

KIRBY MUXLOE PARISH COUNCIL

MINUTES of the MEETING

Held at 7.00 pm on

Thursday 27th June 2019

At Kirby Muxloe Parish Council Office, Station Road, Kirby Muxloe

MEMBERS PRESENT:

Councillors: C Ball N Beck R Ford
 M Fox M Mulholland

In Attendance: Parish Clerk
 Members of public – 14

Cou/023/19-20

Chairman's Welcome

The Vice Chairman welcomed all to the meeting and noted that as the Chairman had given his apologies, she would be chairing this evening's meeting.

Cou/024/19-20

To receive apologies for absence

Apologies of absence were received from Cllrs C Frost, F Quilliam and District Cllr K Thomson.

Cou/025/19-20

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 of pecuniary or non-pecuniary interests

Cou/026/19-20

To confirm the minutes of the meeting held on 16th May 2019 are a true and accurate record

PROPOSED by Cllr N Beck and SECONDED by Cllr M Mulholland

It was **RESOLVED** that the minutes of the meeting held on 16th May 2019 be confirmed as a true and accurate record.

Cou/027/19-20

To receive a Report from the Police Beat Officer

(15 minutes are set aside)

There was no Report from the Police.

Cou/028/19-20

To receive a Report from Leicestershire County Council

(15 minutes are set aside)

There was no Report from Leicestershire County Council.

A member noted that Council have not received an update, following a consultation some considerable time ago, regarding the traffic scheme for Barry Drive.

Chairman's Initials _____

Minuted Page 19/20 - 8

Cou/029/19-20 **To receive a Report from Blaby District Council**
(15 minutes are set aside)

There was no Report from Blaby District Council

As members of the public were in attendance in relation to item 16.vii, the Chairman noted this would be the next item addressed.

Cou/030/19-20 **To discuss and consider a memorial request**
Dimensions of the proposed memorial were circulated to members prior to the meeting.

PROPOSED by Cllr N Beck and SECONDED by Cllr M Fox

It was **RESOLVED** that the memorial request be APPROVED

Cou/031/19-20 **Public Participation**
(15 minutes are set aside for members of the public to raise issues and ask questions)

The village pond was raised, and it was noted that this needs surveying.

As members Kirby Muxloe HGV Action Group were in attendance, the Chairman noted item 10 would be addressed next.

Cou/032/19-20 **To note Kirby Muxloe's HGV Action Group's letter and to consider the proposed action**

Further to noting the letter from Kirby Muxloe HGV Action Group, it was stated that a Parish Council has the power under s.274a of the Highways Act 1980, to contribute towards the cost of traffic calming measures.

After much discussion, it was noted that 'speed' is the main concern and the Clerk was requested to contact the Police in relation to speed cameras.

As members of Vicarage Close and Glenfield Lane Action Group were in attendance, the Chairman noted item 11 would be addressed next.

Cou/033/19-20 **To note and consider Vicarage Close and Glenfield Lane, Kirby Muxloe Action Group's letter**

Further to noting the letter from Vicarage Close and Glenfield Lane, Kirby Muxloe Action Group, it was AGREED that Council would aim to establish the procedure followed by Enderby and Narborough Action Group in gaining large acoustic fences to dampen sound, together with requesting continuous noise monitors be placed in this area over of a period of 1 – 3 months.

PROPOSED by Cllr M Fox and SECONDED by Cllr R Ford

It was **RESOLVED** that Kirby Muxloe Parish Council support Vicarage Close and Glenfield Lane Action Group against noise from the M1

Cou/034/19-20

To consider applications from persons wishing to be co-opted to Kirby Muxloe Parish Council

Presentations in support of applications (previously circulated to members) for appointment to Kirby Muxloe Parish Council were provided by three residents.

A PROPOSAL was made by Cllr Fox and SECONDED by Cllr R Ford that J.E John be co-opted to Kirby Muxloe Parish Council

Votes were taken for J. E John

It was **RESOLVED** unanimously that J.E John be co-opted.

A PROPOSAL was made by Cllr Beck and SECONDED by Cllr M Mulholland that S. Michaels be co-opted to Kirby Muxloe Parish Council

Votes were taken for S. Michaels

It was **RESOLVED** unanimously that S Michaels be co-opted.

A PROPOSAL was made by Cllr M Fox and SECONDED by Cllr N Beck that W. Wernick be co-opted to Kirby Muxloe Parish Council

Votes were taken for W. Wernick

It was **RESOLVED** unanimously that W Wernick be co-opted.

Cou/035/19-20

Clerks Report

i. To verify all payments made since the previous meeting

Net payments totalling £21,851.98 made since the previous meeting were verified by members.

ii. To verify and authorise the Payments Schedule

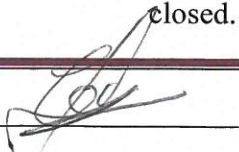
A Payment Schedule detailing net payments of £1453.77 was circulated to all members.

PROPOSED by Cllr M Fox and SECONDED by Cllr N Beck

It was **RESOLVED** that the Payments Schedule detailing net payments of £1453.77 be APPROVED

iii. To verify Income and Expenditure to date

Bank Statements were issued to members due to 2018-19 accounts not yet being closed.



iv. To verify Bank Reconciliations

Bank Statements were issued to members due to 2018-19 accounts not yet being closed.

A member requested that Bank Reconciliations be verified by the Chairman and Vice Chairman

v. To note s.106 monies and to provide an update on current s.106 projects

The Clerk noted that all s.106 monies was now committed.

On site Contributions of £186,181.40 for Barry Drive maintenance is to be raised with Blaby District Council.

vi. To note Bungalow Renovations / associated costs to date

Bungalow renovations / associated costs to date (£18,390) were presented and verified by members.

Cou/036/19-20

To note the Annual Internal Audit Report 2018-19

The Annual Internal Audit Report 2018-19 was noted by members

Cou/037/19-20

To approve the Annual Governance Statement

(Section 1 of the Annual Governance and Accountability Return 2018/19)

Members of Kirby Muxloe Parish Council considered the Annual Governance Statement 2018-19.

PROPOSED by Cllr M Fox and SECONDED by N Beck

After consideration, it was **RESOLVED** that the Annual Governance Statement 2018-19 be APPROVED

Cou/038/19-20

To approve Accounting Statements

(Section 2 of the Annual Governance and Accountability Return 2018-19)

Members of Kirby Muxloe Parish Council considered the Accounting Statements 2018-19.

PROPOSED by Cllr N Beck and SECONDED by R Ford

After consideration, it was **RESOLVED** that the Accounting Statements 2018-19 be APPROVED

Cou/039/19-20

To discuss and consider:

- i. Evaluating the tender offers for refurbishment and modernisation to the Byways, 11 Court Close, Kirby Muxloe

The tender offers for refurbishment and modernisation to the Byways, 11 Court Close, Kirby Muxloe were considered by members.

Chairman's Initials _____

Minuted Page 19/20... 10

PROPOSED by Cllr M Fox and SECONDED by Cllr M Mulholland

It was **RESOLVED** that the tender offer of £38,000 be considered in principle and for the Surveyor to evaluate the tender documentation supplied. Assurance that the Contractor is fully aware of their commitments is required.

- ii. Approving Data Protection Audit Guidance and to consider a presentation

Data Protection Audit Guidance was circulated to members prior to the meeting.

PROPOSED by Cllr M Fox and SECONDED by Cllr N Beck

It was **RESOLVED** that Data Protection Audit Guidance be ADOPTED and a presentation regarding this be received on 11th July 2019.

- iii. Formally applying to Blaby District Council to reduce the number of Parish Council seats

PROPOSED by Cllr M Fox and SECONDED by Cllr M Mulholland

After some discussion, it was **RESOLVED** to apply to Blaby District Council to reduce the number of Parish Council seats from fourteen to ten.

- iv. Going live with the new website

PROPOSED by Cllr N Beck and SECONDED by Cllr R Ford

Due to issues with the existing website, it was **RESOLVED** to go live earlier than anticipated with the new Parish Council website.

- v. Gaining building valuations for insurance purposes

Further to reviewing the sums insured for buildings located on Council land, the Clerk recommended that current building valuations be gained.

PROPOSED by Cllr M fox and SECONDED by Cllr N Beck

It was **RESOLVED** that current building valuations be obtained on buildings located on Council land for insurance purposes.

- vi. Undertaking hedge maintenance at Castle Road car park

A quotation of £160 was received for hedge maintenance at Castle Road car park

PROPOSED by Cllr M Mulholland and SECONDED by Cllr R Ford



It was **RESOLVED** that the hedge at Castle Road car park be maintained for the sum of £160

- vii. A memorial request

This request was addressed at item 30.

- viii. Damage caused to two memorial stones

Members were advised of unreported damage to two memorial stones.

Two quotations to repair the damaged memorials were provided.

Company A - £550

Company B - £640

PROPOSED by Cllr R Ford and **SECONDED** by Cllr M Mulholland

It was **RESOLVED** to proceed with Company A, unless specified by the Insurance Company.

- ix. The Equal Opportunities Statement and Community Grant Policy

The current Equal Opportunities Statement was reviewed by members.

PROPOSED by Cllr M Fox and **SECONDED** by Cllr N Beck

It was **RESOLVED** that The Equal Opportunities Statement be revised to take account of 'irrelevant' rather than 'unjustifiable' in paragraph one.

The current Community Grant Policy was reviewed by members.

PROPOSED by Cllr N Beck and **SECONDED** by Cllr M Mulholland

It was **RESOLVED** that The Community Grant Policy be revised to take account of religious groups, Churches, Church Halls, Schools and applications from education, health or social service establishments. Additionally, three quotations be provided for projects exceeding £1000 and 'cheque' be replaced with 'payment'

- x. Renewing the gas contract for the Parish Council office

Members were advised that the gas contract expires in December 2019 and renewal prices from the current provider were presented.

Members **AGREED** that prices be obtained from smaller providers and bought back to a future meeting.

- xi. Renewing membership of Leicestershire and Rutland Playing Fields Association
PROPOSED by Cllr N Beck and SECONDED by Cllr R Ford

It was **RESOLVED** to renew membership of Leicestershire & Rutland Playing Fields Association at a cost of £30.

- xii. Agenda items for inclusion at the Parish Seminar

Members **AGREED** to consider items for inclusion at the Parish Seminar and report back to the next meeting.

Cou/040/19-20 **To note and consider planning applications and to consider a presentation**
Planning applications were noted.

Members **AGREED** to receive a Planning presentation on 11th July 2019.

Cou/041/19-20 **To receive any recommendations from the Events Working Party**
There were no further recommendations made by the Events Working Party at this time.

Cou/041/19-20 **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)

There was no other business.

Cou/042/19-20 **To confirm the date and time of next meeting**
The date of the next meeting will be held on 18th July 2019 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

Cou/043/19-20 **To receive an update on Freedom of Information Requests and discuss and consider current matters**
An update was provided.

Cou/044/18-19 **To receive an update on Staffing Matters and to discuss and consider current matters**

An email address specifically for the Clerk was considered.

PROPOSED by Cllr C Ball and SECONDED by Cllr R Ford



It was **RESOLVED** that a private email address be created.

Members were advised that the Assistant Clerk had expressed an interest in undertaking a Certificate in Local Council Administration (CiLCA)

PROPOSED by Cllr M Fox and SECONDED by Cllr N Beck

It was **RESOLVED** that the Assistant Clerk undertakes CiLCA training at a cost of £210.

Further to interviews for a Temporary Administration Assistant, members were provided with the associated documentation.

PROPOSED by Cllr M Fox and SECONDED by Cllr M Mulholland

It was **RESOLVED** that Applicant 4 be offered this position.

Members were also updated on matters raised by the Administration Assistant and by the Cemetery Gate Warden

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

Chairman's signature _____ Date _____

Chairman's Initials

