

KIRBY MUXLOE PARISH COUNCIL

MINUTES of the MEETING of the PARISH COUNCIL

Held at 7.00 pm on
Thursday 28th July 2022
At Kirby Muxloe Parish Council, Station Road, Kirby Muxloe

MEMBERS PRESENT:

Councillors:	B Atkinson	N Beck	R Ford
	C Frost	J Johns	M Mulholland
	F Quilliam	J Stafford	W Wernick

In Attendance: Parish Clerk
Members of Public -None

COU/042/22-23

Chairman's Welcome

The Chairman welcomed all to the meeting

COU/043/22-23

To receive apologies for absence

Apologies for absence were received from Cllrs. A Bruen, M Fox, S Michaels and M Riley.

Apologies were also received from County Councillor N Chapman

COU/044/22-23

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 Councillor.

Cllr N Beck declared a pecuniary interest in The Byways, Court Close as a result of her neighbouring property

COU/045/22-23

To confirm the minutes/closed minutes of the meeting held on 14th April 2022 and the minutes of the Annual meeting held on 26th May 2022 are a true and accurate record.

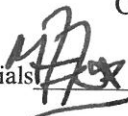
PROPOSED by Cllr N Beck and SECONDED by Cllr R Ford

It was **RESOLVED** that the closed minutes of the meeting held on 14th April 2022 are a true and accurate record.

PROPOSED by Cllr C Frost and SECONDED by Cllr J Stafford

It was **RESOLVED** that the minutes of the Annual meeting of the Parish Council held on 26th May 2022 are a true and accurate record.

Chairman's Initials



COU/046/22-23 **To receive a Report from Leicestershire County Council**
There was no Report.
(Apologies were received from County Councillor N Chapman)

COU/047/22-23 **To receive a Report from Blaby District Council**
A report was provided by Blaby District Cllr C Frost, which noted that the planning application for the new Kathleen Rutland home has been approved.

It was noted that Leicester City Council are not able to provide sufficient housing, resulting in discussions about this being shared across Leicestershire.

Unity status versus Combined Authority was also highlighted.

COU/048/22-23 **To receive a Newsletter from Leicestershire Police**
A Newsletter was received.

COU/049/22-23 **Public Participation**
(15 minutes are set aside for members of the public to raise issues and ask questions)

There were no members of the public present

COU/050/22-23 **Clerks Report**

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

It was noted that the Report was a different format to the one usually submitted and consequently doesn't reflect net, but total figures. Total payments of £21,207.13 were verified by members.

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

PROPOSED by Cllr C Frost and SECONDED by Cllr F Quilliam

It was **RESOLVED** that the Payments Schedule detailing net payments of £1589.84 be APPROVED, but for the Community Centre Charity to invoice the Parish Council for the rates payment.

iii. **To verify Bank Reconciliations**

The Clerk noted that due to circumstances previously highlighted, the Bank Reconciliation could not be presented, but the statement for the Community Bank Account (£259,587.73) as at 28th July 2022 was presented and verified.

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

The Clerk noted that due to circumstances previously highlighted, the Income and Expenditure Report to date could not be generated.

COU/051/22-23

To provide an update on/note

- i. **Kirby Meadows Development**
There was no further update
- ii. **The Byways, 11 Court Close, Kirby Muxloe**
There was no further update
- iii. **The Local Plan**
There was no further update
- i. **Barry Drive 'Rat Run'**
There was no further update

COU/052/22-23

To receive a report from Representatives to Outside Bodies:

- i. **Kirby Muxloe Library and Community Hub**
Due to apologies being received from Cllr M Fox, a brief Report was provided.
- ii. **Progress with Lubbesthorpe**
Cllr N Beck noted that the group hadn't met since the previous meeting.

COU/053/22-23

To appoint a member to the

- i. **Planning Committee**
Nominations were called for a Representative

PROPOSED by Cllr N Beck and SECONDED by Cllr C Frost

It was **RESOLVED** that Cllr B Atkinson be appointed a member of the Planning Committee

- ii. **Events Working Party**
Nominations were called for a Representative

PROPOSED by Cllr C Frost and SECONDED by Cllr F Quilliam

It was **RESOLVED** that Cllr A Bruen be appointed a member of the Events Working Party.

COU/054/22-23

To discuss and consider

(Permission to be gained from Kirby Muxloe Recreation Ground Charity, where required)

- i. **Amendments to the Code of Conduct**
The Code of Conduct was reviewed by members

PROPOSED by Cllr C Frost and SECONDED by Cllr N Beck

Chairman's Initials



It was **RESOLVED** that the Code of Conduct be amended to stipulate that dispensations be issued by Council and to take account of the points highlighted.

Due to the Code of Conduct strongly recommending that the training be undertaken by Council, an in-house session is to be considered. In the meantime, the Clerk was requested to gain further dates from LRALC.

- ii. **Terms of Reference for the Conservation Area Working Party**
Draft Terms of Reference for the Conservation Area Working Party were considered.

PROPOSED by Cllr F Quilliam and SECONDED by Cllr J Johns

It was **RESOLVED** that the Conservation Area Working Party Term of Reference be APPROVED.

- iii. **A Memorial application**
The memorial application was considered

PROPOSED by Cllr J Stafford and SECONDED by Cllr C Frost

Due to the dimensions, it was **RESOLVED** that the memorial could not be approved.

- iv. **Payment of deposit (50%) for new play equipment**
Members were advised that an installation date could not be provided until a 50% deposit has been received.

PROPOSED by Cllr J Stafford and SECONDED by Cllr C Frost

After much discussion, it was **RESOLVED** to pay a 50% net deposit of £2760.09

- v. **The use of temporary paint for marking the Pickleball courts**
PROPOSED by Cllr C Frost and SECONDED by Cllr N Beck

It was **RESOLVED** that temporary paint be used for marking one Pickleball court.

- vi. **A concern regarding CCTV installation at the Sports Pavilion**
Due to issues with the installation of CCTV at the Sports Pavilion, members considered the options.

PROPOSED by Cllr C Frost and SECONDED by Cllr W Wernick

It was **RESOLVED** that this be placed on hold, until this matter has been explored further.

- vii. **The Absence and Leave Management Policy**
PROPOSED by Cllr R Ford and SECONDED by Cllr J Stafford

The Absence and Leave Management is to be considered further, but it was **RESOLVED** that annual leave commencing on 1st April cannot be booked until 1st January of that year and furthermore that annual leave cannot be booked when Events are taking place.

It was further AGREED that the office would close to the public, when two members of staff are not working.

- viii. **Revising Standing Orders to reflect procurement thresholds**
PROPOSED by Cllr J Johns and SECONDED by Cllr C Frost

It was **RESOLVED** that Standing Orders be revised to take account of the changes to the procurement thresholds.

- ix. **Councillor training**
PROPOSED by Cllr C Frost and SECONDED by Cllr M Mulholland

It was **RESOLVED** that Councillor training be arranged for Cllrs A Bruen, J Johns, M Riley and W Wernick at a cost of £45 per delegate.

Charitable Trust training was also discussed. The Clerk was requested to obtain future dates for this course.

- x. **Replacing the office chair/s**
Due to a member of staff requiring a high office chair (without arms), members were advised that the preferred option costs £123.50.

PROPOSED by Cllr C Frost and SECONDED by Cllr N Beck

It was **RESOLVED** that the requested office chair be purchased.

COU/055/22-23

To consider quotation/s for
(Permission to be gained from Kirby Muxloe Recreation Ground Charity, where required)

- i. **Installing an outdoor tap at The Byways**
PROPOSED by Cllr J Stafford and SECONDED by Cllr F Quilliam

Chairman's Initials



It was **RESOLVED** that a quotation to install an outdoor tap at The Byways at a net cost of £180 be APPROVED

- ii. **Maintenance around the boundary of the Play Area**
PROPOSED by Cllr N Beck and SECONDED by Cllr R Ford

It was **RESOLVED** that a quotation to flail back the perimeter hedge, to include removal of all waste deposited in the hedgerow at a net cost of £1000 be APPROVED

- iii. **Replacing a missing post near the MUGA**
PROPOSED by Cllr N Beck and SECONDED by Cllr W Wernick

It was **RESOLVED** to replace three posts, due to two additional posts now needing to be replaced.

The Clerk noted that this would likely cost approximately £250-300.

COU/056/22-23

To consider gaining quotation/s for
(Permission to be gained from Kirby Muxloe Recreation Ground Charity, where required)

- i. **Two new Village signs**
It was AGREED that quotations be sought
- ii. **Office security**
It was AGREED that quotations be sought

COU/057/22-23

To note

- i. **Estimated External Audit costs**

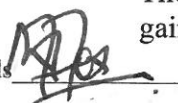
Members were reminded that Council currently has six years of uncertified accounts, due to the External Auditor receiving correspondence which has to be considered before these can be certified.

It was noted that a resident ensures that a copy of their objections, which is largely repetitive of the previous year, is delivered to the Parish Council each year.

Based upon the cost of the last invoice from the External Auditor, it was estimated that the cost is likely to be around £113,000, which in addition to the £10,700 for the Public Interest Report, may be in excess of £124,000, which is of considerable concern. Members discussed options to raise these funds, which are to be considered further.

- ii. **Media and Press Policy**

The Clerk noted that all articles to be included in publications need to gain her for approval, prior to submission.



COU/058/22-23

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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)

Parking issues along Main Street were raised, as was the signage along Ratby Lane/Desford Road.

The Heritage Report, wildflower verge and a bench outside the shops along Main Street were also noted.

It was further noted that demolition of the old farm is imminent.

COU/059/22-23

To confirm the date and time of next meeting

The next meeting will be held on Thursday 1st September 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 F Quilliam

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

COU/060/22-23

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

The FOIA Request Log was noted.

An update was provided on the situation regarding the two residents and further legal advice discussed and considered.

COU/061/22-23

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

The Clerk presented her additional time.

PROPOSED by Cllr C Frost and SECONDED by Cllr J Stafford

It was **RESOLVED** that the Clerk be paid accordingly.

There being no further business, the Chairman declared the meeting closed at 9:30 p.m.

Chairman's Signature



Chairman's Initials



Date

29/09/22