



**MINUTES OF THE ANNUAL MEETING OF
LOOSE PARISH COUNCIL
Monday 18 May 2020 at 7.30pm
Held Virtually**

Councillors taking part: Vianne Gibbons (Chairman) (VG), Charlie Hollister (Vice Chairman) (CH), Susan Luckhurst (SL), Peter Rigby (PR), Lewis Muir (LM) and Velma Bennett (VB) (arrived at agenda item 19)
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 Elect a Chairman to the Loose Parish Council for the next year

A nomination was put forward by CH and seconded by SL that Cllr Vianne Gibbons should continue as Chairman for the forthcoming year. This was unanimously **AGREED** by the Council and accepted by VG. The Clerk will arrange for the declaration of Acceptance to be signed by the Chairman and witnessed by herself.

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

A nomination was put forward by LM and seconded by SL that Cllr Charlie Hollister should continue as Vice Chairman for the forthcoming year. This was unanimously **AGREED** by the Council and accepted by CH. The Clerk will arrange for the declaration of Acceptance to be signed by the Vice Chairman and witnessed by herself.

3. To receive and record any apologies for absence.

Apologies were received from Jim Andrew, Malcolm Summers, Tony Oliver, Tom Oliver, Paulina Stockell (KCC Ward Councillor), Liz Lovatt (Community Warden) and James Goodwin (PCSO).
No apologies from Jane Butler.

4. To receive and agree any decision regarding any item to be taken as confidential

None.

5. 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.

6. 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.

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

LPC minutes for the meeting held on the 20 April 2020 (pages 1583 to 1588)

The minutes of the meeting on 20 April 2020 were duly **AGREED**. They will be signed by the Chairman and passed to the Clerk accordingly.

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

No report received.

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

SG advised that she has the first virtual MBC Strategic Planning meeting tomorrow. Currently there is also a backlog of planning applications. The grant of £250 given to the Parish Council is will be the last for a while as there are no more funds available at this moment in time. SG advised that she continues to be self-isolating due to Covid 19 but if the Council needs help with any issues in the Parish please do not hesitate to contact her.

The Council **AGREED** that they would discuss item 11 next.

10. To receive any reports/information from Community Warden Liz Lovatt (LL), PCSO James Goodwin and update from e-watch (ongoing item)

The Clerk read out LL's report:

- A special thanks to all volunteers delivering shopping, prescriptions etc. I have been busy taking calls and assisting vulnerable residents who are shielding or self-isolating assisting with food parcels, social services referrals and other assistance that they need. If you have any concerns, please call me on 07813712107.
- Please can people ensure they maintain social distancing guidance.
- Residents are reminded not to give out personal/financial details to cold callers on the doorstep/over the phone or across the internet. There has been a notable increase in scammers during the Covid-19 outbreak. For example: There has been a fake text message spoofed to the Government text message stating that the resident was seen out during the lockdown and have been fined - do not respond. There has also been reports of people selling TVs around the county from a van, which turn out to be faulty.
- There has been a spate of burglaries at horse yards. Horse owners are advised to take steps to improve their stable yard security.

The PCSO report was circulated to Councillors prior to the meeting.

Crimes of note:

- 18 April – Theft from a dwelling – Linton Road – Barometer taken from dwelling
- 18 April – Drug Possession – LEONARD GOULD WAY – Drugs seized from property
- 20^h April – Theft of Fuel – Tamarisk Service Station – Vehicle made off without paying for diesel
- 26 April – Drink Driving – Loose Road – Male arrested for drunk driving
- 12 May – Theft & Criminal Damage – Loose Valley Conservation Area - Livestock with injuries to face and jaw. lamb bodily injuries. Live stock has also been taken. Hedgerows and other plants damaged. Vegetation including Pea Shoots and bean poles stolen.
- 11 May – Loose Valley Conservation Area – 3 Young Males seen sling shooting sheep but ran when confronted
- 12 May – Loose Valley Conservation Area – Warden and others have been receiving abuse when challenging people that have been trespassing on the grounds.

Anti-social behavior and other incidents of note:

- 18 April – Linton Road – Male seen sleeping in Church Graveyard
- Ongoing – Old Loose Hill – There have been numerous gatherings of people meeting up and congregating on the green during Lockdown.

E-watch – The e-watch report is currently not being updated due to Covid 19.

11. 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 resident has complained about the Chequers Public House takeaway service as it is causing large crowds in the area and social distancing is not being adhered to. It has been reported to the MBC Licensing Team. They have been out twice to check situation and Environmental Health has been informed too along with the Police. The Council discussed the issue and **AGREED**
 - To send a letter to the Chequers to raise concerns about the takeaway service including the number of people attending the area, the lack of social distancing and the amount of litter being left in the area on a daily basis – Clerk to Action

- Not to close Brooks field at this point in time
- To respond to the resident who raised the issue – Clerk to Action
- JA advised that he had heard that Loose Primary School has problems implementing numbers in classrooms under the new guidelines even for the number of children due to go back at the beginning of June. He wondered if the Council would make the pavilion available to the school during these times. This was discussed by the council and it was **AGREED** that it was a good idea but not workable with the need for a deep clean of the Pavilion and there could be insurance issues.

12. To receive information from the Website Working group on the progress of the new Website for Loose Parish Council and make any necessary decisions.

LM advised that the website is live and had been visited 48 times. The website now has accessibility tools to allow access for all. The Council **AGREED**:

- That the Council will pay a monthly fee to ensure that all accessibility continues to be covered
- LM will carry out training for Staff, SL and VG on Wednesday 29th May 2020. Time to be agreed by Round Robin
- The Website Working Group will continue for the foreseeable future

13. To discuss the shed project and to agree to the Heads of Terms as laid out by LAA and to sign the accompanying letter of acceptance.

VG advised that following the meeting with LAA in March the Heads of Terms was sent to the Council's solicitors and no major issues were raised so the document will be signed by the Chairman.

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

PR advised that a consultation paper has been circulated to Councillors and the Event Working Group. Two responses suggested that the fete should be cancelled. It will be sad not to proceed but the Government Guidelines are currently unknown for September 2020 and it will be difficult to put the event together at short notice. The Council **AGREED** that they would cancel the Fete for this year including the dog show although Shayler may still be able to run the Fun Fair. It may be possible to have a small ad hoc event once more information is available re Covid 19. The Council **AGREED** to put the item on the next agenda to discuss further.

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

The communication and media clerk has researched a new notice board to be placed in Holmesdale Close and the details circulated to Councillors. Cost of fitting the new Board will also need to be considered. The Council **AGREED** to agree the costs by Round Robin once fitting costs have been received. It was also **AGREED** that the extra funds needed will come out of the Environment Committee budget.

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

- a. To receive an updated report re the LPC website
AR gave a verbal report on the LPC website. After discussion it is **AGREED** that the Walking in Kent document should not be put on the website.
- b. To receive information on in and Around Loose and other publications
AR advised she has spoken to In and Around Loose and they are hoping to get an edition out in June/July but they will confirm once they have spoken to their advertisers, printers etc.
- c. To receive information on the Community Alert Service and to discuss and agree items for the next Alert
The Council agreed to put details of the help available for vulnerable residents during Covid19 on a Community Alert.

17. Risk (ongoing item):

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

- The trip hazard in the KGVPF by the kissing gate has been covered by a resident and the Clerk has sent a letter of thanks. It was agreed that the Clerk will contact BT to rectify the problem accordingly.
- There has not been a recent Boulder check and photograph due to the amount of vegetation around the stone. CH advised that it is fine as the vegetation is securing it to the ground.
- PR advised that cyclist are using the footpath by the allotments. This is causing a problem with social distancing. The 'no cycling' signs have been removed. It was **AGREED** that the Clerk will contact MBC to obtain new signs.
- JC advised that a full report on the play equipment was received with items that need attention. The Council **AGREED** that the cost of the repairs will be agreed by Round Robin. VG and JC continue to do the weekly visual checks on the playground equipment.

18. 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

The Council and Committee Meeting Schedule has been circulated to Councillors. The Council **AGREED**:

- The dates on the schedule
- Not to have a LPC meeting in August
- To hold the LPC meeting in December on 14 December 2020
- All future documents will be presented in modern format.

19. 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.

- Planning Committee
- Environment Committee
- Finance and Admin
- HR Board
- Pavilion and Community Hub Committee
- Loose Neighbourhood Plan Steering Group
- Event Working Group
- McAlpine Trust
- Police Liaison
- PCC
- SMART
- KALC Area Committee
- Any other Committee/Organisation

The list of Committees and members was circulated to the Council and the following changes were **AGREED**:

- KALC Maidstone Area – Representative will be VB
- Environment Committee – Add VB
- Website Working Group – Add VB
- Parish Police Liaison – Representative will be VB

20. To agree continuance of ROUND ROBIN agreements in line with Terms of Reference and review procedures

The continuance of Round Robin Procedures in line with Terms of Reference were reviewed and **AGREED** by the Council.

21. To ratified any Round Robins used since 20th April 2020

Round Robins to be ratified were as follows:

6 April 2020 – Planning Meeting by Round Robin

- Agenda Item 6 – Minutes to meeting 2 March 2020 (Only JA approved minutes so moved forward to Planning meeting on 20 April 2020)
- Agenda item 7 Planning Application 20/500518/Full (Objected JA, VG, LM & JB – TO & ToM declared an interest in the property)

9 April 2020 Request from British Red Cross for Donation (No from VG, CH, JA SL & PR happy to go with majority)

20 April 2020 – Planning Meeting by Round Robin

- Agenda Item 5 – Minutes to meeting 2 March 2020 (Approved JA, VG, TO, ToM & LM)
- Agenda Item 6 – Minutes to meeting 6 April 2020 (Approved JA, VG, TO, ToM & LM)
- Agenda Item 8 – Planning Application 20/501519/FULL (No objections JA, VG, TO, ToM & LM – JB declared an interest in the property)
- Agenda Item 9 – Planning Application 20/501520/LBC (No objections JA, VG, TO, ToM & LM – JB declared an interest in the property)
- Agenda Item 10 – Planning Application 20/501541/FULL (No objections JA, VG, TO, ToM LM & JB declared an interest in the property)

22. To review all Terms of Reference in view of committees being delegated to carry out LPC business

All terms of reference have been circulated to Councillors. The Council **AGREED** the changes made and any further changes will be forwarded to the Clerk for amendment.

23. To agree to continuance of ‘Delegated Powers Policy’ in line with Standing Orders and Terms of Reference

The Council **AGREED** to continue the ‘Delegated Powers Policy’.

24. To agree to the Clerk approval or disapproval of dispensations

The Council **AGREED** for the Clerk to agree any future approval or disapproval of dispensations.

25. To discuss Councillors allowances and out of pocket expenses and to agree as relevant

After discussion the Council **AGREED** that the Councilors’ allowances would not be taken but out of pocket expenses would be granted as per current procedures.

26. 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 **AGREED** by the Council.

27. Finance & Funding- (ongoing item):

- a. To agree the online payments and any cheques issued on 18 May 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 cheques.
- b. To receive copies of all accounts for fiscal year 19/20 and to agree to the corresponding bank balances
Copies of all accounts for fiscal year 19/20 were received and **AGREED** to the bank balances.
- c. To agree the SIC (Statement of internal control)
The SIC for 19/20 was duly **AGREED** and signed.
- d. Annual Governance Statement-(section1)
JC read out Section 1 of the Annual Governance Statement 2019/2020. This was duly **AGREED** and signed by the Chairman.
- e. Accounting Statements-(section2)
The statements for 20/21 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 15 June 2020 to 24 July 2020.
- g. To review LPC Risk Management record
JC circulated the Risk Management record to Councillors and there were no further questions.
- h. To review Internal Auditor’s full report, and to note page 3 of the AGAR report.
The interim Internal Auditor’s report was reviewed and **AGREED** by the Council. When the full report is received JC will circulate to all Councillors.
- i. To review the signatories for the Bank accounts
TO is to come off as a signatory and LM **AGREED** to replace him. Action JC to deal.

28. To discuss membership of the LRC magazine subscription.

The Council **AGREED** to continue the membership of the LRC magazine with copies for JA (Shared with SL), LM, KO, VG, PR (Shared with AR) and JC at a rate of £13.50 per copy.

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

a. Survey/Consultations:

- The KALC Identifying Vulnerable People Questionnaire has been completed by the Clerk
- MBC Dog Control PSPO Survey – The Council **AGREED** that the Clerk should complete the Questionnaire on behalf of the Council.

30. Information Only (ongoing item)

- JC advised that KCC have awarded a grant of £500 to the Loose Parish Council Community Hub to help with costs. The Council thanked VG, SL and KO for their work with the Hub.
- JC also advised that the Council will have a shortfall from the lack of hirers to the Pavilion due to Covid 19. She will apply for a grant from MBC to help cover the losses.

31. Next meeting of the LPC will be on Monday 15 June 2020

The Meeting ended 8.45pm

Signed

Dated.....