



MINUTES OF THE LOOSE PARISH COUNCIL

Monday 17 July 2023 at 7.30pm
in the Parish Pavilion, KGVPF

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

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

There were no members of the public present.

1. To receive and record any apologies for absence.

Apologies were received from Vianne Gibbons (VG) (Work do), Becca Barnes (PC) (BB) (On leave), Simon Webb (KCC Divisional Councillor) (SW) (Travelling to Birmingham).

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 19 June 2023 (Pages 1862-1867)

The minutes of the meeting on 19 June 2023 were **AGREED** and signed by the Vice Chairman.

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

- Planning Committee Meetings
 - 9 May 2023 (Pages 621-623)
 - 12 June 2023 (Pages 624-626)
 - 26 June 2023 (Pages 627-628)
- Pavilion and Community Hub Committee Meeting 27 February 2023 (Pages 358-362)
- Environment Committee Meeting 13 March 2023 (Pages 398-402)
- Finance & Admin Committee Meeting 19 April 2023 (Pages 227-229)



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

SG advised that she only had agenda item 7 to discuss with the Council.

7. To receive an update on the MBC Local Plan and make any necessary decisions. (SG)

SG advised that the Inspector dealing with Maidstone Borough Council's Local Plan has now issued the Council with his Post hearing letter. The letter is positive and is another step forward on heading to adoption of the plan. The next stage will be consultation on the inspectors Main Modifications which will go through the committee process in August and commence in early September.

The Inspector found the overall strategy sound (Stage 1) and his stage two letter confirms that subject to Main Modifications the policy base and the sites can also be found sound. In Coxheath, the inspector has instructed that the site originally considered (Beakens Park) should remain in the plan rather than be replaced by an alternative site as MBC had requested. However, this will be at a number which is more firmly regulated through a strengthened policy and which will stipulate layout/landscaping matters to help address local concerns around coalescence. On the Countryside policy (LPRP9), the Inspector has instructed that the word 'harm', which currently used to assess impacts, should be caveated with the term significant. This was a proposal put forward by local SME developers to the Inspector, and despite Officers efforts to resist it at the hearings, the inspector has fallen on the side of the developers. The inspector is happy with MBC's work on key infrastructure around matters such as transport and education. He is also happy with the overall housing trajectory, which he has agreed can be stepped.

SG advised that she has been working hard to reduce the impact on Loose of any development in Beakens Park with of a limit 85 houses and up to a 37-meter buffer. Without the plan the developer could come in with a planning application of 220 houses. She will continue to work to keep the impact to a minimum and is not happy to support a plan that could have a detrimental effect on the area she is the Ward Councillor for. She asked the Council for their thoughts on the matter and after a thorough discussion the Council **AGREED** they would leave the decision to SG to support or not support the Local Plan as she sees fit.

8. Update on Southern Water Lower Loose Valley Pumping Station. (NB)

Southern Water have contacted the office about the work at the Lower Loose Pumping Station. They would like permission to cut back some of the vegetation around the pumping station. NB advised that the land belongs to Loose Amenities Association and a site meeting has been arranged with Ian Greenwood to facilitate the request. Southern Water have also invited the Councillors for a site meeting regarding the repairs. JA would like to attend. Deputy Clerk to arrange a site meeting.

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

No report received.



10. Update on the 20mph Consultation. (NB)

The Deputy Clerk shared the results of the 20mph consultation which closed on 7 July 2023.

There were 90 responses from Parish residents, with 39 for the scheme, 49 against and 2 undecided. Of those for the scheme, 31 were residents inside the zone and 8 out of the zone. Of those against the scheme, 11 were inside the zone and 38 outside the zone. There were 8 responses from residents outside the Parish which were disregarded as they do not pay the precept. A more detailed summary of responses would be available for the Environment Committee to discuss at their meeting on 24 July 2023.

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

No report received. KO advised that the Cost of Living Grant has been advertised on Social Media and the website, and the office has already had one enquiry, which has been referred to the Community Warden Team for approval.

KCC have advised the Council that there is a Kent Community Warden Service Review Public Consultation from 12 July 2023 to 3 October 2023. Posters have been printed and will be put on the boards. After discussion the Council **AGREED** that survey should be forwarded to members for consideration and then the office will then collate a response from the Parish Council. Deputy Clerk to Action.

12. To receive any reports/information from Police and from e-watch.

No report received.

E-Watch

On Friday 7 July between 06:30 and 16:20 in Salts Lane. Somebody tried to break into a residential property.

Crime Report No. 46/120865/23 - Posted 09/07/2023

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

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

Nigel Heriz-Smith from Kent Man of the Trees (KMOTT) has contacted the office with a list of dates for the KMOTT Trees in the Village Competition. The Council **AGREED** that:

- JA & AR would attend the walkabout and will liaise with each other for a suitable date.
- The office will contact Rita Hood to see if she wishes to attend. Office to Action.

14. Finance & Funding.

a. To ratify payments made on Appx A for 17 July 2023

The Appendix A was circulated to Councillors and agreed. Authorisation was by VG and CH.

b. To receive full record of accounts from 1 April 2023 to date.

The full record of accounts to 10 July 2023 were circulated to Councillors and noted. The Accounts were reviewed by the F & A Committee on 10 July 2023.

c. To review the Rialtas Business Solutions Package

The Council has been using the Rialtas system since April 2021 and it currently costs £228.36 for the support package. It quickly produces reports for the Council. The



Office recommends that the Council continues with the package. The Council **AGREED**.

d. To review the LCR magazine and make any necessary decisions

The LCR magazine is the official magazine of the National Association of Local Councils. KO asked if members would like to receive a copy of the magazine. For more than 4 copies the cost is £13.50 per copy. The Council **AGREED** for the Clerk to contact NALC to see if there is an electronic copy of the magazine available.

e. To review the full report from the IA if received, and to make any decisions as felt relevant.

The final internal auditor report for 22/23 has been received and circulated to Councillors. The report was reviewed by the F & A Committee on 10 July 2023. Although all 16 areas of the audit were rag rated green the following areas were highlighted:

- The minutes could be more user friendly
- The Council missed an opportunity by not putting details of who was re-elected in the last election and request more Councillors as we have 4 vacancies.
- Not enough detail on the budget and precept setting
- Look at a savings account with a better rate of interest
- Rotate the signatories for authorisation
- Website needs updating with latest policies etc

KO advised that this is the last time we use our current Internal Auditor as he is retiring and she will get some quotes for a new Auditor. Clerk to Action

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

NB advised that we are still waiting for two quotes for the shed to be demolished. Council **AGREED** that the quotes would be agreed by ROUND ROBIN when received. Quotes for the fencing between the Shed and Tylers will need to be organised so the fence can be erected as soon as the shed is demolished.

JA asked about Swift boxes being including in the new shed. The Clerk will speak to Terry Davis accordingly. Clerk to Action.

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

EL advised that both NB & herself have attend Resilience workshops (one National and one Kent Based) and now need to arrange a meeting to discuss moving forward with the plan. She also advised that The Kent Resilience Forum has launched an online public survey to explore how aware, and prepared, people consider themselves in relation to a range of risks and emergencies that could impact residents of Kent and Medway. This is to help benchmark and inform the work of the newly formed KRF Community Resilience Working Group. Click on the link here to go to the survey: [Community Resilience Survey](#). The consultation closes in September. She has completed the survey and suggested that other Councillors do the same.

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

Since the last meeting the office have dealt with the following:



- Resident by viaduct sent photos of flooding after thunderstorm
- Barming FC need to play a youth game and normal pitch not available. Asked SL if could use KGV. Resident of Copper Tree Court.
- Two loose kerb stones down by twin bins near Brooks path. Resident asked for them to be reported before someone throws them in stream.
- Resident of Copper Tree Court - concerned about parking by parents at the school
- Resident asked how he can obtain tickets for Eaton John Concert - Chequers do not have any tickets
- Resident of William Tomkin Court asking if the road could have a second name sign
- Resident noticed glass in the play area
- Resident unable to find 20mph link on website
- Text to say, read an article about defib locations which referred to defibfinder.uk and the Council's is not listed on the site. Can we register it?
- Linked to Query No 85 - ragstone kerb at OLH that was reported as loose has now come away.
- Company offering First Aid services for events
- Thanked for LPC's intervention with Kent Police re traffic diversion after A229 RTA (Old Loose Hill one way)
- Group asked to park in KGV on 17 July to clear local footpaths for PROW
- Leak in Pickering St - continually getting emails and texts that it has been reported - but no action.
- Resident complementing on the website - but also asking for clarification about the NLRA/LPC boundary change

18. To review Policies and Procedures. (KO)

- a. Complaints Handling Procedures
- b. GDPR Policies and Procedures

The Policies and procedures were circulated to Councillors (7 documents on total) The Council AGREED the following amendments:

- Staff Privacy Notice – Contact details need to be updated
- Councillor Privacy Notice – Address needs updating
- General Data Protection Regulation (GDPR) Policy – needs contact details
- Hirer's Privacy notice - Add in updated address details
- General Privacy Policy - Update address
- Complaints Handling Procedure – add in contact details
- Data Audit Schedule – Clerk and Deputy Clerk to check and update document.

Office to Action

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

The Social Media Analytics and insights were circulated to Councillors and noted.

20. Risk (ongoing item):

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



Concerns were raised about the drains in Well Street and High Banks. NB advised that the issues had been reported but as soon as KCC have cleared the drains they get blocked again. NB confirmed that the gully parallel to Old Loose Close is full and waiting for KCC to clear it. The office is monitoring the situation.

21. To ratify any ROUND ROBINS used since 19 June 2023. (KO)

None.

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

The updated TORs were circulated to Councillors.

- a. Planning Committee
The TOR was agreed by the planning Committee on 12 June 2023
- b. Environment Committee
The TOR was agreed by the Environment Committee on 22 May 2023
- c. Finance & Admin Committee
The TOR was agreed by the Finance and Admin Committee on 10 July 2023
- d. Pavilion and Community Hub Committee
The TOR was agreed by the Pavilion and Community Hub Committee on 26 June 2023.

The Council ratified all four TORs.

23. Notification of correspondence for discussion/action.

None.

24. Information Only (ongoing item).

SL asked if there was any further information about the cause of the recent accident on the viaduct. The Office advised they had no further information.

KO advised that the draft Fete Income and Expenditure report has been prepared and the Office will confirm final figures at the next meeting.

25. Next meeting of LPC – 18 September 2023.

The Meeting ended at 8.55pm

Dated.....

Signature