

## LOOSE PARISH COUNCIL ENVIRONMENT COMMITTEE MINUTES

Meeting held Monday 14<sup>th</sup> November 2016 at 7.30pm in the Parish Pavilion.

**In attendance:** Councillors: Chairman Charlie Hollister (CH), Vice Chairman Tony Oliver (TO), Gordon Bernard (GB), Jim Andrew (JA), Peter Rigby (PR). Also the Deputy Clerk, Liz McLaren (LM).

**Members of the public-** No members of the public were in attendance.

- **Housekeeping & other matters as outlined on the agenda were pointed out by the Chairman and noted by members prior to the meeting.**

1. **Apologies for absence** – none received

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

Pursuant to section 1(2) of the Public Bodies (admission to Meetings) Act 1960 it was resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during items 17 (quotes for works as listed)

3. **Declarations of Pecuniary interest received** - None received

4. **To receive any dispensation requests as agreed by the Clerk for any item on this agenda** - None received

5. **The minutes of the meeting held on the Monday 12<sup>th</sup> September 2016 (pages 246-249) were approved by the committee and signed & initialed by the Committee Chairman.**

6. **Questions/ Comments from the public including and matters put forward by local community groups** – None received

AGENDA ITEM	NOTE OF DISCUSSION	WHO/WHEN
<p><b>7. FINANCE</b>  <b>a/b) to discuss actual and projected spends for 16/17 and budgets for 17/18</b></p> <p><b>c) to ratify the purchase of equipment for weedkilling</b></p> <p><b>d) to discuss and agree the next purchase of weedkiller by the P&amp;PF committee</b></p>	<p>a/b) A discussion was held on the current spends and budget required for 17/18 financial year. It was <b>AGREED</b> that the following items would be actioned:</p> <ul style="list-style-type: none"> <li>• Organise street furniture painting asap (16/17)</li> <li>• Ragstone wall works should be added to the next LPC agenda for discussion and agreement in 17/18 budget</li> <li>• LM to request quotes from Isles regarding the cutting back of the foliage on the embankment. An earmarked figure of £100 to be added to the budget sheet</li> <li>• LAA to be contacted in regards to the pond management</li> <li>• Maintenance specs (2a) to be updated</li> </ul> <p>The benefits of using a local handyman to maintain items across the Parish was discussed and it was <b>AGREED</b> that this should continue</p> <p>c) Vital weedkilling equipment had been purchased and after discussion the sum of £324.15 was <b>AGREED</b> accordingly</p> <p>d) After discussion it was <b>AGREED</b> that the P&amp;PF Committee would be asked to pay for the next purchase of weedkiller from their budget. LM to add to their next agenda.</p>	<p>LM – by next meetn  LM - asap</p> <p>LM - asap</p> <p>LM – by next meetn</p> <p>JA by next meeting</p> <p>LM</p>
<p><b>8. PROJECTS - MANAGEMENT PLANS</b>  <b>To discuss items allocated for completion in 2017/18 fiscal yr. To decide on time frames, costs, sub tasks and to agree responses by Round Robin where appropriate</b></p>	<p>LM read through the list of projects and time lines. The following items were <b>AGREED</b>: Gateway to be removed; Flashing sign was agreed as a pending item; Parish Walls to be added to the LPC maintenance plan; further sub tasks would be added when necessary and completion dates would be added against when appropriate. LM to update sheets and send out to Committee.</p> <p><b>ROUND ROBIN</b> agreements were made on the following:</p> <ul style="list-style-type: none"> <li>• purchase of bulbs for triangle</li> <li>• soil testing and chain harrowing;</li> </ul> <p>Further Round Robin agreements would be discussed at the next meeting in January.</p>	<p>LM – next meeting</p>

<p><b>9. THE VILLAGE GREEN</b>  <b>a) To receive updates on the phone box – PR</b></p> <p><b>b) To decide on which bulbs to plant in the triangle and who will complete the purchase - CH</b></p>	<p>a) PR outlined that the current consultation was being advertised A3 Councillor recruitment poster up. Maps will be completed in due course. Currently waiting for repairs to windows and new noticeboards. Leaflets are being taken as hoped.</p> <p>b) This item was revisited on the agenda and the item agreed by CH/JA. Further information was required on which bulbs should be planted and the maximum spend. After discussion it was <b>AGREED</b> that CH would purchase mixed bulbs up to the value of £50. Any further decisions regarding this would be made by <b>ROUND ROBIN</b>. LM advised that Isles had agreed to plant the bulbs.</p>	<p>CH</p>
<p><b>10. BROOKSFIELD / POND ROY'S WOOD</b>  <b>a) To receive an update on the recent meeting with Alun Griffiths, KMOTT and to decide on any required action – CH</b></p> <p><b>b) Following the recent issues with ducks, to receive information from the WCIS and to decide on any further action – LM</b></p> <p><b>c) To discuss issues with the Pond following the recent walkabout. To decide on forward action regarding clearing and maintenance</b></p> <p><b>d) To receive updates on the soil testing and chain harrowing on Brookfield - LM</b></p>	<p>a) Three Councillors met with Alun Griffiths (AG) from KMOTT. It was agreed that 5 further oaks would be planted to increase the overall size of Roy's Wood. AG was very impressed with the wood thus far and advised that the new trees would need substantial staking. LM advised that the following trees will be supplied: Quercus frainetto; Q.pyrenaica; Q.macrocarpa; Q. texana; Q. trojana  The next steps were discussed accordingly and it was <b>AGREED</b> that LM should contact the artwork company to ascertain the amount of DPI and which format the company would require in preparation of the information board.  CH to liaise with Isles regarding clearing the existing bramble and preparing the area for planting.</p> <p>b) LM advised that she had contacted WCIS and was awaiting further information . After discussion it was <b>AGREED</b> to bring this item forward to the next meeting.</p> <p>c) It was noted that the LAA had not initiated the annual pond clearance this September. A discussion was held on forward action and the following points <b>AGREED</b>:</p> <ul style="list-style-type: none"> <li>• A letter to be written to the LAA asking for an update on their intentions regarding the pond maintenance</li> <li>• CH to liaise with Isles and LM to contact MVCP-TAG – both in regards to charges/availability for pond clearing.</li> </ul> <p>d) LM advised that the soil test results had been received. She had written to Mary Tate at MVCP in regards to a plan of action for renovating the meadow and was waiting for a response. Isles had confirmed that the chain harrowing would take place at the end of November. LM to forward on details as they arrive and to add this item to the next meeting agenda.</p>	<p>LM by next meetn</p> <p>CH by next meetn</p> <p>LM – asap</p> <p>CH/LM by next meeting</p> <p>LM – by next meetn</p>
<p><b>11. HIGHWAYS PROW VEGETATION</b>  <b>a) To receive information on the foliage problem at the top of Linton Rd by village sign</b></p> <p><b>b) To receive updates on hatching on A229/WTA and to decide on any further action</b></p> <p><b>c) To receive information</b></p>	<p>a) LM advised that information had been received from KHS showing that the overgrown section of land on the junction of Heath Road/Loose Road was under KCC ownership. KCC Landscape services had been advised and Loose Parish Council was awaiting official confirmation that this would be added to the KHS annual cutting schedule.</p> <p>b) LM advised that correspondence had been received showing that cars were still parking on the newly marked areas. After discussion it was <b>AGREED</b> that no further action would be taken at present time.</p> <p>c) LPC had been advised of an accident involving a car and a</p>	

<p><b>regarding an accident in Pickering St and to decide on any further action – LM</b></p> <p><b>d) To discuss the MBC removal of dog bins and to decide if any replacement bins are required – LM</b></p> <p><b>e) To discuss the KCC Highways Tracker survey 2016 and to decide on any action</b></p>	<p>young child veering out from a footpath, in Pickering Street. LM had liaised with the KCC PROW Officer and Borough Councillors. Cllr Brian Clarke advised that he would look into reinstating barriers at the entrance to the footpath. After discussion it was <b>AGREED</b> that no further action to be taken at present.</p> <p>d) LM confirmed that the dog bins had been removed across the Parish following notification from MBC. Only one replacement comingled bin would be issued and sited in the KGVPF.</p> <p>e) This was discussed and it was <b>AGREED</b> that no further action would be necessary</p>	
<p><b>12. CLOSED CEMETERY</b></p> <p><b>a) To discuss the addition of cemetery information for the new website – CH</b></p> <p><b>b) To discuss information received from CWGC (Living Memory Project) and to decide on any action</b></p>	<p>a) CH outlined that notices had been posted on the cemetery gates advertising those local residents who had been killed in the war but whose names had been added to War Memorials elsewhere. She suggested that names of those who had died during the War should be remembered on our website instead. After discussion it was <b>AGREED</b> to add a notice to the cemetery gates directing people to the Parish Council website</p> <p>b) Information had been received from the CWGC in regards to their Living Memory Project. Little information was currently available but LM advised that she had requested an information pack. It was <b>AGREED</b> to add this item to the next agenda for discussion and decision.</p>	<p>LM - asap</p> <p>LM – next meeting</p>
<p><b>13. ANY GENERAL MAINTENANCE REQUIRED</b></p> <p><b>a) update on current works – LM</b></p> <p><b>b) new items to report – ALL</b></p> <p><b>c) To discuss the varnishing/painting of all benches in the spring and to decide on forward action</b></p>	<p>LM read out the current schedule and status of current works – no further action or comments</p> <p>None reported</p> <p>This item was discussed and it was <b>AGREED</b> that LM should seek quotes ready for painting in the spring. This item should be added to the next agenda.</p>	<p>LM – by next mtng</p>
<p><b>14. ANY ITEMS OF RISK TO REPORT</b></p> <p><b>a) To discuss and agree risk checks/reports for new village sign in the triangle</b></p> <p><b>b) To discuss the storage of pesticides/weedkiller and to decide on forward action</b></p> <p><b>c) To agree a future roster for checking the boulder (ongoing)</b></p>	<p>a) After discussion It was <b>AGREED</b> that it should be the responsibility of the LAA to maintain regular risk checks and reports. LM was asked to contact them and to advise at the next meeting.</p> <p>b) CH advised that she would need to purchase a storage cabinet for the weedkiller for both home and for car. After discussion it was <b>AGREED</b> that a maximum sum of £300 could be spent on this. A decision on the purchase would be made by <b>ROUND ROBIN</b></p> <p>c) The roster was shown to all Councillors and it was <b>AGREED</b> that JA would complete the inspection for December and PR for Feb 2017. LM to forward on the form and photos to JA/PR</p>	<p>LM – next meeting</p> <p>CH and Committee – next meeting</p> <p>LM - asap</p>
<p><b>15. WEBSITE - LOOSE VIEWS (LV) (LPC Newsletter)</b></p> <p><b>a) to agree any items to be added to the website or LV</b></p>	<p>PR confirmed that Loose Views was about to be distributed and deadline dates for the next edition would be given in due course. After discussion it was <b>AGREED</b> that there was nothing further to add. LM advised that the new website was still under construction and the “live” date would be advised in due course.</p>	<p>LM – when info available</p>

<p><b>16. POLICIES – PROCEDURES</b>  <b>a) To agree on 2017 Environment Committee meeting dates</b></p>	<p>a) After discussion It was <b>AGREED</b> that subject to availability on the main calendar meetings would be held on the following dates:</p> <ul style="list-style-type: none"> <li>• Monday 30<sup>th</sup> January 2017</li> <li>• Monday 3<sup>rd</sup> April 2017</li> </ul> <p>Further dates for 2017 will be decided at the January meeting.  Item to be added to next agenda</p>	<p>LM</p>
<p><b>17. <u>CLOSED SESSION</u></b>  <b>To discuss any quotes received or any other items of confidential nature</b>  <b>a) to receive the following quotes:</b>  <b>1. replacing of broken glass in the information kiosk</b>  <b>2. purchase of noticeboards for the kiosk</b>  <b>3. purchase of planters for the land adjacent to the village green</b>  <b>4. The painting of the closed cemetery gates</b></p>	<p>a) The meeting closed at 9.50pm to discuss information on quotes and reopened at 9.55pm</p>	
<p><b>18. CORRESPONDENCE RECEIVED</b>  <b>a) Cutting back of hedging on Kirkdale following complaints received. To discuss this item being added to the annual maintenance schedule - LM</b>  <b>b) To receive further correspondence regarding the improvement of the Village Green - LM</b></p>	<p>a) After discussion it was <b>AGREED</b> that LM should respond advising that Brooks field is a natural habit and LPC promote natural growth; insufficient budget this year and tree cutting is not currently urgent. CH would meet with the contractor again in due course to ascertain costs for any additional works.  b) Further comments on the improvement of the Village Green were duly noted and after discussion it was <b>AGREED</b> that no further action would be taken.</p>	<p>LM</p>
<p><b>19. OTHER ITEMS FOR DISCUSSION ONLY</b></p>	<p>There were no further items to discuss.</p>	

Meeting closed at 10.10pm

Date of next scheduled meeting MONDAY 30<sup>TH</sup> JANUARY 2017

Minutes agreed by the Chairman to the Committee,

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