



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

Monday 21 February 2022 at 7.30pm
in the Parish Pavilion, KGVPF

Councillors taking part: Vianne Gibbons (Chairman)(VG), Jim Andrew (JA), Susan Luckhurst (SL), Darren Carpenter (DC), Peter Rigby (PR) and Charlie Hollister (CH), Andrew Richards (AKR)

Also present:

Susan Grigg (MBC Ward Councillor for Loose) (SG), Nicky Bourne (Deputy Clerk) (NB), Anne Rigby (Communication and Media Clerk) (AR) and Kim Owen (Clerk)(KO) who took the minutes.

There was one member of the public involved in the meeting.

Housekeeping procedures and rules on taking part were pointed out by the Chairman.

1. To receive and record any apologies for absence

Apologies have been received from Tony Oliver (TO), Liz Lovatt (Community Warden) (LL), Velma Bennett (VB), Simon Webb (KCC Division Councillor) (SW), PC Ingram (School officer) (TI) and Brian Amorim (PCSO) (BA).

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 17 January 2022 (Pages 1734-1742)

PR was added to the attendance list and the minutes were then duly **AGREED** and signed by the Chairman.

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

SG advised:

- The agreement with the Chequers Public House has been signed by both the Landlord and the Chairman of the Parish Council.
- Her ward letter explaining SG's current situation has been sent out to all households in the Parish.
- The Well Street enforcement has been a total disaster and SG has tabled a question to full Council on Wednesday about retrospective planning applications being a recognised method of overruling planning regulations.



- The SMART meeting was held with Dave Southgate and Sean Carter and it was agreed that when a transport issue affects the area a meeting will be called.
- The Local Government Boundary Commission are reviewing the Warding arrangements for MBC (see appendix A of the minutes for details of a meeting attended by SG.). This could mean that Loose Ward is split into two and the Parish will be in two different wards. There is also going to be a Community Governance Review of Parish Council and the work for that review will start in 2023. The Council need to make a decision if they would want to make a submission about the future of Loose Ward. After discussion it was **AGREED**:
 - To arrange an extraordinary meeting on 1 March 2022 at 7.30pm to discuss the review and make any necessary decision regarding a submission.
 - Once a decision on any submission has been made to contact KALC for advice regarding the review. Clerk to action

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

No report received.

8. To receive information on Village Green status application and make any necessary decisions

The documents for the village green status in area of Loose and Boughton Monchelsea was circulated to Councillors. Deadline for comment is 7 March 2022.

Comment from TO –

I would like it recorded that if BMAT takes this space on as a village green, that they will be responsible for the entire up-keep of the space. Boughton has financially colonised part of our parish, admittedly with the best of intentions, but this is a blurring of the lines. BMAT seems to have a limitless supply of finance and I believe their strategy of creatively surrounding their village with green space is to the detriment to their neighbours.

After discussion the Council **AGREED**:

- To support the application.
- To look at Village Green Status for Brooks field and put it on the next Environment meeting agenda.

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

The Clerk read out the report from LL

Due to property damage / fallen trees etc. residents are advised not to employ cold callers looking for work as this puts them at risk of a rogue traders. Kent Trading Standards have a list of vetted traders for a variety of tradespeople at: tschecked.kent.gov.uk. If anyone believes they have been the victim of a rogue trader – please let me know. If cold callers are threatening or intimidating or refuse to leave when ask to do so - this can be reported to Kent Police.

As a result of the success of last year's tea in a box I would be very interested in holding another event. Date to be confirmed. Thank you for the Parish Councils consideration to help apply for funding to make this happen.

If residents who are worried about the cost of their heating and electricity costs – contact The Green Doctors. They have 15 years experience of helping people stay well and warm at home.

They can be contacted on 0800 2335255 or at GreenDoctorSouth@groundwork.org.uk

Residents that use BSL are able to make use of an interpreter via a video link.



The Clerk advised that the office has secured a Household Support grant to help vulnerable people in the parish and will be working with LL to identify the residents concerned. This is will be discussed further under Agenda item 20.

10. To receive any reports/information from PCSO and from e-watch (ongoing item)

The Clerk read out the PCSO report:

I have been off the last couple of weeks but overall it has been a quiet month. There were a few attempted fraud cases on elderly residents at the start of the month.

There have been a few reports regarding parking around the school but they have not been relevant for police to deal with as they have not caused obstructions for people accessing their properties. Other than this nothing comes to mind that would need to be raised.

The Clerk read out PC Tony Ingram report:

Nothing specific to add in regards to the schools in the area. He has given the Council the name and address of the boys involved in the shelter incident.

After discussion the Council **AGREED** that they would write to the parents and ask for a contribution towards the cost of the damage to the shelter. Deputy Clerk to Action

E-watch

- On Monday 24th of January around 17:10 in Linton Road. Somebody threw an object at a bus causing a window to smash.
Crime Report No. 46/15797/22 - Posted 28/01/2022
- On Tuesday 18th of January between 00:01 and 12:00 in Loose Road. Somebody damaged the bonnet and grill of a Vauxhall Astra parked in the road.
Crime Report No. 46/12170/22 - Posted 21/01/2022

11. 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)

- a. An email has been received from the PTA of Loose Primary School asking for a donation to raise funds for a sensory garden and log cabin for the children. Would the Parish Council be able to help?

The Council advised that they do not feel that it is appropriate to use precept money for this type of donation. Office to advise the school.

- b. LAA have been liaising with All Saints Church Wardens to put a bench in the closed cemetery to celebrate the Queen's Platinum Jubilee. They have started fundraising and have permission to put a notice on the cemetery gate and they have approval to install in the bench. They have also confirmed that LAA will maintain the bench once it is in place. The Council **AGREED** for the Office to write a formal letter to support the installation of the bench and note that LAA will maintain the upkeep.

- c. Astra Recycling have contacted the Council to see if they would be willing to have a textile bank in the carpark of the Pavilion. They profit from the textile bank will be used for The Children's Air Ambulance charity.

The Council **AGREED** not to have a textile bank as it would take up valuable car parking space and it could be an issue with antisocial behaviour. Office to respond to email.

- d. Little Voices Mid Kent have contacted the Parish Council to see if it possible for them to display a banner on the wall at the top of Old Loose Hill.

The Council advised that they do not advertise local organisation and suggested that they ask the school to see if they can put a banner on their railings. Office to Action

- e. Tree in Brooks field covered in Ivy

A resident has offered to help with a tree which is covered in ivy and asks if the volunteers will be covered under LPC insurance. The Council **AGREED** for the works to be completed subject to a



risk assessment being completed prior to the start of the works and then this would be covered under the Council's insurance. Office to advise the resident

12. To review the Enquiry, Concern and Complaints Spreadsheet (ongoing item) (KO)

Since the previous meeting the following has been dealt with:

- 2 Different enquires for regular hirers
- 2 Requests for Allotment places
- Kerbstone issues at Old Loose Hill
- Resident's concerns with A229 including an accident damaging the lamppost on 23 Jan 2022
- Youths smoking weed regularly outside the Pavilion
- Fete enquiry from stall holder for Charity
- Resident requested help for Jubilee party in South Park
- Request for traffic survey to go onto website
- Pavilion car park issue via Coxheath Primary School
- Concern about the timing of the lights coming out of Boughton lane
- Dead Badger in stream
- Dead badger on Linton Road
- Request for advertising Loose Bowls Club on Parish Boards
- Resident asked when street light will be repaired
- Request for means of disposing of debris from stream
- Request regarding the tree maintenance

13. Promotion of Loose Parish Council & Articles (ongoing item)

The data for Website and Facebook figures for January 2022 are as follows:

Website

- 310 Site sessions
- 232 Unique Visitors
- 764 Page Views
- Average session duration - 3 Minutes 18 seconds

Facebook

- 2470 People Reached
- 639 Post Engagements
- 2 Page Likes

Next month the Communication and Media Clerk will produce a spreadsheet to compare month on month data. C & M to Action.

In and Around should be coming out at the end of this week or beginning of next.

14. To receive information from Greensands on boundary changes and make any necessary decisions

Documents of the proposed boundary changes were circulated to Councillors. Council **AGREED** that they would like to see a professionally run service with the current boundary.

15. Risk (ongoing item):

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

None.

VG asked if there was any damage from the storm. The Clerk confirmed that a tree came down over the foot path by the stream and was removed by a couple of residents. She has written and thanked them for their help in this matter.

16. To receive information on Policies/Documents for review and storage

- a. Documents for retention and disposal Policy



- b. Appendix – list of Documents for Retention or Disposal
 - c. List of Documents for disposal
- All documents were circulated to Councillors and **AGREED**.

17. To ratify any ROUND ROBINS used since 17 January 2022

None.

18. Finance & Funding (ongoing item):

- a. To ratify payments made on Appx A for 21 February 2022 and sign cheque
The Appendix A was agreed by the Council and the cheque signed. Authorisation was VG and CH
- b. To review the membership of ACRE
The Council **AGREED** to renew the membership of ACRE
- c. To review the Clerks and Councils Direct Magazine
After discussion it was **AGREED** to continue with the Clerks and Councils Direct Magazine with two copies being circulated to the Councillors and Office staff.
- d. To receive information on Unity Trust Bank being VAT registered
The Clerk advised that the with effect from 1 October 2021 Unity Trust Bank plc became VAT registered. The majority of their services are exempt but the charges for the following services will attract VAT:
 - Audit letter
 - Certificate of Balance
 - Bankers' reference/status enquiry
- e. To Ratify the Service Agreement with Wynsdale Waste Management
The Service agreement for the emptying of the three dog bins in Salts Wood has been set up and was ratified by the Council.
- f. To Receive information on the PSS Grant
Details of the PSS grant was circulated to Councillors. The grant will be £4876 for 22/23.
- g. To receive information on the Interim Internal Audit Report
The Internal Interim Audit has been completed and all 16 areas are green (document is rag rated). This has been circulated to Councillors.

19. To discuss the next Annual Parish Meeting (APM) and make any necessary decisions (NB)

The date of the meeting is 23 March 2022. After discussion it was **AGREED** the format of the meeting will be as follows:

- Face to face meeting
- Opening remarks from Chairman
- Two speakers (SG & SW)
- Questions from residents
- Open forum for residents to meet Councillors and local organisations
- Refreshments will be served
- Advertise on Facebook, Community Alert and Website
- If a particular organisation would like to speak then it can be agreed by Round Robin

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

- The Clerk advised that the office have prepared a Contain Outbreak Management Fund Grant application. The fund allows £1.00 per resident in the Parish. The Council **AGREED** to support the application.
- The MBC Household Support Grant has been approved and the Chairman signed the Service Agreement.



21. Information Only (ongoing item)

CH raise a concern about the Well Street site. SG discussed this under agenda item 6. VG advised that Andrea Moore confirmed that they will not now need the KGVPF for the Queens Platinum Jubilee Celebrations.

NB introduced a resident who is considering joining the Council. We will put this on the April agenda for her to meet the Councillors (Not available for March meeting).

22. Next meeting of the LPC will be on Monday 21 March 2022

The Meeting ended 9.30pm

Dated.....

Signature.....



APPENDIX A

NOTES FROM MEETING HELD BY LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND ON 31ST JANUARY 2022

SCHEDULE:

Preliminary Period where Council size is decided
Runs to 18/1/22 (Result – 55 reduced to 48)
3046 residents per Councillor

Consultation on Warding pattern
25th January – 4th April 2022

Draft Proposals Consultation
5th July – 12th September 2022

Final recommendations
29th November 2022

Parliamentary approval - Early 2023
Order goes through a draft for 40 days and then, if no-one objects, will become law

Implemented at next election 2024

POINTS TO CONSIDER:

The boundaries have not been reviewed for 20 years
No template to follow. Can be sent through as a letter or email

HOW TO MAKE A SUBMISSION:

- Email: reviews@lgbce.org.uk
- Consultation portal: <https://consultation.lgbce.org.uk>
- Post: LGBCE, PO Box 133, Blyth NE24 9FE
- Phone: 0330 500 1525
- Website: www.lgbce.org.uk

Can propose single/2 member/3 member wards
What areas logically go together
Consider development plans for the future
Reflect community – shops/churches/schools/resident associations
Define the community identity
Consider conservation aspects
Consider village individuality
Recommend strong and identifiable boundaries
Choose a name for the Ward that identifies the community



IMPORTANT:

Give a reason and evidence any proposal

TOPICS THAT WILL NOT BE CONSIDERED:

- Politics
- Parliamentary boundaries
- Postcodes
- House prices
- Insurance premiums

COMMUNITY GOVERNANCE REVIEW

To be carried out in 2023

Looking at all Parish boundaries

Reviewing number of Councils and boundary lines

For further information, contact Ryan O'Connell at Maidstone Borough Council

CLlr Susan Grigg

15.2.2022