck

It was RESOLVED that the Asset Register/s be APPROVED

vii. **Arrangements for insurance cover**

It was noted that the insurance policy expires on 31st May 2022

PROPOSED by Cllr C Frost and SECONDED by Cllr J Stafford

Further to reviewing the Policy Schedule, it was RESOLVED to renew the insurance policy at a cost £3084.88

viii. **Current policies/procedures**

PROPOSED by Cllr R Ford and SECONDED by Cllr N Beck

It was RESOLVED that Councils' Policies and Procedures remain unchanged

ix. **Annual subscriptions**

PROPOSED by Cllr C Frost and SECONDED by Cllr B Atkinson

It was RESOLVED that annual subscriptions be made to the ICO, ICCM, NALC/LRALC, SLCC and PFA.

x. **Key holders**

PROPOSED by Cllr C Frost and SECONDED by Cllr N Beck

It was RESOLVED that Cllr J Stafford be a key holder

AM/015/22-23

To receive the Clerks Report

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

A report detailing net payments totalling £10,474.10 was verified by members.

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

PROPOSED by Cllr R Ford and SECONDED by Cllr N Beck

It was RESOLVED that the Payments Schedule detailing net payments of £970.56 be APPROVED

- iii. **To agree the bank reconciliation**
A bank reconciliation (£223,475.15) as at 31st March 2022 was agreed by members.
- iv. **To verify Income and Expenditure to date**
The Report was verified by members

Members were reminded that Recreational Ground Charity monies of £5251.96 were reflected within the Report, as was the £30,000 reserves for outstanding audit fees.

PROPOSED by Cllr J Stafford and SECONDED by Cllr N Beck

Further to reviewing the Report, it was RESOLVED to transfer £10,677.51 into the Deposit Account.

AM/016/21-23

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)

Office security was noted, as was the Verge Open Evening on Monday 30th May at 7 p.m.

Tennis taster sessions will be available on during week commencing 8th or 15th August

Cllr R Ford leaves

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 N Beck and SECONDED by Cllr M Mulholland

It was RESOLVED to move into closed session.

The Clerk noted that separate closed session minutes had been produced recently, but this would not be the case going forward and instead these would be recorded within the main minutes of the meeting.

AM/017/22-23

To consider staffing matters

PROPOSED by Cllr C Frost and SECONDED by Cllr J Stafford

It was RESOLVED to appoint the selected candidate to work fifteen hours per week over three days at SCP Grade 7.

PROPOSED by Cllr C Frost and SECONDED by Cllr J Stafford

It was RESOLVED to utilise the Temp until they return to university.

AM/018/22-23

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

Members were updated on Freedom of Information Requests and associated matters.

PROPOSED by Cllr C Frost and SECONDED by Cllr J Stafford

It was RESOLVED that professional advice be sought prior to proceeding with the APPROVED legal action.

AM/019/22-23

To confirm the date and place of next meeting

The next meeting is to be held on Thursday 28th June at 7 p.m.

There being no further business, the Chairman declared the meeting closed at 9:10 p.m.

Chairman's signature



Date 28/7/22

