



## MINUTES OF THE MEETING OF LOOSE PARISH COUNCIL (LPC)

Monday 21 July 2025 at 7.30pm

in the Loose Parish Pavilion, King George V Playing Field, ME15 9RG.

**Councillors taking part:** Vianne Gibbons (Chairman) (VG), Charlie Hollister (Vice-Chairman) (CH), Jim Andrew (JA), Mick Westwood (MW), Sue Hill (SH), Tony Oliver (TO), Sarah Leeson (SL), Matthew Cooper (MC) and Elaine Lawford (EL).

**Also present:** Nicky Bourne (Clerk) (NB) who took the minutes, Amanda Baker (Assistant Clerk) (AB), Janet Burnett (Assistant Clerk) (JB), Maidstone Borough Council (MBC) Linton & Loose Ward Cllr: Cllr Simon Wales (SW), Kent County Council (KCC) Division Cllr: Cllr Paul Thomas (PT).

There were 3 members of the public present. The Chairman explained the housekeeping rules.

**1. To co-opt a Councillor**

Elaine Lawford signed the Declaration of Acceptance and was co-opted to the Council. Action: NB to arrange remaining paperwork, and set up email.

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

Previously received apologies from Neil Lettington (NL), Velma Bennett (VB), KCC Division Cllr Robert Ford (RF) and Linton & Loose Ward Cllr: Cllr Brian Clark (BC) were accepted by the Council.

**3. To receive and agree any decision regarding any item to be taken as confidential.**

None.

**4. 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.

**5. 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.

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

- LPC minutes for the meeting held on 16 June 2025 (Pages 2041-2045)  
The minutes for the LPC meeting on 16 June 2025 were **AGREED** and signed by the Chairman.

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

- Pavilion & Community Hub (PCH) Meeting: 24 February 2025 (Pages 399-402)
- Pavilion & Community Hub (PCH) Extraordinary Meeting: 20 May 2025 (Page 403)

- Planning Committee Meetings: 12 May 2025 (Pages 715-716), 2 June 2025 (Pages 717-718) and 16 June 2025 (Pages 719-720)
- Neighbourhood Plan Working Group 20 May 2025 (Pages 19-20)

**7. To receive any reports from the Loose & Linton Ward Councillors. (BC & SW)**

Cllr Simon Wales (SW) advised that the MBC Strategic Planning Group have agreed Cllr Brian Clark's request for a new policy to regulate the conversion of residential dwellings to care facilities, proposed following the upsurge of applications across the Borough. At the Joint Transportation Board (JTB) meeting on 9 July, the Board voted to recommend the A229 speed reduction from 40mph to 30mph. Missed bin collections on Old Loose Hill have been cleared after issues caused by the road closure. An agreement has been reached so that pizza delivery bikes will use the car park and not the pedestrian forecourt of Boughton Parade. BC and SW are continuing to press for enforcement at Forstal Lane.

**8. To receive any reports from KCC Division Councillors (PT & RF).**

Cllr Paul Thomas (PT) updated that the re-lining of the Boughton Lane and Cripple Street junction was now complete. He queried maintenance responsibility for a number of local footpaths and a concern regarding the Loose Road/Pickering Street junction. Action: Clerks' Office to follow up. PT advised that the Combined Member Grant would soon be available and open for applications. NB had been in touch with Cllr Robert Ford (RF) to clarify if he had received all the emails regarding the Church Street water issue. RF confirmed that he would be arranging to meet the residents at the site but had not had a chance to fit it in yet.

**9. To receive any reports/information from the Police and from E-watch.**

NB attended the Ward Cluster meeting on 2 July 2025. PC Greenfield updated that he was now supported by 2 problem-solving PCSOs: Kelly Greaves and Shivon De Rose. Issues with nuisance motorbikes continue to be addressed with support from the LPC CCTV to identify and deter offenders. Catapult use and youth anti-social behaviour (ASB) around King George V Recreation Ground (KGV), Boughton Parade shops and the Loose valley is being targeted via Operation INTERACT. Youth engagement is being supported through partnership work with the YMCA to provide positive alternatives and reduce ASB. A nuisance site is being investigated by specialist police teams. The Parish Council have been asked to continue to promote and utilise "My Community Voice" where the Beat Officer regularly posts updates of activity in the area. Residents should be encouraged to continue to report incidents through 101. Each report might only contain a small piece of information, but the collective reports might help with identification or policing. Action: Office to promote My Community Voice and reporting 101.

E-watch reports for Loose since the last meeting:

- Loose Road - between 00:01 on Saturday 5th of July and 12:20 on Sunday 6th of July. Somebody stole both number plates from a vehicle parked in the road. Crime Report No. 46/116976/25.
- Northleigh Close - Saturday 12th of July around 00:04. Somebody stole a hanging basket from outside a residential property. Crime Report No. 46/120237/25.

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

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

Residents attended the meeting and raised ongoing concerns regarding a planning issue near their properties. After discussion it was **AGREED** that Cllr Simon Wales would be given the residents contact details to pursue the matter.

**11. Finance & Funding.**

**a. To ratify payments made on Appx A for 21 July 2025**

The Appendix A was ratified by the Council. There were two sets of payment authorisations this month, both completed by VG & CH.

**b. To receive a full record of accounts from the Responsible Finance Officer (RFO) as at 30 June 2025 including Earmarked Reserves**

The full accounts and Earmarked Reserves had been circulated and were noted.

**c. To receive an update on the 2025 Fete finances**

The fete finance document had been circulated to Councillors and was discussed. The Council **AGREED** to move the funds raised to the earmarked reserves (Pavilion and Community Hub). Action: KO.

**d. To review the Rialtus Business Solutions (RBS) system**

The Council has been using the RBS system since April 2021 and it currently costs £294 + VAT per annum for the support package. The Office recommends that the Council continues with the package. The Council **AGREED**.

**e. To receive an update on the end of year Annual Governance and Accountability Return (AGAR) and the external auditors.**

The Clerk advised that all documentation for the External Auditors was submitted by the Responsible Finance Officer (RFO) on 20 June 2025 and all documentation is on the boards and on the website. The office should hear from Mazars before the end of September.

**12. To receive an update on the Shed in Brooks Field.**

The signed document and plans were delivered by hand to the solicitor on 2 July 2025. The solicitor advised that Loose Amenities Association (LAA) trustees had arranged to sign the lease at their meeting on 16 July 2025 and once received, he would proceed to complete the new lease.

**13. To consider the appeal for support by Maidstone YMCA (following attendance at the LPC meeting on 16 June 2025) and to make any necessary decisions.**

MW had circulated a document related to the current fundraising appeal by Maidstone YMCA and spoke regarding support options available to the Council. After discussion the Council **AGREED** the proposal to make a donation (minimum £100, maximum £500) subject to consultation with the Responsible Finance Officer over available funds, as the 2025-6 budget is already set. Action: MW/RFO. The Council **AGREED** that non-financial support would be offered through campaign promotion on the LPC website, noticeboards and social media and sharing grant source information. Action: Clerks' Office. The Finance and Administration committee will be drafting a new policy on grants and donations going forward. Action: F&A Committee.

**14. To receive an update on the KALC Extraordinary General Meeting regarding Local Government Re-organisation (VB/JB).**

VB and JB had attended the KALC EGM regarding Local Government Re-organisation. Informative slides from the event had been circulated and were noted. The funding of transitional activity was discussed and the Office will monitor and circulate any updates as received. Action: NB.

**15. To review the "Enquiries, Concerns and Complaints" Spreadsheet. (NB)**

A report detailing the enquiries and concerns received since the last meeting had been pre-circulated to councillors and was noted.

**16. To receive and discuss any items escalated by Councillors, Committees or the Office and make any necessary decisions.**

**a. From PCH Committee – to ratify the electricity and gas contract**

The changes to the electricity and gas contracts agreed by the PCH committee on 30 June 2025 were ratified by the Council.

**b. From PCH Committee – to set up a Pavilion & Community Hub working party**

VG explained that NL will be setting up a new PCH working party to review Pavilion usage, needs and potential improvements. Interested Councillors should contact NL. MW advised that the Loose Neighbourhood Plan Working Group (LNPWG) have community survey feedback that would be helpful to the group. Action: MW to contact NL.

**c. From Planning Committee – to receive information on the Gpeto AI planning software trial agreed by the Planning Committee and to agree costs thereafter.**

JB explained the Gpeto AI tool, its potential benefits to the Planning Committee and the proposal to take the free one-month trial. The cost would then be £25 per month for six months, rising to £75 thereafter. The Council **AGREED** to the trial with a review before the higher charge would be incurred. Action: JB.

**17. Promotion of Loose Parish Council & Articles.**

Social media data had been circulated to councillors prior to the meeting and was noted. The next deadline for In & Around Loose will be 13 August 2025 and items for inclusion were considered. Action: MW to provide a short LNPWG update.

**18. To review Terms of Reference of committees being delegated to carry out LPC business.**

Terms of Reference for the Pavilion and Community Hub Committee, the Finance and Administration Committee and the Loose Neighbourhood Plan Working Group had been pre-circulated. NB raised an amendment required for the PCH document, regarding the inclusion of the financial limit for writing off debts (as agreed at the 19 May 2025 LPC meeting). The Council **AGREED** the amendment and all documents were noted. Action: NB.

**19. To review the following policies:**

**a. Complaints Handling Procedure**

The Complaints Handling Procedure policy had been circulated to councillors and was **AGREED** with one amendment (to update the Clerk details). Action: JB.

**20. Loose Neighbourhood Plan Working Group (LNPWG) – to receive information and make any necessary decisions.**

An update on the work of the LNPWG had been circulated. MW advised that the group were currently logging feedback from completed surveys. In order to increase community engagement “Pop-Up” events are being planned in high footfall areas around the parish over coming weeks and a business survey will be undertaken. NB suggested that the feedback would be helpful to other committees e.g. traffic matters to the Environment Committee. Action: JB/NB to arrange access to the feedback. There has been no change in monies spent, although the first invoice from the consultant is due soon.

**21. To ratify any Round Robins since the last meeting on 16 June 2025.**

None.

**22. Information Only**

- The office has been advised that the long-standing CCTV security contractor Astra Security Systems Limited has been acquired by Ward Security, a specialist in delivering security solutions, strategies and services to businesses across the UK. Astra will continue to operate on a business as usual basis and there will be no change to our points of contact. The only change will be payment details. Action: KO.
- The padlock on the Pavilion car park has been changed.
- The LPC telephone number is now on a separate mobile phone which will be usually be with the Clerk, but which can be passed to another member of the team as required.
- The Office have copies of “In & Around Loose” for SL and will deliver to her.

**23. Next meeting of the LPC – 15 September 2025 at 7.30pm.**

The meeting ended at 8.47pm.

Dated.....

Signature .....

## Appendix A - Finance 25/26

As at 21 July 2025

<b>Balance as at 30 June 2025</b>				
Current	UTB	Current account	20360513	139,296.28
Savings	UTB	Instant Savings account	20416234	106,716.75
				<b>246,013.03</b>
<b>Direct Debits paid already taken off balances above- INFO ONLY</b>				
<b>All</b>	Monthly	Lloyds Bank- Credit card	Monthly use plus x £3 charge per user	693.46
<b>PCH</b>	Quarterly	Scottish Water Business	Water Supply	218.00
<b>Admin</b>	Monthly	Clear Business	Broadband at Pavilion	24.52
<b>PCH</b>	Monthly	Countrystyle Recycling	Waste Collection	32.35
<b>PCH</b>	Monthly	Clear Business	Gas & Electric charges Pavilion	145.45
<b>Admin</b>	Monthly	NEST	Staff Pension Payments	548.60
<b>ENV</b>	Monthly	Wynsdale Waste Management	Emptying of bins in Salts Wood	139.44
				<b>1,801.82</b>
<b>Details of Credit Card Gross Payments as debited by DDR- Lloyds Bank-INFO ONLY</b>				
<b>Admin</b>	CC-KO	Microsoft	Microsoft 365 Family	104.99
<b>Admin</b>	CC-KO	Printfast Printing	Green A3 paper	12.95
<b>NP</b>	CC-KO	The Net	Leaflet Distribution	360.00
<b>PCH</b>	CC-NB	Toolstation	Pavilion Repairs	11.98
<b>PCH</b>	CC-NB	Home Bargains	Pavilion Supplies	7.69
<b>PCH</b>	CC-NB	NBB Recycled Furniture	Bench leg replacement	32.40
<b>PCH</b>	CC-NB	Amazon	Tape and sealant	5.97
<b>Admin</b>	CC-NB	Amazon	Stationery	8.99
<b>Admin</b>	CC-NB	30M Distribution Ltd	Laminating Pouches	20.88
<b>Admin</b>	CC-NB	Banner Group Ltd	A3 Paper	23.74
<b>Admin</b>	CC-NB	Packy Ltd	Copy paper	16.07
<b>Admin</b>	CC-NB	Timpson	Keys	18.00
<b>ENV</b>	CC-NB	Wickes	Planter supplies	60.80
<b>Admin</b>	ALL	Lloyds	Charges	9.00
				<b>693.46</b>
<b>Payments authorised 18 June 25 ratified by LPC meeting 21 July 2025</b>				
<b>Admin</b>		Salaries	Salaries and NI Contributions	180.00
<b>Admin</b>		HMRC	P11Ds Class 1A National Insurance	22.13
				202.13

**DRAFT**

Payments authorised 16 July 2025 ratified by LPC meeting 21 July 2025				
<b>PCH</b>		Hirers	Hirers Refunds	100.00
<b>PCH</b>		Claire Waldron	Pavilion Cleaning	150.00
<b>Admin</b>		Staff	Staff Expenses	40.33
<b>LPC</b>		Isle Landscapers	Regular Maintenance June 25	1,228.09
<b>FETE</b>		Tec Medical Services Ltd	First Responder	192.00
<b>FETE</b>		N Lumbard	Update Banner Fee less stall Fee	31.00
<b>ENV</b>		P W Hopkins	Two Handmade Planters	130.00
<b>FETE</b>		Matt Stephens Audio Visual	Fete Public Address	470.00
<b>LPC</b>		In and Around Kent	Late Summer Edition 2025	158.00
<b>Admin</b>		MI Payroll Services	P11D Submission for 24/25	40.00
<b>Admin</b>		MI Payroll Services	Payroll Expenses	45.00
<b>Admin</b>		Salaries	Total Salaries and NI Contributions	8,458.39
		<b>Payments out since last statement</b>	<b>DR</b>	<b>11,042.81</b>
		<b>Current Account Unity Trust Bank Plus any income</b>	<b>CR</b>	<b>140,294.46</b>
		<b>Current a/c after committed payments</b>	<b>CR</b>	<b>129,251.65</b>
<b>UTB Deposit</b>			<b>CR</b>	<b>106,716.75</b>
<b>Total savings</b>			<b>CR</b>	<b>106,716.75</b>
		<b>Total Bank balances</b>	<b>CR</b>	<b>235,968.40</b>
Payments authorised by VG & CH				