

# KIRBY MUXLOE PARISH COUNCIL

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

Held at 7.00 pm on

**Thursday 11<sup>th</sup> July 2024**

At Kirby Muxloe Parish Council, Station Road, Kirby Muxloe

### **MEMBERS PRESENT:**

Councillors: B Atkinson    N Bruen                    M Fox  
                  C Frost                    M Mulholland        F Quilliam

In Attendance: Parish Clerk  
                         Clerical Assistant  
                         Members of Public – 15

**COU/030/24-25**      **To receive apologies for absence**  
Apologies for absence were received from Cllrs J E John and W Wernick and Cllr A Bruen was absent.  
Apologies were also received from County Cllrs N Chapman and L Breckon

**COU/031/24-25**      **To receive disclosures of interest to any matter pertaining to the agenda and to receive and consider dispensations**  
There were no disclosures of interest.

**COU/032/24-25**      **To note the Public Interest Report (PIR) and to**  
i.      **Agree to a plan to deliver the remainder of the information (or confirm this information is not held) no later than 20<sup>th</sup> July 2024**  
The clerk noted that the PIR relates solely to the Council's failure to provide information required.

It was highlighted that approximately 35 of the 44 references sought have been provided to date, equating to circa 80%

It was stated that Council continues to work above and beyond to deliver the information requested by the External Auditor, but at this stage realistically believe that achieving the 20th July deadline is highly unlikely.

PROPOSED by Cllr M Fox and SECONDED by Cllr B Atkinson

It was **RESOLVED** that Council remain committed to doing their very best to achieve the 20th July deadline.

Chairman's Initials C. J.F.

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It was further noted that on 3rd July 2024, the External Auditor issued a further document detailing observations and clarifications sought on the information provided to date.

**ii. Monitor delivery against the timetable**

It was noted that there is now only a week to go until the deadline of 20th July, leaving insufficient time to monitor delivery of the outstanding against a timetable for the initial request made by the External Auditor.

PROPOSED by Cllr C Frost and SECONDED by Cllr M Fox

It was **RESOLVED** that this recommendation cannot be addressed due to insufficient time remaining.

In relation to the additional document detailing observations and clarifications sought, it was **AGREED** that the initial request needs to be completed prior to addressing a further one.

**iii. Undertake a review of the information management arrangements**

It was noted that due to inconsistency in staff throughout, information has not always been filed aptly, but nevertheless can be located. However, it would be beneficial for Council to review their information management arrangements.

PROPOSED by Cllr M Mulholland and SECONDED by Cllr F Quilliam

It was **RESOLVED** that the current information management arrangements be reviewed by the Clerk, who is then to report her findings to Council at their next meeting on 15th August 2024

**iv. Agree and implement an action plan arising from the review of the information management arrangements**

It was noted that the findings of the information management arrangements review be considered by Council.

PROPOSED by Cllr N Bruen and SECONDED by Cllr M Mulholland

It was **RESOLVED** that Council will agree and implement any required action plan arising from its review of its information management arrangements.

**COU/033/24-25**

**To confirm the minutes of the meeting held on 6<sup>th</sup> June 2024**

PROPOSED by Cllr N Bruen and SECONDED by Cllr M Fox

Chairman's Initials C. J. F.

It was **RESOLVED** that the minutes of the meeting held on 6<sup>th</sup> June 2024 are a true and accurate record.

**COU/034/24-25**

**To receive a Report from Leicestershire County Council**

(15 minutes are set aside)

There was no Report

**COU/035/24-25**

**To receive a Report from Blaby District Council**

District Cllr R Stead stated that the local plan was being compiled and would be out for consultation in the coming weeks.

A member questioned whether the Parish Council will receive a copy. The District Cllr believed so.

**COU/036/24-25**

**To receive a Newsletter from Leicestershire Police**

The Newsletter was received and noted.

Council noted their thanks for Police attendance at the D Day event.

**COU/037/24-25**

**Public Participation**

(15 minutes are set aside for members of the public to raise issues and ask questions)

A member of the public raised Kirby Meadows, the Royal Oak car park, pickleball markings and the overgrown grass, particularly on Station Road.

In relation to the Royal Oak car park, it was noted that the Parish Council has been working with Everards for some time on this matter and both were hopeful that a new contract commencing on 1<sup>st</sup> August will enable those wishing to use the car park, to do so for 30 minutes rather than 15 minutes.

The public were provided with an overview of the Annual Governance and Accountability Returns (AGAR) for the past seven years and reference was made to the External Auditors, the Smaller Authorities Appointments Ltd (SAAA) and the independent Internal Auditors.

A member of the public remarked that he felt the Parish Council deserved a round of applause.

A member of the public questioned whether the objector was here today ?  
(*The objector was not present*)

It was stated by a member of the public that the objector raises questions every single time, which due to the cost, is not benefitting the village.

It was also highlighted that while the objector has a right to make objections, this has cost the village thousands of pounds and enough is enough.

It was announced by a member of the public that the objector has once stood for election, but of the six who stood, got the least amount of votes and wasn't elected. Furthermore, he never applied again. It was also noted that he had made an objection for a former Councillors' mileage claim when they had to travel to Melton.

It was also highlighted that he objected to the Queens Platinum Jubilee on the Recreation Ground, which shows you the type of person the village is dealing with; this is his hobby.

A member of the public noted that they were 'sick to death' of the objector/s, while a further member noted that the objector has rights.

**COU/038/24-25      To consider an application for appointment to Kirby Muxloe Parish Council and to fill vacancy by co-option**

An application for appointment to Kirby Muxloe Parish Council was considered.

PROPOSED by Cllr M Fox and SECONDED by Cllr F Quilliam

It was **RESOLVED** that D Everley be co-opted to Kirby Muxloe Parish Council.

**COU/039/24-25      To receive and consider a report from:**

**i.      The Tree Wardens**

It was noted that there was nothing to report.

A member raised the ash trees on Primrose Close/Bluebell Way.

**ii.      Pavilion Renovation Working Party**

It was noted that a meeting is to be arranged following a structural survey.

**COU/040/24-25      To discuss and consider:**

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

**i.      The Byways, 11 Court Close, Kirby Muxloe**

Members were advised that the tenancy is currently on a periodic rolling tenancy, rather than fixed term.

After some discussion, it was **AGREED** that further information on the dog situation be sought, before considering whether to renew the tenancy agreement.

ii. **Kirby Meadows**

It was noted that the 'Certificate of Compliance' has now been issued.

PROPOSED by Cllr N Bruen and SECONDED by Cllr F Quilliam

After some discussion, it was **RESOLVED** that Solicitor details be passed to the Developer, to enable the transfer to progress.

iii. **A proposal to address issues at The Keep**

A member noted that a one-way system has been suggested.

PROPOSED by Cllr M Fox and SECONDED by Cllr C Frost

It was **RESOLVED** that residents and neighbours of The Keep be asked about the current issues and what they consider to be the best solution. A public Consultation was also noted.

iv. **Quotations to publish/deliver Council's Newsletter**

Quotations were presented.

Company A	Option 1	£425 - Printing only
	Option 2	£614 - Printing and delivery
	Option 3	£650 - Printing, stapled inside a local magazine and distributed to the parish.

Company B - £469 – Printing only

PROPOSED by Cllr C Frost and SECONDED by Cllr F Quilliam

It was **RESOLVED** to proceed with Company A – Option 3 at a cost of £650.

V. **Appointing a member to the Leisure, Parks and Cemetery Committee and Kirby Meadows Working Party**

PROPOSED by Cllr M Mulholland and SECONDED by Cllr F Quilliam

It was **RESOLVED** that Cllr B Atkinson be appointed to the Leisure, Parks and Cemetery Committee and Kirby Meadows Working Party.

COU/041/24-25

**Clerks Report:**

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

It was noted that net payments of 20,766.54 have been made and income of £4,265.35 has been received since the previous meeting, which members verified.

- ii. **To verify and authorise the Payments Schedule**  
The Clerk noted the further invoices received since circulation, resulting in Payments Schedule totalling £4392.47.

PROPOSED by Cllr C Frost and SECONDED by Cllr F Quilliam

It was **RESOLVED** that the Payments Schedule detailing net payments of £4392.47 be APPROVED.

- iii. **To verify Bank Reconciliations**  
Bank Reconciliations up to the 28<sup>th</sup> June 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 28% to date.

**COU/042/24-25** **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 clerk noted that Financial Regulations have been completely re-written and therefore reflect a number of changes from the 2019 version. Once customised, both versions will be presented to Council for consideration.

It was further noted that the Publication Scheme be reviewed.

The wildflower verge was raised and it was suggested this be placed on the next agenda.

**COU/043/23-24** **To confirm the date and time of next meeting**  
The next meeting will be held on Thursday 15<sup>th</sup> August 2024

**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 Fox

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

**COU/044/23-24**      **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

**COU/045/23-24**      **To receive an update on Staffing and to discuss and consider associated Matters**  
The Clerk noted that a member of staff has expressed an interest in undertaking an Introduction to Local Council Administration (ILCA) at a cost of £120.

PROPOSED by Cllr M Fox and SECONDED by Cllr C Frost

It was **RESOLVED** that this be offered, provided this is undertaken in the staff members own time.

It was further noted that a staff member has offered to undertake a further three hours work per week.

PROPOSED by Cllr C Frost and SECONDED by Cllr M Fox

It was **RESOLVED** that this be offered on a temporary basis and reviewed once the External Audit task is complete.

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

Chairman's Signature 

Date 15/8/2024