



## MINUTES OF THE MEETING OF LOOSE PARISH COUNCIL

Monday 17 October 2022 at 7.30pm  
in the Parish Pavilion, KGVPF

**Councillors taking part:** Vianne Gibbons (Chairman) (VG), Susan Luckhurst (SL), Peter Rigby (PR), Elaine Lawford (EL), Tony Oliver (TO), Andrew Richards (AKR), Darren Carpenter (DC), Charlie Hollister (CH), and Jim Andrew (JA)

Also present: Nicky Bourne (Deputy Clerk) (NB) 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 for absence were received from Sue Grigg (MBC Ward Councillor) (SG) (Attending a MBC Planning & Infrastructure meeting at the Town Hall), Brian Amorim (PCSO) (BA) (Off duty), Liz Lovatt (Community Warden) (LL) (Unwell), Velma Bennett (VB).

There were no apologies from Simon Webb (KCC Divisional Councillor).

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

The Council **AGREED** to take agenda items 17e and 17f to be taken as confidential.

**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 28 September 2022 (Pages 1799-1805).**

The minutes of the meeting of 28 September 2022 were **AGREED** and signed by the Chairman.

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

- **Planning meetings**
  - **1 August 2022 (Pages 586-587)**
  - **15 August 2022 (Pages 588-589)**
  - **5 September 2022 (Pages 590-593)**
- **Pavilion and Community Hub meeting on 27 June 2022 (Pages 342-347)**
- **HR Board Meeting 4 July 2022 (Pages 40-41)**

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

No report received.



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

EL advised that both she and SL have made a start on looking at a Resilience Plan. However, the KRF Community Emergency Plan template is currently under review and it may be a good idea to wait until the document has been revised before moving forward with an LPC plan.

**8. To receive an update from the Parish Seminar (EL)**

EL attended the Parish Seminar Meeting on 11 October 2022 and her report is as follows:  
The slides of the presentations are to be shared - I have chased for them. These should be mainly self-explanatory and my highlights of the meeting are below.

1. Highway Improvement Plans:

The community engagement restructuring is nearly complete - we now have 2 areas in Kent; East and West. Many are new to the role which now has a different focus - being community engagement. Contact is via email addresses rather than individual point of contact.

Our first point of call on day to day issues is our Highway Manager -

[Susan.LaPorte@kent.gov.uk](mailto:Susan.LaPorte@kent.gov.uk)

Contacts for the HIP

general email- [west.highwayimprovements@kent.gov.uk](mailto:west.highwayimprovements@kent.gov.uk)

HIP manager for West Kent is Ryan Shiel.

I asked Ryan about actual site meeting for the HIP and he said this is possible but would need to be programmed in.

2. General roadworks info:

Best point of call is the One.network website - email alerts can be set up and they encourage parishes to publicise its use through social media channels.

Any notifications/issues we have can be emailed in to [Streetworkswest@kent.gov.uk](mailto:Streetworkswest@kent.gov.uk).

If we are not being consulted on network permits we should email this address with details of who (email addresses) to add to the consultee list.

I was also given [Streetworksdata@kent.gov.uk](mailto:Streetworksdata@kent.gov.uk) and [Simon.Maloney@kent.gov.uk](mailto:Simon.Maloney@kent.gov.uk) as the contacts for issues with the call centre - which is outsourced. I will email Simon with our concerns for the call centre as mentioned in the viaduct report.

3. KCC able to enforce moving traffic offences.

The talk for this was about having the right signage for the location - and in particular for weight enforcement is the 'except for access' which can be for any number of reasons - eg when the A229 is closed. or even needing access to a shop to buy lunch (the example that was given).

Also, a small point ref speed limits: 20mph shouldn't be used if they need enforcing as police will always prioritise the higher speed roads as the outcome for speeding on those is much worse.

I will forward the slides on receipt.

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

No report received. The Clerk advised that following the last LPC meeting she wrote to SW to ask if reports sent by the Councillor could be for specific to Loose. The response from SW was "Yes, of course, I understand the request, however, the report I write is for the Maidstone Rural West Division as County Member; which encompasses 10 parish councils, so in essence the details I give will be generic to the work I do, or the information I write. I will leave it to you or your excellent chair to decide whether to circulate it."



**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.**

The Clerk read out the PCSO report

We have another one of our colleagues leaving next month so this will leave Fant and Allington without a PCSO. We are hoping for a bit more clarity on what the plan is for neighbourhood policing around Christmas/January but we still do not know what the decision will be for the new model. There have been a few scam attempts in the area around elderly residents, so I have been doing some work on this by patrolling the areas and giving elderly residents some advice in relation to new scams that are going around. Overall, Loose has been very good and I will still be your point of contact for the time being regardless of the other wards I may need to temporarily cover with my colleagues.

VG advised that there had been issues with youths and catapults in the area and she had witnessed a conversation regarding some youth boasting about using a catapult. The Deputy Clerk will pass on the information to the PCSO.

E-Watch

- On Tuesday 11 October between 17:00 and 23:46 in Salts Avenue. Somebody tampered with a vehicle and may have tried to steal it.  
Crime Report No. 46/197379/22 - Posted 13/10/2022

**12. 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)

VG advised that she had been speaking to a resident who is struggling to manage at home following a stroke. She will pass on details to the office who will then contact the Community Warden to see if they can get assistance for the resident. Clerk to action.

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

Since the last meeting on 28 September 2022 the following items have been dealt with by the office:

- Concern about the noise from the Walnut Tree Public House
- Enquiry about what is the legal process to advise local residents of a planning application
- Issue of unkept gardens in Rosemount
- A tree issue in Léonard Gould Way

**14. Promotion of Loose Parish Council & Articles.**

The Social Media analytics and insights data for September 2022 were circulated to Councillors and noted.

SL advised that the Facebook figure for people reached in September is very high, 5169. Is there a reason for this? Communication and Media clerk to check figures and report back to the Council.

**15. Risk**

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

- Over the last few weeks we have had several reports that the rotator swing making a funny noise and stiff to rotate. We are waiting for the annual inspection report from Playfix, which has been delayed due to an issue with software. Several other residents have also reported the same issues. Playfix have come out today to check and advised that the bearing inside the unit needs to be replaced. The unit is secure and not dangerous to continue using, it is just not operating correctly. They will send over a quote for the repairs.



- CH & JA have completed the hand stone tests in the cemetery. Whilst there they found a high-risk trip hazard on the flag stones by the gates. This will need dealing with before the Remembrance Service in November. Deputy Clerk to Action.

**16. To ratify any ROUND ROBINS used since 28 September 2022**

None.

**17. Finance & Funding**

- To ratify payments made on Appx A 17 October 2022  
The payments were ratified by the Council. Authorisation was completed by VG & CH.
- To review the Asset Register for the LPC  
The asset register as at 30 September 2022 was circulated to Councillors and reviewed.
- To receive full record of accounts from RFO  
The Full accounts as at 16 October 2022 were circulated to Councillors and noted.
- Reconcile bank balances with Bank statements  
The Council's September bank balances were reconciled to the bank statements and signed by CH
- Salaries as recommended by the HR committee to be ratified by full council.  
At the HR Board meeting on 3 October 2022 the salaries for staff from April 2023 were agreed. The Council ratified the increases agreed at the HR Board.
- To review Salts Wood waste collection contract (renews January 2023)  
The Salts wood contract is with Wynsdale Waste Management to empty three twin bins with two collections in a four-week period. After discussion the Council **AGREED** to continue with the contract.

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

None.

**19. Information Only.**

The Clerk advised that the Internal Auditor's interim visit will be 29 November 2022

**20. Date of next meeting of the LPC – 21 November 2022**

The Meeting ended at 8.09pm

Dated.....

Signature.....