



**MINUTES OF THE MEETING OF  
LOOSE PARISH COUNCIL  
Monday 18 January 2021 at 7.30pm  
Held Virtually**

**Councillors taking part:** Vianne Gibbons (Chairman) (VG), Charlie Hollister (Vice Chairman) (CH), Peter Rigby (PR), Susan Luckhurst (SL), Velma Bennett (VB) and Jim Andrew (JA). Tony Oliver (TO) on leave.

Also present: Susan Grigg (MBC Ward Councillor), Jan Capon (RFO) (JC), Nicky Bourne (Deputy Clerk) who took the minutes. Anne Rigby (AR) was present for Item 16.

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

**1. To receive and record any apologies for absence**

Apologies were received from Kim Owen (KO) and Paulina Stockell (KCC Ward Councillor).  
Absent: Tom Oliver (TomO), Lewis Muir (LM) and James Goodwin (PCSO).

**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, Peter Rigby, Susan Luckhurst and Jim Andrew in respect of setting the precept (item 15 on this agenda).

**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 Jim Andrew 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's area". Dispensations were already on record and still valid for Cllrs Vianne Gibbons, Charlie Hollister, Peter Rigby, Susan Luckhurst, Tony Oliver and Tom Oliver.

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

**LPC minutes for the meeting held on the 14 December 2020 (Pages 1637 – 1643)**

The minutes of the meeting on 16 December 2020 were duly **AGREED**.

The minutes will be signed by the Chairman and passed to the Clerk accordingly.

**The following approved Committee minutes are to be noted and adopted by the Parish Council:**

Planning Committee Meetings on 2 November 2020 (Pages 514-515), 16 November 2020 (Page 516), 7 December 2020 (Page 517) and 21 December 2020 (518-519)

Environment Committee Meetings on 10 August 2020 (Pages 326-330) and 26 October 2020 (Pages 331-336)

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

No report received.

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

SG gave an update on the Local Plan Review. The consultation period finished on 8 Jan. Over 3000 responses are being analysed ready for a summary presentation on 9 March. MBC is still aiming to hit June 2021 targets for Regulation 19 in anticipation of the proposed government changes that will be issued later this year. MBC are unsure at this stage what the changes will mean to Maidstone so it is vital the timeline is adhered to by moving on to the next phase of the Review. SG is busy with strategic planning and infrastructure meetings. Infrastructure meetings now include MBC, KCC and MPs.

Ward issue: SG received a letter from a resident in Walnut Tree Avenue regarding nuisance motorcyclists intimidating local residents and driving dangerously. This has been happening in various areas over the last fortnight and SG asked if it LPC could report it to the PCSO James Goodwin. However, NB updated the meeting with a report on social media on 18<sup>th</sup> January 2021 saying that the youths had been stopped and bikes seized and that any further incidents should be reported to the police. It was **AGREED** that the Clerks' Office will update the resident. Action NB. VG asked that the information regarding reporting is published to make local residents aware. Action AR.

SG will be attending the Economic Regeneration and Leisure meeting on 26 Jan 6.30pm re the future of the Hazlitt Theatre. This is virtual and Councillors are welcome to register. SG will update after the meeting.

Communication with the PCSO was discussed and SG **AGREED** to contact James Goodwin to get a report herself as none had been submitted for Item 9.

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

- **Tea party in a box**

50 residents will be participating in the "Tea In A Box". A massive thank you to the Parish Council for assisting with funding and volunteers to help make this happen. It is still scheduled to take place on Saturday 30 January 2021 and I will be contacting the volunteers closer to the date to arrange individual drop off and collection times to ensure it meets the Covid-19 guidelines.

VG updated that she had asked LL to get clarification from her Line Manager that the event was still permissible under Covid-19 regulations, as LPC is providing the premises, and email confirmation has been received.

- **Vaccination Programme**

Please can all residents that qualify for the current vaccination programme be aware that they could receive a phone call from an unknown with details of their vaccination time. This has been an issue with some residents who have call blockers in place. There is no charge for vaccinations. There have been some scam phone calls requesting payment.

The Council **AGREED** information should be published to residents on website and facebook. Action AR.

- **Nuisance motorbikes**

I have received several reports about nuisance off road motorbikes in Loose and Boughton Monchelsea. Please can all residents report issues to Kent Police on 101. The Council **AGREED** that the Office should seek clarification as to whether the number for reporting this issue to the Police is 999 or 101 (Action NB) and then to publish to residents stressing that further incidences must be reported (Action AR).

**9. To receive any reports/information from PCSO James Goodwin (JG) (ongoing item)**

No report received.

**10. To receive any questions/comments from the public (ongoing agenda item)**

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

- a. A resident had emailed the office regarding a previous enquiry by her brother related to putting a memorial bench in Brooks field. The Environment Committee had agreed to the memorial but the resident stated she knew nothing of the matter. NB had replied to give the history and timeline, explaining that the next stage would be a meeting between all parties at the site but that had been postponed due to Covid. The resident was informed that LPC had acted in good faith in responding to the enquiry but would now wait to be contacted by both parties before any further action. It was **AGREED** NB should confirm this to both parties.

**11. Risk (ongoing item):**

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

The fence at the Chequers end of Brooks Path has deteriorated and has been taped off with a sign. The Caretaker will be repairing it as soon as weather allows.

**12. To discuss concerns over the number of Cllrs on each Committee (From LPC meeting 14 December 2020)**

Concern has been raised that attendance issues are putting meetings at risk of cancellation if not quorate. The Finance & Admin committee have been unable to meet since January 2020 and have no substitute Councillors to make up the quorum. The external auditor has suggested the Finance and Admin committee should convert to a working group with a single focus on the annual budget and precept preparations, making recommendations to the council. The Council **AGREED** and accepted SL's offer to be a stand-in member of the F&A committee.

The Planning committee is having similar issues, although all meetings are done by round robin. PR and VB **AGREED** to stand in when required to support the Planning Committee. Action NB to send PR and VB the most recent round robins. JA offered to support VB if had any queries or needed advice.

Individual attendance: was discussed. It was **AGREED** that TO, TomO and LM should be emailed. Action Clerks' Office.

McAlpine Trust are short of one LPC member according to the deeds of the trust, but it is always quorate. Next meeting is 18 March 2021.

**13. To discuss the next Annual Parish Meeting and agree date and format if it is to proceed**

The Annual Parish Meeting was discussed and due to the existing Covid 19 situation it was felt that a date could not be set. JA suggested that other Parish Councils must be in a similar situation and it was **AGREED** that the advice of NALC and/or KALC should be sought. Action by Clerks' Office.

**14. To receive information about Round Robins (KO)**

- a. To ratify Round Robins since 14 December 2020

The following **ROUND ROBINS** were ratified:

- 23 November 2020 – Request from Caretaker to be allowed to paint the pavilion garage doors and window frames Agreed (VG, CH, PR, SL, JA & VB)
- 30 December 2020 – Request from Community Warden to use the Pavilion for Tea Party in a Box Agreed (VG, CH, SL, VB)

**15. Finance & Funding- (ongoing item) (JC):**

- a. To agree the online payments and any cheques issued on 18 January 2021 and for the Chairman/Vice Chairman to sign Apex A as agreement of the LPC. (Apex A, available to all Councillors)

The Appendix A was **AGREED** by the Council.

The internal auditor's suggestion was **AGREED** that with the current restrictions, it would be acceptable to scan and email pay roll and invoices over £500 rather than having to physically sign off the regular monthly payments.

- b. To receive and agree full accounts to date

The accounts had been circulated and were **AGREED** at the meeting.

- c. To reconcile Bank Balance as at 31 December 2020

The Bank Balances had been circulated and were **AGREED** at the meeting.

- d. To receive and to comment on the proposed budget for 21/22, and to set and agree the precept for the Loose Parish

The Precept for the fiscal year 21/22 for the LPC was **AGREED** as follows:

Increase of 5% (Fiscal year 20/21 £95,119 next fiscal year 21/22 £99,875)

Increase in band D of 7% (fiscal year 20/21 £83.54PA next fiscal year 21/22 £89.38PA difference of £5.84 for whole year)

Information-Decrease of 1.9% in 21/22 tax base as advised by MBC

Susan Grigg left the meeting.

- e. To discuss financial reviews for the website and whether it is felt needed

It was **AGREED** that simplified budgets would be made available to view on the website. Action JC.

- f. To receive information on the present interest rates for the bank deposit accounts and to take forward any actions as felt relevant

JC shared current interest rates and it was **AGREED** accounts would remain where they are but JC to continue to monitor rates elsewhere.

- g. To receive information on the McAlpine Allotment Charity Accounts as at the end September 2019

A copy of the accounts had been circulated (up to 30/9/19). More up to date accounts have been requested. It was **AGREED** that VG will chase up more recent accounts.

VG thanked JC for her work.

## 16. Promotion of Loose Parish Council and articles (ongoing item)

AR had pre-circulated a comprehensive report.

Comments and additions suggested by SL and JA were discussed and **agreed**: Action AR.

### Website

- a. Home Page - Duplicate links have been removed and boxes replaced with buttons. Pictures could be swapped. A button for the Neighbourhood Plan should remain on the home page. The What's On link has been removed at present. There are still issues accessing the calendar. Contact information should remain KO, or in her absence NB.
- b. Coronavirus Page – links and information have been updated.
- c. News Page – has been restructured.
- d. Planning Committee – information from JA has been inserted and the page modified.
- e. Useful Links – links have been checked and updated.
- f. Loose Parish Council and Parish Council pages are being worked on and possibly integrated
- g. Calendar – still working on issues with linking to the google calendar

Accessibility – all new documents are accessible and old documents are gradually being removed after 18 months. Still need to go through content brought over from the old website. Using Website Accessibility Evaluation Tool (WAVE) but time consuming as can only do a page at a time. Other programmes that may speed up the process are available but expensive.

### Agreed Additions/Amendments:

Map - JA proposed that a street map be published on the website. PR has versions and it was **AGREED** he would circulate them for discussion and agreement by Round Robin.

Useful Links - It was **AGREED** that links to the WI, All Saints Church and the Footpath Group should be added but not local businesses, so the Council remains neutral. Action AR. PR advised that the Loose Village Information page also has links on it.

Neighbourhood Plan – JA **AGREED** to write an explanation of the benefits of the Plan to be included on that page.

Allotments page – 3<sup>rd</sup> paragraph spelling correction (hedgers to hedges) required.

### Community Alert

The last edition went out in Oct 2020. It was **AGREED** that a Community Alert should go out including information on:

- a. An update on current government Covid regulations regarding the use of the playgrounds with good practice advice.
- b. Community information sources (website, In and Around Loose, Community Alert)
- c. The Community Warden's Tea Party in a Box
- d. SL's New Year Resolution's article re: New Councillors

### In and Around Loose

The January/February 2021 issue should have been delivered to all households in the parish. Thanks once again to those who contributed information & articles for this issue.

The March/April 2021 issue deadline for copy to AR is **Monday 1 February 2021**. Delivery end Feb/beg March 2021. It was **AGREED** that the Review of 2020 would be the feature. Action AR.

## 17. To discuss and agree further changes to the Complaints Policy and to verify amendments made following the LPC November meeting

JC had pre-circulated the amended Complaints Policy. VG verified the amendments and the document was **AGREED** by the Council.

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

The office had received a letter from MBC asking LPC to consider the name “Cherry Court” for the proposed new development adjacent to 24 Hubbards Lane. After discussion the name was declined and it was **AGREED** to propose “Iron Fort Way”. Action Clerks Office.

**19. Information Only (ongoing item)**

Fete: PR advised that previous volunteers had been contacted but the Events Working Group meeting in the calendar for 25 January 2021 was being postponed due to the ongoing Covid situation.

Reports of flooding: PR asked whether the viaduct flooding had been reported to KCC because it was still occurring and on occasions flooding the path, forcing pedestrians onto the dangerous carriageway. Action Clerks Office to report to KCC.

NB advised that the drain at the junction of the allotment path to Old Loose Hill had been reported but in recent rain was still overflowing. A photo had been taken to report again to KCC. Action NB.

Traffic Survey: VB queried whether the Traffic Survey walkabout for siting the equipment had been convened and was advised that KO was currently arranging a date.

**20. Next meeting of the LPC will be on Monday 15 February 2021**

**The Meeting ended at 8.55pm**

Signed .....

Dated.....