



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

Monday 17 January 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), Velma Bennett (VB), Peter Rigby (PR) and Charlie Hollister (CH) (arrived at agenda item 7).

Also present:

Susan Grigg (MBC Ward Councillor for Loose) (SG), Sean Carter (Chairman NLRA) (SC), PC Ingram (School officer) (TI), Nicky Bourne (Deputy Clerk) (NB) and Kim Owen (Clerk)(KO) who took the minutes.

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

1. To receive and record any apologies for absence

Apologies were received from Tony Oliver (TO), Andrew Richards (AKR), Simon Webb (KCC Division Councillor), Liz Lovatt (Community Warden) (LL) 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)*).

Declarations were received from Cllrs Vianne Gibbons, Charlie Hollister, Jim Andrew, Susan Luckhurst, Andrew Richards, Darren Carpenter, Peter Rigby and Tony Oliver in respect of setting the Precept (Agenda item 16)

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)).

A dispensation was **AGREED** and signed by Cllr Darren Carpenter for Item 3 for the following reason: Section 33(2)(c) (Localism Act 2011) "The dispensation is in the interests of persons living in the authority area". Dispensations were already on record and valid until May 2023 for Cllrs Vianne Gibbons, Charlie Hollister, Jim Andrew, Susan Luckhurst, Andrew Richards, Peter Rigby and Tony Oliver.

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

LPC minutes for the meeting held on the 13 December 2021 (1726-1733)

The Minutes of the meeting on 13 December 2021 were duly **AGREED** and signed by the Chairman.

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

No report received.

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

SG advised

- That she has prepared a letter regarding the reasons she has change in her political status and this will be delivered to all residents in the Parish. The letter will be out by the end of the



month. The Council **AGREED** that once the letter is ready for delivery it can be put on the Website.

- There is a further meeting with the Chequers tomorrow night about the outside events at the Public House and it is all looking positive. She will give an update on the situation at the next LPC meeting.
- There was a Crime Prevention meeting last Friday at SG's house with PCSO, Deputy Clerk, Clerk, Derek Corbett and Lauren Moss (Community Safety Officer) in attendance. Several areas were covered including antisocial behaviour, drugs, irresponsible motorbike riding through the village etc. It was agreed to put the 101 process on the website and what items can be reported. There are lots of other issues that do not warrant a 101 call but would be useful to be reported to the PCSO on a monthly basis so it was agreed that the low level issues will be reported to SG via email and she will collate the information for the PCSO. The Council **AGREED** that this should be put on the website and on the next Community Alert.
- She has had a meeting with SC about the SMART Group to see what the way forward is. She then handed over to SC talk about the options.

SC advised that SMART was set up in November 2013 and some of the issues are still relevant today including various junctions on the A229 that still need work. The Group was made up of NLRA, Loose Parish Council, Loose Amenities Association and The Valley Conservation Society with SG and Derek Mortimer (MBC Ward Councillors). In 2015 the Group set out where they wanted to go and how they wanted to move forward. There have been lots of meetings with a variety of relevant parties including Arriva, KCC Highways and Loose Primary School. Not much has moved forward since that time. The group has restructured and has had the addition of two KCC Councillors and a total of three MBC Councillors but again there was little progress. SG and SC discussed the option of disbanding SMART but leaving Speedwatch in place or setting up an organisation that looks after the interest of Loose and NRLA residents. The organisation will only meet when there is an issue that requires consideration. They will keep an eye on transport issues and can then come back with a coordinated approach when necessary.

The Council **AGREED**:

- That the new organisation will consist of two members from the Loose Parish Council (CH & PR), two members from NLRA and SG
- The initial meeting will take place on 10 February 2022 at 3pm at SG's home to set up the group and its constitution.

JA asked if it would be a good idea to contact the leader of KCC about the inaction of the JTB. SC advised that this can be discussed at the initial meeting of the group.

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

No report received.

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

No report received from PCSO and there were no e-watch reports since the last LPC meeting.

PC Ingram advised that with regards to the students who damaged the Shelter at the Pavilion he had spoken to the parents and advised them that Council would like some payment towards the cost of the damage. The parents were going to speak to the Council. No contact has been made. Councillors asked if they can have the parents contact details. TI will check if he is allowed to pass on their details and come back to the Council on the matter.

10. 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 resident asked if it would be possible to hold an event on the KGVPF for the Queen's Platinum Jubilee on 4 June 2022. They would like bands, stalls, bar etc.



Whilst the Council would support an event of this nature they advised that there are many issues with holding a large event. MBC will need to be informed and the documentation to be completed includes, public liability insurance for all stall holders etc, use of generators on the field, risks assessment for all areas of the event, emergency escape routes, parking facilities, first aiders, etc. The document is then shared with the emergency services before there is any agreement to go ahead. The organisers will need to allow at least 12 weeks before the event to submit the documentation to MBC. The Council **AGREED** that they are happy in principle to support the event and will be happy to help with the completion of the documentation. NB passed an event checklist and a note about the MBC documentation to the resident for information. SG advised that it may be an easier event to manage if there is no sale of alcohol involved. She would not be in favour of a large event with loud music and a bar but a family picnic would be suitable. TI advised that it will be a very difficult weekend for the Police due to the number of events on that day they will be stretched and if the event is not ticketed the Police will probably require security staff to oversee the event.

The resident also asked if it was legal to park on the hatchings outside the Walnut Tree Public House. TI advised that it is a Borough Council issue rather than a Police matter. CH advised that before double yellow lines can be added anywhere there needs to be crash data (eg the number of deaths over a period of time). Even with yellow lines it does not stop people parking on them. NB will contact PCSO to see what can be done and VG will speak to SG about the issue tomorrow to see if any more meetings are to be arranged with the school to discuss parent parking etc.

SG & SC left the meeting.

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

The Clerk advised that since the last LPC meeting the following items have been dealt with:

- Request from Councillor regarding a contractor details
- Drain blocked at bottom of Well Street
- Issue with parking at the Walnut Tree Public House
- Rubbish bin by bus shelter/Rosemount Close found on floor and fixings damaged.
- Two of the repaired cover stones on the wall at Herts Crescent have come off.
- Reported that a hirer left the kitchen and Pavilion messy with white powder after their session on Fri 14 January. Required extra cleaning before Saturday's hire could attend.
- Enquiry about availability of Pavilion and KGV for a large community event. Logged as this is larger than a normal booking (plans shared on a Facebook group) so will need LPC decision.

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

The Communication and Media Clerk (AR) will start to keep record of Social Media data with effect from 31 January. The Community Alert will be issued with a copy of SG's Letter. The Clerk advised that she had asked Breakthrough Communications to do a Social Media Free Mini Health Check, which KO will circulate to Councillors to have a look at. The content will be discussed at the next staff meeting.

13. To review policies and make any necessary decisions (ongoing item)

The policies spreadsheet was circulated to Councillors and KO advised that the RFO is still working on one or two of the policies and then she will set up a plan for the year to review all policies.

14. Risk (ongoing item):

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

Agenda item 14 was revisited by the Council as NB advised that the dogs bins are now in at Salts Wood and being used. There is a risk of them overflowing causing a hazard. A quote has been received from a contractor to empty the bins at £45.00, per fortnight. This is under budget and they can start with



immediate effect. The Council **AGREED** to accept the quote and get the contract in place as soon as possible.

15. To ratify any ROUND ROBINS used since 13 December 2021

None.

16. Finance & Funding (ongoing item):

- a. To ratify payments made on Appx A for 13 December 2021
The payments for 13 December 2021 were ratified. Payments were authorised by VG and CH.
- b. To ratify payments made on Appx A for 17 January 2022
The payments for 17 January 2022 were ratified. Payments were authorised by VG and CH
- c. To receive and to comment on the proposed budget for 22/23, and to set and agree the precept for the Loose Parish
The Budget Calculations were circulated to Councillors. The Finance and Admin Committee met on 10 January 2022 and recommend the proposed precept be agreed. After discussion the Council **AGREED** the precept for 22/23 as follows:
 - Increase of 7% (fiscal year 21/22 £99,875 next fiscal year 22/23 is £106,866)
 - Increase in band D of 5% (fiscal year 21/22 £89.38PA next fiscal year 22/23 93.87PA difference of £4.49 for whole year)The Parish Precept Requirement document was signed by the Chairman and the Clerk.
- d. To receive and agree full accounts to date
The full accounts to date (as at 10 January 2022) were agreed by the Finance and Admin Committee on 10 January 2022. The Council ratified the decision.
- e. To reconcile bank balances as at 31 December 2021
At the Finance and Admin meeting on 10 January 2022 the bank balance was reconciled to the accounts and signed by TO. The documents were available at the meeting for Councillors to look at.
- f. To ratify any transfers of funds
At the Finance and Admin Committee meeting on 10 January 2022 it was **AGREED** that a transfer of £15,000 of funds from Barclays Community Account to Unity Trust Bank Current Account be made to ensure that there are sufficient funds in the current account. This was ratified by the Council.

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

After discussion the Council **AGREED** that the date of the Annual Parish Meeting will be 23 March 2022 at 7pm. The format of the meeting will be discussed at the next LPC meeting on 21 February 2022.

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

None.

19. Information Only (ongoing item)

- The Clerk advised that:
 - After discussion with Jan Capon and VG it has been decided that, due to the ongoing Covid 19 issues Jan's leaving do will be postponed and rescheduled for later in the year.
 - The Council's defibrillator used at an incident in June 2021 has finally been returned to the Parish by the Police. It now needs to be recommissioned ready to be put back in service and the Council can then return the loan defibrillator to the Community Heartbeat Trust.
 - The Clerks and Council Direct magazine is running an Amberol competition with a prize of £1053 worth of planters. The questions are not easy but it may be worth having a go as we need to purchase planters for the Queens Platinum Jubilee. A copy of the questions was



circulated to Councillors. If any questions can be answered, please send to the office. There is only one entry per Council to the competition. Deadline is 31 March 2022.

- PR advised that some of the ragstone edging by allotment have come adrift. They have been place behind by the telegraph pole nearby. NB to report to KCC.
- JA advised that the planter on the island by the green has been damaged and needs to be repaired. NB to action.
- JA advised that while out litter picking he has noticed that someone is walking pass the triangle and throwing full dog poo bags into the triangle. Generally, the area is looking good.
- SL advised that someone has put their Christmas Tree in the bin by allotment. It is very heavy. NB to action.
- PR advised that there is part of a tree by the bus shelter bin. NB to action.

20. Next meeting of the LPC will be on Monday 21 February 2022

The Meeting ended 9.40pm

Dated.....

Signature.....