



**MINUTES OF THE MEETING OF
LOOSE PARISH COUNCIL**

Monday 18 July 2022 at 7.30pm
in the Parish Pavilion, KGVPF

Councillors taking part: Vianne Gibbons (Chair) (VG), Jim Andrew (JA), Susan Luckhurst (SL), Peter Rigby (PR), Joanna Miles (JM), Elaine Lawford (EL) and Velma Bennet (VB), Tony Oliver (TO) and Andrew Richards (AKR).

Also present: Susan Grigg (MBC Ward Councillor) (SG), Nicky Bourne (Deputy Clerk) (NB) and Kim Owen (Clerk)(KO) who took the minutes.

There were no members of the public present.

1. To receive and record any apologies for absence

Apologies have been received from Darren Carpenter (DC).

2. To receive and agree any decision regarding any item to be taken as confidential (Item 21)

The Council **AGREED** to take agenda item 21 as confidential.

3. To receive any declarations of pecuniary interest on items in the agenda

(In accordance with the NALC Model Code of Conduct for Parish Councils (pursuant to section 27 of the Localism Act 2011). In addition, any declaration of personal or prejudicial interest. *(As agreed by LPC 21 Jan 13)*

None.

4. To receive any signed dispensation requests for any item on this agenda

(Councillors to approve/disapprove as appropriate and to agree the reason for the dispensation if approved. (see dispensation form). This follows the agreement made by the LPC at the meeting held on the 17 July 2017- (item 17))

None.

5. To agree and to sign as a correct record the minutes:

LPC minutes for the meeting held on the 20 June 2022 (Pages 1777-1784)

The minutes of the meeting on 20 June 2022 were duly **AGREED** and signed by the Chairman.

The following approved Minutes were noted and adopted by the Parish Council:

- **Planning Meeting on 6 June 2022 (Pages 577-579)**
- **Pavilion and Community Hub Meeting on 28 February 2022 (Pages 337-341)**

6. To receive any reports from the Loose Ward Councillor Sue Grigg (SG)

- SG advised that she was pleased with the result of the Boundary Commission report and confirmed that Loose and Linton will be one ward. This will include part of NLRA down to the Wheatsheaf. The Boundary Commission draft recommendations will be discussed under agenda item 7. The next area that will be reviewed is the Parish Boundaries for the Maidstone area. This review will be done by Maidstone Borough Council (MBC) by November 2023. She has had been contacted by Boughton Monchelsea Parish Council and they have advised that they want the following areas in their Parish:
 - Three houses along Heath Road that are currently in Loose Ward
 - Hubbards Lane from the Heath Road down to Haste Hill
 - Campfields



- SG advised that she has been invited to attend the Mayor Garden Party on 7 September 2022 and VG has also been invited so they agreed to attend together.

7. To receive an update on the draft recommendations for the new electoral arrangements for Maidstone Borough Council.

The Local Government Boundary Commission for England (LGBCE) have completed their initial review of the electoral arrangements for Maidstone Borough Council. The full recommendations were circulated to the Council. They propose that the entirety of Loose Parish will be in a ward with Linton Parish and North Loose up to the Wheatsheaf Junction. There will be two Councillors for that ward. The consultation on the draft recommendation ends on 28 September 2022. On 29 November 2022 final recommendations will be published. The Council **AGREED** that PR will look at the current Ward Boundary and report back to the August 2022 LPC meeting. The Council will then decide if they wish to respond to the Boundary Commission draft recommendations. Clerk to add to agenda for next LPC meeting.

8. To receive any reports from KCC Division Councillor Simon Webb (SW)

No report received.

9. To receive any reports/information from Community Warden Liz Lovatt (LL)

LL has contacted the office and advised that:

- She will be carrying out welfare checks on my most vulnerable today due to the intense heat...if you know of anyone that could benefit from a visit or phone call please can you let me know their contact details.
- Appetito will be stopping their hot meal delivery service on 31st July 2022 – offering for residents to sign up to their sister company Wiltshire Farms Foods as an alternative. These will be frozen meals that they will be required to heat up. Some residents will be unable to heat their own food. Please let me know if this is the case so that I can help set up an alternative arrangement. Please get in touch if you have any other issues.

10. To receive any reports/information from PCSO and from e-watch

No report from PCSO.

E-Watch

- On Friday 8th of July between 08:00 and 17:00 in Hubbards Lane. Somebody stole a phone from a bag at a school. Crime Report No. 46/133036/22 - Posted 12/07/2022
- On Sunday 10th of July in Leonard Gould Way. Somebody tried to damage a parasol at a residential property. Crime Report No. 46/132561/22 - Posted 11/07/2022

11. To receive any questions/comments from the public

(To include any letters/e-mails received by the Clerk from members of the public)

With regards to the defibrillator training Mick Abbott is able to do 1 August or 5 September 2022 at 7.30pm after the planning meetings. The session will take about 90 minutes. Ladies should wear trousers/jeans. The Council **AGREED** to do the training on 5 September 2022. Clerk to contact Mick Abbott. First aiders for the Fete were also discussed and it was **AGREED** that as MBC require a certain level of certified First Aiders at the Fete the CEG will organise a company to come in to do First Aid at the Fete. Deputy Clerk to Action

12. To review the Enquiry, Concern and Complaints Spreadsheet (KO)

Since the previous meeting, the Council notes that the following has been dealt with by the office:

- Report about rotator swing making a funny noise and stiff to rotate
- Recycle issue due to weak bridge
- No cycling signs at Church Street end of Brooks Field



- MBC Waste accused resident of fly tipping and issued a £400 fine
- Equipment in older play area with bucket seat making a horrendous noise
- Enquiry from an art historian in Melbourne about Westbrook House, possibly in Loose

13. Promotion of Loose Parish Council & Articles

The social media data was circulated to Councillors and noted.

SL asked that the Covid page on the website be checked to ensure that the information is up to date and to rationalise the information available. Communication and Media Clerk to Action

14. Risk

To receive and discuss any items of concern escalated by committees or concerning any potential risk matters

The barriers that prevent cars going onto the KGVPF from the carpark are in disrepair. A second barrier has now become damaged and has been removed. This was discussed at the last PCH and it was agreed that quotes would be sourced. However, this is now becoming a risk. All barriers appear to need attention. The Council **AGREED** that this should be discussed at the next Environment Committee to decide on a way forward.

PR ask about drones being used on the KGVPF. There is concern that children use the field and filming by a drone could be an issue. The Council **AGREED** that the office to look at regulations for the use of drones and put a note on Social Media to ask that drones are not flown over the KGVPF. Office to Action

15. To ratify any ROUND ROBINS used since 20 June 2022

None for LPC.

16. To review all Terms of Reference in view of committees being delegated to carry out LPC business and ratify.

a. HR Board

The Term of Reference for the HR Board was agreed by the Committee on 4 July 2022 and has been circulated to Councillors and was ratified. Clerk to update document.

17. Finance & Funding

a. To ratify payments made on Appx A for 18 July 2022

The appendix A has been circulated to Councillors and ratified. Authorisation was by VG & CH

b. Reconcile bank balances with bank statements as at 30 June 2022

The RBS reports and the bank statements as at 30 June 2022 have been circulated to Councillors.

The reports and statement have been **AGREED** and signed by TO

c. Review bank balances in line with FSCS arrangements

All balances are in line with the FSCS limits (£85,000) as at 30 June 2022.

d. Examine up to date financial position

The RBS Finance Report and the RBS Earmarked Money Report were circulated to Councillors and noted.

e. To ratify payment for submissions of P11Ds to HMRC

The P11Ds(b) for staff have been prepared by MI Payroll Services and the Class 1A National Insurance Contributions payable is £21.53 and has been paid today. The Council ratified the payment.

18. To review the full report from the IA if received, and to make any decisions as felt relevant.

The report from the Internal Verifier has been received and circulated to Councillors and noted. The External Verifier report is still awaited.



19. To receive an update on the proposed changes to Zurich’s General Insurance Business

Zurich insurance company are proposing a change to their organisation. They are proposing to transfer parts of Zurich’s UK general insurance business, from Zurich Insurance plc (ZIP) to Zurich Insurance Company Ltd (ZIC). This is an internal reorganisation between two companies within the Zurich Group and is in response to the UK’s exit from the European Union on 31 January 2020 (Brexit9). The transfer will be carried out using an insurance business transfer scheme under Part VII of the Financial Services and Markets Act 2000, subject to approval by the High Court in the UK. If the proposal is approved, they will transfer this business to the UK branch of ZIC. They expect this transfer to take place on 1 January 2023. Policy terms will not be affected.

20. Notification of correspondence for discussion/action

None.

21. To receive information regarding a potential new Councillor and make any necessary decisions

The resident who was considering joining the LPC has confirmed that at this moment in time he is unable to commit the Council.

22. Information Only

None from office

23. Next meeting of the LPC 15 August 2022

The Meeting ended at 20.25

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Dated.....

Signature.....