



**MINUTES OF THE MEETING OF
LOOSE PARISH COUNCIL
Monday 15 February 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).

Also present: Susan Grigg (MBC Ward Councillor), Jan Capon (RFO) (JC), Nicky Bourne (Deputy Clerk) (NB) and Kim Owen (Clerk) (KO) who took the minutes. Anne Rigby (Communication and Media Clerk) (AR) attended for items 18, 20 & 22.

There were two members of the public involved in the meeting.

AGENDA

1. To receive and record any apologies for absence.

Apologies were received from Paulina Stockell (KCC Ward Councillor), James Goodwin (PCSO), and Liz Lovatt (Community Warden). Tony Oliver (TO) and Tom Oliver (ToM) on leave.
No apologies received from Lewis Muir.

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 18 January 2021 (Pages 1644-1649)
The minutes of the meeting on 18 January 2021 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:

- Environment Committee Meeting 9 November 2020 (Pages 337-339)

- 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 advised that she had been helping to organise the surge testing for ME15. They were notified of the testing on the Friday and the testing commenced on the following Tuesday. A member of the public had the South African variant of COVID 19 and had no travel links to South Africa. It was a very efficient programme although communicating it to the public could have been better. The testing team managed to get 10,000 tests completed between Tuesday lunchtime and Thursday evening. The results will be announced tomorrow lunchtime. SG also advised that there had problems with workmen knocking on vulnerable residents' doors touting for work. An 83-year-old lady was intimidated on her doorstep and ended up paying £450 to have her driveway jet washed. This was happening between Busbridge Road and Farleigh. She will speak to Liz Lovatt. VG advised that the Council will put this on a community alert, on the website and on their Facebook page. AR to action. SG advised she is still doing her strategic work including work on the Integrated Transport package. JA asked what was happening with regards to the Hazlett Theatre. SG advised that the contract with Parkwood will continue for the time being and then will be reviewed.
- 8. To discuss a salt bin in Carmans Close and make any necessary decisions (SG)**
A resident contacted SG as every time there is snow and ice Carmans Close becomes treacherous and takes a long time to clear. They would like a salt bin in place in the Close. NB advised that she had logged the issue with KCC on their winter repairs. Claire Chewter from KCC visited the site and she agreed it is hazardous. She suggested that the residents request a salt bin with KCC direct to the contact page. It would not go in until next winter. If they are unsuccessful they can then come back to the Parish Council. SG will email the resident and advise her to contact KCC direct.
- 9. To receive any reports/information from Community Warden Liz Lovatt (LL) (ongoing item)**
No report received.
- 10. To receive any reports/information from PCSO James Goodwin (JG) (ongoing item)**
The PCSO report for January and February 2021 has been circulated to Councillors. A new PCSO, Brian Amorion, will be taking over from PCSO James Goodwin in the next few weeks.
- 11. 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)
None.
- 12. Risk (ongoing item):**
To receive and discuss any items of concern escalated by committees or concerning any potential risk matters
None.
- 13. To receive an update on the next Annual Parish Meeting and make any necessary decisions**
Currently the legislation is for meetings to be held remotely until 7 May 2021. Several Councils around the country are considering holding Annual Parish Meeting remotely. VG advised we cannot make a decision at the moment and it was **AGREED** to move the item to the next LPC meeting in March.

14. To discuss Social media and Website and make any necessary decisions (VG)

CH and VG are concerned about the Community Facebook pages in the Parish and would like to know who monitors it and who responds. We are not currently having face to face meetings so maybe we need to look at Facebook pages in the Parish. Does the Council think that it is appropriate for the Loose Parish Council to respond to the Facebook page? Any responses should be made by the admin team for the LPC Facebook page, which is for information only. VG would like to see more information on the LPC Facebook. The Council **AGREED** that more information should be put on the LPC Facebook page by the admin team. Admin Team to action.

The Council **AGREED** that item 20 should be taken next.

20 To discuss sheep safety in the Parish and make any necessary decisions (VG)

VG has been in lengthy discussion with one of the shepherds following the attacks on the sheep in the area. A WhatsApp's group has been set up for all the shepherds and Liz Lovatt to discuss issues as they arise. The Parish Council asked what they could do to help. The Group felt it would be good to educate residents in the area. A suggestion was to prepare a leaflet to distribute in the area and put on the LPC Facebook page and on the website. SL suggested that the leaflet be put in In and Around Loose. The shepherds have been sent a copy of the leaflet to approve. AR advised that In and Around Loose may be able to put it on the community section of the magazine. After discussion the Council **AGREED** that if the shepherds are happy with the leaflet it will be put into the In and Around Loose with any costs being taken out of the Chairman's Allowance, the leaflet be put on the Website and Facebook page and distributed to dog training businesses in the area.

15. To receive information on and ratify any outstanding Round Robins (KO)

The following ROUND ROBINS were ratified:

- 21 December 2020 - Planning Meeting
Agenda Item 4 – Minutes of Meeting on 7 December 2020 Agreed (VG, JA & LM)
Agenda Item 6 - 20/505455/FULL – 191 Linton Road Maidstone. No Objections (VG, JA, PR & LM)
Agenda Item 7 - 20/505662/FULL – Land at 59 Linton Road Loose. Objections (VG, JA, PR & LM)
Agenda Item 8 – 20/505740/PNEXT – 42 Valley Drive Loose. The Committee noted the application. (VG, JA, PR & LM)
- 23 November 2020 – New Cigarette Box at Pavilion agreed option (VG, CH, TO, SL)
- 4 January 2021 – Planning Meeting
Agenda Item 4 – Minutes of Meeting 21 December 2020. Agreed (VG, JA & LM)
Agenda Item 6 – 20/505980/Full - High Banks Cottage, Old Loose Hill Loose (VG, JA & LM)
- 18 January 2021 - Planning Meeting
Agenda item 4 – Minutes of Meeting 4 January 2021 Agreed (VG, JA & LM)
Agenda Item 6 – 20/505604/FULL 3 Penny Close Boughton Monchelsea no objections (VG, JA & LM)
- 22 January 2021- To agree to sheep grazing temporarily in Brooks Field Not agreed (CH, JA, PR, TO & SL)
- 22 January 2021 – To put forward “William Tomkin Court” for the new development of Hubbards Lane. Agreed (VG, CH, JA, SL & VB)
- 29 January 2021 – To agree payment for boxes for Tea in a Box Agreed (VG, CH, JA, PR, SL & VB)

- 1 February 2021 – To agree to Albany Funerals using the car park whilst Pavilion is shut. Agreed (VG, CH, JA, TO, SL & VB)

There was a discussion about who can raise a Round Robin. After discussion the Council agreed that if a new item is raised (not previously in the public domain) the Councillor(s) has to contact the Clerk Office and ask that an extraordinary meeting is arranged to discuss the matter.

16. Finance & Funding- (ongoing item) (JC):

- To agree the online payments and any cheques issued on the 15 February 2021 as listed on appx A, and for the Chairman/Vice Chairman to verify details of any agreed invoices over £500 and salaries as listed via email with the RFO, UFN

The Council agreed the online payments and they were authorised as follows:

- January Payments – VG & CH
- February Payments – VG & CH

- To discuss the RBS (Rialtas Business Solutions) software and quotation, and to agree as relevant.

JC advised that KO and herself attended a demonstration of the RBS accounting system and felt that the system was good. The system will grow with the Parish Council. After discussion the Council agreed to adopt the RBS accounting system.

- To discuss Deputy Clerk having a credit card, monthly fee is £3 per user.

The Council agreed for the Deputy Clerk to have a credit card with the same limits as the Clerk.

- To receive information on Proposed Parish Service Scheme grant 21/22

The Proposed Parish Service Scheme is received from MBC annually to help towards the various services they provide and this year there will be an additional £124.00 for 21/22.

17. To receive recommendation from the HR Committee to adopt the new Staff Handbook

The handbook has been as scrutinised and amended by the HR committee, and read by staff. The Council **AGREED** to adopt the new handbook.

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

AR advised at the last meeting she was asked to add a link to the website for Loose footpath group but has been unable to find a contact. PR and VB may have a contact and will go back to AR if they find anything. AR has added a link to All Saints Church, Loose WI and Loose Valley WI. The Council **AGREED** to add the Vine Church. She will also look at the Congregational Church to see if she can add a link for them. In the meantime, she will just add their name and address on the Link page. JA suggested that the Council adds a note on the page. 'If any other Churches would like to have their contact details on this page please contact AR'. AR also asked about the map for the website. Two maps were circulated. This is still an ongoing issue. AR also added new Page for Neighbourhood Plan and she thanked JA for his input on this.

19. To receive information on signs for the weak bridge and make any necessary decisions (JA)

In November 2019 PR and JA met with Paul Hopkins of KCC regarding the signs for the weak bridge as concerns had been raised about the size and positioning of the signs. Suggestions were made and nothing further was heard until January 2021 when proposals for changes were received. JA advised that 95% of the changes were acceptable with exception for the following:

- Sign A1 needs to be reduced to 820 x 901mm

- Sign at corner of Busbridge Road has been turned around and so it looks like the weak bridge is up actually up Busbridge Road. Paul Hopkins needs to be informed of this.
- KCC propose to reduce the signage outside Florence House and Tylers and put weak Bridge and footpath signs on one post on the corner Tylers land. Approval for this will need to be sought.

The Council **AGREED** the changes from KCC subject to amendments as discussed. JA will contact the owner of Tylers to get approval for the post on her land. Clerk will contact KCC and also the owners of Florence house to advise them of the Council decision.

Item 20 was moved to item 15

21 Notification of correspondence for discussion/action (ongoing item)

Survey/Consultations

None.

22 Information Only (ongoing item)

- JC advise that the Council have received a total of £6001.00 from MBC for loss of income due to Covid 19.
- SL asked that Councillors be careful about using reply all emails.
- PR advised that the drain at the end of the Valley drive footpath is still blocked. NB advised she had reported the issue and the KCC website is showing that more work needs to be done to complete the job.
- AR advised that SL had sent a photo of Tylers and the stream to use on the website. AR will check with the owner to get approval to use it.

23 Next meeting of the LPC will be on Monday 15 March 2021

The Meeting ended at 9.00pm

Signed

Dated.....