



MINUTES OF THE MEETING OF LOOSE PARISH COUNCIL Monday 15th July 2019 at 7.30pm, in the Parish Pavilion, KGVPF

Present: Vianne Gibbons (VG) (Chair), Charlie Hollister (CH), Jim Andrew (JA), Peter Rigby (PR), Tony Oliver (TO), Tom Oliver (ToM), Susan Luckhurst (SL), Jane Butler (JB)

Also in attendance: Susan Grigg (Ward Councillor)(SG) and Kim Owen (Clerk)(KO) who took the minutes

There were three members of the public present.

AGENDA

1. To receive and record any apologies for absence

Apologies have been received from Bryan Hillman, Liz Lovatt (Community Warden) and Ross Russell (PCSO).

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

The Council **AGREED** to take item 22 as a confidential item.

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 21st Jan 13)

None received.

4. To receive any signed dispensation requests for any item on this agenda, and for 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 17th July 2017- (item 17)

None Received.

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

LPC minutes for the meeting held on the 17th June 2019 (pages 1522 to 1528).

There was an amendment on the minutes. Agenda item 8 –SL advised that she had already emailed Gap Group Hire with no response but will try again. The minutes, with the amendment, were **AGREED** as a true and accurate and were signed by the Chairman.

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

Planning Meetings on 3rd June 2019 (pages 460-461) and 17th June 2019 (462-463)

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

No report or apologies were received from Councillor Paulina Stockell. The Council **AGREED** for the Clerk to write to Paul Carter to advise that the KCC Councillor had not attended any meetings for several months. Request for assistant with KCC matters had also been ignored.

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

- a) Since a weight restriction has been placed on the bridge at the junction of Mill Lane and Bridge Street there has been issues with waste collection. A narrow access vehicle is required to collect waste and this had broken down on more than one occasion. This means waste has not

been collected and SG spent a considerable amount of time with complaints from residents and talking to MBC to get the issue resolved.

- b) There has been an issue with the Forstal Lane development as debris from the site is being washed down Well Street in the resident's pond and the stream. SG has been onto Chartway and they have built a trench on the Well Street boundary and filled it with shingle. They have also used straw bales to form a dam. Cllr Richard Webb who is the MBC Ward Member for Coxheath has also visited the site to help ensure it does not happen again.
- c) SG has a meeting with Jamie Lehay, the MBC Conservation Officer, at 10.30 tomorrow at the Chequers to discuss the Well Street repairs and to look around the village. Any Parish Councillors are more than welcome to attend the meeting.
- d) There was a discussion about receiving funds from SG to help purchase a Marquee and display boards for the Community Fete. The Chairman proposed that the Council have an extraordinary meeting next Monday to discuss what purchases are required. The Council **AGREED**. The Clerk will organise the Extraordinary meeting for 22nd July 2019 at 7.00pm.

8. To receive any reports/information from Community Warden Liz Lovatt (LL), PCSO Ross Russell (RR) and update from e-watch (ongoing item)

LL – No report received and nothing from Adam McKinley, Community Warden (covering for LL)

RR – The clerk read out the report from the PCSO

- Crimes of note: 25/06/19 – Burglary, Linton Road – Forced entry to barn and shipping container causing damage to doors, multiple items stolen from scene.
- Anti-social behaviour and other incidents of note
 - Walnut tree avenue – Property had eggs thrown at windows while occupant was away on holiday.
 - Loose Primary School – Nuisance parking continuing. AtSchool sports day, multiple officers present in the area issuing warnings to drivers parked on the path.
 - Walnut Tree Avenue – Vehicles parking up in the evening, typically male occupants with a strong smell of cannabis emitting from the car and loud music.
 - Nuisance motorbike are continuing to cause an issue across Loose and South Ward, work is ongoing to tackle this.
- Items of good work
 - Vehicle obstruction, Lancet Lane. Vehicle parked on footpath causing MOP to walk out in the road to get round, increased danger on school at kick out time with children walking in the road. Vehicle has been reported to roads policing team and is currently being issued a penalty notice for wilful obstruction of the highway.

E-watch – item on the e-watch was covered in the PCSO report

9. To receive any questions/comments from the public, to include any letters/e-mails received by the Clerk from members of the public (ongoing agenda item)

- a) To receive any updates on the issue regarding parking in Loose at the start and end of the school day

At the SMART meeting it was decided that as it is almost the Summer a further meeting will not be arranged. There are taster sessions for new parents in September and parking issues will be discussed in a hope new parents will park in a responsible manner.

b) To receive information from residents and the Green Planet Action Group Team and make any decision necessary

o The clerk advised the purpose of the group

- This group recognises the urgency of combatting both Global warming and the accelerating loss of biodiversity.
- They will get better informed and support each other in order to effect change.
- They recognise that many individuals, groups, organisations and political parties have been working, in some cases for decades, in these fields.
- They want to work collaboratively with all who share the same goals.
- They recognise that there is not just one way to meet the challenge and that all parts of society have to feel that it is important to them.
- They will take actions in our localities, nationally and in our own lives, although of course recognising that this is a global problem.
- They intend to focus on a few clear and tangible goals.
- The Group have requested that the Council do the following:

1. Ensure that Loose Parish Council uses 100% renewable energy tariffs
2. Work with relevant experts to review your policies for your allotments to ensure they encourage biodiversity and are as environmentally sustainable as possible.
3. Work with relevant experts to review your policies for all the other land that you own or manage to ensure they encourage biodiversity and are as environmentally sustainable as possible.

They would like to do a presentation at the September Meeting.

As the Council's September meeting is very busy the Council **AGREED** for the Clerk to invite the Group to do a Presentation to the Council at the October LPC meeting.

10. To receive any updates on the Loose Neighbourhood Plan and make any decisions necessary (JA)

- a)** The referendum will take place on 8th August 2019 (7am-10pm). Poll cards have been issued. Councillors will be able to attend the count afterwards. The Council has prepared a variety of documents to advertise the referendum including 1400 flyers, some posters and two banners.
- b)** A complaint been received from a resident regarding the Neighbourhood plan document. There is a picture of the resident's house in the document and she feels it is not in apposite light. The photograph has document for over 3years. It is there as an example of sustainable energy. The RFO has contacted MBC to see if the photograph can be removed from the document. The Clerk will respond to the resident. Any issued raised from the complaint will be dealt with by Round Robin.

11. To receive any updates on SMART (ongoing item) (PR)

Sean Carter attended the last JTB meeting. The A229 development was discussed regarding the Wheatsheaf congestion with a possibility of a roundabout being installed with Cranbourne Avenue being closed. The JBT members were in favour of 20mph limit near schools and will need the sponsor

of a Parish Council. NRLA are likely to take the lead on this with support from Loose Parish Council. Lancet Lane may be an area of 20mph speed limit.

12. To receive information/ updates on complaints and concerns raised with the Parish Council (KO)

The complaints and concern log was circulated to Councillors. The log is for the admin team to make a note of any concerns or issues that have been raised by residents and Councillors. The team can check the current position of all concerns raised and chase the relevant authority or member of staff where necessary. It gives a clear picture of the number and types of issues raised and what the Council's response was to them. If a staff member is not available other members of the team can see how far the complaint has progressed. It also gives Councillors a chance to see what the Admin Team do that is not covered in meetings. We have also added a PCH tab and will log any issues we have with hirers such as lights left on and taps left running etc so we can monitor issues at the Pavilion. The Council **AGREED** to put this on the LPC meeting as an ongoing agenda item.

13. To receive any information/updates from LAA in respect of the shed on Brooks Field and to make any decisions as felt relevant (ongoing item) (KO)

The clerk advised that, with regards to the asbestos issue, she went back over the minutes for the Shed from March 2017 and at the meeting dated 24th May 2017 it was **AGREED** that the old existing shed is to be demolished by LPC when the new structure is built using specialist contractors where necessary. The Council **AGREED** for the Clerk to arrange a meeting with LAA and VG, CH & MS regarding the shed.

14. Promotion of Loose Parish Council & Articles- (ongoing item):

a) To receive an updated report re the LPC website

The report was received by the Council and the contents noted

b) To receive information on In and Around Loose and other publications

The Council **AGREED** that the Communication and Media Clerk will find out the deadline and delivery dates for next edition of the publication. If possible the edition could include results of the referendum and a thank to all who voted. If delivery is before 31st August details of the Fete can be included.

c) To receive information on the Community Alert Service and to discuss and agree items for the next Alert

The Council **AGREED** that the Community Alert should concentrate on the Referendum over the next two weeks. JA will send details over to Communications and Media Clerk for inclusion in the Alert.

15. Risk (ongoing item):

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

ToM raised an issue of broken glass at the Bus Stop by the Green BT box. The Clerk will contact Arriva accordingly

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

a) Survey/Consultations: Community Resilience/Emergency Plans

Currently the Council does not have a Resilience/ Emergency Plan. After discussion the Council **AGREED**

- To ask Bryan Hillman to start work on the plan
- For the Clerk to complete the survey as far as possible and submit by 26 July 2019.

17. Finance & Funding- (ongoing item):

- a) To agree the online payments and any cheques issued on 15th July 2019 and for the Chairman/Vice Chairman to sign apex A as agreement of the LPC. (Apex A, available to all Councillors)
The online payments and cheques were **AGREED** and signed
- b) To receive full record of accounts from the RFO
The full record of accounts was received from the RFO and noted.

18. To receive an update on the list of Committees and members and make any decision necessary (KO)

The List of committees were received by the council and noted. MS was added to the environment Committee.

19. To receive information/update on any training for Officers and Councillors (KO)

At the LPC meeting in June the Training/Learning and Development Policy was reviewed and agreed. The Clerk will need to report to the HR Board, on a yearly basis, details of the training undertaken and its effectiveness. Councillors and staff are asked to inform the clerk of any training undertaken and the evaluation of that training. The Council **AGREED** for the Clerk to prepare an evaluation form for use by both Councillors and officers.

20. To receive information/update on Data protection statement for Love Loose Hate Litter (VG)

The Council agreed for this agenda item to be moved to September 2019.

21. Information Only (ongoing item)

- The Council was reminded that Roy's Wood Official Opening Ceremony is on 27th July at 2pm.
- Neighbourhood Plan – After the costs of the referendum are paid there will be residual monies left over and a suggestion was made to return a sum to Loose Amenities.
- At the last LPC meeting it was agreed to update the Councillor's Code of Conduct. All Councillors will need to complete a new Disclosure of Pecuniary Interest Form if your original document was signed prior to 17th June 2019. Please complete and return to the Clerk as soon as possible.

Meeting Closed 9.00pm

22. To discuss co-opting a Councillor onto Loose Parish Council and to make any necessary decisions

After a closed session it was **AGREED** to invite Velma Bennett to become a member of Loose Parish Council. She accepted.

Meeting reopened 9.10pm

23. Next meeting of the LPC will be on Monday 16th September 2019

The Meeting ended 9.15pm

Signed

Dated.....