



MINUTES OF THE ANNUAL MEETING OF LOOSE PARISH COUNCIL

Monday 15 May 2023 at 7.30pm
in the Parish Pavilion, KGVPF

Councillors taking part: Vianne Gibbons (Chairman) (VG), Velma Bennett (VB), Charlie Hollister (CH), Jim Andrew (JA), Tony Oliver (TO) and Elaine Lawford (EL).

Also present: Susan Grigg (MBC Ward Councillor) (SG), Scott Pring and Aaron Dallas (Southern Water), Nicky Bourne (Deputy Clerk) (NB) and Kim Owen (Clerk) (KO) who took the minutes.

There were no members of the public present.

1. To Elect a Chairman to the Loose Parish Council for the next year.

A nomination was put forward by CH and seconded by JA that Cllr Vianne Gibbons should continue as Chairman for the forthcoming year. This was unanimously **AGREED** by the Council and accepted by VG. VG signed the Declaration of Acceptance and it was witnessed by the Clerk.

2. To Elect a Vice Chairman to the Loose Parish Council for the next year.

A nomination was put forward by JA and seconded by VB that Cllr Charlie Hollister should continue as Vice Chairman for the forthcoming year. This was unanimously **AGREED** by the Council and accepted by CH. CH signed the Declaration of Acceptance and it was witnessed by the Clerk.

3. To receive declarations of acceptance of office for Councillors as elected to the LPC.

All Councillors present signed Declaration of Acceptance. Clerk to get Declaration of Acceptances completed by Councillors not present. Clerk to Action.

4. To receive and record any apologies for absence.

Apologies were received from Susan Luckhurst (SL) (No reason given), Andrew Richards (AKR) (NO reason given), Peter Rigby (PR) (On Leave) Liz Lovett (Community Warden) (LL) (Unwell) and Brian Amorim (PCSO) (Not on Duty)

No apologies received from Simon Web (KCC Divisional Councillor)

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

None.

6. 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.



7. 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.

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

LPC minutes for the meeting held on the 17 April 2023 (Pages 1847-1853)

The minutes of the meeting on 17 April 2023 were duly **AGREED** with the following amendments:

- Elaine Lawford was present at the meeting
- Under agenda item 9 the following was added - The Council **AGREED**, subject to MBC agreeing, that they would have a link on their website to MBC emergency planning part of the Borough's website.

The amended minutes were signed by the Chairman.

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

- Finance & Admin Committee Meeting 10 January 2022 (Pages 223-224)
- Finance & Admin Committee Meeting 9 January 2023 (Pages 225-226)
- Pavilion and Community Hub Committee Meeting 28 November 2022 (Pages 354-357)
- Planning Committee Meeting 20 February 2023 (Pages 613-614)
- Planning Committee Meeting 6 March 2023 (Pages 615-616)
- Planning Committee Meeting 30 March 2023 (Pages 617-618)

9. To receive an update on the Loose Pumping Station Works.

Scott Pring and Arron Dallas from Southern Water attended the meeting to discuss the works being carried out the Pumping station in the Parish. There has been a delay in the start of the works due to a design issue which has now been resolved. The work was due to start at the beginning of May but it is now more likely to start at the beginning of June. The generator and old fuel tank will be removed and by July they will start working on new generator. The three new pumps have been ordered and are due first week of August. The work should be completed by mid-September. They asked if the Council knew the weight limit on the bridge next to the pumping station. The Council advised that the Environment Agency should be able to confirm. If there is an issue with the bridge then there maybe an option to crane in the machinery. They confirmed that the pumps will be phased in one at a time. There will be a standby generator in place as the old generator is removed. However, if that generator needs to be moved then it will be made clear to the Project Manager that a member of staff will need to be onsite until a generator is back working. Is there likely to be any issues for residents during the works. It was confirmed that the pumping station will not be left unresilient based. The work will be phased to avoid tankering or over pumping at the station. The Council have requested a contact number for any issue that may arise. The pumps will make the station more efficient but the capacity is limited by the rising main. VG thanked Scott and Aaron for coming to update the Council.

10. To receive any reports from the Loose Ward Councillor. (SG)

SG advised that following the Borough elections the Chairmans and Vice Chairs will be elected for all committees at Maidstone Borough Council next week. She will know what committees



she is on as well. She also confirmed that the Air Ambulance landed in Brooks Field last night and then relocated to the KGVPF before returning to base. It is good to know that the Air Ambulance can land close to the village if it is needed.

There will be elections next May where all MBC Councillors are up for election and the Ward will run from Linton down to Wheatsheaf and the Loose and Linton Ward will have two candidates.

The Council congratulated SG for winning her seat and thanked her for all the work she has done.

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

No report Received.

After discussion the Council **AGREED** that the office should chase up on the outstanding pothole and drainage issues that were discussed at the Annual Parish Meeting and SW advised he would chase up KCC updates and also chase SW for dates to meet to discuss other issues in the parish on a regular basis.

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

The Clerk advised she and NB met with Sandra Edmunds (Community Warden Supervisor) at the Community Coffee morning to discuss funding for a project to help vulnerable people in the Parish. A similar project has been started in Headcorn by the Parish Council in association with the local Church. Any vulnerable people or families are referred to the Community Warden to look into their circumstances to ensure that any funding given is distributed to the right people. Deputy Clerk to apply for funding.

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

The Clerk read out the report from the PCSO:

“It has been quite good in the area this month since we’ve been having a bit more police in the area due to the nuisance bike operation we’ve had on for Loose, Mangravet and Parkwood. There have still been nuisance bikes in the area, but we have managed to seize a few during this time. KGV has been good also and we haven’t had many nuisance youth calls which is good!”

VG advised that the year 11 students at local schools will be on study leave from this Friday. This often leads to an increase in anti-social behaviour. VG asked that we advise the PCSO accordingly. Deputy to Action.

E-Watch

On Saturday 15 of April around 13:51 in Linton Road. Three men tried to break into a shed at a residential property before being interrupted.

Crime Report No. 46/68800/23 - Posted 19/04/2023

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

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

Sign at Busbridge Road

The Office received a further enquiry regarding the missing charabanc sign from a resident who had seen a post on a local social media group. He asked whether LPC were aware or knew of its whereabouts. The Deputy Clerk responded with the Council’s actions, including reporting to the Police. Subsequent social media comments revealed that the sign was not, as was presumed, stolen, but has actually been removed by Tovil Parish Council for refurbishment.



The Clerk has confirmed this with Tovil PC who clarified that it actually sits just within the Tovil PC boundary, not Loose. The Deputy Clerk has updated the Police and the crime report has been deleted. The Council are glad that the sign is not stolen and is being refurbished. Clerk to Contact Tovil Council accordingly. Clerk to Action.

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

The Clerk advised that Loose Amenities Association (LAA) have asked if they can bring a skip in to clear the contents of the old shed. The Office has raised concerns about the weight restriction on the bridge. The Deputy Clerk will find out more information about the removal of the items from the shed. It will probably be after the Duck Race at the end of May. The office is currently getting quotes to take down the old shed. The Council will need to look at and update the Heads of Lease once the new shed is fully completed.

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

EL advised that she is still waiting for a response from MBC.

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

Since the last meeting on 17 April 2023 the Office has dealt with the following:

- Resident of McAlpine Crescent with parking issues.
- 30mph sign down on Old Loose Hill.
- Request for rehab helpline to be included on website useful links
- Asked to book Pavilion for charity coffee morning
- Asking for Trainline to be included on website useful links
- Member of More Memories of Maidstone reported Charabanc sign missing.
- Metal protruding on path into Salts Wood off Hubbards Lane
- Request to discuss support services with someone on the Parish Council
- Concern about potholes on Busbridge Rd (damaged tyres)
- Enquiry about changes to a property in the conversation area
- Retrospective Planning App Gypsy Site top of Well Street
- Traffic lights at Armstrong Road junction on A229
- Asking when playground repairs will be done
- Can we check MBC site as a Councillor has incorrect information on their website?
- Some of the trees at the end of KGVPF are causing issues with a local property.

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

The social media data for April 2023 has been circulated to Councillors and noted. There has been an increase in traffic on Facebook due to NB's posts on:

- Temporary lights coming to Boughton Lane for carriage repairs
- Temporary lights coming to A229 for drainage work on the Viaduct.
- Fete and Dog Show

19. Risk (ongoing item):

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

None.



20. To discuss and agree dates for Council and Committee meetings for 23-24.

The schedule of dates for Council and Committee meetings for 23/24 had been circulated to Councillors. The Council **AGREED**:

- The dates on the schedule
- To hold the LPC meeting in December on 11 December 2023
- No meeting August 2023

Clerk to update document and put on Website. Clerk to Action.

21. To appoint Committees and members to Committees.

This includes substitutes, co-opted members and representatives to outside bodies. To also consider numbers of members on each committee.

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

- DC to be removed from Committees and a letter be sent to say thanks for his work on the Council.
- Clerk to contact Councillors not present to see if they wish to remain on their current Committees
- Clerk to update document and put on Website and arrange to go on the Boards

Clerk to Action.

22. To agree continuance of ROUND ROBIN agreements.

This will be in line with Terms of Reference, review procedures and make any necessary decisions

The ROUND ROBIN procedures had been circulated to Councillors. The Council **AGREED** to continue with the procedures without amendment. Clerk to update document.

23. To ratify any ROUND ROBINS used since 17 April 2023. (KO)

The following Round Robin was ratified:

- 17 April 2023 – To agree the risk assessment for the Duck Race in May 2023.
AGREED (VG, JA, PR, TO, SL, AKR, EL)

24. To review all Terms of Reference in view of committees being delegated to carry out LPC business.

After discussion, it was **AGREED** that each Committee will agree the Terms of Reference that are relevant to themselves. The first 3 items of the next agenda for each meeting will be the election of the Chair, election of the Vice Chair, then to review the Terms of Reference, making any necessary amendments. The Clerk reminded the Council that under Delegated powers and procedure policy any changes to Terms of Reference, have to be ratified by the full Council.

25. To agree to continuance of 'Delegated Powers Policy'.

This will be in line with Standing Orders and Terms of Reference.

The current policy and procedure were circulated to Councillors and it was **AGREED** to make no amendments. Clerk to update policy. Clerk to Action.

26. To agree to the Clerk approval or disapproval of dispensations.

The Council **AGREED** to the Clerk's approval or disapproval of any dispensations.



27. To discuss Councillors allowances and out of pocket expenses and to agree as relevant.

The Council **AGREED** that the Councillors' allowance would not be taken, but out of pocket expenses would be granted, as per current procedures.

28. For members to confirm that they agree to receive ALL agendas electronically.

To also agree that these may be signed by the Clerk using facsimile.

This was **AGREED** by the Council.

29. Finance & Funding:

- a. To ratify payments made on Appx A for 15 May 2023
The payments were ratified. Authorised VG & CH
- b. To review signatures for the bank accounts and make any necessary decisions
On the UTB account the signatories are VG, CH & SL and on the Barclays account the signatories are VG, CH & JA. ARK is in the process of being added to the UTB account.

30. Notification of correspondence for discussion/action.

None.

31. Information Only (ongoing item).

- The Deputy Clerk has sent out an update on the Fete, which is to take place on 17 June 2023.

32. Next meeting of the LPC 19 June 2023.

The Meeting ended at 8.29pm

Dated.....

Signature.....