



## MINUTES OF THE MEETING OF LOOSE PARISH COUNCIL

Monday 12 December 2022 at 7.30pm  
in the Parish Pavilion, KGVPF

**Councillors taking part:** Vianne Gibbons (Chairman) (VG), Tony Oliver (TO), Peter Rigby (PR), Andrew Richards (AKR), Jim Andrew (JA), Velma Bennett (VB), Darren Carpenter (DC), and Elaine Lawford (EL)

Also present: Susan Grigg (MBC Ward Councillor) (SG), Nicky Bourne (Deputy Clerk) (NB), Anne Rigby (Communication and Media Clerk) (AR) 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 were received from Susan Luckhurst (SL) (On holiday), Liz Lovatt (LL) (Off sick), and Charlie Hollister (CH) (Unwell).

**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 21 November 2022 (Pages 1812-1818).**

The minutes of the meeting of 21 November 2022 were **AGREED** and signed by the Chairman.

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

- Planning Committee Meetings
  - 17 October 2022 (Pages 597-599)
  - 7 November 2022 (Pages 600-602)
  - 21 November 2022 (Pages 603-605)
- Environment Committee Meeting 10 October 2022 (Pages 388-393)

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

SG advised:

- a. That the new electoral arrangement for MBC taken from the Local Government Boundary Commission's final recommendations are as follows:

Review Timetable:

- 18 January 2022 – Number of Councillors decided



- 29 November 2022 – Publication of final recommendations

Now the review has been completed, the recommendations must be approved by Parliament. A draft Order – the legal document which brings into force the recommendations – will be laid in Parliament. Subject to parliamentary scrutiny, the new electoral arrangements will come into force at the local elections in 2024.

Proposals for Maidstone:

- Maidstone should be represented by 49 Councillors, six fewer than there are now
- Maidstone should have 22 wards, four fewer than there are now
- The boundaries of 22 wards should change, one will stay the same

Loose & Linton Ward:

LPC and NLRA supported the draft recommendations for Loose & Linton ward. However, they proposed a slight amendment to the boundary between this ward and BMC & Chart Sutton ward. They stated that in order to include the entirety of the area considered as Loose, the eastern boundary should extend from The Wheatsheaf Junction along footpath KB 27 until the rear entrance to Kent Police HQ, then south along Cliff Hill, to turn west along Cliff Hill Road, Boughton Lane and along footpath KM 65, until it meets the boundary with the existing Loose ward. This area is currently within BMC parish and the number of electors contained within this area is 62. Consequently, the Commission are unable to make this change as it would result in an unviable parish ward in BMC parish. In order to create a viable parish ward, 100 electors need to be present within an area. This change could be made in the future by a Community Governance Review conducted by the Council.

Numbers:

Loose & Linton ward will be represented by 2 Councillors for an electorate of 6,135 (3,068 per Councillor). In 2027 the electorate number is expected to increase to 6,576

- b. A resident has contacted SG regarding a noise issue at the Walnut Tree Public House. She has responded by asking him to record evidence of the issues for the Licensing Office at Maidstone Borough. She will send the diary entries to the Licensing Office at Maidstone Borough Council in order to start a complaints diary. She will also make an appointment to speak to the Licensee as soon as she can and confirmed that the Licensee is not breaking any of their licensing rules so she will have to try and persuade them to take a local responsibility stand. This is not always easy as all public houses are desperately trying to stay financially viable and band evenings are very lucrative.
- c. SG asked if the Clerk could arrange a date for a review with the Chequers Public House. Clerk to Action.

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

The Clerk advised that the office is still waiting for the new Community Emergency Plan template to be issued. Office will chase.

**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)**

No report received. The Clerk advised that she has contacted Sandra Edmonds to remind her that the Council has several products including, blankets, clothing, flasks etc to help residents during the cold spell and the winter.

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

The PCSO arranged a surgery prior to the LPC meeting and then attended the meeting to update Councillors on the work load and policing in general. He updated the Council on issues within the parish. He also advised that there is to be a restructure of the Police, including PCSOs in January. The School's Officers have been redeployed to other areas of the Police force and all PCSOs will need to reapply for their posts. There are currently 195.5 PCSOs in post and 87.9 posts will be redeployed including 30.50 posts going to Child Centre policing.

E-watch

- Between 01:00 on Friday 25 of November and 11:00 on Saturday 26 of November in Waldron Drive. Somebody keyed a Toyota parked in the road.  
Crime Report No. 46/228642/22 - Posted 29/11/2022
- On Thursday 24 of November between 05:45 and 06:44 in Leonard Gould Way. Somebody stole the front number plate from a Nissan Micra parked in the road.  
Crime Report No. 46/227223/22 - Posted 27/11/2022

**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)

The Smaller Authorities Audit Appointments (SAAA) have contacted the Council to confirm that the External Auditor for the Council for the next five years will be Mazars LLP. This will take effect from the 2022-2023 financial year.

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

The office has received the revised risk assessment from LAA for the construction of the shed and it has been sent out via Round Robin for agreement. Five agreements have been received (TO, PR, EL VG & JA). Terry Davies has confirmed that he expects the brickwork to be completed by Christmas and the roof will go on in the new year.

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

The three policies were circulated to Councillors.

- a. Freedom of Information Policy  
The Policy was reviewed and **AGREED** without amendments.
- b. Freedom of Information Scheme of Details  
The Policy was **AGREED** with a change of name of the subcommittee Events Working Group to Community Events Group.
- c. Social Media Policy  
The Social Media Policy was reviewed and after discussion it was **AGREED** that the last bullet point will now read "Post or share information from other local parish related community groups such as schools, community groups and charities and include community safety information."  
The Policy will start with Loose Parish Council in the first paragraph. Clerk to action.

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

Since the last meeting on 21 November 2022 the following has been dealt with by the office:

- Request for information about bench on the Green
- Throwing of rubbish in the area



- Request for a poster to be put in the boards
- Concern about overgrowing tree and slippery path to KGVPF at Copper Tree Court
- Pothole at top of Old Loose Hill
- Drain at bottom of Well street at High Banks junction blocked
- Request for poster to be put on boards for a nail business.

#### **15. Promotion of Loose Parish Council & Articles.**

The Social media data has been circulated to Councillors and noted. The next In and Around Loose deadline is 13 December 2022. The Council asked that the following be included in the edition:

- Loneliness in Loose
- A Thank you to the residents who helped push cars up Old Loose Hill during the snow.
- Volunteering
- Notice of shed building works in Brooks Field

#### **16. Finance & Funding**

- a. To ratify payments made on Appx A 12 December 2022.  
The payments were ratified. Authorised by VG & CH.

#### **17. To receive an update on McAlpine Trust Meeting 30 November 2022 and make any necessary decisions. (VG)**

- a. Electric cable on boundary wall  
There is an electric cable hanging over the allotment boundary which could be a hazard to the residents. VG has asked the office to help resolve the issue. The Clerk advised that she has contacted both Ken Glozier and Viv Davies to find out who the electric company is. NB confirmed that the electric company is EDF. Clerk to action.
- b. Isles contract for the allotment boundary work  
VG asked the office to check the specs to see what it contains regarding the cutting back of the boundary prior to the Gardeners' open day. The clerk advised the specification states that:  
"Hedge cutting shall include cutting both vertically and horizontally. Some hedges are reinforced with chain-link fencing. Allow for working adjacent to this. Allow for strimming a 300mm width strip along the root of hedges on the allotment side. All debris arising from maintenance work on the East Boundary (Old Loose Hill) shall be gathered and taken away. Work shall be undertaken in the first two weeks of July, with the exception of the East Boundary (Old Loose Hill side). This shall be undertaken at the end of November. However, some light trimming of vegetation over this length to prevent it causing harm to footpath users may be necessary earlier in the year."  
Clerk to ensure that work is completed on time by the contractor.
- c. Replacement of ride on mower  
The ride on mower needs replacing. It was purchased 2008 for £1800 by the Parish Council. The Council **AGREED** to use the scrap value of the old mower towards the new patio. The new ride on mower that is to be purchased by the Gardener Society will need to be insured by them. Clerk to Action.

#### **18. Risk (All)**

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

None.



**19. To ratify any ROUND ROBINS used since 21 November 2022.**

None.

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

None.

**21. Information Only.**

- The internal Auditor visited this morning and his interim report will be forwarded shortly.
- The Clerk advised that following a review of Rural Kent's financial affairs the trustees have decided that it is not possible for Rural Kent to continue to operate and so the Charity is in the process of being wound up.
- As agreed at the last meeting the Clerk has signed the Council up to the Civility and Respect Pledge. The main area that the council needs to look at is a Dignity at Work Policy. Clerk to Deal. The Chairman signed the Pledge.
- JA advised that the Cornwallis application 22/503920/FULL will be discussed by the MBC Planning Committee on 15 December 2022 and he will attend on behalf of the Council.

**22. Date of next meeting of the LPC – 16 January 2023.**

The Meeting ended at 8.55pm

Dated.....

Signature.....