



MINUTES OF THE MEETING OF LOOSE PARISH COUNCIL

Monday 20 March 2023 at 7.30pm
in the Parish Pavilion, KGVPF

Councillors taking part: Vianne Gibbons (Chairman) (VG), Peter Rigby (PR), Andrew Richards (AKR), Velma Bennett (VB), Charlie Hollister (CH), Jim Andrew (JA) and Tony Oliver (TO).

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

There were three members of the public present.

AGENDA

1. To receive and record any apologies for absence.

Apologies were received from Liz Lovatt (Community Warden) (LL) (Unwell), Brian Amorim (PCSO) (BA) (Not on duty), Simon Webb (KCC Divisional Councillor) (SW) (Attending Conservative Group Meeting), Elaine Lawford (EL) (Holiday), Susan Luckhurst (SL) (No reason given).
No apologies were received from Darren Carpenter.

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 20 February 2023 (Pages 1832 to 1838)

The minutes of the meeting on 20 February 2023 were **AGREED** and signed by the Chairman.

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

- a. SG asked if the Chequers agreement has been signed. The Clerk advised that the agreement had been sent to the Landlord and is waiting for a response. Clerk to chase.
- b. SG advised that she has had a very productive meeting with the Walnut Tree Public House Landlord regarding the noise issue. She will monitor the situation.
- c. With regards to the Beacons Park site SG confirmed that the Government inspectors will be meeting the developers from both Beacons Park and the site down Stockett Lane between Monday 15 May 2023 and Thursday 18 May 2023 to decide which one should be in the Local Review Plan.
- d. SG introduced representatives from Boughton Monchelsea Parish Council (BMPC) to discuss the MBC Parish Boundary Review. Firstly, they apologised for not coming to the Council sooner.



They would like the Council to reconsider their decision made at the Planning Meeting on 23 January 2023 when they objected to Campfield site being moved from Loose Parish to Boughton Monchelsea Parish. After discussion two Councillors (JA & PR) **AGREED** to call in the decision made on 23 January 2023. An extraordinary planning meeting will be arranged on Thursday 30 March 2023 to make final decision. Clerk to organise.

e. SG confirmed that she will be standing at the Ward Elections in May.

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

The Clerk advised that EL will start to pull together the plan following the NALC webinar "What local Councils can do about Emergency Planning" to be held on 29 March 2023.

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

No report received. However, SW did forward a copy of the Highways and Transportation Members Newsletter March 23, which has been circulated to Councillors.

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

No report received. LL is still off sick and her supervisor will attend the Annual Parish Meeting on her behalf.

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

No report received but it is hoped BA will attend the Annual Parish Meeting.

The Clerk advised that she attended the Ward Cluster 3 meeting on 7 March 2023. The action plan has been circulated to Councillors. She advised that the restructuring of the Police will take effect on 7 June 2023. Sean Carter advised that he has a meeting with the Police and Helen Grant on 21 April 2023 at 2.30pm at her office and if anyone would like to attend please let him know.

E-Watch

Between 00:01 on Sunday 19 of February and 11:24 on Tuesday 21 of February in Busbridge Road.

Somebody stole a traffic sign from the road.

Crime Report No. 46/35519/23 - Posted 26/02/2023

11. 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. Linton Parish Council have contacted the office to ask for the Council's support for pushing KCC to install a crossing on the Heath Road by the Greensand Doctor's surgery. A copy of Linton's Highways Improvement Plan has been circulated to Councillors.

After discussion the Council **AGREED** to fully support Linton Parish Council regarding a crossing on the Heath Road by the Greensand Doctor's Surgery. Clerk to Action.

- b. Kent Man of the Trees have contacted the Council about the KCC initiative known as the Kent Plan Tree, which they are supporting. This is a document that explains the nature of the request and sets out the planting plans that have been/could be adopted at an appropriate site, which could be farmland or other private property within the geography of the Council. They would welcome if the Council would consider how and with whom, for instance the local Tree Warden, they might take any action that is appropriate to identify and progress potential planting sites and how - with local resources, volunteer or otherwise - these trees can be supported in their early stages by watering and/or mulching. The document has been circulated to Councillors. The Council **AGREED** that the initiative should be passed to the Environment Committee for consideration. Office to Action.



c. The LAA have responded regarding the Duck Race and confirm the following:

- A copy of the MBC event documentation, (the SAG form) will be forwarded but it is incomplete with regard to some specific questions for example the risk assessment.
- Mick Abbott has confirmed that he does not have access to a defibrillator, however he says that he can manage without one. He will have with him a fully trained assistant on the day.
- LAA Executive Committee will discuss the question of a donation for the use of Brooks Field at their next meeting.
- They will try a revised and hopefully improved system of litter collection for the event. They understand the concern about litter and have already contacted MBC with regard to what they can offer.

LAA have also said that the surface of Brooks Field is not in good condition, there are many relatively small holes created by badgers or rabbits, and some larger ones near the fence with Tylers. It is difficult to know how to make the ground a little safer without the grass being mown. They would really appreciate two mowings before the duck race on 29th May, one in the early part of April and probably one in the early part of May. The first would be to establish what repairs they need to do and the second would be to create a neat appearance for the Duck Race day itself. The Clerk advised that the maintenance schedule has one cut before the Duck Race not two. The cost of a cut is £51.84.

After discussion the Council advised that Brooks Field is a field that is naturally uneven and this should be included in the risk assessment and notices put up to this effect so Duck Race goers are aware of the issues. If LAA would like a further cut before the Duck Race the cost would £51.84. Clerk to advise LAA accordingly.

12. To receive an update on the new shed in Brooks Field (KO)

The Clerk gave an update from LAA:

“It looks like the shed will be complete externally by the end of the week, we will then need to paint the interior and start moving racking and stored items from old to new shed.

We had planned to have wooden security doors or steel doors faced with timber, this has proved very difficult and we now have double skinned steel security doors. We are trying paint to match the cladding to see if this is acceptable otherwise will have to try and glue wooden match boarding to the front. Planning will not be a problem as this is an agricultural building and I think everyone accepts it is a million times better than the old shed! If members have a problem with this can we talk to see how to move it forwards?”

Before the meeting Councillors were asked to have a look at the shed as concerns have been raised about the height and the security doors.

Councillors are concerned about the look of the shed and will monitor the situation. One suggestion was to paint the shed white to fit in with the surrounding area. Clerk to advise LAA.

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

Since the last meeting on 20 February 2023 the office has dealt with the following:

- Enquiry re replacing a shed in the Conversation Area
- Enquiry on bin collection
- Historic restored road sign "Unsuitable for heavy motors, lorries and charabancs" no longer in place at junction of Busbridge Road, Stockett Lane
- Asked if we knew anything about the traffic monitoring devices in Well Street
- Track from Boughton Lane to Pickering Street no longer has a vehicle barrier on and people are rat-running



- Steadline white van repeatedly parking on Copper Tree Court cobbles Reg YE72 UUB
- Concern about constant water flow down the road, pot holes, post damage, fence damage
- Resident wanting to advertise her care company or discuss leaving leaflets
- Concern over cars parked on Rosemount Close and Old Loose Hill and HGVs using OLH/Rosemount
- Weaving resident searching for an allotment

14. Promotion of Loose Parish Council & Articles.

The Social media data for February 2023 has been circulated to Councillors and noted.

15. To discuss the payment received from South East Water and make any necessary decisions. (NB)

The Office advised that they had had a response from SouthEast Water about the Community Chest cheque the Council had received. They confirmed:

- That Loose Parish Council have been awarded a community fund of £2,500 for the summer incident in 2022.
- The payments from the Summer were distributed through Parish councils and would have included all areas of Loose such as North Loose.
- North Loose has not received a separate Community Fund Cheque.
- In regards to the recent outage, residents have been individually compensated.

The Council **AGREED** to continue with their original plans for the funds received including tree planting and removal of asbestos in the shed on Brooks Field.

16. Finance & Funding

- a. To ratify payments made on Appx A 20 March 2023

The payments were ratified by the Council. Authorisation was by VG and CH.

17. To receive update on the Annual Parish Meeting (APM).

Sue Grigg and Simon Webb have confirmed they will attend and speak at the APM. Confirmations have also been received from Kent Police, the Community Wardens, Greensand Social Prescribing, NLRA, Loose Ends, Loose Swiss Scouts, LAA, Loose Area History Society and Love Loose Hate Litter. The Office are preparing display material to highlight LPC's key projects and achievements for 2022-3. We will also have items purchased from the MBC Support Grant available for people to take away on the evening. Office to organise the event.

18. To receive information on the Elections on 4 May 2023 (KO)

The election notices have been put on the Boards. A copy of the nomination documentation has been circulated to Councillors. The Clerk will need to book an appointment with MBC to submit the necessary documentation by hand to Maidstone House Reception. She asked that if Councillors are considering standing again she would like the documentation handed in next Monday at the Annual Parish Meeting please. If a printed copy of the documentation is required please let the office know.

19. To review the following policies and make any necessary decisions:

The three policies to be reviewed were circulated to Councillors for consideration:

- a. Document retention and disposal policy
Councillors reviewed the document and **AGREED** no changes.
- b. Document retention Appx List
Councillors reviewed the document and **AGREED** no changes.
- c. Environment Policy



After discussion the Council **AGREED** to add information about Councillors not holding old irrelevant emails on their system in order to help with Climate Control.

20. To discuss the 20 mph Consultation and make any necessary decisions (NB)

It was hoped that the consultation would be ready for agreement at this meeting but there are some changes needed. This agenda item will be moved to next month's meeting.

21. Risk (All)

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

None. The clerk advised that with regards to the cable down Old Loose Hill cable ties have been purchased and will be fitted shortly.

22. To ratify any ROUND ROBINS used since 20 February 2023

None.

23. Notification of correspondence for discussion/action.

- Maidstone Borough Council has published the Regulation 18 version of its Gypsy, Traveller and Travelling Showpeople Development Plan Document, which will consider the scope and key issues that the DPD will need to address.

It covers:

- Identifying 'need'
- Methods for identifying and assessing potential development sites
- Scope of strategic, thematic and detailed policies
- Methods for monitoring and review

Deadline for consultation is 17 April 2023.

- South East Water are in the process of redefining their strategic priorities for the next 25 years and are keen to get local views on whether the direction they are planning is what, as a valued stakeholder, is expected. They have recently published their draft Strategic Direction Statement (SDS) which outlines the challenges and priorities for the next 25 years, as well as how they plan to meet customers' expectations, secure future water resources, reduce leaks and water demand, improve resilience and performance, reduce our carbon footprint and adapt to climate change while protecting and restoring the environment and biodiversity. The deadline for the survey is 10 April 2023. JA will complete the survey for the Council. Clerk to send document to JA.

24. Information Only.

- The Communication and Media Clerk will be retiring on 31 March 2023. A leaving meal is planned for 11 April 2023. Please let the Clerk know if you wish to attend.
- Revised meeting date is required for F & A and for HR Board and will be on 19 April 2023 at 7.00pm and 7.45pm respectively.
- The following Qualifications have been completed by staff:
 - The deputy Clerk has completed the ILCA course - The Introduction to Local Council Administration (ILCA) is aligned to a Level 2 qualification.
 - The Clerk has completed the FILCA course - The Financial Introduction to Local Council Administration (FILCA) is a Level 2.
- The Council now has a PO Box address, LoosePC PO Box 634 MAIDSTONE ME17 4YR. Please let the office know if any Councillors see a need to change the old office address on any documentation.



- Update on the missing vintage sign on Busbridge Road. This was discussed at the Environment meeting on 13 March 2023 and the Deputy Clerk explained that the Office had reported it to the Police, and it has a crime number, but nothing further can be done without any evidence. Local neighbours have been consulted but could not provide any information.
- The container being stored in the Pavilion Carpark will be removed in the next few days and place on a side road owned by the LA.

25. Date of next meeting of the LPC – 17 April 2023

The Meeting ended at 9.09pm

Dated.....

Signature.....