



MINUTES OF THE MEETING OF LOOSE PARISH COUNCIL Monday 20th May 2019 at 7.30pm, in the Parish Pavilion, KGVPF

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

Also in attendance: Ross Russell (PCSO)(RR), Kim Owen (Clerk)(KO), Jan Capon (RFO)(JC), Anne Rigby (Comms & Media Clerk)(AR), Liz McLaren (Deputy Clerk)(LM) took the minutes

There were three members of the public present

Cllr Vianne Gibbons stepped down as Chairman

AGENDA

1. To elect a Chairman to the Loose Parish Council for the next year

A nomination was put forward and duly seconded that Cllr Vianne Gibbons should continue as Chairman for the forthcoming year. This was unanimously **AGREED** by the Council and accepted by Cllr Gibbons. The Declaration of Acceptance was then signed by the Chairman and witnessed by the Clerk

2. To elect a Vice Chairman to the Loose Parish Council for the next year

A nomination was put forward and duly seconded that Cllr Charlie Hollister should continue as Vice Chairman for the forthcoming year. This was unanimously **AGREED** by the Council and accepted by Cllr Hollister. The Declaration of Acceptance was duly signed by the Vice Chairman and witnessed by the Clerk.

3. To receive declarations of acceptance of office for Councillors as elected to the LPC

Declarations were signed and received where possible.

4. To receive and record any apologies for absence. Apologies had been received from KCC Cllr Paulina Stockell, Community Warden Liz Lovatt, PCSO Ross Russell

5. To receive and agree any decision regarding any item to be taken as confidential (Item 33) - It was **AGREED** that item 33 was confidential and would be discussed under closed session.

6. 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

7. 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

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

LPC minutes for the meeting held on the 15th April 2019 (pages 1508-1514)

The minutes were duly agreed and signed

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

The following minutes were noted and adopted accordingly:

- Planning Meetings on 1st April 2019 (pages 454-454)

- Environment meeting on 11th February 2019 (pages 299-302)
- LNPSG meeting on the 16th January 2019 (pages 158 to 159)

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

A report had been received but could not be read out at the meeting. Concerns were raised regarding the lack of contact in the past year with PS. KO had contacted KCC who confirmed that PS is still in post and our nominated KCC Ward Councillor. Attempts at regular meetings had not been successful. After discussion it was **AGREED** that KO should write to Cllr Paul Carter, leader of MBC, outlining the problems and to see if cover can be provided in the absence of Cllrs Stockell. Cllr Susan Grigg to be copied into email too. Other relevant Parish Councils to be contacted to see if they are experiencing the same problems. **KO action.**

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

SG confirmed that she has been elected for a further 4 years following the recent election. She will remain on the MBC Strategic Planning and Infrastructure Committee. Current issues included:

- Problems with bikes on Walnut Tree Avenue. The PCSO is aware and dealing with the issues.
- Hedging issues
- Groups of adults drinking on Friday/Saturday evening in the private car park behind the Boughton Parade shops. The Police, NLRA and local shops have been advised but nothing further can be done.

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

LPC had been advised that LL is currently out of the office and Coxheath Community Warden is covering in her absence.

RR reported as follows:

- 26/04/2019 – Burglary, Loose Road. Male reported to have entered the Salon on Loose Road and enter a kitchen area at the rear, phone reported as stolen. No vehicle index given though noted as a non UK VRM
- Drugs, Walnut Tree Avenue – 4 youths appeared to be using an orange bong in the vehicle. This is an area regularly attended and cars generally parked up with occupants inside are challenged. Any issues of this nature are dealt with robustly
- Criminal damage, Loose Primary School. Graffiti reported on school property. This was attended by Police patrol who were advised that this was a school art project.
- Poaching in Loose Valley, update from Liz McLaren – Ferreter currently in Loose valley has permission to do so and this is not a criminal offence.

Following discussion on these items, SG advised that she will speak to the LAA in regards to poaching. **SG action**

12. 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 the issue regarding parking in Loose at the start and end of the school day (PR)** It was advised that a recent meeting had been held with the school and governors to discuss how the issues can be resolved but no further progress at the moment. There is the potential for the installation of a zebra crossing by the Walnut Tree pub but costs are too extortionate although the idea for a crossing or pelican has been added to our LNP and this would be supported by Loose residents. The school is doing everything possible to tackle the issues of irresponsible parking by parents. It was felt that a visible presence could perhaps be more beneficial. Another meeting is in the pipeline. White lines around the school need to be remarked and KHS has advised that this will be done in due course.
- To receive a request from an organisation regarding the use of Pavilion (JB)** JB requested that a local charity wish to use the hall free of charge for an event. It was **agreed** that all local charities/organisations should pay the reduced fee to offset upkeep/maintenance costs of hall hire. After discussion SG advised that she would be happy to fund the hall hire charge on this occasion. **LM action**
- To receive an update from LAA on the noise issues at the Chequers Public House** – It was outlined that the volume of noise all day was unacceptable to local residents but on the plus side breaks in the music

were taken. The Landlord had complied with agreements but evidently sound levels hadn't been monitored. The music generally finished around 10.30pm but noise from visitors to the pub carried on until the early hours. Numerous ensuing complaints had been received. A DJ Fest has been advertised for early June.

- d) **To receive a request from a resident to show support for the Maidstone Borough Council climate emergency motion** – It was **AGREED** to show support for the motion
- e) **To receive information from a resident regarding issues in Busbridge Road (SG)** – Concerns were voiced in regards to pedestrian safety at either end of the lane where there are no pavements. A resident's letter has been forwarded onto Head of Kent Highways and Paul Carter at MBC. KO to follow up with Paul Carter and to advise resident of progress. **KO action**
- f) **To receive a request from a resident to put up a non-political poster on the Parish Boards (SG)**
A request had been received to advertise a poster. This was discussed briefly and it was **AGREED** that provided there was room on the boards, this could be accommodated as a one off gesture. **AR action**

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

JA advised that the LNP had been submitted to MBC for final amendments and was expected to be agreed at the MBC Planning Meeting on 8th June 19. Advice on the final stage – the referendum - is currently being sought from MBC. To date, nationally 700 NLPs have been approved and approximately 30% is the average turn out at the referendum stage.

14. To receive any updates on SMART (ongoing item) (PR) – SG updated the Parish Council. A public consultation will be held in due course in regards to the installation of double yellow lines on one side of Lancet Lane. It was advised that Parking Permits would not stop the parking issues and were deemed not suitable for this area

15. 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 advised that a response had been received from our Solicitor regarding the new lease. Details were read out by the Chairman and discussed accordingly. The following points were **AGREED**:

- a) There should be a formal agreement put in place for a period of 20 years possibly with the addition of a break clause. KO to seek advice on the break clause.
- b) A new agreement will need to be drawn up at the end of tenure. To include notification that each party must notify each other within 6 months of the end of tenure should they wish to terminate or continue with the rental
- c) To also advise this application will need planning permission
- d) That LAA will need to take responsibility to insure the shed, to take out a risk assessment and to be responsible for all maintenance (including costs).
- e) Ground rent = 20% minimal
- f) Timing – lease must be produced and in place prior to the commencement of the building project

Additionally KO to check the minutes from May 17 onwards in regard to the removal of the asbestos. Once status is confirmed then this will be sent out to all Cllrs on a **ROUND ROBIN** for forward action. **KO action**

16. To discuss and agree dates for Council and Committee meetings for coming year including date for December LPC meeting and whether there is an LPC meeting in August.

A revised schedule had been sent out to Cllrs. After discussion it was duly **AGREED** that no meeting will take place in August and the December LPC meeting will take place on 9th December. A Planning Committee meeting will take place on 16th December.

17. To appoint Committees and members to Committees, including substitute and Co-opted members and representatives to outside bodies. To consider numbers of members on each committee. –

- a) **Planning Committee** – Cllrs JA (Chair), TO (Vice Chair), VG, TomO, JB
- b) **Environment Committee** – Cllrs CH (Chair), JA, PR, SL, JB, BH. Additionally Bridget Kenney (Co-opted member) and Pip Terry (Consultancy)

- c) **Finance and Admin** – Cllrs VG (Chair), TO (Vice Chair), CH
- d) **HR Board** – Cllrs VG (Chair), CH, TO
- e) **Pavilion and Community Hub Committee** – Cllrs VG (Chair), SL (Vice Chair), TO, TomO
- f) **Loose Neighbourhood Plan Steering Group** – Cllrs JA (Chair), VG, TO, PR, TomO. Additionally Terry McKeown (LAA – non LPC voting member), Peter Gardner (non LPC voting member)
- g) **Events Working Group** - Cllrs PR (Chair), TO, TomO, Beryl Gibson (All Saints church), Irene Songhurst (advisor)
- h) **McAlpine Trust** -Cllrs and LPC Trustees VG (Chair), JA, CH, TO. Additionally Viv Davis (Secretary and Trustee nom LPC rep) and Ken Glozier (Treasurer and Trustee nom LPC rep)
- i) **Police Liaison** - agreed
- j) **PCC** - Cllr PR
- k) **SMART** – Cllr PR
- l) **KALC Area Committee** – Cllrs TO and TomO
- m) **Any other Committee/Organisation** – agreed

LM to amend and distribute to Cllrs. **LM action**

18. To agree continuance of ROUND ROBIN agreements in line with Terms of Reference and review procedures
This was duly **AGREED**

19. To review all Terms of Reference in view of committees being delegated to carry out LPC business
KO advised that due to numerous changes these were still pending. After discussion it was **AGREED** that these should be standardised and taken to each individual Committee for agreement. **CLERKS action**

20. To agree to continuance of ‘Delegated Powers Policy’ in line with Standing Orders and Terms of Reference
This was duly **AGREED**

21. To agree to the Clerk approval or disapproval of dispensations
It was **AGREED** that this would remain with Committee approval as per current procedures.

22. To discuss Councillors allowances and out of pocket expenses and to agree as relevant
This was discussed and **AGREED** that the Councillor allowance would not be taken but out of pocket expenses would be granted as per current procedure.

23. For members to confirm that they agree to receive ALL agendas electronically during the period of office. To also agree that these may be signed by the Clerk using facsimile – This was duly **AGREED**

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

- a) **To receive an updated report re the LPC website** - Cllrs to report back to the office on any changes they would like to see on the website and to check their Committee pages prior to each meeting. AR will collate responses and amend as relevant. Website stats down at the moment. AR read out a list of items currently on the Home Page. Modifications to the website had taken place during April. Photos will be added in the next few weeks. After discussion it was **AGREED** that the climate motion should be advertised. **AR action**
- b) **To receive information on In and Around Loose and other publications** next deadline 31st May for all articles. Cllrs to get articles to office by this date to enable articles to be sent to In and Around Loose by 10th June. Confirmation that email address for this is office@loose-pc.gov.uk
- c) **To receive information on the Community Alert Service and to discuss and agree items for the next Alert**
These were sent out on 2nd and 15th May. Approximately 50 people are now signed up for the service. It was suggested that perhaps Councillors should sign up too? A query had been received from a member of the public regarding dropped kerbs and it was **AGREED** that this should be added to the next ENV agenda for discussion. The new Schedule of meetings/Committee members will be added to the boards. Loose Neighbours poster/Loose defibrillator poster to be added to the internal board only.
Next alert should include information on the LNP referendum and the Roy’s Wood opening, when details are available.

25. Risk (ongoing item):

- a) **To receive and discuss any items of concern escalated by committees** - nothing received
- b) **To receive any information concerning any potential risk matters** - nothing received

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

Survey/Consultations: none

27. Update on the Duck Race

- a) **Documentation** - It was advised that this had been received and was in order. However, confirmation was still needed in writing from the LAA that MBC approved the evacuation plan and a copy to be forwarded onto the LPC. The LPC approved the addition of bark chipping to be added in the badger area. H&S check to be done on Weds pre Duck Race
- b) **Preparation of Brooks Field (CH)** KO advised that the final cut on Brooks Field had been completed.

28. Finance & Funding- (ongoing item):

- a) **To agree the online payments and any cheques issued on 20th May 2019 and for the Chairman/Vice Chairman to sign apex A as agreement of the LPC. (Apex A, available to all Councillors)**
Duly **AGREED** and no further questions
- b) **To receive copies of all accounts for fiscal year 18/19** - duly received and no further queries
- c) **To agree the SIC (Statement of internal control)** - The SIC for 18/19 was duly **AGREED** 18/19 agreed and signed. No further queries
- d) **Annual Governance Statement- (section1)** - JC read out Section 1 of the Annual Governance Statement 2018/19. This was duly **AGREED** ,completed and signed by the Chairman and Clerk.
- e) **Accounting Statements-(section2)** The statements for 18/19 were duly **AGREED** and signed by the Chairman
- f) **To receive information on the confirmation of the exercise of Public Rights** – The dates for publication were advised as 17th June- 26th July 19.
- g) **To review Internal Auditors report** – Page 3 of the AGAR as completed by IA was noted. A full report is awaited, and this will be circulated in due course and taken to the next F&A meeting for review.
- h) **To review the signatories for the Bank accounts** - These were confirmed and **AGREED** for each account
- i) **To ratify amount due to FERIA Urbanism for making further modifications to the final copy of the NHP, including amendments as outlined by the examiner and some other identified minor changes.** JC confirmed that payments were in line with original quotation and were accordingly **AGREED**
- j) **To ratify costs for painting the kiosk, over original quotation** - The issues were duly discussed, the reasons were accepted and the costs **AGREED**
- k) **To discuss membership of LCR magazine subscription:** BH, JA, PR, VG confirmed they would still like to receive copies and will share where possible.

29. To receive information regarding an incident on the KGVPF and damage to a gate and make any necessary decisions – A discussion was held on the issues surrounding the damage to the gate. It was **AGREED** that the due process for claim has started and will be resolved via an insurance claim and the report to be pursued via 101. Criminal damage had been caused, by laws broken and there was insufficient proof of perpetrators to be able to pursue elsewhere. LPC have a duty of care to all field users and the Caretaker makes every possible provision to let all cars out of the field in the evening.

30. To discuss Stay and Play (Hirer) and Pavilion assets and make any decisions necessary – the LPC was updated on a prior meeting with Stay n Play. To date only a verbal agreement had been received in regards to the items being left – red chairs. The group had been advised that 4 tables belonged to the LPC. To date nothing had been received in writing on intent to terminate contract. JC to find out their intention. LM to ask Cllr Paul Carter for financial help in replacing necessary equipment. **JC/LM action**

31. To discuss Love Loose Hate Litter and requests for information made by MBC

After discussion it was **AGREED** to add this to the next LPC agenda for further discussion. In the meantime, KO/LM will meet with SG and also with MBC and will then bring forward proposal to the next meeting. LLHL to be advised in due course once a decision has been made.

32. Information Only (ongoing item)-

SL – update requested on using Action in the Community teams.

33. To receive information on Roy’s Wood and make any necessary decisions (CH) – meeting closed at 10pm and re-opened at 10.10pm

34. Next meeting of the LPC will be on Monday 17th June 2019

The meeting ended at 10.15pm

Signed: **(Chairman)**

Dated: