

# KIRBY MUXLOE PARISH COUNCIL

## *MINUTES of the ANNUAL MEETING of the PARISH COUNCIL*

Held at 7 pm on  
**Thursday 18<sup>th</sup> May 2023**  
At Kirby Muxloe Parish Council, Station Road, Kirby Muxloe.

### **MEMBERS PRESENT:**

Councillors: B Atkinson                      A Bruen                      C Frost  
                    J.E John                      M Mulholland              F Quilliam

In Attendance:              Parish Clerk  
                                        Members of public - One

**AM/001/23-24              To elect a Chairman of the Council and to receive the declaration of acceptance of office**

*Cllr B Atkinson joins the meeting*

Nominations for Chairman of the Council were called for.

A nomination for Cllr C Frost was received.

PROPOSED by Cllr M Mulholland and SECONDED by Cllr A Bruen

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/002/23-24              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

No nominations were received.

**AM/003/23-24              To receive apologies for absence**

Apologies for absence were received from Cllr's M Riley and W Wernick.

County Councillor N Chapman gave his apologies as did District Councillors R Stead and T Deakin.

Chairman's Initials \_\_\_\_\_



**AM/004/23-24**      **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/005/23-24**      **To approve and sign the minutes of the meeting held on 13<sup>th</sup> April 2023**  
It was noted that COU/203/22-23 requires 'to' inserting in the first sentence to reflect 'The Chairman welcomed all to the meeting and due 'to'.

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

Further to the amendment noted, it was **RESOLVED** that the minutes of the meeting held on 13<sup>th</sup> April 2023 are a true and accurate record

It was **AGREED** that Public Participation be brought forward.

**AM/006/23-24**      **Public Participation**  
(15 minutes are set aside for parishioners to raise issues and ask questions)  
A Tree Warden questioned insurance for the volunteers, which the Clerk is to review further.

**AM/007/23-24**      **To receive a Report from Leicestershire County Council**  
(15 minutes are set aside)  
Apologies were received from County Councillor N Chapman – No Report

**AM/008/23-24**      **To receive a Report from Blaby District Council**  
Apologies were received from District Councillors R Stead and T Deakin – No Report

**AM/009/23-24**      **Public Participation**  
This item was addressed at AM/006/23-24

**AM/010/23-24**      **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 A Bruen

It was **RESOLVED** that the Terms of Reference be revised to specify membership of a minimum of four Parish Councillors and Cllrs B Atkinson, C Frost, M Mulholland and F Quilliam be appointed.



**ii. Planning Committee**

PROPOSED by and Cllr C Frost and SECONDED by Cllr A Bruen

It was **RESOLVED** that the Terms of Reference remain unchanged. Members are to be appointed at a future meeting.

**iii. 'The Byways' Committee**

The Clerk noted this Committee had disbanded and apologised for her error.

**iv. Events Working Party**

PROPOSED by Cllr C Frost and SECONDED by Cllr A Bruen

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

The Clerk noted that Kirby Meadows and the Conservation Area Working Parties were also not reflected on the agenda published.

Further to noting the confusion, Council **AGREED** to consider the Terms of Reference (included in the meeting paperwork) and to consider membership for both Working Parties.

PROPOSED by Cllr C Frost and SECONDED by Cllr A Bruen

It was **RESOLVED** that the Terms of Reference for Kirby Meadows Working Party remains unchanged and Cllrs B Atkinson, J.E John and W Wernick be appointed.

PROPOSED by Cllr C Frost and SECONDED by Cllr A Bruen

It was **RESOLVED** that the Conservation Area Working Party be disbanded, but noted that this Group will continue outside of Council.

AM/011/23-24

**To appoint Representatives to Outside Bodies to External Organisations**

**i. Kirby Muxloe Village Hall**

PROPOSED by Cllr C Frost and SECONDED by Cllr F Quilliam

It was **RESOLVED** that Cllr A Bruen be appointed to represent Kirby Muxloe Parish Council.

Chairman's Initials \_\_\_\_\_



ii. **Kirby Muxloe Library and Community Hub**  
It was AGREED that a Representative be appointed at a future meeting.

iii. **'Progress with Lubbesthorpe'**  
PROPOSED by Cllr A Bruen and SECONDED by Cllr F Quilliam

It was **RESOLVED** that Cllr C Frost be appointed to represent Kirby Muxloe Parish Council.

AM/012/23-24

To review and agree

i. **Standing Orders**

It was AGREED that Council's Standing Orders remain unchanged.

ii. **Financial Regulations**

It was AGREED that Council's Financial Regulations remain unchanged.

iii. **Code of Conduct**

It was AGREED that the Code of Conduct remains unchanged.

iv. **Cheque signatories/online banking**

PROPOSED by Cllr A Bruen and SECONDED by Cllr J.E John

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

v. **Risk Management Schedule**

It was AGREED that the Risk Management Schedule remains unchanged.

vi. **Asset Register**

The Asset Register was AGREED

vii. **Arrangements for insurance cover**

It was AGREED that the long-term insurance policy (until 1<sup>st</sup> June 2024) meets Council's demands and needs.

viii. **Current policies/procedures**

All current policies/procedures were reviewed by Council and it was AGREED they remain unchanged

Chairman's Initials



**ix. Annual subscriptions**

It was noted that an annual subscription to NALC/LRALC has already been made.

PROPOSED by Cllr C Frost and SECONDED by Cllr F Quilliam

It was **RESOLVED** that annual subscriptions be made to the ICO, ICCM, and PFA.

The Clerk reiterated that annual subscription (circa £300) to SLCC needs to be initiated when possible.

**x. Key holders**

PROPOSED by Cllr M Mulholland and SECONDED by Cllr F Quilliam

Further to a key safe having been fitted, it was **RESOLVED** that the code be provided to the Chairman and Vice Chairman (at the appropriate time)

**AM/013/23-24**

**To receive the Clerks Report**

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

It was noted that the Year End Accounts have not yet been closed on the system.

**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 £2322.39 be APPROVED

**iii. To agree the bank reconciliation**

It was noted that the Year End Accounts have not yet been closed on the system.

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

It was noted that the Year End Accounts have not yet been closed on the system.

**AM/014/23-24**

**To note any other business**

A member noted that a large area of the Wildflower Verge on Glenfield Lane had been mown by a resident.

Drug use at the Play Area was raised, as was ivy encroaching onto the pavement on the corner of Ellis Drive.

Chairman's Initials \_\_\_\_\_



The Clerk noted that some properties on Barons Close fall under Hinckley and Bosworth (rather than Blaby district), which posed a problem when verifying our copy of the Electoral Register to permit free tennis membership.

Members noted the issue, but AGREED that free tennis membership should be available to all residents.

**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 M Mulholland and SECONDED by Cllr F Quilliam

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

**AM/015/23-24**

**To receive an update on staffing and to consider associated matters**  
PROPOSED by Cllr C Frost and SECONDED by Cllr F Quilliam

It was **RESOLVED** that vacancies for a part time (15 hours per week) Clerical Assistant (SCP Grade 7-12) and an Assistant Clerk (LC1 13-17) be advertised.

The Clerk noted that a current member of staff may be able to start a phased return shortly.

**AM/016/23-24**

**To receive an update on Freedom of Information Requests and to consider ongoing matters**  
PROPOSED by Cllr J.E John and SECONDED by Cllr C Frost

Further to receiving correspondence from the Auditor in relation to the audit of accounts for the years 2016 – 2022, as a result of a named objector, it was **RESOLVED** that further advice must be taken prior to being in a position to respond.

**AM/017/23-24**

**To confirm the date and place of next meeting**  
The next meeting is to be held on Thursday 15<sup>th</sup> June at 7 p.m.

There being no further business, the Chairman declared the meeting closed at 8:15 p.m.

Chairman's signature \_\_\_\_\_

Date

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Chairman's Initials \_\_\_\_\_

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