



MINUTES OF THE MEETING OF LOOSE PARISH COUNCIL

Monday 21 June 2021 at 7.30pm,
in the Parish Pavilion, KGVPF

Councillors taking part: Vianne Gibbons (Chairman) (VG), Charlie Hollister (Vice Chairman) (CH), Peter Rigby (PR), Jim Andrew (JA), Tony Oliver (TO) and Luke Lenz (LL).

Also present: Simon Webb (KCC Division Councillor) (SW), Susan Grigg (MBC Ward Councillor) (SG), Jan Capon (RFO) (JC), Nicky Bourne (Deputy Clerk) (NB) and Kim Owen (Clerk) (KO) who took the minutes.

There were eleven members of the public involved in the meeting.

Housekeeping procedures and rules on taking part were pointed out by the Chairman

AGENDA

1. To receive and record any apologies for absence

Apologies were received Velma Bennett, Susan Luckhurst, Brian Amorim (PCSO) and Liz Lovatt (Community Warden). No apologies were received from Lewis Muir.

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 4 May 2021 (Pages 1674-1681)

The minutes of the meeting held on 4 May 2021 were duly **AGREED** and signed by the Chairman.

The following approved Minutes were noted and adopted by the Parish

- Planning Meetings - 29 March 2021 (Pages 529-530) and 19 April 2021 (Pages 531-532)

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

SG welcomed everyone back to the Pavilion. She thanked the Council for all their hard work during the pandemic. She advised that:

- MBC are settling into a new administration and Chairs and Vice Chairs are in place for all of the Committees.

- Her portfolio is still Strategic Planning and Licensing as well as subbing on quite a few other areas.
- SG asked if we had heard anything further with regards to the dog poisoning issue (April 21) from the PCSO. NB advised we had not heard anything further and will chase.
- There is our regular school meeting with Loose Primary School regarding parking issues on Friday at 4.30pm. NB will attend.
- SMART (South Maidstone Action for Roads and Transport) will be having an introductory meeting to see how SMART will move forward. Attending will be, Sean Carter (NRLA) (Chairman), Cllr Cooper from South, SG, SW and PR on Wednesday 30 June at 5pm.
- SG also asked about the missing goal post caps. The Clerk advised that we are still missing one and will purchase the necessary items. NB to Action

7. To receive any reports from the KCC Ward Councillor Simon Webb (SW) (ongoing item)

SW's report has been circulated to Council members. He thanked the Council for the invite to the meeting and advised that he has 10 Parish Councils to look after in his Division. His number and email address is on the website and if anyone has any queries or concerns please contact him directly.

8. To receive an update on Well Street from Sue Grigg and Simon Webb and make any necessary decisions

SW advised that he has put a paper forward to residents and members of the Parish Council regarding this matter. He has met with residents and SG about the issues and he is aware of the amount of traffic in Well Street as well as the speed of the vehicles using the road. He has contacted KCC Highways and they have advised that within the next month signs will be put up at the top of Forstal Lane and Mill Lane regarding speed limits and reducing speed. They will also paint 'slow' on the road. It is a way forward but will not solve the issues. The other option put forward to SW that has been put forward in the past is making Well street a one-way street from Forstal Lane to Gordon Court. VG asked who this suggestion was put to and when? SW advised that a letter had been prepared to send out to the Parish Council but he could not confirm if the letter had actually been sent advising them of this option. SW advised that in talking to Highways there is a funding issue. He has looked at this issue and been advised that there is a local transport plan budget that any new scheme that is deemed worthy by KCC would get help with funding and he has been advised that Well Street could fit into this category. It would be helpful if the Parish Council could help towards the funding as well. It is not for him to make a decision but he is happy help with the process. TO asked when a large developer builds a housing estate on a small country road is there no responsibility for them to provide funding for the roads? JA advised that the development is outside our area as it is in Coxheath. SG advised at planning stage the developers agreed to put up signage that there is no right turn down Well Street from the new estate. We have badgered about the signage and it is still not in place. Highways could put pressure on the developer to do what was agreed. The infrastructure money went to Coxheath. The developers also agreed to put in a double kerb to make it difficult to turn right out of the estate. They did that but there is a layby on the other side of the road so most vehicles can now turn right. We have been here before with making Well street one way and were told by KCC that it will not happen as it is a through road. This may have changed now. A resident advised that they would not want a one-way street as this will increase speed. They would like Well Street to be no entry from Gordon Court but residents would still be able to use the lane as a two-way road. This would reduce the speed. They would also like speed bumps. SG advised that it is unlikely they would get speed bumps as the road is too narrow. However, things may be different now and SW may be able to get a different result from KCC Highways. A letter was read out from Terry Davis (Chairman of LAA) where he has pointed out that that is not just Well Street but also Busbridge Road, Church Street, Mill Street and High Banks that also

have traffic issues. If a solution can be found for all 5 roads he would be happy to help with the fund raising for the project. VG advised that the Council represent all people of the Parish and we do not have the funding for projects like Well street. It would be helpful to know the cost of any proposed options. The Council is not saying no it is just we need to ensure that we do what is best for all our residents particularly with any increase in precept. After further discussions it was **AGREED** that SW would arrange a site meeting with Highways to discuss options for Well Street and surrounding roads.

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

The Clerk read out the Community Warden's report:

I have been working with a resident who was the victim of a Health Supplement scam. The company claimed the health supplement could avoid a high number of health conditions including one that there is no known cure for. If something seems too good to be true, it probably is. There have been several large incidents of fly tipping in nearby areas. Please can residents ensure that they ask to see the person's waste transfer license prior to agreeing to have their waste items being collected and that they are in receipt of receive waste transfer paperwork. I am keen for the community coffee morning to restart and wondered if there were any plans to do so.

SG reminded residents that if they use a waste disposal company that does not have a Waste Transfer Licence and they fly tip the waste, the resident will be liable if it is proved the waste is theirs and costs could be incurred.

The Clerk will advise the Community Warden that the Coffee Mornings will hopefully restart in August 2021 subject to Covid Restrictions.

10. To receive any reports/information from PCSO Brian Amorim (BA) and from e-watch (ongoing item)

NB read out the PCSO report:

He apologised for his nonattendance this evening as he is not on duty. There have been a few road traffic accidents on the Loose Road and he has spoken to a few people about poor parking in Lancet Lane. The youths that have been causing damage and smashing bottles in the KGVPF seem to have stopped this antisocial behaviour after seeing consistent presence of police in the area. The campfires in Mangravet Woods and beside New Line Learning seem to have stopped.

NB advised that the office have been in communication with the PCSO where residents have reported large groups of youths in Salts Woods and Brooks Field. We are also working with the PCSO regarding poor parking at the top of Northleigh Close which has prevented the refuse lorry entering the close. He is grateful for all the information we send as he is able to focus his patrols. NB also advised that we did chase up about the dog poisoning issue after the Annual Parish Meeting but we have not had a response. NB will chase.

11. To discuss the Salts Wood bins resolution (LPC 19 April 21) and make any necessary decisions

The resolution has been called in by two Councillors (CH & SL).

CH said she would like clarification where the bins requested would be sited. Andy Humphreys advised that MBC have installed a double bin at the entrance to Salts Wood on Hubbards Lane. The three bins that BMAT have asked the LPC to put in and pay for the bins collections would be sited one by the notice board at the Salts Avenue entrance, and one at each of the picnic sites. CH advised that she agrees with the one at the Salts Avenue entrance which will be a few yards from the road. John Edwards (MBC) advised that he cannot have his workforce carrying bins

more than 10 yards as they can weigh up to 20kg. He agreed that he could provide three bins for Salts Wood. After discussion CH proposed that the Parish Council provide for the collection of one dog bin in Salts wood. The proposal was not seconded. JA put forward a proposal that LPC pays for the collection of all three bins, which will be provided by MBC at no cost and installed by Andy Humphreys free of charge. It was seconded by TO and **AGREED** by the Council (CH did not agree).

12. To receive any questions/comments from the public (ongoing item)

(To include any letters/e-mails received by the Clerk from members of the public)

- Pip Terry thanked the Council for all their hard work with the sheep worrying issue. The Council provided support in the form of leaflets and posters. He advised that since the posters were put up there has only been one attack, which was a dog that escaped onto the farm land. He was glad of the support provided by the Council.
- KO advised that we have received another request for a Coffee Cart in the carpark of the KGVPF. The Clerk advised that we said no last time due to the limited space in the carpark. The Council **AGREED** that nothing has changed so it is still no. NB to Action.

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

The Clerk advised that the Communication and Media Clerk has prepared an article for In and around Loose and she is also going to do a Community Alert. Please advise the Office if Councillors would like any particular articles in the alert.

14. To discuss changes to the hedge cutting at the Allotments and make any necessary decisions (JA)

JA advised that at the McAlpine Trustee Meeting on 21 April 2021 proposals were made to reduce the length of hedge cutting to the east hedge to the allotments by c.20m and by c.30m. to the south hedge. He attended a recent site meeting and confirms this proposal feasible and beneficial. It is proposed that the LPC Landscape/Maintenance Schedule is amended accordingly and the contractor informed. The Council **AGREED** to the proposal. Clerk will advise the contractor accordingly.

15. Risk (ongoing item):

- a. To receive and discuss any items of concern escalated by committees or concerning any potential risk matters
None.

16. To ratify any ROUND ROBINS used since 4 May 2021

None

17. To receive an update on the Shed and make any necessary decisions (SL)

TD had already spoken with the LPC on the 19 April 21 regarding progress with the building of the new shed which eventually will be in place of the existing shed located in Brooks field. Unfortunately, due to Covid restrictions, LAA were unable to hold their usual events to gain income during 2020 and it is very unlikely that there will be any events held during 2021, and further they have also had an urgent H&S issue to deal with. All of this has meant their reserves are much lower than they would need them to be, therefore the new shed cannot be built in its entirety as planned this year.

Items clarified:

- TD stated that in order for the planning permission to be done within the valid time frame, before 6 July 21, that LAA will go ahead with building the base of the new shed. Exact start date not known.
- Risk assessments during and after the building process of the base will be carried out by the Contractors and LAA, and evidence will be provided, and will cover any trip hazards. IT is understood that earth will be built up around the edges of the base to make the area safe until the shed is completed at a later date.
- Appropriate fencing around the construction site will be used by the contractor during the formulation of the base.
- Gate going onto and from Kirkdale will stay where it is during the build of the base unless there is an issue with access. KO has alerted Isle Landscapers who may use the Kirkdale entrance for mowing the field.
- The Old shed will stay where it is until the new shed is built as there is nowhere else to store LAA equipment used for works in the Valley.
- LAA will keep us up-to-date with progress.

18. To ratify the LPC Standing orders and Financial Regulations as amended by the F&A Committee (JC)

JC advised that she had circulated the documents to Councillors prior to the meeting. They were reviewed at the last F&A committee meeting and these documents are an important part of statutory governance & control requirements for the LPC. The amendments made since the LPC adopted these are listed at the beginning of each document. The Council **AGREED** the amendments.

The Council **AGREED** to take item 20 before item 19.

19. To discuss the future of the Events Working Group and make any necessary decisions

PR advised that due to Covid and other event being on the same day the Fete was cancelled this year. However, Shalyers Fun Fair will still be coming to the KGVPF the first weekend of September. The Events working Group has so few Councillors involved although there are members of the public who are part of the group. There was a suggestion that the EWG could be put back into the PCH Committee but this was felt that this would not work. After discussion it was **AGREED**:

- LL would join the EWG
- That the clerk would contact VB to see if she would like join the EWG
- That the office would look at alternative names for the group

20. Finance & Funding- (ongoing item):

- To ratify payments made on Appx A for 22 April, 12 & 20 May, & 21 June payments as authorized by VG & CH
The payments were ratified by the Council.
- Review LPC risk record/diary and to agree (in line with assertion 5 AGAR)
The LPC risk record and diary was **AGREED** by the Council.
- To receive copies of accounts summary for the fiscal year end 20/21, and to agree corresponding bank balances
The copies of the accounts summary for the fiscal year end 20/21 were received and **AGREED** to the corresponding bank balances.
- To receive information on the RFO actions re confirmation of the exercise of Public Rights for the 20/21 accounts

JC advised that this document will be going on the notice boards and on the website tomorrow to advise residents that between 23 June 2021 and 3 August 2021 they have the right to inspect the accounts.

- e. To receive and agree to a copy of the 'statement of internal control' (SIC)- to be signed by the Chairman and Clerk /RFO

This document has been circulated to Councillors and was **AGREED** and signed by the Chairman and the RFO.

- f. To review Annual Internal Auditor(IA) report (page 3 of the AGAR) as signed by the IA
This document has been circulated to Councillors and once agreed is sent to the External auditors. The document was **AGREED**.

- g. To receive information on the Annual Governance Statement (section 1) as read out and agreed to each assertion/item individually. To be signed by the Chairman and Clerk in overall agreement

Section 1 of Annual Governance Statement 2020/2021. This was duly **AGREED** and signed by the Chairman.

- h. To receive details of the end of fiscal year accounting statement (section 2) and for the document to be signed by the Chairman (RFO has already signed in agreement with the figures)

The statements for 20/21 were duly **AGREED** and signed by the Chairman.

- i. To review the full report from the IA if received, and to make any decisions as felt relevant.

JC Advised that only the interim report has been received from the Internal Auditor and that does there does not appear to be any issues with the report. The Council **AGREED** to agree the full report by Round Robin (5 Responses within 5 days) JC to Action.

- j. Ratify payment for Caretaker equipment

The Council Ratified the payments of the Caretaker's equipment for a total £148.00.

- k. To agree to changes to delegated powers re authorisation of Caretaker essential purchases

The revised delegated powers document has been circulated to Councillor to include a section covering essential items the caretaker purchases. The Council **AGREED** the revised document.

- l. To receive information regarding the end of employment probationary period for Deputy Clerk and Caretaker, and to ratify any salary changes as recommended by the HR committee.

VG advised that at the meeting of the HR Board on 9 June 2021 the Committee agreed to make both the caretaker and the Deputy Clerk permanent members of staff after a review carried out by the Clerk and increase their salaries accordingly. The Council **AGREED**.

21. To receive information from NALC Seminar on Fostering Youth Involvement (LL)

LL advised that he attended the NALC Seminar on Fostering Youth Involvement. There were 3 main speakers who shared their experiences and ideas of getting youngsters involved. The age ranges they were looking at were 14-17 and 18-24 years old. One Councillor, Katie Brooks, set up a Youth Council that worked in parallel with their Parish Council. They gave them some ideas to work with and then the Youth Council were given a free reign to come up with ideas to improve their Parish Council. The Youth Group come up with good ideas. They were able to look at members of the Youth Group for future Parish Council members as well. There was also discussion about using Social Media to contact a younger audience. LL advised that as we have had our Annual Parish Meeting and Cornwallis attended it would be good to make contact with them about a Youth Forum as they have DofE to do etc. LL would like to take this forward and make contact with Cornwallis. The Council **AGREED** for LL to take this matter forward and produce a report on Youth Involvement.

22. To receive a report on the KALC Area Committee Meeting (VB)

VB was unable to attend the meeting so item moved to next meeting.

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

VG advised that she had received a letter from the RFO giving notice of her retirement on 30 September 2021. VG thanked the RFO for all her hard work. She will be missed.

24. Information Only (ongoing item)

PR advised that the KCC Consultation Site is changing and you will need to register at the new site to continue to receive consultation information.

25. Next meeting of the LPC will be on Monday 19 July 2021

The Meeting ended at 9.56pm

Signed

Dated.....