



MINUTES OF THE LOOSE PARISH COUNCIL

**Monday 18 September 2023 at 7.30pm
in the Parish Pavilion, KGVPF**

Councillors taking part: Charlie Hollister (Vice Chairman) (CH), Velma Bennett (VB), Peter Rigby (PR), Jim Andrew (JA), Andrew Richards (AR), Susan Luckhurst (SL), Tony Oliver (TO) and Elaine Lawford (EL).

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

There were four members of the public present.

The Vice Chairman explained the Housekeeping Rules.

1. To receive and record any apologies for absence.

Apologies were received from Vianne Gibbons (VB) (Training).

No apologies were received from Simon Webb (KCC Divisional Councillor) and PC Becca Barnes (BB).

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 Extraordinary meeting held on the 12 July 2023 (Pages 1868-1870)

The minutes of the Extraordinary meeting held on 12 July 2023 were duly **AGREED** and signed by the Vice Chairman.

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

LPC minutes for meeting held on the 17 July 2023 (Pages 1871-1878)

The minutes of the meeting held on 17 July 2023 were duly **AGREED** and signed by the Vice Chairman.



The following approved Minutes to be noted and adopted by the Parish Council

- Planning Committee Meetings
 - 10 July 2023 (Pages 629-630)
 - 07 August 2023 (Pages 631-634)
 - 21 August 2023 (Pages 635-636)
- Environment Committee Meeting 22 May 2023 (Pages 403-407)

7. To receive any reports from the Loose Ward Councillor Susan Grigg. (SG)

SG updated the Council on the MBC Local Plan regarding Loose. Details of the progress of the Plan is available on the MBC website at <https://localplan.maidstone.gov.uk/>.

JA advised that whilst the Council has agreed to move some land to Boughton Monchelsea Parish Council the actual boundary line has not been agreed. The Council **AGREED** to add this item to the agenda for next LPC meeting.

8. Update on Southern Water Lower Loose Valley Pumping Station. (NB)

The Clerk advised that the office had received an update from Southern Water advising that the temporary generator is on site as the work is still ongoing. Commissioning and snagging will be taking place mid-November. Southern Water will give a more in-depth update for the next month's meeting as the scheme will be close to finish and the new generator will be on site.

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

No report received.

10. To review the 20mph Zone Consultation and the request for Public Meeting.

The Council discussed the request from some residents for a Public Meeting on the 20mph Consultation and it was agreed that the Meeting would be held 11 October 2023 at 7.30pm (Revised the following day to 9 October 2023 due to clash at the Loose Pavilion). SL advised that she will be unable to attend. The Council would like Simon Webb to be invited and a list of how the consultation was advertise before and during the event be prepared.

Residents present raised concerns about other Highways issues including speed and safety on A229. NB explained that a meeting had been arranged with Highway tomorrow to discuss concerns in the area. Office to action.

11. To receive any reports/information from Community Warden Team including consultation.

Although the Parish does not have it own dedicated Community Warden at present, the Office is working closely with the Community Warden Team particularly on the Cost of living Grant applications. There is approximately £100 left on the grant of £1500 which has been used to help in a variety of ways including purchase of school uniforms, furniture and food vouchers.

The KCC Consultation on the Community Warden Team has been circulated to Councillors. It was **AGREED** that the office complete the consultation on behalf of the Council making it clear that the system works well and any cuts would not be in the best interest of residents who need help. Office to Action.

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

No Report received from BB

E-Watch

- On Wednesday 6 of September between 20:30 and 20:45 in Linton Road a man broke into a residential garden.

Crime Report No. 46/162002/23 - Posted 10/09/2023



- Between 20:00 on Sunday 9 of July and 08:00 on Monday 10 of July in Holmesdale Close. Somebody keyed a Vauxhall Corsa and dented the door.
Crime Report No. 46/126499/23 - Posted 18/07/2023

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

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

- a. A resident has contacted the Council to say she has been growing Oak trees since her two girls were born. Both trees are now too big for their pots. She wondered if there was anywhere they could be planted in Loose. After discussion it was **AGREED** that they would contact the resident and thank her for her kind offer and they will then decide where the trees should be planted at the Environment Committee Meeting on 23 October 2023.
Office to Action.
- b. Sean Carter has had a resident complain that cyclists are riding up and down Kirkdale, both manual and e-bikes. He suggested signs could be put up to deter cyclists and is happy to meet with Councillors to discuss the issue further. Councillors **AGREED** that Kirkdale is part of Loose Amenities Association and the issue should be referred to them for comment/action. Clerk to action.
- c. SG advised that she has had communication with residents from Salts Avenue about the Cornwallis all weather pitch and they have complained about the amount noise in the evenings. She has suggested that they keep a record of noise issues for the next six weeks and then talk to Maidstone Borough Council as they will need evidence of the issues before the Council can do anything.

14. Finance & Funding. (KO)

- a. To ratify payments made on Appx A for 21 August and 18 September 2023
The Council ratified Appendix A for August and September 2023. Authorisation was by VG & CH.
- b. To receive an update on the LCR magazine.
At the last meeting the Council asked if there was an electronic copy of the LCR Magazine. The Clerk advised that she contacted NALC and they confirm that the magazine is no longer being published.
- c. To receive an update on the BHIB Insurance Company
The Clerk advised that from 1 September 2023 the BHIB Insurance Company became part of the Clear Group. The BHIB Councils Insurance name, brand and website has been retired and is now trading as Clear Councils.
- d. To receive the final Income and expenditure figures for the Fete 2023
The Final Fete figures were circulated to Councillors for information. The Income over expenditure was £2493.00.

15. To receive an update on the Shed in Brooks Field. (KO)

The third quote to demolish the old shed was received this afternoon. The Council **AGREED** to agree the quotes by ROUND ROBIN. Office to Action.

With regards to the Heads of lease the Clerk will speak to the chairman now that the new shed is complete. Clerk to Action.

16. To receive an update on the Community Resilience Plan. (EL)

EL advised that NB and herself have looked at templates for a Resilience plan and have settled on a similar plan to Horsmonden Parish Council. They will obtain a word document and begin to adapt it for Loose.



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

The office has dealt with the following since the last meeting:

- Asked for Cost of Living grant application and process
- Asked for support for Wards charity cake stall
- Noise levels from Walnut Tree Pub
- Local Plan Review Consultation reminder
- Leonard Gould residents' concerns re parking on Pickering Street.
- Questions on 20mph Zone Consultation. Some residents did not receive consultation document.
- A229 accident on Friday evening 28 July 2023 had left footpath blocked all Saturday 29 July and Sunday 30 July 2023
- Asked for update on 20mph Zone Consultation
- Asked to take questionnaire re new Defib Ready app
- Request to signpost Aim recovery substance abuse support site on LPC website links
- Tree on the Green needs cutting back as reaches phone cables and is dropping so much mess on the green
- Vale House Drain blocked again
- Tree down on footpath from Linton Road to Old Loose Hill
- Concerned 20mph Zone Consultation wasn't delivered to all houses so some people couldn't respond.
- Footpath between Bray Gardens and the allotments overgrown and unusable
- Querying why defib wasn't on British Heart Foundation register "The Circuit"
- Tables filthy and drink on floor in Pavilion for a regular hirer slot
- Seeking support to protect Neighbourhood Development Plans
- Informing that Love Loose Hate Litter have a volunteer who will litter pick in and around Brooks Field on 14 September 2023
- Asking if the Council had a newsletter could advertise a laser company be advertise in it
- Sent photos and concern that there are sycamores and possible hornbeam growing in the roses and one has been taken over with convolulus.
- Pavement adjacent to Fairview Farm on Linton Rd overgrown and getting dangerous to travel on
- Enquiry to be promoted to the local community
- Concern about the deterioration of the stream and Brooks Field and asked who was responsible for them.
- Received concern via MBC Parks Department - resident had reported glass around benches at back of KGVPF to them
- Planted oaks when 2 girls born - too big for pots and asked if can be planted somewhere in Loose so can continue to visit (see agenda item 13a)
- Asked if could the KGV car park could be hired for parents attending new toddler swim school Mon and Thurs mornings
- Resident lives across the field from Walnut Tree Public House and is complaining his walls shake with the noise from events.
- Asked if LPC had commented on 23/503590/FULL
- Concerned about speed in Paynes Lane (out of Parish)
- Pony and trap on the KGV and concerned lots of children were about.
- Concern that bikes are being ridden down the footpath on Kirkdale
- Further complaint about noise from the Walnut Tree Public House



- Resident Won Best Dog in Show and emailed Sue Grigg that he was moving so needs to give back trophy

18. To review Policies and Procedures. (KO)

- a. Data Audit Schedule – update from last meeting
It was agreed at the last meeting NB and KO will look at the schedule to ensure that documents are being kept for the correct period of time and disposed of in a safe manner once no longer needed. The schedule has been looked at will be monitored going forward.
- b. Dignity at Work Policy
On 6 December 2023 the Council signed up to the Civility & Respect Pledge. Part of the agreement was to have a Dignity at Work Policy. The draft policy has been circulated to Councillors and after discussion was **AGREED** that they would adopt the draft policy. Office to action
- c. Procedures and Policy for Authorisation of Payments
The Council reviewed and **AGREED** the Policy with no amendments. Office to Action
- d. Pecuniary Interests Dispensations Policy
The Council reviewed and **AGREED** the Policy with no amendments. Office to Action.

19. Promotion of Loose Parish Council & Articles. (KO)

The Social Media Analytical data has been circulated to Councillors and noted.

20. Risk (ongoing item):

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

None.

21. To ratify any ROUND ROBINS used since 17 July 2023. (KO)

None.

22. To discuss the D Day 80 – 6 June 2024 and make any necessary decisions (VB)

VG advised that it would be good to do a celebration for D Day 80. After discussion it was **AGREED** that the office will look at options for the Parish.

23. To review all Terms of Reference in view of committees being delegated to carry out LPC business. (KO)

The Clerk advised that all Terms of reference have been agreed and ratified by the Council except for the HR Board who do not meet until 2 October 2023.

24. To discuss the appointment of a new Internal Auditor and make any necessary decisions

The Clerk advised that quotes have been sent out for a new Internal Auditor but a quote schedule has not been yet been prepared. The Council **AGREED** to agree the quotes via ROUND ROBIN. Clerk to Action.

25. Notification of correspondence for discussion/action.

None.

26. Information Only (ongoing item).

- a. The Clerk reminded the Council that North Loose Residents association are holding a Quiz Night on 7 October 2023 at Loose Primary School 7pm.
- b. AR advised that the Kent Man of the Trees visited the Parish on 24 August for the Competition Walkabout and asked that this should be put on the Environment agenda for discussion.



27. Next meeting of LPC – 16 October 2023

The Meeting ended at 21.03

Dated.....

Signature