



**MINUTES OF THE MEETING OF  
LOOSE PARISH COUNCIL  
Monday 21 September 2020 at 7.30pm  
Held Virtually**

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

Also present: Anne Rigby (Communication and Media Clerk) (AR), Jan Capon (RFO)(JC) and the minutes were taken by Kim Owen (Clerk)(KO).

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

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

Apologies have been received from Tony Oliver, Malcolm Summers, Paulina Stockell (KCC Ward Councillor), Liz Lovatt (Community Warden) and James Goodwin (PCSO). No apologies were 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 17 August 2020 (Pages 1611-1616)**

The minutes of the meeting on 17 August 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 20 July 2020 (Pages 504-505) and 3 August 2020 (Page 506)

Environment Committee Meeting on 10 February 2020 (Pages 321-325)

**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 item)**

- SG has been working on the Local Review Plan and the proposed changes by the government on the standard methodology for housing targets. If adopted as proposed

it will bring a significant increase in Maidstone's housing targets. Currently the target is 883 units per annum. With the planned review it will increase to 1214 units per year from October 2022. If the proposed government changes come into force before the review is adopted the increase will be 1569 units per annum which is an extra 5325 houses in the planned period. MBC are trying to lock the current targets in, so any increases from the Government will not take place until the next review. To do this they are proposing to reduce the consultation period to three weeks and get the current review in place before the government changes are adopted. This will allow MBC to have time to properly plan for the increases that will come in the future.

- SG has also been working on call for sites. She is unable to give any specific details of the sites being considered as MBC are still making the final decisions.
- The Chequers Public house is still an ongoing issue. At the Music Festival the police were called as there was an assault and there was also a fight at one of the comedy nights. The Council has an option to call for a review of the Licence. After discussion the Council **AGREED** to monitor the situation for the time being and wait to see what the changes are in the Government Guidelines for Covid 19.
- SG raised the Forstal Lane Planning issue and the Clerk advised that caravans have been put on the field without planning permission and an access road to the field has been made. The enforcement officer has visited the site today but the Council has not yet been advised of the outcome.
- There is still an issue with a large property at the end of Pickering Street that is being let out by Airbnb as a party house on a regular basis.

**8. To receive information on the Leeds-Langley Bypass and make any necessary decisions**

SG has asked how the Council feel about the bypass. After discussion the Council **AGREED** to not make a decision until more information is available about the call for sites areas.

**9. To receive an update on SMART (on-going item) (PR)**

PR advised that Smart has not done a lot as many volunteers are still shielding. The corridor report has been published but no proposals have been put forward from KCC. With regards to call for sites, although there has been no announcement about which sites will be chosen there are sites on the boundary of the parish and with regards to increase in traffic at Linton Crossroads Linton Parish Council have produced a report about the increase in numbers, which Councillors may find interesting. PR advise that the Parish Council should be aware of possible developments on the boundary and be ready to act accordingly.

**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)

None.

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

KO advised that she has received a report from LL and the two items on it are

- LL has noticed an increase in the level of dog fouling and asks residents to ensure that they pick up their dog waste and use the bins provided. Residents can report irresponsible dog walkers to her or Maidstone Borough Council on 01622 602202.

The Chairman was unsure what the Council can do about this issue. AR advised that she has put posters about the issue on the website. KO also advised that now there are new rules about dogs being allowed around play areas MBC can organise posters

specifically for an area. She will check the posters and a Round robin can be organise to purchase them.

- LL has been busy carrying our social services referrals and giving assistance to residents in a variety of ways including referrals to partnership agencies.

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

The PCSO report was sent to Councillors on 20 September 2020. The Chairman went through the update. At the last meeting a request was made for more information about an arson incident on 28 July 2020 on the Loose Road. The Clerk has been advised that this incident was outside the Parish and should, not have been on the report.

**13. To receive information on Loose, Rendsburg-Eckerforde, Northern Germany (JA)**

(To decide if there is any benefit in contacting this village for the LPC)

JA advised that that he was in Germany on holiday and found a sign to a village called Loose. He wondered if it be of benefit to contact the village and introduce ourselves to them. The Council **AGREED** it would be good idea to contact the village and the Clerk to draft a letter and send it to JA for approval.

**14. To discuss the Boughton Monchelsea Neighbourhood Plan and make any necessary decisions (JA)**

JA advised that the Boughton Monchelsea have completed their Neighbourhood plan and it is out for consultation. The plan is detailed and very well draw up. The Council **AGREED** to support the plan and the Clerk will advise MBC accordingly.

**15. To receive information from the Website Working Group and make any necessary decisions**

a. To discuss photos for the website (from LPC meeting in June 2020)

At the June meeting it was agreed that Councillors could submit photos for the website and a decision would be made at the September meeting regarding residents supplying photos for the website.

AR and KO advised that there is an issue putting photos on the website with the new accessibility regulations. The photos we currently have on the site need to have Alt text added, which is being done at the moment. The Council **AGREED** not to ask residents for photos for the time being. JA asked if there are photographs of the Council's assets on the website including Brooks Field, KGVPF and the Pavilion? The RFO has taken photographs of the assets and they will be added to the website at a later date.

b. Councillors and Staff photos for the website (AR)

Cllr Lewis Muir has had problems putting Councillors and staff photos on the website. SL proposed that once Councillors and staff can meet again, a photoshoot should be arranged and all photos are taken with the same background etc. The proposal was **AGREED** and the original photos will be used for the time being.

c. To receive information on the Council's Accessibility Statement and make any necessary decisions

The draft statement was circulated to Councillors and it was **AGREED**. AR will put the statement on the website by 23 September 2020.

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

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

- a. To discuss risk factors relating to Covid and to the re-opening of the Parish Pavilion to ad hoc and regular hirers.

After discussion it was **AGREED** not to hire out to ad hoc hirers for the time being. JA advise that as this is the Council's income it is important that if there are any changes before the next meeting an extraordinary meeting will be arranged to discuss the matter further. It was also **AGREED** that the footballers can continue to use the pitch on the KGVPF and the toilets in the Pavilion but not the showers.

- b. To discuss amendments/additions to terms and conditions of hire (JC)  
JC has amended the hirers form to include the logo, details of PLI and Covid information. The Council **AGREED** to the revised document.
- c. To discuss the hire of Brooks field and make any necessary decisions  
Currently there are no set charges for the Brooks Field and the Council **AGREED** that this will be discussed at an Environment meeting where necessary.
- d. CH raised a concern about the fence around the Toddler play area as it has deteriorated and needs immediate attention. The Council **AGREED** to get quotes to both replace and repair the fence. JB agreed to research different types of fencing and the Council **AGREED** to a ROUND ROBIN once research is completed to decide on the type of fence and then the Clerk will obtain quotes.
- e. The RFO advised that all electrical items at the Pavilion have been PAT tested and the microwave and projector failed the test. The Microwave was purchased in May 2019 and is out of warranty and the projector was purchased in 2015. The Council **AGREED** that the purchase of a new microwave will be decided by the PCH Committee and the projector will be added to the budget for next year. The two failed items will be disposed of. VB will check to see if the tip takes microwaves and if so JA will take it to the tip.

#### 17. To receive information about Round Robins

- a. Round Robins since 17 August 2020
  - 7 September 2020 Planning Meeting via Round Robin
    - Agenda Item 4 - Minutes of meeting 20 July 2020 Agreed (JA, TO, ToM, LM and JB)
    - Agenda Item 5 - Minutes of meeting 3 August 2020 Agreed (JA, TO, ToM, LM and JB)
    - Agenda Item 7 – 20/503537/TCA Mill Stream House No objections (TO, ToM, LM and JB)
    - Agenda Item 8 – 20/503659/FULL Old Forge House No objections (JA, TO, ToM, LM and JB)
    - Agenda Item 9 – 20/503708/NMAND Land South of Heath Road Linton (JA, TO, ToM, LM and JB)
  - 07 September 2020 1st Rainbows to use Brooks Field and be charged Agreed (JA, PR, CH)
- b. To discuss the procedures for Round Robins and make any necessary changes  
After discussion it was **AGREED** to clarified Round Robin process as follows:
  - Round Robin request can only be made by Councillors
  - The agreement must be 3 Councillors for a Committee Round Robin and 5 for a Council Round Robin
  - Wording to be altered to All matters agreed by Round Robin must arise from an agenda item

The Clerk will amend the procedures and send out to all Councillors

## 18. Finance & Funding- (ongoing item):

- a. To agree the online payments and any cheques issued on 21 September 2020 and for the Chairman/Vice Chairman to sign apex A as agreement of the LPC. (Apex A, available to all Councillors)

The Council **AGREED** the online payments and cheque

- b. To ratify the following payments under H&S delegated powers & security-JC
  - i. Certus- servicing of boiler £110
  - ii. KCC-servicing of fire equipment and replacement of extinguisher £124.80
  - iii. Maidstone signs- closure banners x2 for Brooks Field £140

The RFO advise the above payments were completed under Health and Safety delegated powers and the Council **AGREED** the payments.

- c. To receive information on Business grant application through MBC (JC)

The RFO advised that the Council was successful in obtaining £10,000 grant for loss of earning due to Covid 19.

- d. AGAR- conclusion and public notice for the fiscal year ended 31<sup>st</sup> Mar 2020-JC

The Accounts have been concluded for 2019/2020 and been signed off by the External Auditors. The conclusion notice has to be put on the notice boards for 14 days and stay on the website for 5 years. There were no concerns raised by the Auditors.

- e. To agree/disagree to the cost for digitizing deeds and historical docs for future retention, and for the cost to be deducted from LPC contingency. (JC)

The RFO has the deeds stored at her house as banks no longer keep them. She has contacted KCC to get them digitized so we have a copy in the event of anything happening to them. The quote received is £322.75 including VAT. The Council **AGREED** the quote and the RFO will contact KCC accordingly.

- f. To agree/disagree to continuing with the Parish Online mapping service (cost appx £53 net) (JC)

The Council **AGREED** to continuing with the Parish Online mapping service.

- g. To receive information on the Zurich Insurance renewal for LPC and make any necessary decisions (JC)

The renewal has been received from Zurich and there are changes to the wording that excludes Covid 19 from various areas of the policy. The Council has an agreement with them until 21 October 2021.

- h. To receive information on the new staff pay scales WEF 1<sup>st</sup> April 20 (JC)

The RFO advised that the new pay scales have been received and the pay raise for staff will 2.8%

- i. To receive information on expenses paid to staff and Councillors in previous fiscal year (JC)

The information has been circulated to Councillors and will be put on the boards and on the website.

- j. To receive information on compilation of a staff handbook and new staff contract document by HR Services and to make any decisions as felt relevant (JC)

The RFO was asked to prepare a new staff handbook. She has contacted HR Services and they are happy to prepare the handbook and new contracts of employment. The Council **AGREED** to HR services preparing the necessary documentation.

## 19. LPC standing Orders - To discuss and review and to adopt the appendix covering virtual meetings (JC)

The RFO completed an appendix to LPC standing Orders for virtual meetings and the Council **AGREED** to adopt the appendix.

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

Survey/Consultations – The RFO advised that she completed the NALC Finance Impact survey on behalf of the Council.

**21. To discuss and decide whether any copy needs to be submitted for next issue of In and Around Loose.**

(Copy is required by 21 October for Christmas issue to be issued in November 2020)

AR advised that the Christmas issue of In and Around Loose will be delivered at the end of October. The Council **AGREED**

- For the Chairman and RFO to write an article about what the Council has done for residents
- Put the article on a Community Alert and also on Facebook
- For AR to update the website as to why the gates are not being fully opened
- To ascertain as to why Albany Funerals, have access to the car park and if there is a formal agreement for them to use the carpark. Clerk to deal.

**22. To receive the revised Social Media Policy and make any necessary decisions**

The revised draft Social Media Policy was circulated to Councillors and the following amendments were **AGREED**

- Under ‘what should not’ be put on the website it should read
  - Advertise activities or events outside Loose
  - Promote businesses
  - Endorse Charities
- Remove details of interactive e-commerce function

Clerk to Action

**Information Only (ongoing item)**

- Date for the Highways Improvement Plan meeting was agreed as 15 October 2020 at 2pm
- JA advised that he looked at Roy’s Wood and advised that some work is needed on the supports for the trees. He will do the remedial work and list the rest of the work needed to be discussed at the next Environment Meeting.

**23. Next meeting of the LPC will be on Monday 19 October 2020**

The Meeting ended 9.15pm

Signed .....

Dated.....