



MINUTES OF THE MEETING OF LOOSE PARISH COUNCIL Monday 18th February 2019 at 7.30pm in the Parish Pavilion, KGVPF

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

Also in attendance: Liz McLaren (Deputy Clerk) (minutes).

There were no members of the public present.

House keeping procedures and rules on taking part were pointed out by the Chairman.

AGENDA

1. To receive and record any apologies for absence

Apologies for absence were received from Cllrs Jim Andrew (JA), Bryan Hillman (BH) and Susan Grigg (MBC Ward Member)(SG), Liz Lovatt (LL), Jan Capon (RFO) (JC)

2. To receive and agree any decision regarding any item to be taken as confidential – none received

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, as below:

LPC minutes for the meeting held on the 21st January 2019 (pages 1487-1494) - the minutes from the meeting on 21st January 2019 (Pages 1487-1494) were agreed and duly signed by the Chairman.

The following approved Committee minutes were duly noted and adopted by the Parish Council:

- Planning Meetings on 21st January 2019 (pages 446 to 447)
- Pavilion and Playing Field Meeting 25th June 2018 (pages 279 to 283) and 8th October 2018 (pages 284 to 287)

6. To receive any reports from the KCC Ward Councillor Paulina Stockell (PS) (ongoing item) – none received

7. To receive any reports from the Loose Ward Councillor Sue Grigg (SG) (ongoing item) – Cllr Grigg advised no changes since the last report in January.

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

- **Community Warden's report: LM read out the following report from LL:**

The Severe Weather Emergency Protocol (SWEP) is in place throughout Maidstone to help those sleeping rough in our locality during extreme weather. The SWEP solution and type of accommodation may differ from local

authority area to area but will generally provide a safe and warm place for street-homeless people to stay overnight.

Those needing to access emergency accommodation during bad weather should contact their district council's Housing Options team. The Housing Options team for Maidstone can be contacted at: 01622 602000.

Alternatively, those looking for winter shelter can approach Restoring Hands - register by calling 01622 296450 or by emailing mcwsoffice@maidstoneshelter.org.uk. Alternatively, attend in person at: Restoring Hands, George Street, Maidstone, ME15 6TP

The charity Porchlight also operates a county-wide outreach service. Call 08005677699 or visit <https://www.porchlight.org.uk/rough-sleeper-service-0>

Dog walkers

During lambing season, it is an appropriate time to remind dog walkers that when walking through fields, please keep to the footpaths, keep your dog on a lead and under control at all times. If dogs are observed worrying livestock, it can be reported to Kent Police. Worring livestock is a crime, even if the dog owner is not present. It is the owner or person in charge of the dog that can be prosecuted.

Vulnerable people & Welfare visits

I have continued to do vulnerable referrals that have been given to me by several other Agencies As a Community Warden, I work closely with a wide range of Partnership Agencies, Charities, services within KCC, Maidstone Borough Council, the Parish Council and Housing Associations to help build safer and stronger communities. If you are concerned about a neighbour, resident or family member, or just want someone to talk to - please do not hesitate to get in touch.

- **No report had been received from the PCSO**
- **E-watch update:** Between 7.30pm on Friday 8th February 2019 and 12.01am on Saturday 9th February in Linton Road. Four containers on a farm were broken into. Still awaiting a list of the stolen property. After discussion of the above reports it was **AGREED** that the information from LLs report should be added to the website.

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)

- **To receive any updates on issues regarding parking in Loose at the start and end of the School day –** nothing further to report at the moment
- A letter had been received from a member of the public regarding the littering from fireworks. After further discussion it was **AGREED** that an article would be put into the next Community Alert and on the website. **Comms & Media Clerk action**

10. To receive any updates on the Loose Neighbourhood Plan (JA) - no further updates at present

11. To receive any updates on SMART (ongoing item) (PR) - PR advised that there was no SMART meeting this month. Re Speedwatch, an application had been submitted for 2 possible sites in Lancet Lane.

12. 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) - LM advised that the LAA had confirmed that the shed would be completed pre the Duck Race in May. After discussion the following points were **AGREED:**

- Once received, the new lease should be brought back to the next LPC meeting for perusal and discussion - **Clerk Action**
- LM to respond to LAA to ask for timelines for the project and to liaise with grounds maintenance contractor once details have been received. – **Dep Clerk action**

13. To agree the layout of the 2019 Annual Parish Meeting

The procedures were discussed and **AGREED** as follows:

- Agenda layout to be the same as last year, so minutes, invitees to speak (including the dog walkers), public questions, close and refreshments.
- Invitees – send out to everyone from last year. Also to include Helen Grant, MP and new invitees as listed on the draft agenda.
- Room Layout – to be the same as last year
- Nibbles and drinks – to be the same as last year

Concerns were voiced regarding the lack of advertising last year. Already according to schedule the boards are late so these should be put up immediately to advertise this year's event and Clerks to ensure the information

on them is correct. Details of the event should be highlighted on the front page of the website and on the Community Alert. Start time will be 7pm. To be added to the March LPC agenda for updates on speakers as well as Chairmans signature on the agenda. **URGENT Clerk Action**

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

- **To receive an updated report re the LPC website, and to agree to any changes or items to be added including what events should be advertised on the site and the lack of signposting for the Pavilion** - LM read out the website report (synopsis below):
 - Website views for Jan 19 have increased substantially compared to those in Jan 18
 - Modifications have been made to the website during January including removal of agenda and minutes over two years old; inclusion of question and responses from/to the Examiner to the Loose Neighbourhood Plan; update of events calendar
 - Update on items for the Home page and update on website statistics for Jan 19
 - Trends on top pages visited (Home Page and archives)Councillors were asked to review the website and report any relevant changes to the office. – **Cllrs action**
- **To receive information on In and Around Loose**– LM read out current items advertised in the latest edition and these were agreed.
- **To discuss any other matters pertaining to other publications and to agree as relevant, including finance reports.** After discussion it was **AGREED** that this item should be deleted from future agendas due to lack of use. The item above should be amended to read “To receive information on In and Around Loose and other publications” – **Clerk action**
- **To receive information on the Community Alert Service and to discuss and agree items for the next Alert.** – The report was discussed and the items to be added were **AGREED**, however, the Annual Parish Meeting should be the headline event. Regarding roadworks notices – no further emails should be sent to Councillors or advertised on the Community Alert or website. Direct residents to use the roadworks.org website to see what local roadworks may affect them. Add this to the Community Alert, next edition of In and Around Loose and on the LPC website. **Clerk/Comms & Media Clerk action**

15. Finance & Funding- (ongoing item):

- **To agree the online payments and any cheques issued on 18th February 2019 and for the Chairman/Vice Chairman to sign Appx A as agreement of the LPC. (Appx A, available to all Councillors.** – The cheques were duly signed and Appx A agreed.
- **To discuss the new pay scales of staff and make any necessary decisions** - As per the recommendations agreed by HR board the new staff pay scales were duly noted and **AGREED**.
- **To ratify payment for flowers for a resident from the Chairman’s Allowance** - This was ratified accordingly.
- **To receive an update on SIPA and S106 potential funding and make any necessary decisions** – A discussion was held on the potential funding from the SIPA grant. It was **AGREED** that the office should update the details and submit the application by the end Feb deadline. Both items should be added to the next PPF meeting agenda for further discussion. LM was asked to enquire whether funding can be carried forward to the next financial year towards new play equipment.
- **To ratify additional costs for Kitchen Flooring in the Pavilion** – LM advised that the additional costs of £25 for the adjustment of the kitchen door had not been accounted for. Overall the cost for this and removing and replacing the door would be £85 + VAT. This was duly ratified.
- **To receive information regarding late payment from a hirer** - LM outlined the concerns but advised that since the publication of the agenda the payment had now been received. This was duly accepted.

16. Risk (ongoing item):

- **To receive and discuss any items of concern escalated by committees** - none brought forward.
- **To receive any information concerning any potential risk matters** – LM advised that the weekly checks had brought up a risk with a broken trampoline spring. After discussion it was **AGREED** that this reported immediately. CH and JB reported potholes in Well Street and Busbridge Road and would provide LM with site information in order to report them to KCC. – **Dep Clerk/CH/JB action**

- 17. To discuss the relationship with Love Loose Hate Litter following the introduction of the GDPR and make any necessary decisions** - LM read out the report and a discussion was held on the effects of the GDPR and keeping external data. SL advised that under the rules of GDPR each member of the group has signed an agreement for data to be kept on record. The concerns are also felt by the group organisers. A discussion was held and it was **AGREED** that the group should stay under the umbrella of LPC. Group members should be encouraged to join the Community Alert group and the data kept as a sub folder so that separate information can be sent to this sub group only. LLHL group data to then be deleted. KO to liaise with the Comms & Media Clerk accordingly and report back if necessary. **Clerk/Comms & Media Clerk action**
- 18. Notification of correspondence for discussion/action (ongoing item)**
- **Survey/Consultations:** none brought forward for comment.
- LM reported that information had been received from the LAA in regards to the annual Duck Race. After discussion it was **AGREED** that the documentation received was incomplete. LM to respond to LAA requesting further information as requested by MBC. **Dep Clerk action**
- 19. To receive an update on the Community Coffee Morning (CCM) and ratify any costs in line with Terms of Reference.** LM read out the following abridged report:
- Good attendance in both January and February – 35+ attendees each time. Numbers have been consistent for the past three months. Word is getting around and there is a solid core of regular attendees.
 - Regular donations of cakes, cheese scones, books and puzzles and help with serving teas and coffees and clearing up afterwards
 - Liz Lovatt advised how beneficial she is finding it for her role and for the attendees. The NLRA continue to offer support.
 - Residents in the very south of the Borough attend less but have their own regular coffee mornings in that area.
 - The start up costs should be cleared by next month and it hoped that the coffee mornings will then be self funding.
 - Funding has been applied for from Bluebird care. LM advised that with all funding applications evidence of worth has to be proven to the funders. To do this a small questionnaire will need to be produced and attendees asked to complete accordingly. It was **AGREED** that LM could do this in order to comply with funding regulations.
- 20. Information Only (ongoing item)** - nothing further for information
- 21. Next meeting of the LPC will be on Monday 18th March 2019**
- 22. The meeting closed at 9.05pm**