

KIRBY MUXLOE PARISH COUNCIL

MINUTES of the EXTRAORDINARY PARISH COUNCIL MEETING

Held at 7 p.m. on

Thursday 29th January 2026

At The Parish Hall, Kings Drive, Leicester Forest East

MEMBERS PRESENT:

Councillors: N Bruen D Everley M Fox C Frost
 J.E John M Mulholland S Parkes F Quilliam
 W Werwick

In Attendance: Parish Clerk
 District Councillor – R Stead
 Members of the public - Two

- COU/129/25-26** **To receive apologies for absence**
There were no apologies.
- COU/130/25-26** **To receive any declarations of pecuniary and non-pecuniary interests to any matter pertaining to the agenda and to consider dispensations**
There were no declarations.
- COU/131/25-26** **To approve and sign the minutes of the meeting held on 15th January 2026**
PROPOSED by Cllr F Quilliam and **SECONDED** by Cllr M Fox
- It was **RESOLVED** that the minutes of the meeting held on 15th January 2026 are a true and accurate record.
- COU/0132/25-26** **Public Participation**
(15 minutes are set aside)
A member of the public advised that she wasn't aware of the background or why this keeps re-occurring.
- An overview of the situation was provided.
- COU/0133/25-26** **To note and consider the Public Interest Report (PIR)**
Council noted the Public Interest Report in relation to the Annual Governance and Accountability Returns (AGARs) for the years ended 31 March 2016, 2017, 2018, 2019, 2020, 2021 and 2022.

It was advised that the Public Interest Report is based on governance arising from seven years (2016-2022) of objections submitted by one resident, who has requested the External Auditor issues this Public Interest Report.

It was stated that it initially received a draft PIR on 11th November 2025, asking for comments by 24th November 2025 latest, but later that day, was informed that only comments on factual accuracy of the draft PIR were being sought and any claims of inaccuracy were to be supported with evidence.

On 26th November 2025, Council submitted its claims of inaccuracy with supporting evidence and requested the External Auditor substantiates, in accordance with s27 of the Local Audit and Accountability Act 2014, the cost of investigating the objections is deemed proportionate.

Furthermore, the External Auditor was advised that the one objector initially submitted Freedom of Information requests regarding the governance matters raised, which had been responded to and accepted by the Information Commissioner's Office (ICO)

While the External Auditor has noted that they are unable to substantiate or rebut the assertions made by the objector, recommendations should be considered on Management of Council meetings; Financial management; Other aspects of corporate governance; Provision of information to members of the public; Appointment of a consultant; Consideration of audit findings; Councillor training and Engagement with objectors.

Council proceeded to give consideration to whether action is required, and if so, what action.

Members considered the Management of Council meetings, together with the External Auditors Recommendations.

The following objections made by the resident were also noted.

'Consideration of planning applications in 2019, 2020 and 2021' and noted that in relation to Planning meetings, Council record whether observations have been made on planning applications, together with the date this is considered by the Planning Committee.

'Exclusion of the press and public from council meetings in 2016, 2017, 2018, 2019, 2020, 2021 and 2022' It was noted that Council resolves to move into closed session, where the public and press are excluded, when it needs to consider sensitive, confidential or legal matters to ensure individuals and organisations are protected.

‘Budget and precept setting in 2020, 2021 and 2022’ It was advised that Council estimates its expenditure for the next year, together with making an allowance for contingencies. In terms of income, it considers its non-precept income for the year. Council aspires to have general reserves equal to 3-12 months of their expenditure, but due to the observations made by one resident, Council have been required to earmark £200,000 to ensure they are able to meet the audit fees which this resident has generated over a number of years.

‘Agendas and minutes in 2016, 2017, 2018, 2019, 2020 and 2021’ It was noted that Council only discusses matters with the required written notice. The minutes, which are primarily formal records of decisions, are then published on the website.

‘Public Contract Regulations in 2016, 2017, 2018, 2019, 2020 and 2021’ It was noted that Council have consistently complied with the requirements of the Public Contracts Regulations 2015

Members considered Financial Management, together with the External Auditors Recommendations.

The following objections made by the resident were also noted.

‘Asset register in 2016, 2017, 2018, 2019, 2020, 2021 and 2022’ It was advised that the asset register is approved by Council on an annual basis, which is reflected in the annual accounts.

‘Budget and precept setting in 2020, 2021 and 2022’ Council reiterated that it estimates its expenditure for the next year, together with making an allowance for contingencies. In terms of income, it considers its non-precept income for the year. Council aspires to have general reserves equal to 3-12 months of their expenditure. However, due to the observations made by one resident, Council have been required to earmark £200,000 to ensure they are able to meet the audit fees which this resident has generated over a number of years.

‘Section 137 expenditure in 2016, 2017, 2018, 2019, 2020, 2021 and 2022’ The Clerk noted that she omitted to include the purchase of a poppy wreath on one occasion, which was due to human error; an apology for which has been made.

‘Financial Management’ in 2016, 2018 and 2019’ Council advised that they have not been in a position to adopt an Asset Management strategy, but this may gain further consideration at the appropriate time.

Members considered other aspects of corporate governance, together with the External Auditors Recommendations.

The following objections made by the resident were also noted.

‘Review of internal controls in 2021 and 2022’ Council advised that it reviews its Internal Controls on an annual basis, to ensure it can support Assertion 2 of the Annual Governance and Accountability Return (AGAR)

‘Risk management in 2017 and 2022’ Council reviews its Risk Management on an annual basis, to ensure it can support Assertion 5 of the Annual Governance and Accountability Return (AGAR)

‘Standing orders and financial regulations were received from the resident relating to 2018, 2019, 2020, 2021 and 2022’ It was noted that Council complies with its Standing Orders and Financial Regulations, including undertaking annual reviews of its salary payments and listing their regular payments.

‘Section 1 of the AGAR - Annual Governance and Accountability Return in 2020, 2021 and 2022’ It was noted that Council considers each of the nine governance assertions when completing the AGAR, which is evidenced by the Internal Audit Reports.

‘The audit process in 2016, 2017, 2018, 2019 and 2020’ Council advised that it has always considered reports and recommendations from the External Auditor. While Council noted that it has not previously felt it necessary to prepare an action plan, it will do so, should this be the case in the future.

‘Inspection of the Council’s accounting records were received from the resident relating to 2016, 2017, 2018, 2019, 2020, 2021 and 2022’ It was noted that at each audit of accounts, Council permit any persons interested to inspect the accounting records for the financial year to which the audit relates, together with all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records, and make copies of all or any part of those records or documents, to ensure that it is able to support Assertion 4 of the AGAR

‘Publication scheme in 2018, 2019, and 2021’ Council reiterated, that it reviews its website on an ongoing basis to ensure it makes available information in accordance with this.

‘Exclusion of the press and public from council meetings in 2016, 2017, 2018, 2019, 2020, 2021 and 2022’ Council reiterated that it resolves to move into closed session, where the public and press are excluded, when it needs to consider sensitive, confidential or legal matters to ensure individuals and organisations are protected

‘Asset register in 2016, 2017, 2018, 2019, 2020, 2021 and 2022’ It was noted that the asset register is approved by Council on an annual basis, which is reflected in the annual accounts.

‘Engagement with Objector(s) in 2017, 2018 and 2022’ It was noted that in 2022, the Parish Council offered a meeting on a date to be agreed between both the Council and the Objector. It should be noted that Lawyers were proposed to be present at this meeting, with the objector being invited to provide an agenda of matters they considered to be unresolved with the Parish Council. The objector declined to attend.

Members considered provision of information to members of the public, together with the External Auditors Recommendations.

The following objections made by the resident were also noted.

‘Inspection of the Council’s accounting records in 2016, 2017, 2018, 2019, 2020, 2021 and 2022’ It was reiterated, at each audit of accounts, Council permit any persons interested to inspect the accounting records for the financial year to which the audit relates, together with all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records, and make copies of all or any part of those records or documents, to ensure that it is able to support Assertion 4 of the AGAR

‘Freedom of Information Act in 2016, 2017, 2018, 2019, 2020, 2021 and 2022’ It was advised that two hundred and sixteen Freedom of Information Act requests were received during this period, which each required a response within twenty working days. To enable Council to meet this ongoing demand, Council developed a robust system, which gained approval from the Information Commissioners Office (ICO)

‘Publication scheme in 2018, 2019, and 2021’ It was noted that Council reviews its website on an ongoing basis to ensure it makes available information in accordance with this.

‘Non-compliance with data protection legislation in 2022’ It was reiterated Council developed a robust system, which gained approval from the Information Commissioners Office (ICO)

Members considered the appointment of a consultant, together with the External Auditors Recommendations.

The following objections made by the resident were also noted.

‘Appointment of a Consultant’ in 2016, 2017, 2018, 2019, 2020, 2021 and 2022’ It was advised that as a result of the excessive and ongoing Freedom of Information requests submitted by the Objector, it was critical that Council appointed a Data Processor as a matter of urgency (which remained urgent for a number of years.) Furthermore, the Consultant appointed had a vast knowledge of the ongoing contentions raised by the Objector.

Members reflected on the consideration of audit findings, together with the External Auditors Recommendations.

The following objections made by the resident were also noted.

‘Audit Findings in 2016, 2017, 2018, 2019, 2020, 2021 and 2022’ It was advised that Council considers any audit findings and does not feel any further action is necessary.

It was further noted that Council have contacted Leicestershire and Rutland Association of Parish Councils (LRALC) in relation to a review.

Members considered councillor training, together with the External Auditors Recommendations.

The following objections made by the resident were also noted.

‘Councillor training in 2016, 2017, 2018, 2019, 2020 and 2021’ It was advised that Councillors are volunteers who dedicate considerable time to their community, without being a paid employee. They take this commitment very seriously and should they feel the need to undertake training, have the option to do so. Training courses are provided by Leicester and Rutland Association of Local Councils (LRALC) on a frequent basis, which are circulated to Councillors accordingly.

Members considered engagement with objectors, together with the External Auditors Recommendations.

The following objections made by the resident were also noted.
Recommendations.

‘Engagement with Objector(s) in 2017, 2018 and 2022’ It was reiterated that in 2022 the Parish Council offered a meeting on a date to be agreed between both the Council and the Objector. It should be noted that Lawyers were proposed to be present at this meeting, with the objector being invited to provide an

agenda of matters they considered to be unresolved with the Parish Council. The objector declined to attend.

PROPOSED by Cllr M Fox and SECONDED by Cllr C Frost

ABSTAINED - One

It was **RESOLVED** that no further action be taken in relation to the heading Management of Council Meetings, Financial Management, Provision of Information to members of the public, Appointment of a Consultant, Councillor Training and Engagement with Objector(s) or Other aspects of corporate governance, at this time. The matter of a review will be progressed further with Leicestershire and Rutland Association of Parish Councils (LRALC), but no further action taken in relation to audit findings.

COU/0134/25-26

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)

Further discussion regarding the Smaller Authorities Audit Appointments (SAAA) was noted.

COU/0135/25-26

To confirm the date and time of next meeting

The next meeting is to be held on 12th February at 7 p.m.

There being no further business, the Chairman declared the meeting closed at 8.35 p.m.

Chairman's Signature



Date



Chairman's Initials



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