



**MINUTES OF THE ANNUAL MEETING OF
LOOSE PARISH COUNCIL
Monday 4 May 2021 at 8.45pm
Held Virtually**

Councillors taking part: Vianne Gibbons (Chairman) (VG) Charlie Hollister (Vice Chairman) (CH), Peter Rigby (PR), Susan Luckhurst (SL), Velma Bennett (VB), Jim Andrew (JA) and Luke Lenz (LL).

Also present: Jan Capon (RFO) (JC), Nicky Bourne (Deputy Clerk) (NB) and Kim Owen (Clerk) (KO) who took the minutes.

There were two members of the public involved in the meeting.

AGENDA

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

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

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 SL that Cllr Charlie Hollister should continue as Vice Chairman for the forthcoming year. This was unanimously **AGREED** by the Council and accepted by CH. The Clerk will arrange for the Declaration of Acceptance to be signed by the Vice Chairman and witnessed by herself.

3. To receive and record any apologies for absence.

Apologies were received from Paulina Stockell (KCC Ward Councillor), Susan Grigg (MBC Ward Councillor), Liz Lovatt (Community Warden) and Brain Amorim (PCSO). No apologies were received from Lewis Muir or Tony Oliver.

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 19 April 2021 (Pages 1664-1673)

The minutes of the meeting on 19 April 2021 were duly **AGREED**. They will be signed by the Chairman and passed to the Clerk accordingly.

8. To receive any reports from the KCC Ward Councillor Paulina Stockell (PS) (ongoing item)

No report received. VG advised that PS has been very unwell and has been unable to attend meetings for several months. She has always supported Loose and help with funding when we have needed it. The Council **AGREED** to record their thanks and send some flowers to PS for all her help over the years (to come out of the Chairman's Allowance).

9. To receive any reports from the Loose Ward Councillor Sue Grigg (SG) (ongoing item)

SG read out her report at the Annual Parish Meeting which took place earlier in the evening. See Appendix A.

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

The Community Warden's report was read out the Annual Parish Meeting which took place earlier this evening. See Appendix B.

11. To receive any reports/information from PCSO Brian Amorim (BA) and from e-watch (ongoing item)

The PCSO report was read out the Annual Parish Meeting which took place earlier today. See Appendix C.

12. To receive any questions/comments from the public (ongoing item)

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

- We have received information about the Maidstone Borough in Bloom Competition. Details have been sent to Councillors and put on the Facebook Page.
- An email has been received from Boughton Monchelsea Parish Council regarding speed limits on Hubbards Lane. Following their Annual Parish Meeting a resident has asked whether it would be possible for the speed limit to be reduced from 40 to 30mph. As Hubbards Lane is in the Loose Parish they have forwarded the request to the Council. The Council **AGREED** that this item should be moved to the Environment Committee Meeting on 14 June 2021. Clerk to Action
- The Loose Beaver Scout Group has asked if they could do a litter pick on KGVPF on 21 June 2021 and also they have requested that as they normally do all their activities in the valley but the surface is not suitable for playing certain games and asked that they can use the field on a couple of occasions in the summer. The Council **AGREED** that providing a risk assessment is complete they have no objections to the Beaver Scouts using the field. Deputy Clerk to action

13. Promotion of Loose Parish Council and Articles

The Communication and Media Clerk is currently off sick and the office has prepared an In and Around Loose article for the latest edition. Concerns have been raised by a resident that we have not issued a Community Alert since January 2021 so the Deputy Clerk prepared and sent out an alert last Friday. The Office continues to update the Facebook Page and is working on the Website.

14. Risk (ongoing item):

- a. To receive and discuss any items of concern escalated by committees or concerning any potential risk matters
None.

15. To discuss and agree dates for Council and Committee meetings for 21/22

The schedule of dates for Council and Committee meetings for 21/22 have been circulated to Councillors. The Council **AGREED**:

- The dates on the schedule
- Not to have an LPC meeting in August 2021
- To hold the LPC meeting in December on 13 December 2021

16. 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:

- Remove all Cllrs who are not present at this meeting from the Committee lists and to discuss the Committees they wish to join at a later stage.
- To move the decision on the Events working groups to the next LPC meeting
- Disband the Website Working Group as the office is now looking after the Website
- Add LL as a LPC Trustee to the McAlpine Trust

17. 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 have been circulated to Councillors. The Council **AGREED** to amend the procedures by replacing Clerk/Deputy Clerk/Communications and Media Clerk/RFO with the Office.

18. To ratify any ROUND ROBINS used since 19 April 2021

The following ROUND ROBIN was ratified:

19 April 2021 – For a sign to put on the lamppost in Walnut Tree Avenue **AGREED** (VG, CH, JA, TO, SL, LL & PR)

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

After discussion it was **AGREED** that each Committees will agree the Terms of Reference that are relevant to themselves.

20. To agree to continuance of ‘Delegated Powers Policy’

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

The Council **AGREED** to continue the Delegated Powers Policy.

21. To agree to the Clerk’s approval or disapproval of dispensations

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

22. 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.

23. 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. Councillors would like both Word and PFD copies of the agenda sent in future.

24. Finance & Funding- (ongoing item):

- a. To agree the online payments for May 2021

Councillors **AGREED** that as this meeting is early the online payments for May 2021 will be done as normal on 17 May 2021 and ratified at the June LPC Meeting.

- b. To review the signatories for the Bank accounts

On the UTB account the signatories are currently VG, CH, JA & LM and on the Barclays account the signatories are VG, CH & JA. The Barclays account is not currently online but the RFO is looking into this option. Councillors **AGREED**:

- To remove LM from the signatories for UTB.
- To add SL as a signatory on UTB and Barclays accounts.

25. To discuss the circular bench on the green and make any necessary decisions

VG advised that she has spoken to Jo Saxby about the bench. RFO advised that she sent out an email last Friday requesting bank details and a copy of the original invoice so she can make the payment under S137

monies. She has not had a reply. The RFO asked who will insure the bench. SL advise that we should insure the bench and it was **AGREED** that we would add it to our assets register and insure it with our insurers. JA advised that the plaque for the bench needs to have all the relevant information on it and it was **AGREED** that CH will contact Jo Saxby accordingly to discuss the content of the plaque.

26. Notification of correspondence for discussion/action (ongoing item)

Survey/Consultations:
None.

27. Information Only (ongoing item)

SL advised that the date of the next meeting (agenda item 28) should be 21 June 2021.

VB advised that she will report back from the last KALC Area Committee Meeting at the meeting. Clerk will add to June LPC agenda.

The Clerk advised that she has three planters on her drive for LPC and they need to be moved. She will contact the Environment Committee to arrange installation on the Village Green.

28. Next meeting of the LPC will be on Monday 21 June 2021

The Meeting ended at 9.56pm

Signed

Dated.....

APPENDIX A

**COUNCILLOR SUSAN GRIGG
ANNUAL REPORT FOR 2020/21**

Although it could be wished otherwise this past year has inevitably been dominated by the difficulties caused by the ongoing Pandemic. The Council has worked with Local Charities, Communities, Parish Councils and individual residents to support local people through the Community Hub and to support community organisations by providing help. The Borough Council has, with Government assistance, worked hard to help local businesses and Maidstone has been one of the best performing Councils in the Country in distributing grants to businesses. Currently we are working with organisations such as the Business Improvement District to facilitate a safe and successful phased reopening of businesses and services, including the Council Parks.

The current circumstances have had some effect on the Council's income but, fortunately, the good management of the Council's budget over years, robust Council Tax Collection Rates and Covid Grants from the Government has limited the damage. However, whilst the Council continues to benefit from relatively healthy Capital Funding, there remains pressure on Revenue Income. Consequently, the Council is continuing to invest in assets that either reduce the Council's costs by reducing the spend on homelessness by providing housing, or, that provide an income that can support the revenue budget in future years. Hence the purchase of Holy Trinity Foyer and the purchase of the Head Lease at Lockmeadow and Parkwood Industrial Estate.

Despite the difficulties of the last year, the Council's regular business has continued with virtual meetings of Committees. All Councillors will be returning to meetings at the Town Hall following the MBC AGM on the 22nd May 2021.

As always, the prime focus of the Council has been the ongoing Local Plan and supporting work. Sitting as Vice-Chair of The Strategic Planning & Infrastructure Committee, this is the area that takes up most of my time. The Council is proceeding towards the Local Plan Inquiry with crossed fingers. Perhaps as importantly, work has also commenced on providing a suite of non-spatial planning policies on issues such as biodiversity and renewables. This overlaps with the work put in place by the Climate Change Action Group which is moving forward in many areas.

Even with the focus on the Local Plan a number of other innovations have taken place this year including introducing free parking for electric vehicles in Council Car Parks, de-culverting the River Len and commencing the very first trial of CCTV to prosecute littering from vehicles. It is also pleasing to note that the Council has finally begun to make a dent in the back log of outstanding Conservation Area Appraisals and Management Plans.

There remains much uncertainty about the coming year and there has already been considerable difficulty for residents and businesses since the beginning of 2021, but, we have also witnessed a great deal to be proud of in our Borough.

I would just like to finish this evening's report by thanking the Chair and all members of Loose Parish Council for their continued support to me personally. I also know the residents appreciate everything that is done for the Parish as well.

END

APPENDIX B

REPORT FROM COMMUNITY WARDEN LIZ LOVATT for Annual Parish Meeting 4 May 2021

This past year has set out many challenges for us all, and as a Warden Service we have had to face some challenging situations whilst managing PPE and Covid. We have identified a number of residents across all areas who through no fault of their own have required additional support to manage from food parcels, to phone calls to doorstep visits, support with vaccinations, accessing health appointments, benefit information and advice to name but a few.

On top of this wherever possible we have tried to maintain some visual presence in most areas to offer reassurance to the residents within our communities. I have continued to work with many agencies and organisations to ensure that our residents have remained safe and as confident within their own homes as possible.

We now have the re integration process to go through, many residents have lost confidence now and some may be so afraid to leave their properties, I hopefully will be able to support this by offering 1-1 support especially as groups slowly open to encourage our communities to come back together in a Covid safe way. Whilst we are all a little excited about the prospect of getting back to normal, I think it will be a 'new type of normal' for a while as we still need to be respectful that the Covid Virus is still around us all, and therefore need to follow the guidance as it is imparted to us.

I have also been carrying out support for farmers who have been experiencing an increase in animal harassment and harm, there have been reports of sheep being injured this year, which is very sad to hear. I have joined up with relevant agencies to help manage this situation. Please can dog owners ensure that they keep their dogs under control.

We continue to have some issues with Youths on bikes but relevant agencies are aware and I would urge all residents that if they have concerns regarding this they report it into 101.

Whilst I am currently taking part in some formal training within my role my availability is somewhat compromised but I continue to be available via telephone or e-mail so please do not hesitate to contact me if you have anything you wish to discuss and I will respond.

Best regards

Liz Lovatt | Senior Kent Community Warden for Loose, Boughton Monchelsea & Chart Sutton | Public Protection Service | Growth, Environment and Transport 07813712107

END

APPENDIX C

REPORT FROM BRIAN AMORIM (PCSO) for Annual Parish Meeting 4 May 2021

Most recent issues are a spate of fires being lit by youths in Mangravet, Shepway, Mote Park and Loose. They are starting to get evidence and familiar faces. He has regularly been patrolling KGVPF and Loose Road at various times – especially in the eve.

As with our recent incidence of ASB in King George V Playing Field, he urges people to contact 101 and report anything of concern – especially vandalism and criminal damage.

He apologises for being unavailable last minute due to technology but hopes that when we return to the Pavilion he will be able to pop in and show his face to introduce himself. He thanked the LPC for our regular communications to him regarding issues – and will do what he can (for example last week he spoke to the residents who persistently park in KGVPF overnight).

END