



MINUTES OF THE MEETING OF LOOSE PARISH COUNCIL (LPC)

Monday 20 July 2026 at 7.30pm

in the Loose Parish Pavilion, King George V Playing Field, ME15 9RG.

Councillors taking part: Cllr. Mick Westwood (MW) (Vice Chair) who chaired the meeting; Cllr. Jim Andrew (JA), Cllr. Sue Hill (SH), Cllr. Sarah Leeson (SL), Cllr. Elaine Lawford (EL) and Cllr. Velma Bennett (VB). From agenda item 2 (after co-option): Cllr. Loryl Nixon (LN).

Also present: Nicky Bourne (Clerk & Responsible Finance Officer (RFO)) (NB) who took the minutes, Amanda Baker (Deputy Clerk) (AB), Eve Poulter (Assistant Clerk) (EP), Stacey Champion (Assistant Clerk) (SC), Maidstone Borough Council (MBC) Linton & Loose Ward Cllrs: Cllr. Simon Wales (SW) & Cllr. Brian Clark (BC), Kent County Council (KCC) Division Cllr: Cllr. Paul Thomas (PT).

There were 3 members of the public present. MW explained the housekeeping rules.

1. To co-opt a Councillor.

Loryl Nixon (LN) was co-opted to Loose Parish Council (proposed by MW, seconded by SL and unanimously **AGREED** by those present). LN signed the Declaration of Acceptance. Action: NB to arrange remaining paperwork and set up email and Sharepoint access.

2. To receive and record any apologies for absence.

Previously received apologies from Cllr. Vianne Gibbons (Chair) and Cllr. Matthew Cooper were accepted by the Council.

3. To receive and agree any decision regarding any item to be taken as confidential.

None.

4. 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.

5. 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.

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

- LPC minutes for the meeting held on 15 June 2026 (Pages 2111-2116)
The minutes for the LPC meeting on 15 June 2026 were **AGREED** and signed by MW.

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

- Pavilion & Community Hub (PCH) Meeting: 9 February 2026 (Pages 418-421)
- Planning Committee Meetings: 11 May 2026 (Pages 769-770) and 1 June 2026 (Pages 771-772).
- Neighbourhood Plan Working Group 15 May 2026 (Pages 51-54)

7. To receive any reports from KCC Division Councillors (PT & RF).

PT provided an update on the SGN mains replacement works in Pickering Street and Northleigh Close. These works will shortly cease until 1 September. Works are starting on the section of the A229 from Linton crossroads to Loose Village Green using temporary traffic lights. There is no planned road closure.

PT is pushing for clearer emergency road closure signage on the A229. The closure is just south of Staplehurst but is causing much confusion. JA reiterated this.

PT will attend a meeting of the Growth, Environment and Transport Directorate on 5 August and will raise ongoing issues with potholes, overgrown hedges obstructing pavements and the timetabling of street cleansing.

Regarding Local Government Reorganisation (LGR), Option 4b has been chosen by central government, splitting Kent into 4 unitary councils and Maidstone will join Sevenoaks, Tonbridge and Malling and Tunbridge Wells. PT is seeking the implications of this and transition arrangements. PT asked that the KCC Budget consultation be promoted to residents. Action: SC.

PT advised that Cllr. Robert Ford (RF) continues to pursue a solution to the Church Street water issue. He had a push-back from the Cabinet Member but continues to apply pressure for action.

8. To receive any reports from the Loose & Linton Ward Councillors. (BC & SW)

SW advised that the shadow authority elections will be in May 2027. Parish Councils are being asked if they wish to fall in line with this date.

SW assured that LGR transition work has been taking place over the last few years at Officer level, in conjunction with the neighbouring boroughs.

A new planning application has been submitted for Forstal Farm.

BC explained the National Scheme of Delegation, the new planning system, removing the call-in process. MW recommended Councillors read an article on this in the latest Kent Association of Local Councils (KALC) newsletter, written by LPC's Neighbourhood Plan consultant Alison Eardley. It reinforces the value of robust policies in the Neighbourhood Plan.

BC advised of new MBC consultations to share with residents (on polling districts, a resident survey and a Maidstone Town Centre survey). Action: SC.

BC updated on Strategic Community Infrastructure Levy (CIL) funding.

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

NB attended the Parish Liaison Cluster meeting on 14 July 2026. PC Greenfield and PCSO Kirsty Greaves updated on local matters. Nuisance bikes remain an issue everywhere and PC Greenfield thanked LPC clerks for reporting incidents and providing CCTV evidence from King George V Recreation Ground. Loose has seen the biggest increase in engagement in "My Community Voice" and the Parish Council has been asked to continue to promote the service to residents. Action: SC. E-watch reports for Loose since the last meeting had been pre-circulated and were noted.

10. 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)

A resident raised further queries about the road closures. PT explained that whilst some measures can be suggested for planned works, emergency situations cannot be influenced so easily. He will do his best to keep residents informed, as will LPC. Action: PT/Clerks' office.

NB shared an enquiry regarding erecting a memorial bench in Brooks Field. After discussion, the Council **AGREED** that with regret, in keeping with previous enquiries, the request could not be supported. The Council discussed other memorial options (trees, wildflowers) and **AGREED** that the office should research the practice of other councils to enable the Environment Committee to

consider whether there is a need to develop a policy statement to give clarity and consistency.
Action: Clerks' office.

11. To review the "Enquiries, Concerns and Complaints" Spreadsheet.

A report detailing the enquiries and concerns received since the last meeting had been pre-circulated to councillors and was noted.

12. To receive and discuss any items escalated by councillors, committees or the office and make any necessary decisions.

a. To consider a request by a local business to use the village green.

After lengthy discussion, the Council unanimously **AGREED**, with regret, that they could not support the request by a local business to use the village green, but wished the business continued success. Action: NB to feed back the reasons to the business manager.

b. From PCH Committee – to review responsibility for the King George V Playing Field (KGVPF).

After discussion the Council **AGREED** that the PCH Committee will take responsibility for decision-making and management of the KGVPF (grassed area) going forward. Decisions regarding the trees or hedge boundaries will remain with the Environment Committee. The cutting of the grass and hedges will remain funded by the LPC ground works budget. Tree works will be funded by the Environment Committee's tree maintenance budget. Action: SC to amend the responsibility details on any documents or publications.

c. From PCH Committee – to review option to improve wheelchair access to KGVPF.

Costed proposals for potential changes to the entrance of KGVPF were not received in time for discussion at the meeting. This matter remains work in progress. The Council **AGREED** that as the next meeting will be the PCH meeting on 2 September 2026, the matter should revert to PCH. If the information is received prior to that meeting the Council **AGREED** that it should be circulated to the PCH Committee for a decision by **Round Robin**. Action: AB.

d. To review any changes to Committee membership.

The Council **AGREED** that MC will join the Human Resources (HR) board and LN will join the PCH Committee and Planning Committee. VB formally accepted the PCH Committee Vice Chair role, having been absent last meeting. MW reminded councillors that the PCH Terms of Reference allow for the co-option of non-councillors if it was felt they could bring something to the committee. Action: AB to update documentation.

13. Loose Neighbourhood Plan Working Group (LNPWG) – to receive information and make any necessary decisions.

a. To receive the monthly update from LPNWG

An update on the work of the LNPWG had been pre-circulated, along with the draft plan. MW summarised the contents of the plan and the next stages to prepare for the Regulation 14 consultation. EL and SL congratulated everyone involved and gave their comments. MW encouraged all councillors to read the Statement of Main Modifications. Action: All councillors.

b. To review and sign off the draft Neighbourhood Plan and supporting documents to enable progression to the Regulation 14 public consultation.

MW formally requested that LPC

- confirm its agreement to the content of the draft plan and supporting documents, as presented in the versions published in SharePoint for this meeting;

- delegate any final amendments of a non-material nature to the Neighbourhood Plan Working Group. In the unlikely event of any significant change being required at this late stage, then the Working Group will seek approval from LPC.

The Council unanimously **AGREED** both requests. Action: MW/EP. MW thanked all the members of the LNPWG for their extensive commitment and contributions to the production of the new plan.

14. Finance & Funding.

a. To ratify payments made on Appx A for 20 July 2026.

The Appendix A was ratified by the Council. Payments were authorised by VG and MW.

b. To receive a full record of accounts from the Responsible Finance Officer (RFO) as at 30 June 2026 including earmarked reserves.

The full accounts and earmarked reserves had been circulated and were noted.

c. To receive an update on the 2026 Fete finances.

The fete finance document had been circulated to councillors. There are two donations still to be finalised. The Council **AGREED** that once received, all funds raised should be moved to the earmarked reserves (Pavilion and Community Hub). Action: NB.

d. To review the Rialtus Business Solutions (RBS) system.

The Council has been using the RBS system since April 2021, and it currently costs £306 + VAT per annum for the support package. The office recommends that the Council continues with the package. The Council **AGREED**.

e. To receive an update on the end of year Annual Governance and Accountability Return (AGAR) and the external auditors.

NB advised that all documentation for the external auditor was submitted on 24 June 2026 and is on the noticeboards and website. The external auditor (Forvis Mazars) made contact to request additional "intermediate audit" documentation because LPC's income had crept over the £200,000 threshold for the first time. These requested documents were provided by return. The office should hear the outcome from the external auditor before the end of September. NB advised that the accounting method would have to change from "Receipts and Payments" to "Income and Expenditure" should income remain over the threshold for three consecutive years. The Council **AGREED** this should be a standing item on the Finance and Administration meeting agenda to monitor income and consider the implications and any necessary preparations. Action: NB.

f. To review the Clerks and Councils Direct subscription and make any necessary decisions.

After discussion the Council **AGREED** to continue the subscription to Clerks and Councils Direct at £15.50 per annum. Action: NB.

g. To review the monthly payment method for the IT managed services

After discussion the Council **AGREED** that the monthly payment for the IT managed services could be paid by direct debit going forward. Action: NB.

15. To review Terms of Reference of committees being delegated to carry out LPC business.

- Pavilion and Community Hub Committee Terms of Reference
- Planning Committee Terms of Reference
- Loose Neighbourhood Plan Working Group Terms of Reference

The above Terms of Reference had been pre-circulated. Following the agreement to change responsibility for the KGVPF to the PCH Committee from the Environment Committee earlier in the meeting, the PCH Terms of Reference require slight revision. Action: AB. The Council ratified the Planning Committee and LNPWG Terms of Reference. Action: NB.

16. To review the following policies:

a. Complaints Handling Procedure.

The Complaints Handling Procedure policy had been circulated to councillors and was **AGREED** with one revision to the contact details for the Chair. Action: NB.

17. To review current consultations and to make any necessary decisions.

After discussion the Council **AGREED** to delegate authority to the office to review the relevance of a consultation to Loose residents, or to the Council and to circulate, promote or put on an agenda as necessary. Action: NB.

18. To receive an update on the KALC Meeting and to make any necessary decisions.

VB attended the KALC Meeting on 29 June 2026 and minutes had been pre-circulated.

After discussion the Council **AGREED** the following actions:

- The office to follow up the previous expression of interest in taking on the freehold of Richmond Way Green with BC and/or Mark Green (MBC Director of Finance & Business Improvement). Action: NB/EP.
- The office to investigate how the Community Warden appointment works for Coxheath Parish Council and whether a partnership is still being sought. Action: NB.
- PT to bring Community Warden costs to the LPC meeting on 21 September. Action: PT.
- VB to report back after every Maidstone KALC meeting. Action: VB. As the next KALC meeting is 28 September, the report will be put on the LPC meeting agenda for 19 October. Action: NB.

19. To ratify any Round Robins since the last meeting on 15 June 2026.

None.

20. Promotion of Loose Parish Council & Articles.

a. To review community engagement ideas and make any necessary decisions

A document outlining ideas for community engagement throughout the year had been pre-circulated by SC. After discussion the Council **AGREED** that SC should proceed with the organisation of the Christmas Giving Tree initiative. Action: SC.

b. To review information for publications and the website and make any necessary decisions

A diagram created by SC, showing the responsibilities of LPC, MBC and KCC, had been pre-circulated. The Council **AGREED** the information would provide clarity for residents and should be published on noticeboards, on the website and in a Community Alert. Action: SC.

21. Information Only

- VB advised that she had attended the flag raising ceremony during Armed Forces week on behalf of LPC.

22. Next meeting of the LPC – 21 September 2026 at 7.30pm.

The meeting ended at 9.25 pm.

Dated.....

Signature

Appendix A - Finance 26/27				
As at 20 July 2026				
Balance as at 30 June 2026				
Current	UTB	Current account	20360513	142,575.07
Savings	UTB	Instant Savings account	20416234	108,997.33
				251,572.40
Direct Debits paid already taken off balances above- INFO ONLY				
All	Monthly	Lloyds Bank- Credit card	Monthly use plus x £3 charge per user	511.23
Admin	Monthly	Clear Business	Broadband at Pavilion	46.79
PCH	Monthly	EDF Energy	Gas Charges for Pavilion	54.41
PCH	Monthly	EDF Energy	Electricity Charges for Pavilion	59.55
PCH	Monthly	Countrystyle Recycling	Waste Collection	35.50
Admin	Monthly	NEST	Staff Pension Payments	525.54
ENV	Monthly	Wynsdale Waste Management	Emptying of bins in Salts Wood	149.21
				1,382.23
Details of Credit Card Gross Payments as debited by DDR- Lloyds Bank-INFO ONLY				
PCH	CC-NB	Amazon	Caretaker Trolley for general maintenance	34.99
PCH	CC-NB	Tesco	Pavilion supplies	10.10
PCH	CC-NB	Tesco	Pavilion supplies	4.75
PCH	CC-NB	Amazon	Bungees for PCH signs	9.98
PCH	CC-NB	Amazon	Caretaker PPE disposal gloves	3.99
PCH/Fete	CC-NB	Toolstation	Fete - grass marking paint	23.96
PCH/Fete	CC-NB	Amazon	Fete - gazebo	69.99
PCH/Fete	CC-NB	Poundland	Fete - raffle tickets	5.00
Admin	CC-NB	Vistaprint	LPC pens for publicity	185.00
Admin	CC-NB	Giggleprint Shop	LPC Flag for publicity	128.58
Admin	CC-NB	HP Instant Ink	Printer ink subscription	20.99
Admin	CC-NB	Lebara	Mobile Phone Plan	4.90
Admin	ALL	Lloyds	Charges	9.00
				511.23
Payments authorised 20 July 2026 and ratified by LPC meeting 20 July 2026				
PCH		Hirers	Hirer Deposits Returned	150.00
PCH		Chris Wigston	KGV gates and metal fence repaint	270.00
PCH		Creative Vinyl Signs	Replacement for vandalised car park sign	36.50
PCH		Claire Waldron	Pavilion cleaning	120.00
PCH/Fete		N Lumbard	Banner signage update	20.00
PCH/Fete		Tech Medical	Fete First Aid Cover	216.00
PCH/Fete		Timpson	Fete Trophy engraving	30.00
PCH/Fete		Aldi	Fete volunteer refreshments	18.90
LPC		Isle Landscapers	Regular Maintenance Jun 2026	1,277.22
Admin		Microshade VSM	IT host services	411.36
Admin		Gpeto AI	Monthly subscription	48.00
Admin		Staff	Expenses	93.53
Admin		MI Payroll Services	Payroll & P11D Expenses	100.00
Admin		Salaries	Total Salaries and NI Contributions	9,168.69
		Hinckley & Rugby	Transfer to deposit account	45,000.00
		Payments out since last statemnt	DR	56,960.20
		Current Account Unity Trust		
		Bank Plus Any Income	CR	148,165.07
		Current a/c after committed payments	CR	91,204.87
UTB Deposit			CR	108,997.33
Hinckley and Rugby Building Society			CR	56,008.90
Total savings			CR	165,006.23
		Total Bank balances	CR	256,211.10
Payments authorised by VG & MW				