



MINUTES OF THE MEETING OF LOOSE PARISH COUNCIL

Wednesday 28 September 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), and Tony Oliver (TO)

Also present: Nicky Bourne (Deputy Clerk) (NB) and Kim Owen (Clerk) (KO) who took the minutes.

There were no members of the public present.

The Council held a minute silence to remember the Queen who sadly passed away on Thursday 8 September 2022.

1. To receive and record any apologies for absence.

Apologies were received from Sue Grigg (MBC Ward Councillor) (SG) (Attending a MBC Full Council Meeting), Charlie Hollister (CH) (Working), Jim Andrew (JA), Liz Lovatt (Community Warden) (LL) PC Tony Ingram (TI).

No apologies were received from Simon Webb (KCC Divisional Councillor), Andrew Richards (AKR), Velma Bennett (VB) and Darren Carpenter (DC).

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 15 August 2022 (Pages 1791-1798).

The minutes of the meeting on 15 August 2022 were **AGREED** and signed by the Chairman.

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).

A submission to the Boundary Commission from North Loose Residents Association had been circulated to Councillors. There were four responses of support from Councillors and the Council **AGREED** to support the submission. The Clerk will send a submission, in support, to the Boundary Commission urgently as the deadline is today.

8. To receive information on preparing a Resilience Community Plan and make any necessary decisions.

The link to the Kent Resilience Forum and a template for a Community Emergency Plan were circulated to Councillors. This is a huge document to prepare and will need to be led by a Councillor. EL agreed to head up the process and SL will assist. As the plan will take time to complete this will be an ongoing agenda item.

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

SW's report for August and September 2022 was circulated to Councillors and noted. The content was mainly about KCC's commitment to Kent bus passengers and, although interesting, it was very generic and Councillors would like the Clerk to contact SW to ask if reports could be more specific to Loose. Clerk to Action.

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

No report from LL. She is currently off sick. KO advised that she has been given contact details for support for the Parish whilst LL is unwell.

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

No report from PCSO.

E-watch

- Between 14:00 on Sunday 4 of September and 14:55 on Monday 5 of September in Hubbards Lane. Somebody slashed the tyres of a vehicle parked in the road.
Crime Report No. 46/173737/22 - Posted 08/09/2022
- Between 00:01 on Monday 1 of August and 23:59 on Wednesday 31 of August in Kirkdale. Somebody set fire to wooden tree stakes.
Crime Report No. 46/172856/22 - Posted 05/09/2022
- On Saturday 27 of August between 13:40 and 14:05 in Carmans Close. Somebody stole a temporarily unattended bag.
Crime Report No. 46/167839/22 - Posted 30/08/2022
- Between 21:00 on Wednesday 24 of August and 10:00 on Thursday 25 of August in Boughton Lane. Somebody stole gates from a residential property.
Crime Report No. 46/166012/22 - Posted 26/08/2022

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

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

- KO advised that the office has received an email from KCC about the proposed village green status for Brooks Field Loose (VGA689) and Walk Meadow Boughton Monchelsea



(VGA690). The applications have been made on a voluntary basis by the respective landowners under section 15(8) of the Commons Act 2006. If successful, the sites subject to the applications will be added to the legal record, known as the Register of Village Greens, and will benefit from the statutory protections afforded to Village Green (which prohibit any future encroachment/development etc.). The deadline for responses for the consultation for both is Monday 7 November 2022.

- KO advised that she forwarded the diversion report prepared by SL and EL following the burst water main under the viaduct to KCC. Susan Laporte has responded to confirm that the issue will be added to the main agenda for the next Parish Council Seminars, which have provisional dates set aside for October - 4/5/6/7. These will be held virtually on Teams and an invite will be sent shortly. Being held virtually will mean that they are more accessible to more parishes. The Council asked that KO chase KCC to see if the meetings are going ahead. Clerk to Action.

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

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

- Resident slipped on the steps that lead from Loose Road to WTL opposite the Village Green
- Councillors spell check no longer working on LPC email
- Request for Bernard Hill's number re resin signs
- Call from NRLA resident who has marquees to give a way to the scout
- Slimming World organiser request to put up a banner and also a poster in the Community Notice Board. KO advised that she discussed the request with VG and agreed that a banner could be put up a temporary basis at the Pavilion and a poster put on the Community Board. The Council ratify the agreement and suggested that the organiser use In and Around Loose and Loose Community Facebook page to advertise to increase her numbers. Clerk to Action.
- Shalyers had several of their Funfair signs removed by MBC
- Reported evidence of fire damage to stakes and tree in Roy's Wood
- Footway over viaduct on A229 blocked
- Narrow road sign knocked down on Well Street and slung on the footpath
- Verges on Old Loose Hill overgrown and unmaintained
- Request to do litter picking in the Parish
- Outside light on outside of Pavilion
- Complaint about Community Coffee morning
- Bench in Salts wood pushed off it fixings
- Request to renew their vows in woods

14. Promotion of Loose Parish Council & Articles.

The Social Media analytical and insight data was circulated to Councillors and noted.

A request was sent to Councillors on 14 September 2022 to ask for them to look at the website and make any suggestions about inconsistencies on the site. After discussion the Council **AGREED** that all pages should have a download button where documents are available.

Councillors would also like to see on the website and in In and Around Loose a list of local



defibrillators are situated in the area with links to videos on how to use the equipment.
Communication and Media Clerk to Action

15. Risk

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

None.

16. To ratify any ROUND ROBINS used since 15 August 2022

Round Robin dated 15 August 2022 to agree the car park barrier quote after further research into alternatives was **AGREED** (VG, CH, JA, PR, TO, SL, & VB) and ratified by the Council. The Contractor has confirmed the work will be completed week commencing 7 November 2022.

17. Finance & Funding

- a. To ratify payments made on Appx A for 23 August 2022 and 20 September 2022.
The Council ratified the payments. The payments were authorised by CH & VG.
- b. To review the Asset Register for the LPC
The Council **AGREED** to move this agenda item to the next meeting
- c. To review the contract re LPC insurance and ratify payment
The Council ratified the LPC insurance renewal from BHIB.

18. To review the full report from the External Auditor and to make any decisions as felt relevant.

The accounts for 2021/2022 have been signed off by the External Auditor, PKF Littlejohn LLP. Notice of conclusion of audit has been completed and placed on the Boards.

19. To discuss referrals from the HR Board meeting and make any necessary decisions.

- a. PO Box for Office address
For security reason the Clerk requested that the Council have a PO Box for the office instead of giving out her home address. At the last HR Board meeting the Committee agreed that they support the request and move the item to the F & A Committee for consideration. As the next F & A Committee is not now until January 2023 it has been raised here at the LPC meeting.
After discussion the Council **AGREED** that the PO Box should be put in place with immediate effect.
- b. Increase in Employers Pension Contribution
In the internal auditor's report, the auditor asked if the Council is considering increasing the Employer's contribution to the Nest pension for employees. Currently contributions are 3%. Whilst the HR Board support an increase it has a financial impact on the Council and has not been budgeted for, in the 22/23 budgets. The Committee agreed to forward the agenda item to the F & A Committee for financial consideration. The average employer contribution across all industries is 4.6% for men and for women is 4.4%.
After discussion the Council **AGREED**:
 - The Employer's Pension Contribution be increase to 4% from April 2023



- The amount of contribution be reviewed on a yearly basis at the October HR Board Meeting.
- The review of the contribution to be added to Clerk's diary

Clerk to Action.

20. To receive an update on the fete held on 3 September 2022.

PR advised that the Fete went well. The weather was good and everyone appeared to enjoy themselves. At the debrief meeting last Monday the Community Event Group felt that, as in previous years, it would be helpful to have more volunteers to help with the organisation of the event.

The following Fete expenditures were ratified:

- Programme Design £132.00
- Spray Paint £16.05
- Rosettes for Dog Show £41.03
- Gift for Judge £22.00
- Certificates for Fun Dog show £28.00
- Consumables £3.76
- Flowers for Mrs Stevens £20.00

21. Notification of correspondence for discussion/action.

None

22. Information Only.

- The Mayor and Mayoress of Maidstone are having a Charity Dinner and Dance on 26 October 2022 at Thai Orchid. The cost of tickets is £25.00 per person.
- Following the death of Her Majesty The Queen, and the wishes of our Patron, His Majesty The King, The Queen's Green Canopy (QGC) initiative will be extended to the end of March 2023 to give people the opportunity to plant trees in memoriam to honour Her Majesty.

23. Date of next meeting of the LPC – 17 October 2022.

The Meeting ended at 20.24

Dated.....

Signature.....