



MINUTES OF THE ANNUAL MEETING OF LOOSE PARISH COUNCIL (LPC)

Monday 18 May 2026 at 7.30pm

in the Loose Parish Pavilion, King George V Playing Field, ME15 9RG.

Councillors taking part: Cllr. Vianne Gibbons (Chair) (VG), Cllr. Mick Westwood (Vice Chair) (MW), Cllr. Jim Andrew (JA), Cllr. Sarah Leeson (SL), Cllr. Velma Bennett (VB), Cllr. Elaine Lawford (EL) and Cllr. Sue Hill (SH).

Also present: Nicky Bourne (Clerk/Responsible Finance Officer (RFO)) (NB) who took the minutes, Amanda Baker (Deputy Clerk) (AB), Stacey Champion (Assistant Clerk) (SC), Maidstone Borough Council (MBC) Linton & Loose Ward Councillors: Cllr. Brian Clark (BC) and Cllr. Simon Wales (SW), Kent County Council (KCC) Division Councillor: Cllr. Paul Thomas (PT).

There were 2 members of the public present. Housekeeping rules were explained. VG stood down as Chair and NB took over the meeting.

1. To Elect a Chair to the Loose Parish Council for the next year and for the elected Chair to sign the Declaration of Acceptance of Office.

A nomination was put forward by EL and seconded by JA that Cllr. Vianne Gibbons should continue as Chair for the forthcoming year. This was unanimously **AGREED** by the Council and accepted by VG. VG signed the Declaration of Acceptance, and it was witnessed by the Clerk.

VG resumed Chair of the meeting.

2. To Elect a Vice Chair to the Loose Parish Council for the next year and for the elected Vice Chair to sign the Declaration of Acceptance of Office.

A nomination was put forward by VG and seconded by SL that Cllr. Mick Westwood should continue as Vice Chair for the forthcoming year. This was unanimously **AGREED** by the Council and accepted by MW. MW signed the Declaration of Acceptance, and it was witnessed by the Clerk.

3. To receive and record any apologies for absence.

Previously received apologies were received from Cllr. Matthew Cooper and accepted by the Council. PT gave apologies from Cllr. Robert Ford (RF).

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

None.

5. 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.

6. 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.

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

LPC minutes for the meeting held on the 20 April 2026 (Pages 2100-2104)

The minutes of the meeting on 20 April 2026 were duly **AGREED** and signed by VG.

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

- Environment Committee Meeting 23 February 2026 (Pages 476-480)
- Finance & Admin Committee Meeting 6 January 2026 (Pages 251-252)

8. To receive any reports from the KCC Division Councillors.

PT advised that clarification related to the future of the Wheatsheaf site is still being pursued; the report following the Short Form Review of the water issues has been published; the Growth, Environment and Transport group are monitoring pothole and surface repairs, and the Joint Transport Board has been struck out of the meetings schedule. PT offered to attend any LPC Highways Working Group meetings if he could be of help. He shared knowledge of the upcoming SGN gas mains replacement works that would be affecting Pickering Street. NB updated on communications with SGN regarding all the various projects over the next few months.

9. To receive any reports from the MBC Loose & Linton Ward Councillors.

BC shared highlights of the Mayor's parade and service, which included children from Loose Primary School. He will be attending the Loose Duck Race as Mayor on 25 May 2026. BC encourages responses to the Tovil and Loose Conservation Area Appraisal and Management Plan (CAAMP) consultation from individuals as well as a Parish Council response. MBC committee placements will be announced on 19 May. SW advised that Strategic Community Infrastructure Levy (CIL) steering group disappointingly refused a bid for improvements at Linton crossroads.

10. To receive any reports/information from the Police and from E-watch.

PC Greenfield has made a subject access request for CCTV recordings of nuisance bikes on KGV which the office is compiling. Action: AB/NB. The office will share the recurring neighbour noise complaint issue as he provided assistance previously. Action: NB. E-watch reports for Loose since the last meeting were circulated and were noted.

11. To receive any questions/comments from the public

(To include any communications received by the Office or items of note from the shared Concerns, Complaints and Enquiries spreadsheet since the last meeting.)

Residents raised the following matters:

- Noise nuisance in Pickering Street - residents of Walnut Tree Lane are suffering regular noise nuisance from a property that is being let most weekends. This issue occurred previously so the residents have reported it to MBC as advised last year. The Council considered a number of measures the office will explore to support the affected residents. Action: NB.
- Request to investigate a reduction in the speed limit on Hubbards Lane – NB outlined a concern from a resident regarding the 40mph speed limit remaining on sections of Hubbards Lane. After discussion the Council **AGREED** this should be referred to EL to review with the Highways Working Group. It should be noted that Hubbards Lane is the boundary of the parish with most properties falling inside Boughton Monchelsea parish. Action: NB.
- Wheelchair incident on the traffic calming humps at the entrance to the park – NB outlined the incident and actions taken so far. After discussion it was **AGREED** that options discussed should be researched and quotes obtained to be circulated for agreement by **Round Robin**. Action: AB.

12. To agree previously shared dates for Council and Committee meetings for 2026-2027.

The schedule had been circulated to councillors and was **AGREED**. Action: AB to update and publish on website and noticeboards.

13. To appoint Committees and members to Committees.

This includes substitutes, co-opted members and representatives to outside bodies. To also consider the number of members on each committee.

The current list of Committee & Members had been circulated to councillors and the following were

AGREED:

- a. All councillors present were happy to remain on their current committees
- b. Planning Committee reserves will be JA and EL
- c. Kent Association of Local Clerks (KALC) representative to remain Velma Bennett
- d. Parish Police Liaison representative to remain with the Clerk
- e. Loose Parochial Charity representative to remain Sue Hill
- f. Neighbourhood Plan Working Group – all members happy to remain on the group
- g. Highways Working Group – EL, MW and 1 resident.

Action: AB to update and publish amended document.

14. To agree continuance of ROUND ROBIN agreements in line with Terms of Reference and review procedures.

The **ROUND ROBIN** procedures had been circulated to councillors. The Council **AGREED** to continue with the procedures. Action: NB.

15. To agree to continuance of ‘Delegated Powers Policy’ in line with Standing Orders and Terms of Reference.

The current policy and procedure had been circulated to councillors. The Council **AGREED** the policy with one minor grammatical correction. Action: NB.

16. To agree to the Clerk approval or disapproval of dispensations.

The Council **AGREED** to the Clerk’s approval or disapproval of any dispensations.

17. To discuss Councillors allowances and out-of-pocket expenses and to agree as relevant.

The Council **AGREED** that the councillors’ allowance would not be taken, but out-of-pocket expenses would be granted, as per current procedures.

18. For members to confirm that they agree to receive ALL agendas electronically.

To also agree that these may be signed by the Clerk using facsimile.

This was **AGREED** by the Council.

19. To review and agree the new Financial Regulations for the Council.

The new financial regulations had been circulated to the Council having been **AGREED** by the Finance and Admin (F&A) Committee on 22 April 2026. The F&A Committee is requesting that all committees consider their 3-year draft budget forecast and submit this with their budget proposals agreed at their budget meetings in November. The Council **AGREED** the Financial Regulations with minor amendments and an addition to point 4.4 that unspent balances in earmarked reserves (EMR) when a project completes are to be transferred to general reserves. Action: NB to update and publish. The F&A Committee will be drafting a new EMR policy. Action: MW/NB.

20. Finance & Funding:

a. To ratify payments made on Appendix A for 18 May 2026

The payments were ratified after NB clarified one transaction. They were authorised by VG and MW.

b. To review signatures for the bank accounts and make any necessary decisions

The signatories on the two Unity Trust Bank accounts are currently VG, MW, SL and JA. NB is now the Administrator. For the Hinckley & Rugby Building Society savings account signatories are VG, MW and SL. The Clerk has no access. The F&A Committee wish NB to seek an additional savings account requiring a minimum of two signatories but allowing Clerk access to manage the account more easily. Action: NB.

c. To agree Earmarked Reserves for the fiscal year 2026/27

Although transfer to EMR had been shared at the budget setting meetings, the postponement of the F&A meeting until after the last April LPC meeting meant they had not been formally agreed. The Council **AGREED** the following EMR amounts for the fiscal year 2026/27:

- ENV Cemetery £400
 - ENV Fencing £400
 - ENV War Memorial Cleaning £300
 - ENV Highways £1000
 - PCH Chairs £250
 - PCH Shutters £250
- NEW ENV Badger remedial work £1000
 - NEW ENV Mangravet Wood maintenance £1000
 - NEW ADMIN – IT Hardware £500
 - NEW Neighbourhood Plan balance £13942

d. To receive a full record of accounts

This item was carried over from the April LPC meeting as the F&A meeting had been postponed. The accounts documents, reviewed at the F & A meeting on 22 April 2026 had been pre-circulated and were noted.

21. To review the following Policies and make any necessary decisions.

a. Annual Investment Strategy

The Annual Investment Strategy, reviewed at the F & A meeting on 22 April 2026 had been updated for year-end March 2026 and was noted.

22. To review and agree the new Standing Orders for the Council.

The Standing Orders had been reviewed at the F & A meeting on 22 April 2026 and minor grammatical amendments were made. The updated document had been circulated and was noted. Action: NB to update the Standing Orders and publish.

23. Loose Neighbourhood Plan Working Group (LNPWG) – to receive information and make any necessary decisions.

An update had been circulated to councillors and MW summarised the progress to date. The draft Loose Neighbourhood Plan (LNP) is being finalised ahead of the first public consultation. MBC's review is now with statutory consultees who must respond by 2 June as to whether they agree that, as the plan has no material impact, a formal environmental and habitats impact assessment will not be required. The LNPWG will be at the Duck Race on 25 May, the CAAMP Consultation event on 2 June and the fete on 13 June. The next stage will be for LPC to organise the pre-submission/Regulation 14 Consultation which will last (6-8 weeks) with an online and paper survey, publicity and engagement with consultees. An updated version of the emerging neighbourhood plan will be shared with the Council for review ahead of the LPC meeting on 15 June when LPC will be asked to sign off the document for issue and use in the public consultation. Action: Councillors to review.

24. Loose Valley Conservation Area Appraisal and Management Plan consultation.

The CAAMP draft for consultation had been circulated. The consultation is now open until 13 July 2026 and is being publicised across the parish and on the website. One of the two public consultation events takes place in the Loose Pavilion on 2 June 3-6pm. After discussion it was **AGREED** that Councillors would familiarise themselves with the plan by completing as individuals and the LPC response would be agreed at the next meeting on 13 June. Action: Councillors to complete consultation. NB to add to next agenda.

25. Promotion of Loose Parish Council & Articles.

The website continues to be updated and improved and Councillors are requested to regularly review it and pass any comments or issues to SC. Action: Councillors.

SC has circulated new publications and resources that will be used at the duck race and fete.

SC has finished and submitted the article for The Net and thanked Councillors who had given input and permission to use their photographs.

Suggestions for items for the next edition of "In & Around Loose" should be with the office by 5 June to meet the 10 June submission deadline. Action: Councillors.

A Community Alert with up-to-date information on the SGN gas mains replacement projects, a planter volunteer vacancy, the CAAMP and upcoming events has been dispatched.

SC thanked Councillors who have already shared availability for the duck race and fete but more help would always be well received.

26. RISK: To receive and discuss any items of concern or potential risk escalated by Councillors, Committees or the Office.

Park entrance matter discussed under agenda item 11.

27. Information Only

The Internal Auditor visit took place on 8 May 2026.

A new caretaker has been appointed to start on 20 May 2026.

AB reminded Councillors that donations for the fete tombola would be gratefully received.

SC advised that the 30th anniversary of the Loose Pavilion will be in July and asked the Council to consider how they would like to mark the occasion (30th anniversary coffee morning, a special edition or Community Alert).

The ragstone wall repairs have been completed by Valley Conservation Society and will be checked by JA and NB. An invoice for costs has been received, and the Council considered the donation for labour, as per the **Round Robin** made at the Environment meeting on 24 November 2025 Agenda Item 10a. (Action: NB)

SL queried the reference to AGM for the Annual Meeting. VG and MW confirmed that it is the Annual Meeting and the calendar reference to AGM will be amended. Action: AB.

28. Next meeting of the LPC – 15 June 2026.

The meeting ended at 9.10pm.

Dated.....

Signature

Appendix A - Finance 26/27				
As at 16 May 2026				
Balance as at 30 April 2026				
Current	UTB	Current account	20360513	172,262.21
Savings	UTB	Instant Savings account	20416234	108,469.99
				280,732.20
Direct Debits paid already taken off balances above- INFO ONLY				
All	Monthly	Lloyds Bank- Credit card	Monthly use plus x £3 charge per user	616.53
Admin	Monthly	Clear Business	Broadband at Pavilion	46.79
PCH	Monthly	EDF Energy	Gas Charges for Pavilion	91.89
PCH	Monthly	EDF Energy	Electricity Charges for Pavilion	73.43
PCH	Monthly	Countrystyle Recycling	Waste Collection	34.30
Admin	Monthly	NEST	Staff Pension Payments	525.54
Admin	Annually	Info Commissioners Office	ICO annual registration	47.00
ENV	Monthly	Wynsdale Waste Management	Emptying of bins in Salts Wood	149.21
				1,584.69
Details of Credit Card Gross Payments as debited by DDR- Lloyds Bank-INFO ONLY				
ENV	CC-NB	Pinden Ltd	Skip for pondworks working party	336.00
PCH	CC-NB	Home Bargains	Pavilion supplies - loo roll	15.38
Admin	CC-NB	Royal Mail	Stamps	6.96
Admin	CC-NB	Amazon marketplace	Paper/magnets/laminating pouches	49.41
Admin	CC-NB	KALC	Staff Training - Asst Clerk course	42.00
Admin	CC-NB	HP Instant Ink	Printer ink subscription	20.99
Admin	CC-NB	Lebara	Mobile Phone Plan	4.90
Admin	CC-NB	Tesco	Chairmans Allowance-APM refreshments	114.14
Misc	CC-NB	Error - incorrect card used by NB	NB reimbursed by transfer 10/5/26	17.75
Admin	ALL	Lloyds	Charges	9.00
				616.53
Payments authorised 16 May 2026 and ratified by LPC meeting 18 May 2026				
PCH		Hirers	Hirer Deposits Returned	100.00
PCH		Iden Signs	Dog fouling signs for KGV	83.40
PCH		Cleaner	Cleaning Feb-April	228.43
ENV		Handyman Services	Bench & gate maintenance across parish	520.00
LPC		In & Around Loose	LPC 2-page spread - Early summer edition	158.00
LPC		Isle Landscapers	Regular Maintenance April 2026	1,084.13
Admin		Microshade VSM	IT host services	411.36
Admin		KALC	Annual subscription	2,400.00
Admin		Gpeto AI	Monthly subscription	30.00
Admin		Staff	Expenses	105.12
Admin		MI Payroll Services	Payroll Expenses	50.00
Admin		Salaries	Total Salaries and NI Contributions	8,178.10
		Payments out since last statement		DR 13,348.54
		Current Account Unity Trust Bank Plus Any Income		CR 173,246.46
Current a/c after committed payments				CR 159,897.92
UTB Deposit				CR 108,469.99
Hinckley and Rugby Building Society				CR 6,008.90
Total savings				CR 114,478.89
Total Bank balances				CR 274,376.81
Payments authorised by VG & MW				