



MINUTES OF THE MEETING OF LOOSE PARISH COUNCIL

Monday 17 April 2023 at 7.30pm
in the Parish Pavilion, KGVPF

Councillors taking part: Vianne Gibbons (Chairman) (VG), Peter Rigby (PR), Andrew Richards (AKR), Velma Bennett (VB), Charlie Hollister (CH), Jim Andrew (JA) and Tony Oliver (TO).

Also present: Jan Capon (Retired Clerk/RFO), 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 were received from Liz Lovatt (Community Warden) (LL) (Unwell), Susan Grigg (MBC Ward Councillor) (SG) (Election Work) and Brian Amorim (PCSO) (BA) (Off duty).
No apologies from Simon Web (KCC Divisional Member) or Darren Carpenter.

2. To receive and agree any decision regarding any item to be taken as confidential.

None.

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 March 2023 (Pages 1839-1846)

The minutes of the meeting on 20 March 2023 were **AGREED** and signed by the Chairman.

The following approved minutes to be noted and adopted by the Parish Council:

Planning Committee Meetings - 28 September 2022 (Pages 594-596) and 23 January 2023 (Pages 610-612)

Environment Committee Meeting 28 November 2023 (Pages 394-397)

6. To present the KALC Community Award Scheme 2023.

The Chairman presented the KALC Community Award to Jan Capon who had been the Clerk/RFO for 18 years. She thanked Jan for all her hard work over the years.

7. To receive an update on the Pumping Station and make any necessary decisions.

Southern Water have advised that the work at the pumping station hasn't started yet, but is imminent and they are waiting to hear further updates. They have asked if they could attend the next meeting



when they will be in a position to give a full update. The Council **AGREED** to move this agenda item to next month.

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

No report received.

9. To receive information on preparing a Resilience Community Plan and make any necessary decisions. (EL)

EL advised that NB and herself attended a KALC virtual training session on Resilience Community Planning at the end of March. There is information on MBC website called Kent Prepared and she has e-mailed them for more information and is awaiting a reply particularly regarding setting up a closed page on a website.

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

No report received.

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

No report received.

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

The Clerk read out the PCSO's report:

"We have been doing a lot of high visibility patrolling in the area over the last month across Loose to try and deter the nuisance bikes across this half term. We have also been visiting the local shops in the area to make sure that they are not being targeted. This seems to have worked as it has been quite good this month and we haven't had many calls about any of these things."

E-Watch – no further crimes posted since last month's meeting.

13. To receive any questions/comments from the public or organisations.

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

a. Update from LAA on Duck Race from John Brighton:

- Reference the cut schedule for Brooks Field, LAA would still like two cuts before the Duck Race please. The logic behind this is if a cut is done in April, the mown grass has a chance to compost into the ground and the cut on 23rd may will only be on shorter grass and will be far less troublesome for the visitors to the event. If you would send the invoice to me I will arrange its payment.
- With regard to payments, LAA would like to donate £25 to Loose PC for the use of Brooks Field.
- With regard to the Risk Assessment referring to the unevenness of the ground in Brooks Field LAA will follow the point you make. It has been written into the Risk Assessment.
- As you know, the Risk Assessment is part of the SAG form. This is now on line and I have been uploading information to it as and when it becomes available. The points I wish to make about this arrangement are that: -
 1. The SAG Group do not plan to have made their decision before 28th April, therefore I cannot let you have their verdict on your requested date of 17th April. We will continue working them to modify our plans (if such are necessary) even after that date.
 2. I am not at all sure that I would be able to upload the whole of the SAG form to let you review it, and it is probable that you would not be able to see the attachments because the application is password protected. The best suggestion I have is that I send to you the Risk Assessment in the belief that this is the most pertinent to you.



KO has contacted the Council's grounds maintenance contractor and requested an additional cut for Brooks field. The risk assessment for the event has just been received and Council **AGREED** to agree the assessment via Round Robin. Clerk to Action.

- b. KO advised that the Office has received the annual subscription for KALC and after discussion the Council **AGREED** to continue with their membership of KALC. Clerk to Action.
- c. NB advised that she has received a request to use the Pavilion free for a charity coffee morning in June. After discussion the Council **AGREED** that due to the Pavilion being supported by the precept paid by residents they will have to look at each case individually. If the resident wishes to put a case forward the Council will be happy to consider its merits. Deputy Clerk to advise the enquirer.

14. To receive an update on the new shed in Brooks Field. (KO)

The Clerk advised that Terry Davies updated regarding the shed as follows:

"The planning consent drawing showed the weatherboarding to be the same colour as the fence around "Tylers", which is what we followed, so that it blended in with the fence. I think we would be against changing this without some instruction from LPC to counter any complaint from the planners or others. The door has not attracted any complaints from members of the public although personally I don't like the colour!

I think we are nearly out of the old shed so the demolition of the old shed can be scheduled in shortly."

Ian Greenfield confirmed the old shed should be empty in the next few days. Quotes are being prepared by the office for the demolition of the old building.

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

Since the last meeting on 20 March 2023 the Office has dealt with the following:

- Prepare MBC Love Where You Live Grant for pond work etc
- Request to publicise Heritage Park Community Centre in Allington
- Request for date of next Community Coffee Morning
- Parking issue in McAlpine Crescent
- Damaged 30mph sign down on Old Loose Hill

16. Promotion of Loose Parish Council & Articles.

Social Media data for March 2023 has been circulated to Councillors and noted.

KO advised that this month's coffee morning will be celebrating the Kings Coronation with a red white and blue theme and Mick Abbott will be conducting a singalong.

17. Finance & Funding

- a. To ratify payments made on Appx A 17 April 2023
The Council ratified the payments. Authorisation was by VG & CH
- b. To agree Earmarked payments for next fiscal year
A list of Earmarked payments has been circulated to Councillors and noted.
- c. To receive full record of accounts from RFO
Full accounts for 22/23 were circulated to Councillors. The Clerk advised that she has just received four invoices from a contractor totaling £1908.00 where the work should have been done and paid in 22/23. This will leave the Environment Committee low on funds for Tree works for 23/24. The Council **AGREED** to earmark the funds from 22/23 to pay the invoices.
- d. To review the Internal Auditors interim report
The Internal Auditors Interim report has been circulated to Councillors and noted. All areas of the report are rag rated green.
- e. To review the Community Heartbeat agreement
The Council **AGREED** to continue with the Community Heartbeat agreement. Clerk to action.



18. To review the Annual Parish Meeting and make any necessary decisions (KO)

The Office advised that the Annual Parish Meeting went off well. It is just disappointing that more residents do not attend. There were positive comments on the information provided by NB about the Council. The Office also found it easier to set up during the day rather than just before the start of the meeting.

19. To receive information on the Elections on 4 May 2023 (KO)

KO advised that the Loose Parish Council Election was uncontested. With effect from 9 May we will have 9 Councillors out of 13. Names of Councillors have been placed on the Boards. We will be able to co-op other Councillors onto the Council after 9 May 2023.

20. To review the following policies and make any necessary decisions:

Policies to be reviewed were circulated to Councillors prior to the meeting.

- a. Policy for the Press & Public on attending and reporting meetings
The policy was reviewed and **AGREED** no changes.
- b. Press & Media Policy
The policy was reviewed and **AGREED** no changes.
- c. Working Alone Policy
The policy was reviewed and **AGREED** no changes.
- d. Policy for use of the KGVPF & Brooks Field
The Council **AGREED** to amend the policy as follows:
 - Add no dogs or horses on Brooks Field
 - Correct spelling error on access to Brooks Field
 - Remove Covid related instructions

Clerk to update policies and make the necessary amendments.

21. To discuss the 20 mph Consultation and make any necessary decisions. (NB)

NB circulated the 20mph consultation to Councillors and the following amendments were **AGREED**

- Be more specific about the pricing of the works
- See if the map could be made clearer
- Take out the Old from Old Loose Village

22. Risk (All)

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

KO advised that although the office cannot find out who is responsible for the cable at the allotments down Old Loose Hill it has been secured so it is not a risk to residents.

23. To ratify any ROUND ROBINS used since 20 March 2023

None.

24. Notification of correspondence for discussion/action.

None.

25. Information Only.

- JA advised that he has completed, on behalf of the Council, the SouthEast Water survey on their strategies for the next twenty-five years. He feels that the 2050 targets set are too long.
- NB advised the Council that the Fete is rescheduled for 17 June 2023 and there is a lot of work to do. One issue is that the Church will be unable to do the teas and coffees at the event. She



would also like Councillors to help with getting raffle prizes and getting friends and family to have Wards boards. There are no limits on the number of boards the Council can have.

26. Date of next meeting of the LPC – 15 May 2023

Peter Rigby put in his apologies for next LPC meeting.

The Meeting ended at 8.29pm.

Dated.....

Signature.....