



## MINUTES OF THE MEETING OF LOOSE PARISH COUNCIL

Monday 21 November 2022 at 7.30pm  
in the Parish Pavilion, KGVPF

**Councillors taking part:** Tony Oliver (TO), Susan Luckhurst (SL), Peter Rigby (PR), Andrew Richards (AKR) and Jim Andrew (JA)

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.

### AGENDA

**1. To receive and record any apologies for absence.**

Apologies for absence were received from Simon Webb (KCC Divisional Councillor) (SW) (Attending MBC Committee meeting), Charlie Hollister (CH) (Working), Liz Lovatt (Community Warden (LL) (Off sick), Velma Bennett (VB) (In Birmingham), Elaine Lawford (EL) (Unwell), Vianne Gibbons (VG) (Unwell) and Darren Carpenter (DC) (Unwell) and Brain Amorim (PCSO) (Off duty)

**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.**

For 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 on the 17 July 2017.

None.

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

**LPC minutes for the meeting held on the 17 October 2022 (Pages 1806-1811).**

The minutes of the meeting of 17 October 2022 were **AGREED** and signed by TO.

**The following minutes were noted and adopted by the Parish Council:**

- Environment Committee Meeting 25 July 2022 (Pages 388-393)

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

SG advised:

- That a resident had contacted her as his car had been damaged whilst parked near his property in Church Street. This is not the first time it has happened. He has raised concerns that not enough is being done to protect the area. However, both SW and SG have had discussions with him about the problems of enforcing a 20-mph speed limit and the issues of a conservation area. The incident happened on Remembrance Sunday when the village was full of people dropping off scouts etc. SG is going to write to the Church to ask them to remind their congregation to take care when parking and leaving their vehicles as very often drives are



partially blocked where people feel it is acceptable to park on verges and pavements leaving minimum space to pass.

- That a review is due in January with The Chequers Public House and their outside events. The Clerk will organise a date for a meeting.
- The Planning Inspector is currently looking at Maidstone Borough Council Local Plan in a series of meetings.

JA advised that the second access at the Forstal Mead estate in Forstal lane has been reinstated to verge.

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

The Clerk advised that she spoke to the Kent Resilience Forum Team at the KALC AGM and they advised that the consultation on the revised Community Emergency Plan template has been completed and they will be issuing a revised document shortly and will forward a copy of the form once agreed. They will also be offering training on preparing a plan.

**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)**

KO advised that the office has been contacted by LL's Supervisor, Sandra Edmonds, and she advised that, she wanted to initially apologise as she had hoped, as the new Team Leader, to get out and visit all of her Parish Councils but time and work load has not permitted her to do this yet. She also wanted to update the Council on LL and reassure that the Loose residents are still receiving support from the Warden Service. She is hopeful that LL will be returning to light duties within the next few weeks, but in the interim Dawn Riach Brown has been visiting any referrals they have received. She has been attending the Cluster meetings held by MBC so is aware of issues raised in and around the area and will continue to support those as best the team can. If, however the Council does need anything at all please do not hesitate to contact her.

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

The Deputy Clerk read out the PCSO report -

Just an update on the last month, it has been a bit busier in the area as you are already aware in the pavilion car park with the youths causing a few issues. Both of these crime reports are still under investigation from what I am aware of. There have also been a few youths that have been seen carrying what appears to be a bb gun or air pistol on one or two occasions. There haven't been many nuisance bikes in the area which was a big issue over the last few months. It was mainly happening in Parkwood and Mangravet but Loose was being used as a cut through. A couple of days ago there was a vehicle that had its windows smashed and was broken into on Armstrong Road. I know this is North Loose but just for your awareness. I hope the meeting goes well and please send my regards to all attending.

E-watch

- Between 20:00 on Tuesday 1 November and 08:00 on Thursday 3 of November in Kirkdale. Somebody stole the front number plate from a Mazda 2 parked in the road.  
Crime Report No. 46/214512/22 - Posted 08/11/2022
- On Thursday 3 November around 02:00 in Old Loose Hill. Somebody stole batteries from inside a locked roadside cabinet.  
Crime Report No. 46/212798/22 - Posted 06/11/2022



- On Saturday 29 October between 22:15 and 22:30 in Salts Avenue. Somebody tried to break into a residential property.  
Crime Report No. 46/210068/22 - Posted 02/11/2022
- On Saturday 15 of October around 15:04 in Walnut Tree Lane. Three young men fired ball bearings from catapults at two security cameras, smashing the screen on one.  
Crime Report No. 46/208377/22 - Posted 30/10/2022
- On Saturday 15 of October between 14:30 and 14:45 in Loose Road. Somebody smashed a window of a residential property.  
Crime Report No. 46/200440/22 - Posted 19/10/2022
- On Saturday 15 of October between 13:30 and 14:30 in Walnut Tree Lane. Somebody smashed a window of a residential property.  
Crime Report No. 46/200465/22 - Posted 19/10/2022

**11. 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)  
None.

**12. To receive an update on the new shed in Brooks Field including timeline and obligations. (KO)**

The work is due to commence on the new shed today. We have received a risk assessment from LAA and this has been circulated to all Councillors. As the risk assessment is fairly brief KO has written to LAA with Councillors comments and is awaiting a response. She has also requested a completion date for the work. After discussion the Council **AGREED** to agree the risk assessment by ROUND ROBIN. Clerk to Action.

**13. To receive an update on the LAA's Carol Service and make any necessary decisions.**

It is understood that alternative plans have been made for the event so the Closed Cemetery and Brooks Field are no longer being considered as a venue but we have not yet received written confirmation of this.

**14. To discuss the Civility and Respect Pledge and make any necessary decisions.**

The Civility and Respect Pledge is being introduced because there is no place for bullying, harassment, and intimidation within our sector. The pledge is easy for Councils to sign up for and it will enable Councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct. NALC invite all Councils to take the Civility and Respect Pledge.

By signing the Pledge, your Council is agreeing that the Council will treat Councillors, Clerks, employees, members of the public and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for Councillors and Staff
- Has signed up to the Code of Conduct for Councillors
- Has good governance arrangements including staff contracts and dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion through for example the Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate



The Civility and Respect Working Group will be working to deliver tangible resources, actions, and interventions in four main areas:

- Providing Councils with the tools to support good governance
- Lobbying to strengthen the standards regime and encouraging more people to get involved
- Training
- Processes to intervene to provide support to struggling Councils

The Group has identified a significant number of changes and improvements considered vital to provide support to help reduce and manage the issues related to bullying and harassment in the section. These factors have been organised into six project workstreams that will deliver on the mission statement:

- Training
- Governance
- Intervention
- Legislative
- Collaboration
- Enabling

After discussion the Council **AGREED** to sign up to the Pledge. Clerk to Action.

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

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

The four policies were circulated to Councillors and all four were **AGREED** with no amendments. Clerk to update policies and Communication and Media Clerk to put reviewed policies on the website.

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

Since the last meeting on 17 October 2022 the following has been dealt with by the Office:

- Report of Pavilion tap dripping
- Reported bearing gone on rotor swing
- Request to use the large Urn at the Pavilion
- Concern about sate of a garden in Rosemount Close
- Damage by Lorry to tarmac and ragstones on High Banks
- Police request to check CCTV for antisocial behaviour on Walnut Tree Lane
- Request for SGN container to be placed in Pavilion carpark
- Resident spotted fencing and stakes by Brooks Field bench
- Rotor swing noisy and juddery
- Rotator swing looks unsafe
- Resident pointed out intermittent grass cutting on KGVPF
- DPD van hit gates at Pavilion
- Bollard down again at top of Old Loose Hill
- Path over viaduct flooded
- New basketball sign is on floor and damaged
- Reported one wooden barrier down on KGVPF
- Youth damaged CCTC camera with catapults
- Asked when Carols Round the Tree event take place
- KM55 & KM101 closed with barriers – why and for how long



- Concern about Church Street and Loose Village Traffic
- LAA plan to put Xmas tree in Closed Cemetery
- Dead Fox on A229 north of viaduct

**17. Promotion of Loose Parish Council & Articles.**

The Communication and Media Clerk has circulated the Social Media data to Councillors and advised that the Social media high levels of views, particularly Facebook, last month was due to:

- Thank you to those who supported Loose Fete on Sat 3 September (posted 4 September 22)
- Arrangements for flowers following the death of Queen Elizabeth II (posted 9 September 22)
- Vandalism in Roy's Wood (posted 12 September 22)

**18. Finance & Funding**

- To ratify payments made on Appx A 21 November 2022.  
The payments were ratified. Authorised by VG & CH
- To review the PCC Accounts for 31 March 2021.  
The PCC accounts were circulated to Councillors and noted.
- To receive an update from Rialtas on their sale to Harris Computer Corporation.  
The letter confirming that Rialtas has been sold to Harris Computer Corporation has been circulated to Councillors and noted.
- To ratify a payment from the Chairman's allowance.  
A payment of 32.00 was paid out of the Chairman Allowance for a thank you give for Joe Matthews, who borrowed a digger and dug up the next phase of the Meadow ready for planting free of charge. The payment was ratified.

**19. Risk**

To receive and discuss any items of concern escalated by committees or concerning any potential risk matters.  
None.

**20. To ratify any ROUND ROBINS used since 17 October 2022.**

None.

**21. Notification of correspondence for discussion/action.**

KO advised that she has been contacted by Unicom who advised that BT are updating the broadband at the Pavilion and we will no longer need a landline. Clerk to check what the changes will mean to the Council.

**22. Information Only.**

JA advised that whilst out he passed the Artisan development in Hubbards Lane and the road sign confirms the road name as William Tomkins Court as requested by the Council.

**23. Date of next meeting of the LPC – 12 December 2022**

The Meeting ended at 20.40pm

Dated.....

Signature.....