



## MINUTES OF THE ANNUAL MEETING OF LOOSE PARISH COUNCIL

Monday 19 June 2023 at 7.30pm  
in the Parish Pavilion, KGVPF

**Councillors taking part:** Vianne Gibbons (Chairman) (VG), Velma Bennett (VB), Charlie Hollister (CH), Peter Rigby (PR), Andrew Richards (AR), Susan Luckhurst (SL), Tony Oliver (TO) and Elaine Lawford (EL).

Also present: Brian Clark (MBC Ward Councillor for South Ward) (BC), Nicky Bourne (Deputy Clerk) (NB) and Kim Owen (Clerk) (KO) who took the minutes.

There were three members of the public present.

The Chairman explained the Housekeeping Rules.

**1. To receive and record any apologies for absence.**

Apologies were received from Jim Andrew (JA) (On leave), Simon Webb (KCC Divisional Councillor) (SW), Susan Grigg (Ward Councillor) (SG) (Travelling to a Funeral) PC Becca Burns (PC) (BB) (Not on duty).

**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 May 2023 (Pages 1854 to 1861)**

The minutes of the meeting on 15 May 2023 were duly **AGREED** and Signed by the Chairman.

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

- Planning Committee Meeting 17 April 2023 (Pages 619-620)

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

The Clerk advised that SG has asked that the following be mentioned to Councillors:

- SG has recently been working on bin and pesticide issues for residents.
- She wanted to remind Councillors that there is a KCC Public Consultation on the A229 Linton Crossroad junction improvements and there are drop in sessions at Coxheath Village Hall on Monday 26 June 2023 6pm to 8pm and on Friday 30 June 2023 10am until 1pm.



- She also advised that the Local Plan inspector's report comes out Friday regarding Beakens Park and would like to have a separate agenda item on next month's LPC meeting agenda to discuss the proposed Local Plan with Councillors. Clerk to Action.

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

No report received.

**8. To receive any reports/information from Community Warden.**

The Parish Council Community Cost of Living Grant Scheme has approved a grant of £1500 for the Parish Council to help vulnerable people and the office will set up a project to work with the Community Warden Team. Office to action.

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

Following the restructuring of the Kent Police with effect from 7 June 2023, the Office have met the new warrant officer PC Becca Burns who is responsible for the Loose area. She is keen to start working with the Parish and will try to attend LPC Meeting if she is on duty.

E-watch

- Between 20:00 on Thursday 25 of May and 07:00 on Monday 29 of May in Linton Road. Somebody broke into a building site and stole various items. Crime Report No. 46/95876/23 - Posted 31/05/2023
- On Friday 12 of May around 20:07 in Walnut Tree Lane. Somebody threw a traffic cone onto the roof of a property and damaged it. Crime Report No. 46/93450/23 - Posted 26/05/2023
- Between 16:01 on Sunday 14 of May and 09:02 on Monday 15 of May in Hubbards Lane. Somebody stole a red Honda CBF 125 motorbike, GL15\*\*\*, from a garden. Crime Report No. 46/89680/23 - Posted 21/05/2023

**10. To receive any questions/comments from the public.**

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

- The resident who lives at 2, Old Loose Hill whose garden backs on to Brooks Field has raised a concern about the two Elder bushes. Over the last few years they have grown significantly and now overhang into the garden and block out the evening sun to the greenhouse and patio area. The resident has asked if it be possible to hard prune them. Office to Action.
- A resident raised concerns about her garden bin collection and advised that she had had to contact MBC on a regular basis as the bin was not emptied. She has now received her renewal notice and feels that her original year contract should be extended to include missed bins. She will need to advise the Borough Council which weeks were not collected to take this matter forward.

**11. Finance & Funding:**

- a. To ratify payments made on Appx A for 19 June 2023  
The Council ratified the payments for 19 June 2023. Authorised by VG & CH.
- b. To receive copies of accounts summary for the fiscal year end 22/23, and to agree corresponding bank balances  
The bank balances for the fiscal year 22/23 were agreed by TO on 19 April 2023 at the Finance and Admin meeting and documents are available for Councillors to see at this meeting.
- c. To receive information on the RFO actions re confirmation of the exercise of Public Rights for the 22/23 accounts  
The Notice of appointment of date for the exercise of public rights for 22/23 was circulated to Councillors and will run from Wednesday 21 June 2023 to Tuesday 1 August 2023. The Notice will be placed on the Boards and on the Website.



- d. To receive and agree to a copy of the 'statement of internal control' (SIC)- to be signed by the Chairman and Clerk /RFO  
The statement of Internal Control was circulated to Councillors and signed by the Chairman.
- e. To review Annual Internal Auditor (IA) report (page 3 of the AGAR) as signed by the IA  
Page 3 of the AGAR was circulated to Councillors, **AGREED** and the Clerk will send the document to the External Auditors.
- f. To receive information on the Annual Governance Statement (section 1) as read out and agreed to each assertion/item individually. To be signed by the Chairman and Clerk in overall agreement.  
Section 1 of the Annual Governance Statement for 22/23 was duly **AGREED** and signed by the Chairman.
- g. To receive details of the end of fiscal year accounting statement (section 2) and for the document to be signed by the Chairman (RFO has already signed in agreement with the figures)  
The document was **AGREED** by the Council and signed by the Chairman.
- h. To review the full report from the IA if received, and to make any decisions as felt relevant.  
The full report from the Internal Auditor has not yet been received.

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

NB has shown 2 contractors around the shed to obtain quotes for its demolition and is waiting for a third one to have a look at the works. Loose Amenities to clear the old shed prior to demolition including the concrete in the ground. It is hoped by the next meeting the quotes will be in place to decide on a contractor to remove the old shed.

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

EL advised that they are continuing to work on the resilience plan. NB & EL have attended workshops on the subject.

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

Since the last meeting on 15 May 2023 the Office have dealt with the following:

- Request for a donation towards a lightweight wheelchair
- Poor state of the village green after it had been mowed
- Damage to the Pavilion roof by youths
- Parking in the no parking bays at the pavilion
- Enquiry about advertising in the Parish magazine
- ASB and wire fencing issue on Brooks Field
- Loose WI member got stuck in the toilet at the Pavilion
- Gardeners Society wanted to ensure the inside hedge cut at the allotment is carried out by the contractor
- Linton allotments have spaces and wanted details to be passed to those who are on Loose waiting list for allotments
- Question about advertising costs for research for creating a fete programme
- Asked LPC agreement re quote for OLH wall repair
- Closed crematory unkempt and resident wanted to register his thought on using the cemetery for events.
- Request to do another litter pick
- Request for rehab helpline to be included on website
- Resident at Dairy House has had damage to property by Contractors erecting shed in Brook Field
- Hirer looking for a venue for fundraising event for Guide dog Charity.
- Graffiti in various locations in the parish
- Dog walkers asked when the footpath KM180 would be cleared



- Several residents have been told that KM55 is a private road and not a public footpath

**15. Promotion of Loose Parish Council & Articles. (KO)**

The data was not circulated this month.

**16. Risk:**

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

None.

**17. To ratify any ROUND ROBINS used since 15 May 2023. (KO)**

None.

**18. To discuss the possible closure of Tovil Tip and make any necessary decisions (PR)**

KCC are considering closing several rubbish tips across Kent including Tovil Tip. There has been a large opposition to this and KCC are looking into comments received from Councillors and the general public who object to the proposal. There will be a consultation for the general public to respond to.

**19. To review all Terms of Reference in view of committees being delegated to carry out LPC business. (KO)**

- a. Planning Committee
- b. Environment Committee

The Clerk ask that this agenda item be moved to the next meeting. The Council **AGREED**.

**20. To review the Delegated Powers policy and procedures.**

The Council reviewed the Delegated Powers Policy and **AGREED** no changes to the document.

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

The Faculty has been approved for the repair to the War Memorial. NB advised that she will now look at funding options to complete the repairs.

**22. Information Only (ongoing item).**

NB thanked the Council for all their help at the Fete whether obtaining prizes for the raffle and/or actually helping on the day. The Police Cadets were also a great help with setting up and helping on stalls etc. The Council thanked NB for all her hard work putting the event together.

**23. Next meeting of LPC – 17 July 2023**

The Meeting ended at 8.29pm

Dated.....

Signature.....