



**MINUTES OF THE MEETING OF
LOOSE PARISH COUNCIL
Monday 19 October 2020 at 7.30pm
Held Virtually**

Councillors taking part: Vianne Gibbons (Chairman) (VG), Charlie Hollister (Vice Chairman) (CH), Peter Rigby (PR), Tony Oliver (TO), Tom Oliver (ToM), Velma Bennett (VB), Lewis Muir (LM), Jane Butler (JB) and Jim Andrew (JA)
Also present: Jan Capon (RFO) (JC), Sue King (MBC Senior Enforcement Officer) (SK), Anne Rigby (Communication and Media Clerk) (AR), Liz Lovatt (Community Warden) (LL) 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, Susan Luckhurst, James Goodwin (PCSO), Susan Grigg (MBC Ward Councillor) and Paulina Stockell (KCC Ward Councillor).

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 21 September 2020

The minutes of the meeting on 21 September 2020 (Pages 1617 to 1624) were duly **AGREED** with following amendments:

- Jan Capon was present at the meeting
- Agenda item 7 – Should read Susan Grigg has been working on the Local Plan Review not the Local Development Scheme.

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

Planning Committee Meetings on 7 September 2020 (Pages 507-508) and 21 September 2020 (Pages 509-510)

6. To receive information on a Planning enforcement issue and make any necessary decisions

Sue King, Senior Enforcement Officer, attended the meeting to discuss the work being carried out in Forstal Lane. JA (Planning Committee Chairman) advised that, regarding this site, several residents have observed the works being carried out including the field being cleared, water system put in place and cabins put on the site. The Council has advised MBC and enforcement officers have attended the site. There is no planning application in place but nothing has happened to stop the works. JA asked have we reach an impasse where the owners feel that the cost of not having planning permission outweighs the cost of having the site completed? SK advised that this is often the case. She confirmed that

MBC attended the site and served a Community Protection Warning but there was no response. They then served an actual notice and then this follows up with a Fixed Penalty Notice and prosecution. They are still working on the prosecution. However, at the moment the courts are not open to planning crimes. If the case does not get to court within six months MBC will lose their prosecution window. A planning application was submitted but it was invalid. The owners have until 22 October 2020 to get the paperwork in order. SK has drafted an Enforcement notice today and it is ready to go. They can appeal and there is little MBC can do. The outcome will be down to the inspectors. VG thanked SK for attending and explaining the situation.

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

No report received.

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

PR advised that SMART is monitoring the MBC Call for Sites but there is no official confirmation of sites at the moment. JA advised that in the Downs Mail sites to be rejected were Fairview Farm and the site west of Well Street. The two recommended for development are Boughton Lane site by Leonard Gould Way and the Fruit orchards north of Heath Road. Another site is Pested Bars Road. PR advised that Speedwatch is still not active but following the Environment Committee's meeting with KCC Highways it is hoped to get some traffic surveys completed on the A229 shortly.

9. 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)

- Tree planting on the Loose Boundary behind Herts Crescent
Susan Grigg (MBC Ward Councillor for Loose) has had discussions with Cllr Paul Wilby (South Ward) about an option of tree planting behind Herts Crescents to give us further protection in that area. The planting will be dense with a one-meter buffer to the front of uncut grass. The trees will be Hazel, Crab Apple, Field Maple and Hawthorn. It is hoped this will take place in November. The Council **AGREED** that they will move this item to the next Environment Committee Meeting.
- Lorry Watch for Well Street
After discussion it was **AGREED**
 - That the Council will support the Lorry Watch
 - The Clerk will complete the necessary documentation for KCC
 - The Office team will help with the administration of the Lorry Watch
 - PR will submit a request for a Speedwatch site in Well Street

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

LL report is as follows:

- Several residents have mentioned receiving scam phone calls or emails. If anyone has responded to a scam in anyway please can they get in touch as there are steps that can be taken to reduce the risk of becoming a repeat victim of this. Trading Standards work closely with Action Fraud. All scams should be reported to Action Fraud on 03001232040. If money has changed hands it should also be reported to the police. If a scammer is believed to be in the area dial 999 and report it to the police.
- Please can residents ensure that they continue to stick to the government guidelines re: Covid 19. I would discourage door knocking during Halloween for obvious reasons. However, some people have suggested going around pumpkin spotting as part of a household groups and being rewarded by the parent/guardian or carer for each pumpkin or poster they spot. This would be a more suitable suggestion. Please stay safe.
- There have been several thefts from vehicles in and around Loose. Please can residents report any suspicious activity and ensure nothing of value is left in vehicles.
- I have continued to work with vulnerable people in the community. If residents need advice, support or assistance to improve their quality of life, please get in touch.

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

VG went through the report from PCSO.

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 information about Round Robins

a. Round Robins since 21 September

The following **ROUND ROBINS** were Ratified

- 21 September 2020 – Planning Meeting via Round Robin
Agenda Item 4 - Minutes of Meeting 7 September 2020 Agreed ((JA, TO & JB)
Agenda Item 6 – 20/503907/LAWPRO 1 Hanson Drive Objections (VG, JA, TO & JB)
Agenda Item 7 – 20/503993/FULL 22Waldron Drive No Objections (VG, JA, TO & JB)
Agenda Item 8 – 20/504018/TCA Brook Cottage Church Street Refer to the Landscape Officer (VG, JA, TO & JB)
- 5 October 2020 – Planning Meeting via Round Robin
Agenda Item 4 - Minutes of Meeting 21 September 2020 Agreed (JA, TO, ToM, LM & JB)
Agenda Item 6 – 20/504201/TCA 11 Rosemount Close Refer to Landscape Officer (JA, TO, ToM, LM & JB)
Agenda Item 7- 20/504245/LDCEX Aberglaslyn Busbridge Road No Objections (JA, TO, ToM, LM & JB)
Agenda Item 8 – 20/504246/LAWPRO 1 Hanson Drive Objections (JA, TO, ToM, LM & JB)

14. Finance & Funding- (ongoing item):

a. To agree the online payments and any cheques issued on 19 October 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** online payments and cheques. The payments were authorised by VG and CH.

b. To received full record of accounts from RFO

A full record of accounts up to 30 September 2020 were circulated to Councillors. JC advised that the balance is higher than normal and this is due to the Covid 19 lockdown.

c. To reconcile bank balances with Bank Statements

The bank statement and the bank balances as at 30 September 2020 were **AGREED** by VG and LM.

d. Review the following:

- Contracts
A list of contracts was sent out to Councillors and noted. Also a list of services agreements was sent out and noted
- Donations, memberships, magazines
There are 2 donations, one for a remembrance wreath (£20.00) and one for the Loose Parochial Church Charity (£150.00). Both were **AGREED** by the Council.
A list of the membership and magazines was circulated to Councillors and the Council **AGREED** to continue with all listed.
- Direct debits and standing orders paid
The Direct Debits and standing order were **AGREED** by the Council.
- Financial regulations
The Financial regulations were circulated to Councillors
JC advised that
 - Due to Covid 19, under 2.2 she has amended the regulations so that verifying of the bank reconciliations on a quarterly basis can be done by the Full Council or the Finance Committee.

- Under section 3.1 each committee shall review its three-year forecasts of revenue and capital receipts and payments. She asked that each committee look at this when working on the budgets for next year.
- That the risk management policy needs updating and she is happy to review and update.

The Council reviewed and **AGREED** the Financial regulations with the above amendment. JC also advised that the Council will be receiving a CIL payment of £187.11.

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

Survey/Consultations - The Clerk advised that she completed the Right to Contest Survey on behalf of the Council.

16. Information Only (ongoing item)

The Clerk introduced the new Deputy Clerk, Nicky Bourne, to the Councillors. VG also advised that the new Caretaker, David Darby, started today. He will take over opening the gates from tomorrow morning Monday to Saturday. The relief caretaker will open the gates on a Sunday so gates will now be open seven days a week.

The Website Working Group meeting will be on 21 October 2020 at 7.30pm

JC advised the Internal Auditor will be attending on 27 October 2020.

17. Next meeting of the LPC will be on Monday 16 November 2020

The Meeting ended 8.42pm

Signed

Dated.....