



MINUTES OF THE MEETING OF LOOSE PARISH COUNCIL

Monday 15 August 2022 at 7.30pm
in the Parish Pavilion, KGVPF

Councillors taking part: Vianne Gibbons (Chair) (VG), Susan Luckhurst (SL), Peter Rigby (PR), Elaine Lawford (EL) Velma Bennet (VB), Tony Oliver (TO), Darren Carpenter (DC) and Andrew Richards (AKR).

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.

1. To receive and record any apologies for absence.

Apologies were received from Simon Webb (KCC Divisional Councillor), Charlie Hollister (CH), Jim Andrew (JA) and Liz Lovatt (Community Warden – not on duty) (LL).

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)*

PR declared an interest in the fete as his company is preparing the programme for the event. A signed declaration has been received and is valid until the next elections.

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 18 July 2022 (Pages 1785-1790).

The minutes of the meeting of 18 July 2022 were duly **AGREED** and signed by the Chairman.

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

- Planning Meeting on 20 June 2022 (Pages 580-581)
- Planning Meeting on 4 July 2022 (Pages 582-583)
- Planning Meeting on 18 July 2022 (Pages 584-585)
- Environment Committee Meeting on 30 May 2022 (Pages 376-381)

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

No report received.



7. To receive an update on the draft recommendations for the new electoral arrangements for Maidstone Borough Council (PR).

PR's Boundary report has been circulated to Councillors to see if there were any issues that the Council needs to be considered. PR advised that the Council appears to have lost several houses (approximately 25) along Busbridge Road since the 2021 maps. After discussion it was **AGREED** that the office will contact Ryan O'Connell at MBC in conjunction with SG to see why this has happened.

8. To receive an update on the recent burst water main and closure of the Loose Viaduct and make any necessary decisions.

A report prepared by SL and EL assessing how the diversion, following the burst water main, was implemented and making suggestions in case this should happen again was circulated to Councillors. VG thanked the office for their work on this incident over the weekend. The Council **AGREED** to contact KCC to pass on the report and to request a copy of the survey done on the viaduct after the repairs were completed. EL will find out who to send the report to.

The Council does not have a Resilience Community Plan and it was **AGREED** that this would be added to the next agenda for discussion.

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

No report received.

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

No report received.

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

No report from PCSO.

E-watch

- Between 20:00 on Monday 8th of August and 14:53 on Tuesday 9th of August in Old Loose Hill. Somebody stole the catalytic converter from a Mercedes CLK 200 parked in the road.
Crime Report No. 46/155402/22 - Posted 11/08/2022
- Between 18:00 on Monday 8th of August and 08:00 on Tuesday 9th of August in Old Loose Close. Somebody stole the catalytic converter from a Honda CRX parked in the road.
Crime Report No. 46/155233/22 - Posted 11/08/2022
- Between 22:00 on Thursday 4th of August and 09:00 on Friday 5th of August in Loose Road. Somebody stole a red Land Rover Discovery, C6***, from the road.
Crime Report No. 46/151136/22 - Posted 07/08/2022
- On Tuesday 26th of July around 21:06 in Well Street. Somebody stole a ladder from a residential garden.
Crime Report No. 46/147997/22 - Posted 02/08/2022

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

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



- CH has asked KO to raise the issue of the Roses in the Closed Cemetery. Catherine Kenny from LAA has contacted the office and advised that the shrub roses in the cemetery have trees growing out of them. The Sycamore and Ash have been chopped down over the years along with the roses by the contractor in the winter, but some of the trunks are quite thick and will kill the roses eventually because the trees will compete for food and space. It's a fairly easy process to get rid of them (cut through the trunk and apply Scrub and Brush Killer) but requires care, time and persistence. In untrained hands the roses could easily be killed too. Catherine is happy to deal with them if the Council is happy for her to do it. CH has spoken to Isles and when the roses are cut down she would like LAA to be advised so the process can begin. The Council **AGREED** to the process and the office will email LAA to confirm.
- NB advised that she had received a response from the LAA regarding the proposed leaflet for the Lorry watch. After discussion it was **AGREED** that if the changes are made to the leaflet as previously stated by the Environment Committee the leaflet could say supported by the LPC. The Council also **AGREED** that they would complete the printing and distribution of the leaflet outside of the streets previously listed by the LAA.

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

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

- Bins not collected from Loose Valley
- Full bin in Brooks Field
- Noise issue at Walnut Tree Public House
- Issue with Children at the Allotment
- Request for Pilates poster on the notice boards
- Burst Pipe at the Viaduct
- Bollard down on A229
- Keep left sign down on the A229
- Ragstone kerb by Post Office damaged by A229 diversion traffic
- Blue Van Parked on Copper Tree cobblestones
- Drain overflowing outside Vale House
- Kerbstones broken off at bottom of Old Loose Hill
- Gulley at Old Loose Hill is overgrown
- Issue with light at Walnut Tree Avenue
- Issue with Traffic Lights at Hubbards Lane
- Issue with resident who appeared confused and muddled
- Hope Cottage removal lorry

14. Promotion of Loose Parish Council & Articles.

The Social Media Analytics and Insight Report for July 22 was circulated to Councillors and noted.



15. Risk

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

At the Environment meeting on 25 July 2022 a quote was agreed for the replacement of the barriers on the KGVPF for metal barriers. However, the quote was subject to a site visit. The final quote has now come in at £4635.10 plus VAT. The office would like to consider other options and where the funding will come from. The Council **AGREED** for the office to look into other options and to consider the funding method. The agreement will be by Round Robin of both the PCH and ENV Committee members.

16. To ratify any ROUND ROBINS used since 18 July 2022.

None.

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

a. Pavilion and Community Hub

The Terms of Reference for the Pavilion and Community Hub Committee (PCH) was agreed on 27 June 2022 by PCH and has been circulated to Councillors. The Council **AGREED** to ratify the document.

18. Finance & Funding

a. To ratify payments made on Appx A for 15 August 2022

The payments were ratified by the Council. Authorisation was by CH & SL.

There has been an issue with the payroll this month and a further authorisation run will be required before the end of August.

b. To review bank interest and make any necessary decisions

Interest rates are as follows

- Unity Trust Bank Current – No Interest.
- Unity Trust Bank Deposit - 0.45% (with effect from 17 June 2022). Following the Bank of England's decision to increase the bank rate (base rate) from 1.25% to 1.75% on Thursday 4 August 2022 the interest rate on the deposit account will change from Friday 5 August 2022. Each customer will be written to shortly with more information about this change. No communication as yet has been received.
- Barclays Current Account – No interest.
- Barclay Deposit Account – 0.150% with effect 21 July 2022

The interest rates were noted by the Council.

c. To review bank charges

The bank charges for Loose Parish Council from 5 March 2022 to 3 June 2022 were circulated to Councillors and noted.

d. To review LPC contracts

The Contracts and service agreements were circulated to Councillors and noted

e. To review the Asset Register for the LPC

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

f. To review direct debits and standing orders

The Direct Debit and standing order on going list was circulated to Councillors and noted.



- g. To review Authorisation of payments
The Authorisation of payments was circulated to Councillors. The Council **AGREED** that the document would be amended to state Clerk/Deputy and remove RFO from document as the Clerk is currently the Clerk/RFO. Clerk to Action.
- h. To review credit card arrangements
The credit card arrangements are as follows:
- Clerk – Card Limit £1000
 - Deputy Clerk – Card Limit £1000
 - Caretaker – Card Limit £100
 - Total Charges per month are £9.00
 - The full outstanding balance is cleared by Direct Debit monthly
 - All statements and corresponding receipts are checked by the Clerk on a monthly basis and allocated to the RBS system.
- The Council **AGREED** the arrangements should continue.
- i. To review contract for Microshade hosting site
Microshade Host
- Microsoft Office and Rialtas for the office
 - Microsoft Exchange Mailboxes for the staff (4)
 - Microsoft Exchange Mailboxes for Councillors (11)
- The Microshade system allows the office to have access to individual email boxes and an office email along with a shared area for storage of documents etc.
After discussion the Council **AGREED** to continue with the contract.
- j. To review agreement with WorkNest
WorkNest (formally HR Services) is a HR company the Council retains should they need any help with HR matters. They are currently updating the staff handbook with necessary legislation and the contract is a pay as you go. The Council **AGREED** that they will continue with the contract.
- k. To review Unicom broadband and landline service
The contract is currently up for renewal. However, it has been agreed that the Communication and Media clerk will purchase a new smart phone and use it for work so will receive a pro rata rate for using her own phone. Once the phone is purchased the Clerk will remove the mobile phone sim card from the Unicom Broadband and landline contract and check best price for the remaining items on the contract.
- l. To review RBS system
The Rialtas Business Solutions system is the finance software that the Council currently use. It has been in place since April 2021 and costs £179 plus VAT a year. The Clerk is the only member of the team using the system and has found it easy to maintain records and is happy to continue using the system. The Deputy Clerk will be trained on the system over the next few months. The Council **AGREED** to continue with the contract.
- m. To review the McAlpine Trust Accounts
The McAlpine Trust Accounts have been circulated to Councillors and noted.

19. To discuss and ratify any costs for the Fete.

The following costs were ratified by the Council for the fete

- First Aid Course £150.00 (to come out of the Sponsorship by Hydrotech Services LTD)
- Updating the wording on the Fete Boards £30.00



- TENS Licence £21.00
- PA System £400.00

The Council **AGREED** to ratify the costs and allow a budget of £150.00 for dog show costs including rosettes etc.

The Council discuss the delivery of the Fete programme and the following Councillors agreed to help, VB, SL, AKR and VG along with KO & NB. Deputy Clerk will put together a plan for the delivery.

20. To receive information on a grant for Love Loose Hate Litter and make any necessary decisions. (SL)

SL advised that Love Loose Hate Litter(LLHL) is running low on funds and SW has confirmed that he is willing to provide a grant for the group. However, the grant will need to be managed by the LPC. The office is happy to do this to provide the necessary audit trail. The Council **AGREED** to the management of the grant on behalf of the LLHL.

21. Notification of correspondence for discussion/action.

None.

22. Information Only.

- Reminder that the defibrillator training is on Monday 5 September 2022 at 7.30pm.
- The Clerk advised that an email had been received by the office this evening advising that Councillor Jo Miles had resigned with immediate effect from the Parish Council due to family matters. She did confirm that she is still happy to help with the Dog Show at the Fete.

23. Date of next meeting of the LPC - 19 September 2022.

The Meeting ended at 20.25

Dated..... Signature.....