



MINUTES OF THE ANNUAL MEETING OF LOOSE PARISH COUNCIL

Monday 20 June 2022 at 7.30pm
in the Parish Pavilion, KGVPF

Councillors taking part: Vianne Gibbons (Chair) (VG), Charlie Hollister (Vice Chair) (CH), Jim Andrew (JA), Susan Luckhurst (SL), Peter Rigby (PR), Joanna Miles (JM), Darren Carpenter (DC) and Velma Bennet (VB) (Agenda Item 6 late due to train issues).

Also present: Susan Grigg (MBC Ward Councillor) (SG), Nicky Bourne (Deputy Clerk) (NB) and Kim Owen (Clerk)(KO) who took the minutes.

There were two members of the public involved in the meeting.

Housekeeping procedures and rules on taking part were pointed out by the Chairman.

1. To receive and record any apologies for absence.

Apologies for absence were received from Tony Oliver (TO), Elaine Lawford (EL), Andrew Richards (AKR) Simon Webb (KCC Division Councillor) (SW), Liz Lovatt (Community Warden) (LL) and Brain Amorim (PCSO) (BA).

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 16 May 2022 (Pages 1770- 1776)

The minutes of the meeting on the 16 May 2022 were duly **AGREED** and signed by the Chairman.

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

- **Planning Meetings on:**
 - **4 April 2022 (Pages 571-572)**
 - **25 April 2022 (Pages 573-574)**
 - **16 May 2022 (Pages 575-576)**
- **Environment Meeting on 14 March 2022 (Pages 370-375)**



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

SG advised:

- The issue of recycling in Bridge Street and Kirkdale (twelve houses) has come up again. Due to the weak bridge residents are unable to do recycling and all items go into black bags. They have asked if they can take their recycling to Tovil Tip. MBC advised that they would have to use the KCC booking system to do that, which will deter residents. Jennifer Sheppard has asked if there is a suitable place where recycling bins can be placed in the Parish. This has been done in Yalding through the Parish Council. After discussion the Council felt there was nowhere suitable for this. SG will forward the details to the office for further consideration. Deputy Clerk to Action.
- There is concern about the proposed closure of Forstal Lane for five days so traffic will have to use Well Street. Simon Webb has been informed and contacted KCC Highways. He has advised that there will be some access during the period of the works. It is not an ideal situation but the work needs to be completed.
- Sometime ago it was raised that a first aid course for mothers and children in the Parish would be a good idea. SG advised that she is going to attend one in Detling shortly and will report back. The Council are happy for the Pavilion to be used for a course. SL advised that the Council were also going to organise defibrillator training at the Pavilion. Deputy Clerk to organise a training session before a committee meeting with Mick Abbott as soon as possible.
- She is now vice chair for Planning and Infrastructure Committee and is also on Joint Transport Board (JTB).

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

SW's Newsletter for May and June 2022 was circulated to Councillors and noted.

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

LL advised that she was unable to attend the meeting this evening but if anyone has any concerns about any vulnerable residents please do not hesitate to contact her. She also advised that now that the warmer weather is here she has not handed out many of the items purchased by the Council through the Household Support Grant but is sure that towards the end of the year there will be high demand for the products.

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

The Clerk read out the PCSO report:

There has been a low level fraud that has happened but it does not seem that elderly residents are being targeted as much as they were a few months ago which is good. There have been dogs going on to farm land but this is being dealt with by our Rural Task Force. The office mentioned previously that there had been being a group of youths causing antisocial behaviour in KGVPF, I have been regularly patrolling at different times of the day and there haven't been any problems that I've seen and no further reports about this.

E-Watch - On Wednesday 25th of May around 12:00 in Busbridge Road. A dog is killing sheep on a farm. The police are continuing their enquiries. Crime Report No. 46/103311/22 - Posted 30/05/2022

The Deputy Clerk advised that on the Loose Community this morning details of a car had been stolen in Norrington Road and there were suspicious people claiming to be pizza delivery men at 1.30am.

The Clerk updated the Council on the damage to the Shelter. As requested a letter was sent to the parents of both boys concerned with a request to help pay for the damage. No response has been forthcoming. Concerns about the shelter have also been raised by local residents and the Council

AGREED for the PCH Committee to look at the issue at their next meeting.



10. To receive any questions/comments from the public

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

- We have had a request for a Fish and Chip Van to use the Pavilion car park once a week. The owner of the van attended the meeting and explained what they wanted to do. They would use the car park once a week, would have their generator and have bins to collect rubbish. In the other areas they attend, it has become like a community and they have got to know the people concerned. They have a five-star food hygiene rating and all necessary insurances. Monday is the only night where the car park is not so busy. After discussion a proposal was put forward that the Fish and Chip Van would be allowed to use the Carpark for six weeks on a Monday evening 4.30pm to 7pm on a trial basis and then it will be reviewed including any financial matters. The Council **AGREED** five to two on the proposal. Hopefully the start date will be 4 July 2022. Deputy Clerk to discuss the placement of the vehicle.
- The office has received a request from the YMCA to put their posters in the Parish Notice Boards. The Clerk has explained that we do not advertise businesses in the Boards but if there is something that will be beneficial to our residents such as coffee mornings and events for the older members of the Community could we then put these on the Boards. The Council **AGREED** the Communication and Media Clerk will look at the notices received from the YMCA and decide if it is of use for our residents and is so, put them on the boards if there is room.

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

Since the previous meeting, the Council notes that the following has been dealt with by the office:

- Issue with trees on Old Loose Hill need reducing
- Check to see if damage to a car happened in the Pavilion Carpark
- Group of youths on KGVPF causing some sort of explosion
- More cars parked on cobbles at Copper Tree Court
- Call from Church with request for a picnic on Brooks Field
- Call from resident about helping Ukraine Family
- Discuss on planning at Garden Cottage Boughton Lane
- Cornwallis scavenger hunt received and approval gained
- Loss of water supply on the boundary of North Loose and Parish
Sewage leak in Valley near pumping station
- Fly tipping at the bus stop at top of Old Loose Hill
- Hedge/ Shrub on cobbles stone verge at Copper Tree Court fallen causing instruction
- Footpath overgrown
- Footpath in poor condition
- Drain at bottom of Well Street at high bank junction blocked
- Large group in park, swearing, littering and request for the shelter to be remove
- Request for information about MBC planning meeting where mast would be on the agenda
- Footpath overgrown – Highbanks to Crossroad
- Footpath overgrown – Well street to crossroad
- Bin by Post Office overflowing
- Base of new gate at allotment is a possible trip hazard
- Investigate lighter patch on KGVPF
- DofE volunteering request
- Enquiry to run Fish and chip van in Pavilion Carpark



- Concerns about Forstal lane being closed for storm drainage work
- Enquiry about dogs in the closed cemetery.

CH has said that the drain at the bottom of Well Street are still blocked. Deputy Clerk to Action

12. Promotion of Loose Parish Council & Articles

The updated Website and Facebook data was circulated to Councillors and noted. The Clerk advised that the Jubilee Coffee Morning was a great success with many residents dressing up in red white and blue. The hall was also well decorated and the event well attended. The Communication and Media Clerk had done a great job organising it. She also thanked PR for attending the event. SL advised that the double page spread in the In and Around Loose magazine was fantastic.

13. Risk (ongoing item):

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

None.

14. To receive an update on Committees and members to Committees

The Clerk advised that VB had agreed to join the HR Board so that there will be four members of the Committee going forward. There were no other changes. Clerk to update membership document and send out to Councillors.

15. To receive an update on the LAA meeting regarding support for traffic interventions (AKR)

AKR is unable to attend tonight's meeting and the Clerk read out his report as follow:

I attended the meeting with LAA Environment Sub-committee on 16 June and introduced the revised HIP; I was very encouraged by the enthusiastic response and in addition to the letter to Helen Grant the LAA Environment Sub-Committee agreed to explore a number of further actions at the next LAA Exec Committee meeting, specifically around the protection of the village and traffic calming measures:

1. Promote Lorry Watch in/around the village:
 - propose leaflet drop to 300 (?) residents;
 - set up WhatsApp group specifically for LorryWatch
2. Investigate grant funding for 20mph scheme.

Catherine Kenny has agreed to let me know if/when she receives a reply from Helen Grant and the outcome of discussions with the LAA Exec Committee. I would also like to thank the Deputy Clerk or putting up the LorryWatch signs.

The letter sent to Helen Grant by the LAA Committee was circulated to Councillors and noted. After discussion the Council **AGREED** to write to LAA and ask them not to do a leaflet drop as the Parish Council is in the process of setting up a full consultation in the Parish for all residents and also ask if the Council can we have a copy of their minutes of the meeting. Deputy Clerk to action.

16. To ratify any ROUND ROBINS used since 16 May 2022

None.

17. To review all Terms of Reference in view of committees being delegated to carry out LPC business

The following terms of reference have been agreed by the relevant Committee and ratified by the full Council:



- a. Planning Committee
- b. Environment Committee

18. Finance & Funding

- a. To ratify payments made on Appx A for 20 June 2022
The Payments were ratified by the Councils. Authorisation was by VG & CH.
- b. Review LPC risk record/diary and to agree (in line with assertion 5 AGAR)
The Risk record and diary were AGREED by the Council. The Clerk advised that some funding has been secured for tablets for Councillors and asked if Councillors want to decide what types of tablets they would like, maybe a working group. After discussion the Council **AGREED**:
 - For the Office to speak to Microshade as to what the best options are
 - The Clerk to talk to Coxheath Parish Council about the tablets they are purchasing for comparison
 - To look at a case for each tablet
 - To check the storage needed on the tablet.
 - Look at packages/apps needed on each tablet
 - To ratify the risk register.
- c. To receive copies of accounts summary for the fiscal year end 21/22, and to agree corresponding bank balances
The bank balances as at 31 March 2022 were agreed at the LPC on 25 April 2022 and signed by TO. The accounts have also been checked and signed by the Internal Auditor on his visit on 17 May 2022.
- d. To receive information on the RFO actions re confirmation of the exercise of Public Rights for the 21/22 accounts
KO advised that the document will be going on the notice boards and on the website tomorrow to advise residents that between 22 June 2022 and 2 August 2022 they have the right to inspect the accounts. Document will go on the boards and on the website. Clerk to Action.
- e. To receive and agree to a copy of the 'statement of internal control' (SIC)- to be signed by the Chairman and Clerk /RFO
The Statement of Internal Control (SIC) was circulated to Councillors, and **AGREED** and signed by the Chairman and the Clerk.
- f. To review Annual Internal Auditor(IA) report (page 3 of the AGAR) as signed by the IA
The document has been circulated to Councillors and once agreed is sent to the External auditors. The document was **AGREED**.
- g. To receive information on the Annual Governance Statement (section 1) as read out and agreed to each assertion/item individually. To be signed by the Chairman and Clerk in overall agreement
Section one of Annual Governance Statement 2021/2022 was duly **AGREED** and signed by the Chairman.
- h. To receive details of the end of fiscal year accounting statement (section 2) and for the document to be signed by the Chairman (RFO has already signed in agreement with the figures)
The statement for 21/22 were duly **AGREED** and signed by the Chairman.
- i. To review the full report from the IA if received, and to make any decisions as felt relevant.
KO advised that only the interim report has been received from the Internal Auditor and that does not appear to be any issues with the report.

19. Notification of correspondence for discussion/action

None.



20. Information Only

KALC has informed the office that Clive Powell has given his resignation with effect from 31 August 2022. The Council ask that a card be sent to him for all the work he has done over the years with Loose Parish Council.

21. Next meeting of the LPC 18 July 2022

The Meeting ended at 21.10pm.

Dated.....

Signature.....