



MINUTES OF THE LOOSE PARISH COUNCIL

Monday 20 November 2023 at 7.30pm
in the Parish Pavilion, KGVPF

Councillors taking part: Vianne Gibbons (Chairman) (VG), Charlie Hollister (Vice Chairman) (CH), Peter Rigby (PR), Jim Andrew (JA), Andrew Richards (AR), Susan Luckhurst (SL), Tony Oliver (TO) and Elaine Lawford (EL), Velma Bennett (VB).

Also present: Nicky Bourne (Deputy Clerk) (NB) and Kim Owen (Clerk) (KO) who took the minutes.

There were four members of the public present. The Chairman explained the housekeeping rules.

1. To receive and record any apologies for absence.
Apologies have been received from Susan Grigg (MBC Ward Councillor) (Attending Policy Advisory Committee meeting at the Town Hall)
No apologies were received from Simon Webb
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:
Public meeting minutes held on 9 October 2023 (Pages 1889-1891)
The minutes of the Public meeting on 9 October 2023 were duly AGREED and signed by the Chairman.
6. To agree and to sign as a correct record the minutes:
LPC minutes for meeting held on the 16 October 2023 (Pages 1882-1899)
The minutes of the meeting of 16 October 2023 were duly **AGREED** and signed by the Chairman.
The following approved Minutes to be noted and adopted by the Parish Council
 - Planning Committee Meeting 18 September 2023 (Pages 639-640)
7. To receive any reports from the Loose Ward Councillor Susan Grigg. (SG)
No report received.
8. To receive any reports from KCC Division Councillor Simon Webb. (SW)
No report received.



9. To discuss the changes to the Parish Boundary and make any necessary decisions. (VG)
A meeting was held on 27 October 2023 with members from the North Loose Resident Association (NLRA) to discuss the changes to the Parish Boundary. After discussion it was **AGREED**:
- Any financial decisions would be agreed via Round Robin.
 - For planning issues where developers are involved prior to an application being put into MBC each case will be dealt with on its merits with a possible public meeting being held where necessary.
 - To have further discussion with NLRA on the woodland areas to ensure that they are secure for residents going forward.
 - That budgeting and precept will be prepared once CH has met with NLRA for a walkabout.
 - That the Clerk write to Ryan O’Connell at MBC regarding how the two Neighbourhood plans will be dealt with going forward.
10. To receive an update on the Shed in Brooks Field and the proposed electrical supply. (KO)
- John Brighton from LAA has been in touch re electric supply and confirmed that UK Power Networks (UKPN) are the company that owns and maintains the electricity supply lines in this area. The electricity for the new shed needs to come across (in fact underneath) land owned by Loose PC, (Brooks Field). As a result, this requires a new application to be made by LPC to UKPN. They do already have site information which John has supplied to them and they are holding this on record. UKPN will require a site visit. After discussion the Council **AGREED** that the Clerk:
 - Will speak to UKPN regarding the application.
 - Ask John Brighton to give more details about where the cable will run exactly to and from.
 - Update on swift boxes. At the Environment Committee Meeting it was decided that the new shed would not be suitable for Swift boxes and it was agreed that alternatives wildlife boxes would be sort.
11. Update on Southern Water Lower Loose Valley Pumping Station. (NB)
The Deputy Clerk advised that the installation of the generator has unfortunately been delayed, however, it is set to be installed on 27 November 2023.
12. To receive any reports/information from Community Warden Team
The Clerk advised that with regards to the Cost of Living Grant, which we have worked with the Community Warden Team, The Social Prescribing team at Greensands and Age Concern the total fund has been spent on a variety of items to help the residents of loose including school uniforms, food vouchers, furniture and Christmas hampers etc. The Council has received thanks from Age concern for the help.
13. To receive any reports/information from Police and from E-watch.
No report received.
E-Watch
- On Saturday 11 of November between 07:00 and 07:15 in Linton Road. Somebody stole fishing gear out of a vehicle whilst refuelling.
Crime Report No. 46/201011/23 - Posted 14/11/2023
 - Between 22:00 on Tuesday 24 of October and 12:00 on Wednesday 25 of October in Hubbards Lane. Somebody slashed the tyres of a Ford Fiesta parked in the road.
Crime Report No. 46/191193/23 - Posted 27/10/2023



- On Friday 13th of October around 10:13 in Hanson Drive. Somebody stole the batteries from BT Broadband cabinets.
Crime Report No. 46/184554/23 - Posted 17/10/2023

14. To receive any questions/comments from the public.

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

- a. Update on the bike issue at Kirkdale
Following a complaint from a resident about manual and e-bikes using the road at Kirkdale Ian Greenfield from Loose Amenities Association (LAA) advised that following their meeting on 17 October 2023 their proposal was for a No Cycling sign to be attached to the finger sign post which is in the corner of Rainbow Meadow and hoped to put up the sign shortly. They are happy to have a site meeting to discuss the matter further. The office has advised North Loose Residents Association who are in communication with the resident concerned.
- b. The office has received an email from Ryan O'Connell at MBC who advised on the agenda for Democracy and General Purposes Committee Meeting to be held on 20 November 2023 it will include a short report on making the order to align Parish Council elections with those of the Borough Council. This would mean that all parishes would have ordinary elections at the same time as the Borough Council rather than doing it by thirds. He has spoken to many parishes over the last couple of years about this, and knows this was the expectation in all those conversations, but wanted to make all Councils aware.
- c. Meeting about Linton Crossroads.
Linton Parish Council has advised that the meeting about the proposed improvements for Linton Crossroads will now be held on 14 December 2023. EL has advised that she will attend and JA will be a backup for the meeting.

15. Finance & Funding.

- a. To ratify payments made on Appx A for 20 November 2023
The Council Ratified the Payments. Authorisation by VG & CH. The clerk advised that now that the play equipment has been installed the office will contact MBC and request the release of funds from s106 monies held on behalf of the Parish. However, the invoice has been paid and the Clerk asked that in the meantime that two signatories sign a letter to Barclays to transfer funds of £35,000 from Barclays to Unity Trust Bank. Council **AGREED**. The letter was signed by VG & CH.
- b. To receive update on the Interim Audit
The new Internal Auditor come today to do the interim Audit on the Council's finances etc. The Clerk advised that on preparing the necessary documentation for the visit the Risk Register has not been reviewed and agreed this year. The document has been circulated to Councillors prior to the meeting and it was ratified.
- c. NALC Pay Award
The Clerk advised that the Pay Award from April 2023 has now been agreed for the administration staff and back pay has been paid in November 2023.

16. To receive an update on the Community Resilience Plan. (EL)

The plan is on going and as the parish boundary changes do not take effect until May 2024 it was agreed that the Community Resilience Plan will be put on the agenda in July 2024 to include all areas of the Parish. Clerk to Action.

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

Since the last meeting the office have dealt with the following:



- 30mph sign on A229 at Viaduct spun round
- Resident wanted to vote on the 20mph consultation
- Request for a donation for Beam Charity
- Carmen Close resident asking for a salt bin in the road
- Linton Road waste bin by bus stop is off its fittings
- KM55 steps by Linton Road are slippery
- Depression in centre of carriageway on Loose Road by No 511-513
- Railings on High Banks broken in 2 places
- Cover stones at Herts Crescent have been removed
- Salt bin on well street tipped over and too heavy to pick back up
- Accident on A229 Linton Road damage light/bollard
- Enquiry about where to get sewage pipe plan
- Request for info on pond works article
- Bollard down outside Florence Cottage Church Street
- Salts Avenue tree – storm debris on green needs clearing
- Inappropriate division for Randall's Row works and vehicle damage wall and culvert
- Large pothole on Linton Road Southbound near crossroads
- Large potholes on Church Street Loose Village
- Resident moving into conservation area and needed advice on works to the property
- Request to be considered for ground works contractor

18. To review Policies and Procedures. (KO)

The Policies have been circulated prior in the meeting to Councillors for review. The Council reviewed and **AGREED** the following policies without amendment.

- a. Winter Policy
- b. Training and Development Policy
- c. Health and Safety Policy

Office to update policies.

19. Promotion of Loose Parish Council & Articles. (KO)

The social media data for October was circulated to Councillors and noted. The Deputy Clerk advised that there is an issue with sending out the Community Alert to residents who have a Gmail account. Once the issue is resolved the Council **AGREED** to send out a reminder for residents to subscribe to the Community Alert in April and again July.

20. To receive and discuss any items of concern escalated by Councillors. Committees or the Office.
None.

21. To ratify any ROUND ROBINS used since 16 October 2023. (KO)

The Council Ratified the following Round Robin:

18 September 2023 New Internal Auditor **AGREED** Martin Thomas (VG, JA, SL EL, & PR)

22. To discuss the D Day 80 – 6 June 2024 and make any necessary decisions (VB)

The Council **AGREED** to move this agenda item to next meeting.

23. Notification of correspondence for discussion/action.

None.

24. Information Only.



25. Next meeting of LPC – 11 December 2023

The Meeting ended at 21.14

Dated.....

Signature