

KIRBY MUXLOE PARISH COUNCIL

MINUTES of the MEETING of the PARISH COUNCIL

Held at 7.00 pm on

Thursday 15th August 2024

At Kirby Muxloe Parish Council, Station Road, Kirby Muxloe

MEMBERS PRESENT:

Councillors: B Atkinson	N Bruen	D Everley
M Fox	C Frost	J E John
M Mulholland	F Quilliam	W Wernick

In Attendance: Parish Clerk
Members of Public – One

COU/046/24-25 **To receive apologies for absence**
Cllr A Bruen was absent.

Apologies were received from County Cllr N Chapman and District Cllr R Stead

COU/047/24-25 **To receive disclosures of interest to any matter pertaining to the agenda and to receive and consider dispensations**
Disclosures of interest regarding Kirby Meadows were received from Cllrs C Frost, J E John and W Wernick. Dispensations were given.

COU/048/24-25 **To confirm the minutes of the meeting held on 11th July 2024**
PROPOSED by Cllr F Quilliam and SECONDED by Cllr N Bruen

It was **RESOLVED** that the minutes of the meeting held on 11th July 2024 are a true and accurate record.

COU/049/24-25 **To receive a Report from Leicestershire County Council**
(15 minutes are set aside)
There was no Report

A member requested that Highways be contacted regarding the recent works on Hinckley Road, which despite no works being undertaken over the weekend, remained closed causing substantial delays.

COU/050/24-25 **To receive a Report from Blaby District Council**
There was no Report

Chairman's Initials P J.F.

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COU/051/24-25 **To receive a Newsletter from Leicestershire Police**
The Newsletter was received and noted.

COU/052/24-25 **Public Participation**
(15 minutes are set aside for members of the public to raise issues and ask questions)
A member of the public asked whether there had been any further activity from the Conservation Group, which Council were not aware of.

Minutes and pickleball lines were also noted.

COU/053/24-25 **Clerks Report:**
i. To verify all payments made since the previous meeting
Payments made since the previous meeting were verified.

ii. To verify and authorise the Payments Schedule
The Clerk noted net payments of £2670.85 have been received, two of which were brought to Council's attention.

PROPOSED by Cllr F Quilliam and SECONDED by Cllr M Mulholland

It was **RESOLVED** that the Payments Schedule detailing net payments of £2670.85 be **APPROVED**.

iii. To verify Bank Reconciliations
Bank Reconciliations up to the 28th July 2024 were presented, which were verified by members.

iv. To verify Income and Expenditure to date
Members verified the Income and Expenditure report, which reflected a spend of 33.1% to date.

COU/054/24-25 **To note a review of the information management arrangements and to agree to implement an action plan**

After reviewing Council's information management arrangements, it was noted they are generally quite good, although time permitting, could be improved.

It was highlighted that there are a handful of files which no longer apply and others which could be named more clearly to enable staff to file appropriately, but noted that human error will occasionally occur regardless.

It was further added that a majority of files are sub-filed accordingly, whereas others would benefit from further segregation.

An Action Plan was considered to verify whether each current data file is required and to ensure these are clearly named so it is apparent to all staff, assess whether files contained within each data file is sub-filed appropriately, create any further data files required and sub file accordingly and once this has been completed, which although is not a difficult task, is yet again time consuming, report back to council to ascertain whether further steps are required.

PROPOSED by Cllr C Frost and SECONDED by Cllr M Fox

It was **RESOLVED** that the proposed Action Plan be implemented, once the information required by the External Auditor has been provided and the accumulation of Council work as a result of this, has been addressed.

COU/055/24-25

To discuss and consider:

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

- i. **Transfer of Kirby Meadows**
Members were updated on the situation and raised further questions. A meeting of the Working Party is to be arranged.
- ii. **The tenancy agreement at The Byways, 11 Court Close, Kirby Muxloe**
An update was provided to members.

PROPOSED by Cllr C Frost and SECONDED by Cllr W Wernick

After some discussion, it was **RESOLVED** that a further dog will not be permitted at The Byways. The terms of the tenancy agreement are to be considered following a Report from the Letting Agent.

- iii. **S106 (Off Site) Open Space Contribution**
The Open Space Contribution (£126,497.08) for land at Ratby Lane (19/0751/FUL) was considered.

A number of outstanding projects were discussed, but further clarity on the spending criteria is to be sought from BDC.

- iv. **An additional cost for approved Cemetery works**
An additional cost for a skip (£185) was presented. It was also noted that weed membrane and bark chippings should be considered.

PROPOSED by Cllr C Frost and SECONDED by Cllr J E John

It was **RESOLVED** that the quotation of £185 be APPROVED and quotations be sought for weed membrane, bark chippings and rhododendrons and hypericum.

v. **A Newsletter action plan**

A draft Newsletter Action Plan was considered by members.

PROPOSED by Cllr C Frost and SECONDED by Cllr F Quilliam

After some discussion, it was **RESOLVED** that Council's newsletter will feature in The Local three times a year.

A meeting is to be held with the Press Officer, but it was **AGREED** that she continues to write articles outside the agreed publication times.

vi. **Replacing 2 chairs and a desk in the office**

The clerk advised that a larger desk and two office chairs are available to purchase for £50.

PROPOSED by Cllr M Mulholland and SECONDED by Cllr D Everley

Due to these being required for some time, it was **RESOLVED** that these be purchased for the sum of £50.

vii. **Financial Regulations**

The new model Financial Regulations were presented, but it was **AGREED** that these be discussed and considered at a future meeting.

viii. **Publication Scheme**

The Publication Scheme was presented, but it was **AGREED** that this be discussed and considered at a future meeting.

COU/056/24-25

To consider quotations for

i. **RoSPA repairs**

Quotations to address the maintenance findings highlighted within the annual inspection were presented

PROPOSED by Cllr C Frost and SECONDED by Cllr B Atkinson

It was **RESOLVED** to **APPROVE** quotations for the cableway (£320), adult fitness skier (£640), swing nest (£180) and carousel (£380)

ii. **The removal of three dead trees**

A quotation of £180 to remove three dead trees was presented

PROPOSED by Cllr C Frost and SECONDED by Cllr N Bruen

It was **RESOLVED** to **APPROVE** the quotation of £180.

Further quotations to replace the two dead trees leading to the Cemetery with cherry blossoms, are to be sought.

iii. Structural testing on the lighting columns

A quotation of £1950 for structural testing on the lighting columns was presented.

PROPOSED by Cllr M Fox and SECONDED by Cllr B Atkinson

It was **RESOLVED** to APPROVE the quotation of £1950

iv. A structural survey for the Pavilion

A quotation of £545 for a structural survey for the Pavilion was presented.

PROPOSED by Cllr M Fox and SECONDED by Cllr N Bruen

It was **RESOLVED** to APPROVE the quotation of £545

v. A bridge leading to the Conservation Area

Quotations for a bridge leading to the Conservation Area were presented.

Company A - £14,454.56 (recycled plastic)
£13,000.00 (timber with steel beams)

Company B - £3800-£3895 (all timber)

It was AGREED that further clarification be sought on the adjoining footpath before progressing further.

vi. Autumn/Spring planters

A quotation of £1245.24 for Autumn/Spring planters was presented.

PROPOSED by Cllr M Mulholland and SECONDED by Cllr F Quilliam

It was **RESOLVED** to APPROVE the quotation of £1245.24

COU/057/24-25

To receive a recommendation from the Leisure, Parks and Cemetery Committee to install a bench within the tennis courts

A recommendation to install a 5-foot recycled plastic backless bench within the tennis courts was received from the Leisure, Parks and Cemetery Committee.

PROPOSED by Cllr M Fox and SECONDED by Cllr F Quilliam

It was **RESOLVED** to install the recommended bench at a cost of £342.40. Fixing costs are to be gained.

COU/058/24-25

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)

The development on Hinckley Road was noted, as was the Village Hall

COU/059/24-25

To confirm the date and time of next meeting

The next meeting will be held on Thursday 19th 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 M Mulholland

COU/060/24-25

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

An update was provided to members, where it was noted that the External Auditor is now in possession of 91% of the requested information in respect of a resident's annual objections.

COU/061/24-25

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

There were no staffing matters.

There being no further business, the Chairman declared the meeting closed at 9:10 p.m.

Chairman's Signature



Date 19/9/2024

Chairman's Initials C. J. H.

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