

# KIRBY MUXLOE PARISH COUNCIL

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

Held at 7.00 pm on  
**Thursday 20<sup>th</sup> May 2021**  
At Kirby Muxloe Village Hall, Station Road, Kirby Muxloe

### **MEMBERS PRESENT:**

Councillors:	C Ball	N Beck	A Deakin
	M Fox	C Frost	S Michaels
	M Mulholland	F Quilliam	J Stafford

In Attendance: Parish Clerk  
Members of public - None

**AM/001/21-22**

### **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.

Nominations for Cllr M Fox were received.

PROPOSED by Cllr N Beck and SECONDED by Cllr M Mulholland

Nominations for Cllr C Frost were received.

PROPOSED by Cllr C Ball and SECONDED by Cllr J Stafford

A vote was taken.

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/002/21-22**

### **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

Nominations for Cllr M Fox were received.

PROPOSED by Cllr N Beck and SECONDED by Cllr M Mulholland

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

Chairman's Initial

*Helena J. Deakin*  
*29/6/21*

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

**AM/003/21-22**

**To receive apologies for absence**

Apologies for absence were received from Cllr's B Atkinson and R Ford.

Cllr's J John and W Wernick were absent.

**AM/004/21-22**

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

**AM/005/21-22**

**Public Participation**

(15 minutes are set aside for parishioners to raise issues and ask questions)  
There were no issues raised.

**AM/006/21-22**

**To confirm the minutes of the meeting held on 29<sup>th</sup> April 2021 are a true and accurate record.**

It was noted that COU/205/20-21 should include:

The 10 Big Idea's will be driven by volunteer groups going forward and not addressed by the 10 Big Idea's Working Party.

'Increased' is to replace 'increasing' under COU/207/20-21

PROPOSED by Cllr C Ball and SECONDED by Cllr F Quilliam

Further to the amendments noted, it was **RESOLVED** that the minutes of the meeting held on 29<sup>th</sup> April 2021 are a true and accurate record

**AM/007/21-22**

**To review the draft Meeting Schedule for 2021-22**

PROPOSED by Cllr C Frost and SECONDED by Cllr F Quilliam

Further to the Council meeting being held on 24<sup>th</sup> June, rather than 17<sup>th</sup> June 2021, it was **RESOLVED** that the Meeting Schedule for 2021-22 be APPROVED.

**AM/008/21-22**

**To establish and appoint members to Committees/Working Parties and to review the Terms of Reference/Remit of Working Parties**

**i. Leisure, Parks and Cemetery Committee**

PROPOSED by Cllr J Stafford and SECONDED by Cllr C Frost

It was **RESOLVED** that Cllrs C Ball, N Beck, A Deakin, M Fox, C Frost, M Mulholland, F Quilliam and J Stafford be appointed to the Leisure, Parks and Cemetery Committee and the Terms of Reference for Leisure, Parks and Cemetery Committee be **APPROVED**.

**ii. Planning Committee**

**PROPOSED** by Cllr J Stafford and **SECONDED** by Cllr C Frost

It was **RESOLVED** that Cllrs N Beck, M Fox and J Stafford be appointed to the Planning Committee.

After some discussion, it was **AGREED** that the Planning Committee needs to be structured differently and proposals are to be considered at a future meeting.

**iii. 'The Byways' Committee**

**PROPOSED** by Cllr J Stafford and **SECONDED** by Cllr C Frost

It was **RESOLVED** that 'The Byways' Committee now be disbanded.

Cllr N Beck abstained

**iv. Events Working Party**

**PROPOSED** by Cllr J Stafford and **SECONDED** by Cllr C Frost

It was **RESOLVED** that Cllrs C Ball, M Mulholland, F Quilliam and R Ford be appointed to the Events Working Party and the Terms of Reference for The Events Working Party be **APPROVED**.

**AM/009/21-22**

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

**i. Kirby Muxloe Village Hall**

**PROPOSED** by Cllr C Frost and **SECONDED** by Cllr J Stafford

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

**ii. Kirby Muxloe Library and Community Hub**

**PROPOSED** by Cllr C Frost and **SECONDED** by Cllr J Stafford

It was **RESOLVED** that Cllr M Fox be appointed to represent Kirby Muxloe Parish Council.

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Chairman's Initials

*M Fox*  
*29/6/21*

iii. **'Progress with Lubbesthorpe'**

PROPOSED by Cllr C Frost and SECONDED by Cllr J Stafford

It was **RESOLVED** that Cllr's N Beck and M Fox be appointed to represent Kirby Muxloe Parish Council.

AM/010/21-22

To review

i. **Standing Orders**

It was AGREED that Council's Standing Orders be reviewed by Cllrs C Ball and N Beck and considered by Council at a future meeting.

ii. **Financial Regulations**

It was AGREED that Council's Financial Regulations be reviewed by Cllr M Fox and considered by Council at a future meeting.

iii. **Code of Conduct**

It was AGREED that the Code of Conduct be reviewed by Cllr M Fox and considered by Council at a future meeting.

iv. **Cheque signatories/online banking**

PROPOSED by Cllr C Frost and SECONDED by Cllr J Stafford

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

v. **Risk Management Schedule**

It was AGREED that the Risk Management Schedule be considered by Council at a future meeting.

vi. **Asset Register**

PROPOSED by Cllr M Fox and SECONDED by Cllr C Frost

Further to including two laptops at a cost of £1180, it was **RESOLVED** that the Asset Register/s be APPROVED

vii. **Arrangements for insurance cover**

PROPOSED by Cllr J Stafford and SECONDED by Cllr C Frost

It was **RESOLVED** that the insurance policy be renewed for a further three years at a cost of £3017.54.

viii. **Current policies/procedures**

It was AGREED that current policies/procedures be considered by Council at future meetings.

**ix. Annual subscriptions**

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

PROPOSED by Cllr M Fox and SECONDED by Cllr J Stafford

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

The Clerk also questioned annual subscription (circa £300) to SLCC. Further information is to be provided at a future meeting.

**x. Key holders**

Members **AGREED** the current key holder retains the set of keys.

**AM/011/21-22**

**To receive a report from**

- i. **Kirby Muxloe Library and Community Hub**  
There was no report from Kirby Muxloe Library and Community Hub
- ii. **Police Beat Officer**  
There was no report from the Police Beat Officer
- iii. **Leicestershire County Council**  
A report was provided by Leicestershire County Council
- iv. **Blaby District Council**  
A report was provided by Blaby District Council

**AM/012/21-22**

**To receive the Clerks Report**

- i. **To verify all payments made since the previous meeting**  
A report detailing net payments totalling £11,310.99 was verified by members.
- ii. **To verify and authorise the Payments Schedule**  
PROPOSED by Cllr C Frost and SECONDED by Cllr C Ball  
  
It was **RESOLVED** that the Payments Schedule detailing net payments of £88.25 be **APPROVED**
- iii. **To agree the bank reconciliation**  
A bank reconciliation (£261,384.79) as at 19<sup>th</sup> May 2021 was agreed by members.
- iv. **To verify Income and Expenditure to date**  
A detailed report is to be provided at the next meeting.

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Chairman's Initials

*M. Fox*

*29/6/21*

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AM/013/21-22

- To verify and authorise  
The CCTV Contract**  
PROPOSED by Cllr C Frost and SECONDED by Cllr M  
Mulholland

Further to verifying the Proposal/Agreement and Terms and  
Conditions, it was **RESOLVED** to sign the contract.

- ii. **The Valuation Office Agency's request for information  
regarding the Cemetery**  
The requested information is to be addressed.

AM/014/21-22

**To discuss and consider a Neighbourhood Plan**  
It was **AGREED** this matter be considered at a future meeting.

A member noted that he is attending a training course and will  
report back thereafter.

**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 J Stafford and SECONDED by Cllr F Quilliam

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

AM/015/21-22

**To consider staffing matters**  
It was noted that staff pay scales are to be reviewed.

Members **AGREED** that these be considered upon receipt of the updated  
National Salary Award and backdated to 1<sup>st</sup> April 2021, where required.

AM/016/21-22

**To receive an update on Freedom of Information Requests and to  
consider ongoing matters**  
Legal costs were provided by two Companies (A & B)

PROPOSED by Cllr T Deakin and SECONDED by Cllr M Fox

It was **RESOLVED** for Company A to proceed with a letter.

AM/017/21-22

**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)

Chairman's Initials

*Halal*  
*29/6/21*

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There was no other business

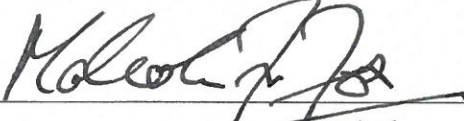
AM/018/21-22

**To confirm the date and place of next meeting**

The next meeting is to be held on Thursday 24<sup>th</sup> June at 7 p.m.

There being no further business, the Chairman declared the meeting closed at 8:45 p.m.

Chairman's signature


  
29/6/21

Date

29/6/21

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Chairman's Initials

  
29/6/21

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