



**MINUTES OF THE ANNUAL MEETING OF
LOOSE PARISH COUNCIL**

Monday 16 May 2022 at 7.30pm
in the Parish Pavilion, KGVPF

Councillors taking part: Vianne Gibbons (Chair) (VG), Charlie Hollister (Vice Chair) (CH), Jim Andrew (JA), Susan Luckhurst (SL), Peter Rigby (PR), Tony Oliver (TO), Joanna Miles (JM), Elaine Lawford (EL), Andrew Richards (AKR), Velma Barrett (VB) and Darren Carpenter (DC).

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

There were no members of the public involved in the meeting.

Housekeeping procedures and rules on taking part were pointed out by the Chairman, who chaired the meeting.

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 TO and seconded by JA 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 and record any apologies for absence.

Apologies were received from Brian Amorim (PCSO), Liz Lovatt (Community Warden) and Sue Grigg (MBC Ward Councillor).

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

None.

5. 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.

6. 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.

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

LPC minutes for the meeting held on the 25 April 2022 (Pages 1763-1769)

The minutes of the meeting on 25 April 2022 were duly **AGREED** and signed by the Chairman.

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

- **Planning Meeting on 21 March 2022 (pages 573-574)**



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

No report received.

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

No report received.

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

The Community Warden is currently off sick and if we need any help in the Community her supervisor is happy to help. The office has the Supervisor's details. JA suggested a card should be sent. The Council **AGREED**. KO to action.

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

The PCSO reported that it had been fairly quiet recently. A nuisance bike has been seen a few times in Loose throughout the month but it seems to be more frequently in the Parkwood area. There have been quite a few Neighbour disputes as there normally are in their day to day work. At the time of the report there had not been any calls in relation to nuisance youths in Loose.

NB informed the meeting that there had been an incident in KGV on Friday evening (13 May). A dog walker reported they had seen a large gathering of youths around the older play area and youth shelter. At one point, what seemed to be an explosion was heard. NB has checked CCTV and an explosion was visible. There is no visible damage on site. NB has informed the PCSO and Police Schools Officer and asked if they can try if possible to include the KGV on their patrol, early evenings.

E-Watch – No new posts since 21 March 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)

- a. The Clerk advised that the Office has been contacted by MBC to advise that Olga at the Old Post Office Café in Marden was arranging a meet up for Ukrainian families and hosts on 13 May 2022 at 5pm. Although this date has now passed, if the council know of hosts or families in the local area that would like to attend future gatherings, please pass on William Benson's details: willbenson@yahoo.com. We will be kept informed of similar opportunities for families and hosts in our area and they are looking at suitable locations across the borough where they can help facilitate opportunities for hosts and families to meet up and where services and support can be directed. After discussion, the Council **AGREED** to offer Loose Pavilion as a venue free of charge, if use can be made of it, when it is free. Clerk's Office to action.
- b. The Church warden has contacted the office and asked if it would be possible for All Saints Church to hold a picnic on Brooks Field, on Sunday 5 June 2022. They plan to head round directly following the family service, so about 12 noon to 3pm. The church will remain open for first aid, toilets, drinking water etc. Numbers are likely to be 100-150 and they will provide a full risk assessment for the event, including the hazards of the proximity of the stream and also the uneven ground. They will dispose of all rubbish and take it back to the church bins. After discussion, the Council **AGREED** Brooks Field could be used for the event provided that the necessary risk assessment was received and that the Field would remain open to other members of the public. Deputy Clerk to advise Church warden of the agreement.
- c. Last summer, the Council allowed a football coach (also a teacher at LPS) to use the field free of charge to run 1:1 football coaching sessions. These sessions target children who wouldn't confidently attend large scale football coaching, or join a team, and the focus is on building confidence and getting active. The parent pays, but being only a 1:1 session, it isn't viable to hire



a facility. Sessions will be ad hoc but usually between 5-7 pm Monday, Tuesday or Wednesday. As requested by the Office last time, the coach has approached us for permission, before going ahead and recruiting. The Office holds a copy of his PLI certificate and discussed that his presence was another pair of eyes on the field, at a time when we tend to have most issues with ASB in the summer. The Office wants to get formal agreement for this to continue this year as a goodwill gesture. As per the conditions last year, if the coach wants to expand to group coaching, then we would discuss an appropriate hire fee from the income generated. After discussion, the Council **AGREED** to the proposed usage of KGV free of charge. Deputy Clerk to action.

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

Since the previous meeting, the Council notes the following has been dealt with by the office:

- Enquiry about knitted teddies for Children in Ukraine
- Dead Badger in the Loose Road
- Enquiry from Roller Hockey Club for a stall at the Fete
- Offer of help for the dog show
- Regular hire enquiry for a new amateur dramatics club
- Dead Badger on A229 near Village Green
- Enquiry if the Council needs any magazine distributions
- Advised by SECAMB if we want to register our defibrillator
- Enquiry re converted horsebox for refreshments to come to the fete
- Concern about Cornwallis Academy building an artificial pitch with floodlights
- Dead Badger on A229 near viaduct
- Concern about the Parish being split into two sections for the proposed Warding arrangements
- Concern that the weight restriction sign under viaduct is green and unclear
- Concern that the allotment footpath needs clearing and the drain is blocked
- Resident has several sheets of laminated glass and wondered if it would be any use for the Allotment
- Enquiry to use the KGVPF for 1:1 football coaching

14. Promotion of Loose Parish Council & Articles

The statistics for the Council's Website and Facebook had been circulated to Councillors and were noted. SL suggested that the offer of the Pavilion for use for the Ukrainian family and host meetings, should be publicised on social media and on the website, replacing the current Ukrainian appeal notice. The Council **AGREED**. Communications and Media Clerk to action. The Council also **AGREED** that photographs should be taken at the Jubilee Community Coffee Morning and publicised. Communications and Media Clerk to action.

15. Risk (ongoing item):

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

None from the Office or committees.

16. To discuss and agree dates for Council and Committee meetings for 22/23

The schedule of dates for Council and Committee meetings for 22/23 had been circulated to Councillors. The Council **AGREED**:

- The dates on the schedule
- To hold the LPC meeting in December on 12 December 2022
- For Planning meetings to all be at 6.45pm for consistency

SL proposed that an LPC meeting should take place in August to prevent the meeting in September becoming too long. After discussion and a vote, this was **AGREED**. The Clerks are available in August.



VG asked that McAlpine Trust meetings be added to the schedule. KO to action and make contact for the dates. Clerk's Office to update and publish the schedule.

17. 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:

- As all Councillors were present there would be no removals due to absence
- CH to come off Pavilion and Community Hub (PCH)
- DC to go on to PCH
- JM to be the Parish Police Liaison
- VB to remain the KALC representative
- JM to go on to Community Events Group (CEG) and PCH
- EB to go onto Environment (ENV) and PCH
- VB to come off CEG

18. To agree continuance of ROUND ROBIN agreements

This will be 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.

19. To ratify any ROUND ROBINS used since 25 April 2022

None.

20. 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.

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

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

The current policy and procedure was circulated to Councillors and it was **AGREED** to make the following changes:

- Under section five change Clerk/Deputy Clerk/Communications and Media Clerk/RFO to the office
- Remove RFO from policy as this role is now incorporated into the Clerk role

Action Clerk.

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

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

23. 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.

24. 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.



25. Finance & Funding

- a. To ratify payments made on Appx A for 16 May 2022
The payments were ratified.
- b. To review signatures for the bank accounts and make any necessary decisions
On the UTB account the signatories are VG, CH, JA & SL and on the Barclays account the signatories are VG, CH & JA. The Council **AGREED** that the signatories should remain in their current format for Barclays, but that JA would come off the signatory list for UTB due to access issues. KO to action.
- c. To review LCR Magazine subscription
Currently the Council has 6 copies of the LCR magazine delivered to Councillors. The Council **AGREED** that KO should check and confirm the current circulation list, and to add 2 extra for new Councillors.

26. Notification of correspondence for discussion/action

- a. Contract for Groundworks maintenance to be signed
The Contract for Groundworks was signed by the Chairman.
JA noted that during the walkabouts for tender, a couple of issues were raised and should be taken forward for discussion. It was **AGREED** that this would be put on the next ENV agenda.
Action NB.

27. Information Only (ongoing item)

- SL asked if Love Loose Hate Litter can have a meeting in the Pavilion free of charge, with tea/refreshments, and all were in favour.
- The internal auditor will be making his second visit of the year to the Council tomorrow (Tues 17 May)
- KALC are holding the Councillors' conference on Thursday 30 June 2022 at Lenham Community Centre from 10am to 4.30pm, lunch included. Please let the Office know if you wish to attend. The themes are resetting the Councillor Agenda, re-engaging with our communities since Covid 19 and catching up with the latest development and legislations.
- JM fed back about the Dynamic Councillor course she recently attended online. There were issues with the quality of the training which included errors on slides, a lack of instructions, ineffective breakout rooms, and a host who was not very engaging and too many people turning cameras off and not interacting. There was no opportunity to give feedback. JM described it as a waste of money. KO will discuss further with JM and consult with KALC.

28. Next meeting of the LPC – 20 June 2022

The Meeting ended at 8.40pm.

Dated.....

Signature.....