



**MINUTES OF THE MEETING OF  
LOOSE PARISH COUNCIL  
Monday 15 June 2020 at 7.30pm  
Held Virtually**

**Councillors taking part:** Charlie Hollister (Vice Chairman) (CH), Susan Luckhurst (SL), Peter Rigby (PR), Lewis Muir (LM), Tom Oliver (ToM) and Tony Oliver (TO) and Jane Butler (JB)

Also present: Susan Grigg (MBC Ward Councillor) (SG), Jan Capon (RFO) (JC), Anne Rigby (Communication and Media Clerk) (AR) 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 were received from Malcolm Summers, Velma Bennett, James Goodwin (PCSO), Paulina Stockell (KCC Ward Councillor) and Liz Lovatt (Community Warden).

**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, 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 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 May 2020**

The minutes of the meeting on 18 May 2020 (Pages 1589 – 1596) were duly **AGREED**. They will be signed by the Vice Chairman and passed to the Clerk accordingly.

**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)**

- a. SG advised that she has received several complaints from residents regarding lorries using Well Street and causing damage to one of the cottages. The developer has put directions on the invoices so Well Street is not used but the drivers just use their satnavs and ignore what is on the documentation. SG feels that there is little more that can be done. The residents have written to KCC and received a response but it is very generic telling them to do what has already been tried without success. The residents want to do a Lorry Watch, which is similar to Speedwatch. For this they need the Parish Council support to organise it including preparing a risk assessment. PR advised that it has been very difficult to organise Speedwatch during Covid 19 and it will be almost impossible to organise a Lorry watch during the pandemic. The residents have also written to MP Helen Grant and she has offered to support them. They want Well Street closed but this is unlikely to happen. CH advised the Council has already tried everything without success. After the discussion the Council **AGREED** to respond to the residents. Whilst they completely sympathise

with their problems everything they have tried to do to alleviate the issue has been unsuccessful. If they are able to get help from KCC the Council will be happy to support them. Clerk to Action.

- b. 2<sup>nd</sup> letter has been sent to Robert Jenrick, Secretary of State, regarding the housing numbers and also asking for an extension for the local plan. It has been signed by all leaders of the political parties as well as Helen Grant. MBC are on the second stage of sustainability for the garden communities.
- c. The issue with the Chequers takeaway service has caused major problems since the last meeting. It was sorted but it took a lot of hard work. Shutting of Brooks Field was 100% the right decision as it took us from dealing with 100+ people down to around 30. SG tried to get a public space protection order but without success. A resident has requested that Brooks field be opened for a Birthday do. SG advised that this will be catastrophic if it is open and should remain closed until the Chequers garden and toilet facilities are open for drinkers. We need to protect the village. The Council **AGREED** to continue to keep Brooks Field closed as they do not feel it will be appropriate to open it in the current situation and asked the Clerk to respond to the resident. Clerk to Action.

#### **8. To receive any reports/information from Community Warden Liz Lovatt (LL) and PCSO James Goodwin (JG) (ongoing item)**

LL report was read out by the Clerk

A resident in a neighboring village was approached by a cold caller offering to remove moss from a roof. The resident told the caller he wasn't interested but was then given a quote of £1100. If anyone has received visits from doorstep callers, they are advised not to buy and sell from or to a cold caller and report the matter to Kent Trading Standards.

I would like to personally thank all the residents involved in volunteering to assist our shielding residents. As the Maidstone hub is due to close, residents are reminded that if they need assistance they are still able to contact the Kent Together helpline on [03000419292](tel:03000419292).

I have been busy making social services referrals and obtaining assistance in other ways. If anyone has any concerns or knows someone that would benefit from extra support, food parcels or just the occasional phone call or visit (adhering to social distancing guidelines) to help tackle social isolation please get in touch - telephone Liz Lovatt Community Warden on [07813712107](tel:07813712107).

The Council asked that the information be put on the Website. Communication and Media Clerk to Action.

JG's report has been circulated to Councillors

- Crimes of note:
  - 19 May – Linton Road - Dashcam and rear reversing Camera have been stolen from the vehicle.
  - 20 May - HERTS FARM – Criminal Damage - cherry trees had the ropes to the covers cut.
  - 23 May - WOODLAWN PARK - During the night, the gates on the driveway were stolen.
  - 23 May – Old Loose Hill – Public Order – Resident of the village received abuse from someone outside of Chequers pub.
  - 24 May - FIVE ACRE WOOD SCHOOL – Wheelbarrow and benches stolen.
  - 27 May - CHEQUERS INN – Public Order – Group shouting at passers-by. Using foul language and causing disturbance.
  - 27 May - FERN BANK- Public Order-. Group of people going across private land. Verbally abusive when confronted.
- Anti-social behaviour and other incidents of note:
  - 16 May – Reports of possible drug dealing happening in loose hill. Patrols monitoring area.
  - 3 June – Group of youths seen in field, possibly using drugs and drinking. Patrols aware to keep look out for groups gathering in village and to move them on.
  - 13 June – Reports of fight taking place in Wells Street between a group of males. Investigations still ongoing.
  - Ongoing issues with Brooks field. Even though parish council have closed the field off during Lockdown, people are still coming to the field and ignoring the signs and climbing over wall

onto field. Patrols are coming to the field when possible, moving people on and creating a police presence.

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

PR advised that as MBC and KCC have virtually shut down currently there is no Speedwatch. SMART is waiting for the results of the consultation on the Wheatsheaf.

**10. 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. A resident has requested that the Council reopen Brooks Field. – See Item 10c
- b. Concerns have been raised by a resident about obstructive parking along High Banks including a request for line markings to reduce the problem. After discussion the Council **AGREED** to contact the resident and request that evidence, including photographs, is collected and they attend a LPC meeting to discuss the matter further.

**11. To receive information from the Website Working group on the progress of the new Website for Loose Parish Council and make any necessary decisions including adding additional pages**

LM asked how the staff are doing with the new website. AR advised that there are a few issues but it is looking good. JC advised that she is started working with it and thinks it is better than the old one. LM is hoping to do some more training with staff once lockdown is over. The old website is no longer been updated. The Council **AGREED** the following:

- Add the two additional sections to the website – News section and Useful Links section
- Only have items on the website that are relevant to residents
- All Councillors check the website at least once a week for any amendments etc

**12. To receive the update on the shed project and make any necessary decisions**

JC advised that the Heads of terms have been agreed and signed by both the Chairman and Terry Davies from LAA. The work can now commence but due to Covid 19 LAA have advise that this is unlikely to begin until 2021. Once started the ground rent will then be agreed.

**13. To receive information on the Fete for 2020 and the Photography Competition and make any necessary decisions**

The main Fete and dog show in its usual format is now cancelled. A piece has been written for In and Around Loose to advise residents. It is expected that Shaylers will still have the fun fair. The photo competition will also be cancelled. After discussion it was **AGREED** that Councillors could submit photos of Loose for the website and an agenda item be put on the September meeting to discuss residents also submitting photos. Clerk to Action.

**14. To receive information on a new notice board for Holmesdale and made any necessary decisions**

Quotes have been received for fitting the new notice board. One contractor is £350.00 the other is £330.39. After discussion the Council **AGREED** to go with the second contractor at £330.39. Clerk to Action

**15. Promotion of Loose Parish Council & Articles- (ongoing item) (AR):**

- a. To receive an updated report re the LPC website  
Discussed under item 11
- b. To receive information on In and Around Loose and other publications  
AR advised that she has an extension until 17 June 20 for any items for In and around Loose. The following will be included:
  - Thanking Volunteers
  - Contact details
  - Social Distancing
  - Carpark and play area
  - Electronic meetings
  - Cancellation of Fete

- Closure of Brooks field
- New Website
- c. To receive information on the Community Alert Service and to discuss and agree items for the next Alert  
To include same items that is being included in In and around Loose. Communication and Media Clerk to Action

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

- a. To receive and discuss any items of concern escalated by committees or concerning any potential risk matters  
On 6 June 2020 a resident contacted the office as there was a dangerous tree down KM331 footpath. KO was unable to get the situation sorted until 8 June 2020 but the dangerous part of the tree has now been removed.

**17. To ratified any Round Robins used since 18 May 2020**

Round Robins to be ratified were as follows:

- 24 Feb 2020 – Arrange maintenance to play equipment (VG, SL, TO & LM) Agreed
- 22 May 2020 – Decision to keep Brooks Field opened called in (VG, CH, JA, TO, ToM, SL, LM VB & JB) Field Closed
- 18 May 2020 – To agree time of training session on 29 May 2020- Not needed as LM organised the time.
- 8 June 2020 – To advertise Deputy Clerk and Caretaker posts (VG, CH & SL) Agreed

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

- a. To agree the online payments and any cheques issued on 15 June 2020 and for the Chairman/Vice Chairman to sign apex A as agreement of the LPC. (Apex A, available to all Councillors)  
The payments and cheques were **AGREED** by the Council
- b. To receive Internal Auditor report and to note/decide on any matters arising from the year end 19/20 audit.  
Page 2 – In February 2020 the Council agreed that they would only keep 1 years' worth of minutes on the website. However, the Auditor has advised that we should keep the minutes of the audited year and the current year so this will mean minutes on the website are held for 18 months for the LPC and for all Committees. The Council **AGREED** to the change from 1 year to 18 months. Clerk to Action.
- c. To discuss the matter of loss of income in respect of Pavilion Hires, and to make any decisions as felt relevant.  
JC advised that she has circulated details of loss of income due to Covid 19 and has applied for and been refused any grant assistance from MBC. The Insurance company will not pay out as Covid 19 is not listed on their terms and conditions. Only other option is to lobby Helen Grant. KALC are also working on this issue. The Council **AGREED** for the RFO to Lobby MP Helen Grant.
- d. To receive information on paying for residents' shopping and make any necessary decisions  
There is a resident who has not paid for her shopping. Statutory regulation (S137) states you can give money if it benefits the Parish or a group of individuals within the Parish. We do not have the powers to give to an individual. It was agreed to keep the outstanding amount as a debt and put it on next month's agenda. Clerk to Action
- e. Ratify payment for Zoom and make any necessary decisions  
KO advise that she will do a monthly pay as you go for Zoom Pro. The Council **AGREED** to ratify the payment.

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

- a. Survey/Consultations:  
LGA Consultation on Draft Model Member Code of Conduct has been circulated to Councillors. The Deadline is 17 August 2020. SL advised that she will do the consultation on behalf of the Council.

**20. Information Only (ongoing item)**

- a. PR gave an update on the Post Office. For 2 to 3 weeks the shop will be closed shortly for a refurbishment. It is hoped that the Post Office will work with the shop to get the necessary equipment in while it is closed. Dates of closure to be confirmed.
- b. JC advised that the next Finance and Admin meeting is due 6 July 2020. She sent out an e-mail to all members of the committee but only had a response from VG.
- c. JA advised that there is a little Village in Germany called Loose. It is a small village with around 850 people. He has asked the KO to put it on the next agenda for discussion. Clerk to Action.
- d. With regards to the terms of references KO advised that she has completed the amendments received from SL and if anyone wants to look at the revised documents please let her know.
- e. KO advised that she has just sent an e-mail to all Councillors for a Round Robin to agreed that the Chairman can purchase a new Printer at cost of £40.00. Please e-mail response as soon as possible.

**21. Next meeting of the LPC will be on Monday 20 July 2020**

The Meeting ended 8.45pm

Signed .....

Dated.....