



# LOOSE PARISH COUNCIL

## ENVIRONMENT COMMITTEE MINUTES

Meeting held on Monday 23<sup>rd</sup> September 2019  
at 7.30pm in the Parish Pavilion.

**In attendance:** Councillors: Chairman Charlie Hollister (CH), Susan Luckhurst (SL), Peter Rigby (PR), Jim Andrew (JA) and Kim Owen (Clerk) (KO) took the minutes

There were five members of the public in attendance.

Housekeeping procedures were pointed out by the Chairman.

**1. To receive any apologies for absence**

Apologies of absence were received from Jane Butler.

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

It was **AGREED** to take items 10a and 19 as confidential.

**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<sup>st</sup> 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 17**

None received.

**5. To sign as a correct record, the minutes of the meeting held on 22<sup>nd</sup> July 2019**

The minutes of the meeting held on 22<sup>nd</sup> July 2019 (pages 307-311) were approved by the Committee and signed by the Chairman.

AGENDA ITEM	NOTE OF DISCUSSION	Who to Action
<b>6. Questions/comments from the public (3 mines/per person)</b>	a. Several residents raised concerns about the 40 miles an hour speed limit from the village to Linton Crossroads. They would like it to be reduced to 30mph. The reasons for this is that school children walk the route as well as mothers with pushchairs. This route is used by HGVs and the number on the route increases on a yearly basis. The Chairman advised that the reduction of speed had been considered before. The cost involved to reduce the limit is high. However, the Council is currently preparing a Highway Improvement Plan for the parish and this is one of the actions being considered. This will be discussed under agenda item 18 this evening. The Council have a yearly meeting with Highways and will be discussing a variety of options then. A resident asked if she could attend the	Clerk

	meeting. The Clerk will advise her of the date of the meeting once it is arranged.	
	b. Residents raised the issue of the new weak bridge signs in the Village. The Clerk advised that the matter was discussed at the Planning Meeting on 2 <sup>nd</sup> September 2019. An e-mail was sent to KCC explaining the concerns about the signs including the size and placement in the Parish. There has been a response from KCC to hold a meeting to discuss the issues further once the Structures Maintenance Team Leader, Paul Hopkins, returns from leave.	
<b>7. Correspondence &amp; phone calls received by the office</b>	a. Update on request to cut back a tree/shrub overhanging the footpath behind the cottages at the back of the Pavilion The contractor has not yet completed the works but has advised that he will do so shortly. The Clerk will monitor the situation	Clerk
	b. Update on damage fence by the Chequers The office has contacted Land Registry and they advise that there is no one person who is responsible for the fence. The Committee <b>AGREED</b> that the Clerk will write to LAA to advise of the situation accordingly.	Clerk
	c. A member of the public has contacted the Clerk to advise that his Granddad's ashes are in the Closed Cemetery and when he visited recently it appears that the stone marking the plot has been damaged, possibly by a streamer. The Committee <b>AGREED</b> to have a look at the stone on the Boundary Walk which is taking place on 2 <sup>nd</sup> October 2019.	
<b>8. The Village Green &amp; The Triangle</b>	a. Update on Planter A thank you letter has been sent out to the resident who has watered the planter and the agenda item has been moved to January meeting.	
	b. To discuss the reconfigurations of the Village Green There is a possibility that a resident's family will provide a memorial bench to go round the around the Jubilee Tree. The Deputy Clerk will liaise with the family. Costings for the other areas of the Village Green will be discussed at the next meeting.	Deputy Clerk
	c. Grass cutting schedule update The grass cutting schedule has been received and sent out to Committee members.	
	d. Triangle Planting update The Chairman has still to organise the ground cover and the bulbs for the Triangle.	
<b>9. Brooks Field – Pond – Roy's Wood</b>	a. To receive update on Roy's wood and make decisions where necessary <ul style="list-style-type: none"> <li>i. Missing tree JA and the Clerk walked round for the KMOTT competition and spoke to the judge about the missing tree. JA advised he had mapped out the site to scale but was unable to ascertain which tree was missing as per the Lectern. The Committee decided that as a resident is also planting an Oak tree in Brooks Field in memory of Roy Hood they would not replace the missing tree.</li> <li>ii. Opening Ceremony The opening ceremony took place on 27<sup>th</sup> July 2019. It was well attended. The Chequers provided the tea</li> </ul>	Clerk

	<p>and coffee for the event and a letter of thanks has been sent to the Landlord.</p> <p>iii. Meadow update As JB was not present the Committee AGREED to move this item to the next meeting. The Clerk will speak to JB about the agenda item.</p> <p>iv. Memorial Bench in Brooks Field At the LPC meeting on 16<sup>th</sup> September 2019 a resident's family asked if they can put up a memorial bench in Brooks Field. At the LPC meeting it was agreed to ask the family if they would like to put a bench round the Jubilee Tree on the Village Green. (see item 8b).</p>	
<b>10. Cemetery</b>	<p>a. To discuss quotes for the Cemetery and Kirkdale rag stone walls and make any necessary decision After discussion the Committee AGREED to a quote for the repairs of the ragstone walls for £966.00.</p>	
<b>11. Boundary Walks etc</b>	<p>a. To arrange dates for</p> <p>i. Boundary Walk The Committee <b>AGREED</b> that the Boundary walk will be on 2<sup>nd</sup> October 2019 at 3pm.</p> <p>ii. Cemetery stones hand tests The Chairman and JA will arrange a time for the hand test on Cemetery stones.</p>	
<b>12. KGVPF</b>	<p>a. Damage gate in corner of the KGVPF The Clerk advised that the ROUND ROBIN was agreed and the contractor has been asked to complete the work.</p>	
	<p>b. Concerns hedge needs cutting around the KGVPF The hedge round the KGVPF has been cut back and there is to be a site meeting to deal with the Allotment boundary.</p>	
	<p>c. Missing Goal Post cover The Clerk advised that she had completed the post Fete check on the KGVFP and found that one of the goal post covers was missing. A resident also raised a concern about the missing cover. The deputy clerk is arranging for a new cover to be purchased. The Committee AGREED for the deputy Clerk to ascertain the cost of a spare cover and the Clerk will arrange a ROUND ROBIN to confirm purchase.</p>	Deputy Clerk and Clerk
<b>13. Risk/General Maintenance</b>	<p>a. To receive update on the new bin to be placed on the footpath by McAlpine Allotments and make any necessary decisions. There is no further information on when then bin will be fitted.</p>	
	<p>b. PR raised a concern that the gully at the end of the Allotment path is still blocked even though this has been reported by resident. The Clerk will chase up KCC.</p>	Clerk
	<p>c. Following the repairs to the street lights in McAlpine Crescent we have received a call from a resident's daughter advising that the lighting makes it difficult for her Dad to see the step up onto the footpath. She is concerned that he will fall up the step and onto the path. She suggested that the light be shielded with a guard. After discussion it was <b>AGREED</b> to write to the resident and advise that we have received many complaints about the lights not working and now the repairs have taken place a guard would defeat the object of have the street lighting. Clerk to Action.</p>	Clerk

14. Finance	a. To review the RFO report and to agree any further action (ongoing) The report was received and noted.	
15. To review the street lighting in McAlpine Crescent and make any necessary decisions	a. To receive update on repairs of streetlights Work has been completed and the lamp posts have been painted  b. To review contract for street lighting servicing/maintenance and make any necessary decision. The contract runs until 31 <sup>st</sup> March 2019. If contract is not to continue six months' notice needs to be given. The cost for the year is £97.50. After discussion the Committee <b>AGREED</b> to continue with the contract for 2020/21.	
16. Monitoring and Ratification of any ROUND ROBIN decisions	a. To ratify RR agreement for repair to the kissing gate in corner of KGVPF The ROUND ROBIN was ratified by the Committee.	
17. To discuss and agreed any additions or changes to the Website and Publications	After discussion it was <b>AGREED</b> that changes will be made as follows: <ul style="list-style-type: none"> <li>• Keep everything generic so it does not date.</li> <li>• Just put links to KCC documents and not them on LPC pages</li> <li>• Don't include any schedules such as grass cutting that need updating regularly</li> <li>• Check if SMART should be in the Environment section.</li> </ul> Communication and Media Clerk to action	Comm & Media Clerk
18. To discuss the Highway Improvement and make any decisions necessary	The draft HIP document completed by SL was discussed and it was <b>AGREED</b> that areas of road improvements that are in the Neighbourhood Plan should be included. JA will add the areas concerned in. A ROUND ROBIN will be arranged to agree the final version.	
19. To receive quotes for repairs laid out in the Tree Report for the Parish and make any necessary decisions	After a close session the Committee <b>AGREED</b> to accept a quote for £320.00 to complete the works laid out in the Tree report.	
20. To discuss the Parish Council signing the Tree Charter	The Committee discussed the signing of the Tree Charter, which sets out the principles for a society in which people and trees can stand stronger together. NALC has partnered with the Woodland Trust and the National Union of Students to promote these principles. It was <b>AGREED</b> to sign the Charter.	
21. Other items (discussion only)	There were no other items	
22. CLOSED SESSION – to discuss any quotes received or any other items of confidential nature	At the closed session the quotes for work to trees in the Parish and also for the repairs to the ragstone wall were discussed.	
23. Date of Next Meeting	11 <sup>th</sup> November 2019	

Meeting closed at 9.35pm

Minutes agreed by the Chairman to the Committee,

Signed..... Date.....