



## MINUTES OF THE MEETING OF LOOSE PARISH COUNCIL

Monday 25 April 2022 at 7.30pm  
in the Parish Pavilion, KGVPF

**Councillors taking part:** Charlie Hollister (Vice Chair) (CH), Jim Andrew (JA), Susan Luckhurst (SL), Peter Rigby (PR), Tony Oliver (TO), Joanna Miles (JM) and Darren Carpenter (DC)

Also present:

Susan Grigg (MBC Ward Councillor) (SG), Kim Owen (Clerk)(KO) and Nicky Bourne (Deputy Clerk) (NB) 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 Vice Chairman, who chaired the meeting.

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

Apologies were received from Vianne Gibbons (VG), Velma Bennett (VB) and Andrew Richards (AKR).

**2. To receive and agree any decision regarding any item to be taken as confidential (Agenda Item 18)**

The Council **AGREED** to take agenda item 18 as confidential.

**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 Extraordinary meeting held on 16 March 2022 (Pages 1755-1757)**

The minutes of the extraordinary meeting held on 16 March 2022 were **AGREED** and signed by the Vice Chairman.

- **LPC minutes for the meeting of the 21 March 2022 (Pages 1758-1762)**

The minutes of the LPC meeting held on 21 March 2022 were **AGREED** and signed by the Vice Chairman.

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

**Planning Meetings:**

- **1 November 2021 (Pages 557-558)**
- **13 December 2021 (Pages 559-560)**
- **10 January 2022 (Pages 561-562)**
- **7 February 2022 (Pages 563-564)**
- **21 February 2022 (Pages 565-566)**



- **7 March 22 (Pages 567-568)**

#### **Environment Committee**

- **8 November 2021 (Pages 362-365)**
- **31 January 2022 Extraordinary Meeting (366-369)**

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

SG advised that she had been contacted by Chris Lack to advise that a decision had been made to close the Loose Neighbours service. SG passed on thanks on behalf of all the residents of Loose who had been helped over the years.

SG had received an email from Heritage England informing that the Chequers pub is going for retrospective planning permission for the newly built shelters and the wall. She had previously been advised that pre-application discussions were to happen prior to a wall being built, to ensure it was in keeping with the conservation area, but the wall is now in place.

JA asked whether SG had received any reports or complaints of loud music from other local outdoor venues. SG had not, but it was noted that at one regular venue the music finishes at 8pm.

#### **7. To receive any reports from KCC Division Councillor Simon Webb (SW)**

No report or apologies received.

#### **8. To receive any reports/information from Community Warden Liz Lovatt**

No report or apologies received. The Clerk updated that some of the Household Support Grant has been spent and the Office are working with LL on distributing the items to those who would benefit most.

#### **9. To receive any reports/information from PCSO and from e-watch**

No report received or apologies received.

#### **E-watch report**

On Saturday 12th of March between 19:00 and 23:59 in Rosemount Close. Somebody damaged the rope around a shed used to secure it. Crime Report No. 46/51675/22 - Posted 21/03/2022

#### **10. To receive any questions/comments from the public**

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

- a. A consultation has been received from Maidstone Girls Grammar School to increase their Published Admission Number (PAN) to 210 with effect from September 2023. The Council **AGREED** that they did not wish to comment on the increase.
- b. As reported in Agenda Item 6, the Clerk had been contacted by Sue Bradburn, Chairman of Loose Neighbours, who advised that at a Trustees' Meeting on 21st April 2022, it was very reluctantly agreed that the time has come to discontinue the Loose Neighbours service. The main reasons for ending the organisation were: continuing concerns about Covid infections; reduction in volunteer numbers; age and health issues for some volunteers, and the difficulties involved in re-establishing the organisation after two years of suspension. The Group thanked the Council for the help given during the six years they were active. The organisation is very proud of the Loose Neighbours project and all it achieved. The Clerk has thanked those involved for all they have done to help the residents of Loose.

#### **11. To review the Enquiry, Concern and Complaints Spreadsheet (KO)**

Since the previous meeting, the Council noted the following has been dealt with by the Office:

- Bend sign on A229 covered by trees
- Mystery rubbish on KGVPF
- Request for donation form victim support



- Storm debris at end of Salts Avenue awaiting removal
- Sewage leak spotted by dog walker in Salts Wood
- Paint spilt in the Ball Pit and on the Play equipment
- Request from Fire Service via KALC for trauma Teddies for Ukraine
- Request to borrow a tug of war rope
- Enquiry to hire Pavilion and KGVPF for a charity fete

The Clerk elaborated on the paint spillage and actions taken and the range of the CCTV was discussed. It was **AGREED** that this should be included on the next PCH agenda. Deputy Clerk to action.

## 12. Promotion of Loose Parish Council & Articles

The Website and Facebook data for 2022 was circulated to Councillors and noted. The Clerk suggested that it might be useful to monitor and share wider information on engagement e.g. number of Community Alert subscribers, any increases, dates of publication. The Council **AGREED** this would be helpful. Communications and Media Clerk to action.

## 13. Risk

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

No matters from the Office.

## 14. To ratify any ROUND ROBINS used since 21 March 2022

Date: 16 March 22 - To Agree the Submission to the LGBCE for MBC Warding Arrangements – **AGREED** (CH, JA, TO, SL, VB, ARK, DC). The Round Robin was ratified.

## 15. Finance & Funding

### a. To ratify payments made on Appx A for 25 April 2022

The Appendix A for April 2022 was circulated to Councillors and ratified.

### b. To reconcile the bank balances to the accounts and bank statements as at 31 March 2022

The bank statements were agreed to the accounts as at 31 March 2022 and were signed by TO.

### c. To ratify transfer of payment from UTB to Barclays Bank

Because the Financial Services Compensation Scheme only covers bank balances up to a limit of £85K, it was necessary to transfer the present surplus in UTB Bank to Barclays Bank, mainly due to the receipt of the precept last week. The amount needed to transfer to take the Council below the limit was £40,000 and this was transferred on 19 April 2022. The Council ratified the bank transfer of £40,000 from Unity Bank to Barclays. The Clerk also advised that UTB has increased their Instant Access Savings account interest rate from 0.25% to 0.30% with effect from 18 March 2022.

### d. To discuss the year end position for the Parish Council and to examine spends and income as relevant

The detailed receipts and payments by budget heading for 21/22 was circulated to Councillors. The accounts were noted. The planters for the Pavilion were also ordered before the year end and will arrive next week. SL and CH were reminded they had previously agreed to plan the planting of these and the planters on the village green in the jubilee theme. SL and CH to action.

### e. To note rates bill for Pavilion for 22/23

The Clerk advised that the Council rates bill for the Pavilion has been confirmed by Maidstone Borough Council as £0.00 for 22/23.

### f. To review and discuss any funding challenges/ issues/applications

The Clerk advised that a grant, the Contain Outbreak Management Funding (COMF) for parish, town and community councils has been secured for £2,019. This will be paid shortly. The grant will be used for a deep clean of the Pavilion, including the chairs, and to purchase equipment to



facilitate less paper handling, including a projector for the pavilion and nine tablets for Councillors for Parish work.

g. **To discuss earmarked money/ring-fenced for 22/23**

The list of Earmarked Reserves was circulated to Councillors and the Clerk advised that there is also S106 monies being held by MBC for £18,751 which has been earmarked for new play equipment.

h. **To review and discuss any risk management issues with regards to Finance and review the risk record as relevant.**

The Risk Assessment Record, Standing Orders and Financial Regulations have all been circulated to Councillors.

- **Risk Assessment Record**

The Clerk advised that there are several areas that the office is still working on, including old and archive files, and are currently shredding documents. The Council's address at the land registry also needs to be changed. Clerk to Action. The Council **AGREED** the Risk document. SL asked whether the quantity of shredding required out-sourcing, but KO felt it was manageable, just over an extended time.

- **The Standing Orders**

The Clerk advised that she has been through the document and would make no changes but asked if Councillors were happy to keep Appendix A in the document (new procedures relating to Covid 19), as it is unclear what will happen about the pandemic in the future. The Council **AGREED** that Appendix A should remain in document for the time being.

- **The Financial Regulations**

Now that the Clerk's role includes RFO duties the Clerk would like to amend the document so the document just states RFO. The Council **AGREED** to make amendments. Clerk to Action.

i. **To discuss present internal Auditor arrangements and make any necessary decisions for the financial year 22/23**

The Audit Plan had been circulated to Councillors and the Clerk advised that all 16 areas of the interim internal Auditors report were green (report is rag rated). The Clerk asked if Councillors had any questions on the report, wished to add any other areas they would like to have reviewed. She asked if they are happy for the Audit plan to be used for the final audit and for 22/23. The Council **AGREED** that they are happy with the audit as it stands for final Audit for 21/22 and for 22/23.

j. **To receive an update on CIL money and make any necessary decisions**

The Council has received CIL monies of £10,723.43 and the Clerk had circulated a link about the use of the money. AKR, although unable to attend to the meeting, sent in the following comments 'Regarding the CIL, would the elements of the HIP that are as a result of increased traffic (due to developments) qualify for this funding? If so, I propose that some or all of this money is allocated to the implementation of the HIP actions'. The Council discussed the current range of infrastructure projects that are open, with pending work, and it was **AGREED** that the deadline for the use of the money should be confirmed with MBC. Deputy Clerk to action. It was **AGREED** that any decisions on spending should be made by the full council.

The Deputy Clerk raised a question regarding a previous development in the Parish that did not appear to generate a levy and it was **AGREED** that this should be investigated with MBC. Deputy Clerk to action. JA reminded the Council that LPC receive 25% of monies (rather than 15%), because the Council has a Neighbourhood Plan in place.

k. **To receive the KALC & NALC membership invoice and make any necessary decisions**



Subscription information had been circulated to Councillors. The cost of Membership for Loose Parish Council is £857.66 plus VAT. The Council **AGREED** to continue with their membership of NALC and KALC. Clerk to Action.

**16. To receive feedback on the Annual Parish Meeting and make any necessary decisions for 2023**

The Clerk asked for feedback on the Annual Parish Meeting for 2022. PR, CH, TO had received positive feedback. SL passed on a comment that some Councillors perhaps did not circulate as much as others. SL suggested that the chairs could be quickly removed to increase the circulation space. Positive feedback from the Office included the saving of money and time by not printing hard copies of the minutes, but having them on display on the noticeboard instead. The layout and format seemed to work well. Serving teas and coffees before the event was welcoming and there was enough food, although possibly too many sweet items. The advertising on social media and the website saved further time and costs and reached more people. Although the date was early, it has freed up time in April. When booking next year's date enough help must be available for the event. The Council **AGREED** that the same format should be followed next year, with a date at the end of March, as the Easter holidays are the first 2 weeks of April. Clerk to update procedure notes with points from the discussion.

**17. Information Only**

- a. The Clerk advised that she is on leave from 26 April 2022 until 3 May 2022.
- b. Schedule of meetings – this is still work in progress as it is being reviewed to try to make some months more manageable.
- c. JA informed that the gate to the allotment has been widened to allow easier access.

The meeting was closed at 20:19.

**18. To receive information regarding a potential new Councillor and make any necessary decisions**

After a closed session of the meeting, the Council unanimously **AGREED** to co-opt Elaine Lawford to the Council. The Clerk will organise the necessary Paperwork.

The meeting was re-opened at 20:23

**19. Next meeting of the LPC will be on Monday 16 May 2022**

The Meeting ended at 20:25.

Dated.....

Signature.....