

KIRBY MUXLOE PARISH COUNCIL

MINUTES of the ANNUAL MEETING of the PARISH COUNCIL

Held at 7 p.m. on

Thursday 2nd May 2024

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

MEMBERS PRESENT:

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

In Attendance: Parish Clerk
Clerical Assistant
District Cllr (R Stead)
Members of the public - Five

AM/001/24-25

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.

A nomination for Cllr C Frost was received.

PROPOSED by Cllr M Fox and SECONDED by Cllr M Mulholland

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/002/24-25

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

A nomination for Cllr M Fox was received.

PROPOSED by Cllr M Mulholland and SECONDED by Cllr J E John

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

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

AM/003/24-25

To receive apologies for absence

There were no apologies for absence.

AM/004/24-25

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.

AM/005/24-25

To approve and sign the minutes of the meeting held on 28th March 2024

PROPOSED by Cllr M Fox and SECONDED by Cllr F Quilliam

It was **RESOLVED** that the minutes of the meeting held on 28th March 2024 are a true and accurate record.

AM/006/24-25

To receive a Report from Leicestershire County Council

(15 minutes are set aside)

There was no Report

AM/007/24-25

To receive a Report from Blaby District Council

(15 minutes are set aside)

Cllr R Stead noted there was nothing to report

A member questioned whether the Local Plan in being consulted upon and whether the target date of September will still be met. It was also asked whether the M69 link to Lubbethorpe is on the Plan. As this information was unknown, it was requested that Cllr R Stead follows up on this matter.

AM/008/24-25

Public Participation

(15 minutes are set aside)

Members of the public further questioned a memorial and were advised that adjustments were required.

A further member of the public asked whether Council had a Press Officer. They were advised that a Councillor currently fulfils this role and regularly produces articles for Your Local and The Lantern.

A member of KML&CH also raised concern over the toilet situation for the D Day Event on 8th June 2024 and strongly suggested Council hire further toilet facilities.

AM/009/24-25

To review and agree the Terms of Reference and to consider membership

i. Leisure, Parks and Cemetery Committee

PROPOSED by Cllr C Frost and SECONDED by Cllr M Fox

It was **RESOLVED** that the Terms of Reference remain unchanged and Cllrs B Atkinson, M Fox (ex officio), C Frost (ex officio), M Mulholland and F Quilliam be appointed.

ii. Planning Committee

PROPOSED by Cllr C Frost and SECONDED by Cllr M Fox

It was **RESOLVED** that the Terms of Reference remain unchanged and Cllrs N Bruen, M Fox (ex officio) and C Frost (ex officio) be appointed.

iii. Events Working Party

PROPOSED by Cllr C Frost and SECONDED by Cllr M Fox

It was **RESOLVED** that the Terms of Reference remain unchanged and Cllrs A Bruen, M Mulholland and F Quilliam be appointed.

iv. Kirby Meadows Working Party

PROPOSED by Cllr C Frost and SECONDED by Cllr M Fox

It was **RESOLVED** that the Terms of Reference remain unchanged and Cllrs B Atkinson, J E John and W Werwick be appointed.

v. Pavilion Renovation Working Party

PROPOSED by Cllr C Frost and SECONDED by Cllr M Fox

It was **RESOLVED** that the Terms of Reference remain unchanged and Cllrs M Fox, C Frost and F Quilliam be appointed.

AM/010/24-25

To appoint Representatives to Outside Bodies to External Organisations

i. Kirby Muxloe Village Hall

PROPOSED by Cllr J E John and SECONDED by Cllr F Quilliam

It was **RESOLVED** that Cllr N Bruen be appointed a Representative to Kirby Muxloe Village Hall

ii. Kirby Muxloe Library and Community Hub

PROPOSED by Cllr J E John and SECONDED by Cllr F Quilliam

It was **RESOLVED** that Cllr M Fox be appointed a Representative to Kirby Muxloe Library and Community Hub

iii. Lubbesthorpe Impact Group

PROPOSED by Cllr J E John and SECONDED by Cllr F Quilliam

It was **RESOLVED** that Cllr's M Fox and C Frost be appointed Representatives to Lubbesthorpe Impact Group

AM/011/24-25

To review and agree

i. Standing Orders

PROPOSED by Cllr M Mulholland and SECONDED by Cllr J E John

It was **RESOLVED** that Council's Standing Orders remain unchanged.

ii. Financial Regulations

PROPOSED by Cllr M Mulholland and SECONDED by Cllr J E John

It was **RESOLVED** that Council's Financial Regulations remain unchanged.

iii. Code of Conduct

PROPOSED by Cllr M Mulholland and SECONDED by Cllr J E John

It was **RESOLVED** that the Code of Conduct remains unchanged.

iv. Cheque signatories/online banking

PROPOSED by Cllr M Mulholland and SECONDED by Cllr J E John

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 M Mulholland and SECONDED by Cllr J E

It was **RESOLVED** that the Risk Management Schedule remains unchanged.

vi. Asset Register

PROPOSED by Cllr M Mulholland and SECONDED by Cllr J E

It was **RESOLVED** that the Asset Register be APPROVED

vii. Arrangements for insurance cover

PROPOSED by Cllr M Fox and SECONDED by Cllr C Frost

It was **RESOLVED** that insurance cover at a cost of £4237.17 be APPROVED

viii. Current policies/procedures

PROPOSED by Cllr M Mulholland and SECONDED by Cllr J E

It was **RESOLVED** that all current policies/procedures remain unchanged

ix. Annual subscriptions

PROPOSED by Cllr M Fox and SECONDED by Cllr W Wernick

It was **RESOLVED** that annual subscription (£777.60) to Scribe be APPROVED

PROPOSED by Cllr C Frost and SECONDED by Cllr M Mulholland

It was **RESOLVED** that annual subscription (£100) to the ICCM be APPROVED

PROPOSED by Cllr F Quilliam and SECONDED by Cllr C Frost

It was **RESOLVED** that annual subscription (£1053.63) to LRALC/NALC be APPROVED.

The Clerk also highlighted the expected costs for the ICO (£35) and SLCC (£360)

AM/012/24-25

To receive the Clerks Report

i. To verify all payments and note the income since the previous meeting

It was noted that gross payments of £26,371.13 have been made and income of £124,482.89 has been received since the previous meeting, which members verified.

ii. To verify and authorise the Payments Schedule

Net payments of 3063.40 were presented

PROPOSED by Cllr C Frost and SECONDED by Cllr F Quilliam

It was **RESOLVED** that the payments be authorised.

AM/013/24-25

To note any other business

Options for re-lining the pond, the possibility of a one-way system at The Keep, the Byways Tenancy, revised location of Kirby Lane sign, the proposed Playscheme and the Newsletter were noted.

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.

AM/014/24-25

To receive an update on staffing and to consider associated matters

There was no update.

AM/015/24-25

To receive an update on requests concerning Audit of Accounts, Freedom of Information Requests and Data Protection and to consider associated matters.

The clerk noted that PKF are disappointed that the deadline hasn't been achieved, but confirmed that they have been kept updated on the unanticipated circumstances throughout.

AM/016/24-25

To confirm the date and place of next meeting

The next meeting will be held on Thursday 6th June 2024

There being no further business, the Chairman declared the meeting closed at 8:20 p.m.

Chairman's signature _____

Date _____

Chairman's Initials _____

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