



**MINUTES OF THE LOOSE PARISH COUNCIL MEETING  
AT THE LOOSE PARISH PAVILION ON  
MONDAY 16<sup>th</sup> January 2017 at 7.30PM**

**Present:**

**Chairman:** Vianne Gibbons (VG),

**Councillors:** Charlie Hollister (CH) Vice Chairman to the LPC, Peter Rigby (PR), Jim Andrew (JA), Gordon Bernard (GB), Tom Oliver (TO), Susan Luckhurst (SL), Tony Oliver (TO), & Malcolm Summers (MS).

**Also in attendance:** The Clerk, Jan Capon (JC).

**There was one member of the public in attendance.**

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

- 1. To receive and record any apologies for absence.** Ward Councillor Sue Grigg (*another meeting*), Community Warden Liz Lovatt (*off duty*) & PCSO Dougie Muir (*not in attendance*).
- 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 is resolved that, because of the confidential nature of the business to be transacted the public and press leave the meeting during item 23 (complaint received) & item 24 (matters in connection with Human Resources and recommendations regarding staff pay).
- 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) –** Declarations were received from Councillors Vianne Gibbons, Charlie Hollister, Jim Andrew, Gordon Bernard, Susan Luckhurst, Tony Oliver, Tom Oliver and Peter Rigby. (This was for item 17c, in respect of setting the precept). Councillor Malcolm Summers lives outside of the Parish.
- 4. To receive any dispensation requests as AGREED by the Clerk prior to the meeting for any item on this agenda. Or to be AGREED by the Council if put forward at this meeting.** Dispensations were received from Councillors Vianne Gibbons, Charlie Hollister, Jim Andrew, Gordon Bernard, Susan Luckhurst, Tony Oliver, Tom Oliver and Peter Rigby. "( 33(2)(c) the dispensation is in the interests of persons living in the authority's area. - re item 17c setting the precept.)"
- 5. To agree and to sign as a correct record the minutes:**
  - LPC meeting held on the 12<sup>th</sup> December 2016 (pages 1314 to 1319 inc)- These were proposed, seconded and **AGREED** as a true and accurate record, and were signed by the Chairman.**The following approved Committee minutes were noted and adopted by the Parish Council;**
  - Finance & Admin committee meeting of the 11<sup>th</sup> July 2016 (pages 160 to 165).
  - LNPSG- meeting held on the 28<sup>th</sup> Sept 2016 (pages 130 to 131 inc).
  - LPC Events committee meeting held on the 30<sup>th</sup> Aug 2016 (Pages 65 to 67 inc).
  - To receive information re mins LPC (McAlpine) Allotments Charity, meeting held on the 16<sup>th</sup> July 16.
- 6. To receive any reports/information from Community Warden Liz Lovatt and PCSO Doug Muir (DM), (ongoing agenda item).**

**Community Warden (CW)**-Matter of graffiti at the KGVPF was discussed, mainly paint sprayed onto apparatus in the small child's play area and benches at the top of the field. LL had tried to get rid of it but to no avail. Graffiti on the tree trunks at the top of the field was also mentioned and it was **AGREED** that CH would have a word with Mr John Hood Tree Surgeon to see the best course of action. **CH ACTION** .A report as supplied by the Community Warden was read out by the Chairman. This covered shed break ins and for members of the public to keep their sheds secure . **AGREED** for this matter to go onto the website. **AR ACTION**

**CW-** A reply had been received from Paul Linstead Kent Community Warden Service Area Manager. It was stated that the idea of the Volunteer Support Warden Scheme will not have any bearing on the employed Community Warden role.

**PCSO-** Clerk mentioned that following an email that DM cannot do anything about the parking situation at the top of WTA/A229 re hatchings. Suggested LPC get in touch with the parking enforcement agency. Clerk reported that there are some changes afoot with regards to PCSO positions in the Borough, but it appears that Loose will be largely unaffected. **CLERK ACTION**

7. **To receive any reports from the Loose Ward Councillor Sue Grigg (SG).**None Received.
8. **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) **Monthly update from Southern Water and to discuss any matters to take forward.**Nothing further at the present time.
  - b) **Report received from KMOTT (Kent Men Of The Trees) -** This report was circulated and will be taken forward by the Environment committee- **ENV COMM ACTION.**
9. **Neighbourhood Planning (ongoing agenda item).**
  - a) **To receive an update/overview on the activities, events and further stages in respect of the Loose Neighbourhood Planning process.-JA-**There have been around 59 responses/completed questionnaires from the Public Consultation that took place from the 31<sup>st</sup> Oct to the 13<sup>th</sup> Dec 16, all Policies seem very well supported. The group now needs to establish comments to be included, developed, or not included. It has been agreed by the LNPSG that Ferial will assist with collating, evaluating information supplied, to hopefully be ready by early February 17.
10. **Community Hub Committee (ongoing agenda item).**
  - a) **To receive an update/overview on the activities, events and further stages in respect of the Parish Pavilion/Community Hub Project.**TO-is chairman of the new committee. Discussions took place with the Roller Hockey Club at a meeting held on the 9<sup>th</sup> January 17. Looking at potential pitch sizes and other ideas. The Committee will be looking at working with a design and build company rather than just an architect. Once some ideas have been put together, public consultations will take place. Next meeting will be in March 2017. The Committee will be looking into various funding issues. Councillor Malcolm Summers is now part of the committee. Suggested that it may be an idea to see how Cranbrook PC is progressing with their project for a new Community Centre. Committee will also be looking into whether the Church may wish to be involved.
11. **To receive any updates on SMART( South Maidstone Action for Roads and Transport) (ongoing agenda item) – PR-**It was mentioned that SMART have supported weight restrictions on roads in the Loose Valley. Work is still in progress with Cornwallis Academy in getting students involved with the Linton Crossroads crossing as previously mentioned. VG & CH are still keeping positive communication channels going with NLRA (North Loose Residents Association). Progression with Speedwatch was also discussed.Air quality hotspots are still an ongoing issue.Work continues in trying to get people to make more use of public transport.
12. **The shed on Brooks field:**
  - a) **To consider further, following information received from Land Registry, as to the next course of action. Shed-**
    - i) **Asbestos removal.-** Information received from the Land Registry via our Solicitors has determined that the shed does belong to the LPC. Matter of the present state of the asbestos which abuts the border with Tylers and also the rear wall of the shed was discussed. Alternative methods as previously supplied by contractors were also discussed at length, although it was felt that by sealing the inside of the structure will not stop the outside skin from naturally eroding. It was clear that this matter needs to be dealt with urgently in view of the poor state of the asbestos on the structure. It is understood that foliage in Tyler’s garden is against the present asbestos wall. It was strongly felt that there is a potential hazard to Loose Amenities, residents of Tylers and also to members of the public.  
It was proposed and **AGREED** that there is a potential risk to health and safety to members of the public; this is in view of the deterioration to the asbestos sides. It was unanimously **AGREED** that the shed should be demolished and that fencing will be put into place to cover the gap in Tylers border at

our cost. Sufficient notice of at least six months will be given to LAA to remove their equipment from out of the shed.

**Action-** Letter to LAA & resident of Tylers, outlining the LPC decision and reasons for doing so. To invite their involvement with the actions as decided upon. **CLERK ACTION**

**ii) Rental agreement.** –**AGREED** a need to extend the agreement further if relevant, this will enable PC to sort out contractors etc. (Lease expires 13<sup>th</sup> March 17).

**13. Response received from KCC Councillor Eric Hotson re Old Loose Hill .**

Email from Councillor EH was read out by the Chairman.

Issues with Gritter lorries and emergency vehicles not being able to get through on OLH (Post Office end) was discussed at length. Installation of bollards on the village green was also mentioned and which may stop people parking there. Members explored options available. Double yellow lines down one side could help. 1<sup>st</sup> Proposal put forward was for double yellow lines from the bus stop to beyond the Valley Drive footpath for about 15-20 yards (not carried), 2<sup>nd</sup> Proposal put forward for further proposed installation of double yellow lines from the bus stop to the allotment gates, this was **carried six votes in favour. ACTION** Clerk to notify KCC accordingly and to emphasise the risk to essential vehicles not being able to access the OLH. Reply also to EH. **CLERK ACTION.**

**14. To discuss any matters relating to the ‘Inspectors interim findings on the MBC Local Plan’ if felt relevant.**

Main items affecting Loose included allocation of land in Boughton Lane which was taken out of the plan due to the high volume of traffic onto the Loose Rd. Consideration of housing supply was mentioned and that the Inspector did make reference to windfall sites.

**15. To agree the following:**

**a) Date for the 123rd Annual Parish Meeting.(format etc to go onto Feb LPC agenda).**

**AGREED** 26<sup>th</sup> April. 2017. Clerk to take forward. **CLERK ACTION**

**b) To agree the proposed date for April 2017 LPC meeting, this is in view of Easter holidays.** **AGREED** 10<sup>th</sup> April 2017.

**c) To agree the date of the LPC December 2017 meeting.** **AGREED** Dec 11th 2017 .

**d) To agree to having no meetings during August 2017.** **AGREED.**

**ACTION ALL COUNCILLORS DIARIES**

**16. To discuss the matter of having adequate cover for various committee meetings, and Councillor responsibilities.**

**AGREED** Planning Committee, ‘on their own’, meetings to start at 7.30pm. Clerk pointed out the option on the Planning Committee TOR (Terms of Reference) item 10, relating to controversial applications. PR was happy to continue as substitute member of the committee. Planning committee meetings held on the 3<sup>rd</sup> Monday of the month, same date as LPC, to continue to start at 6.45pm. Apologies to be passed on ASAP to Clerks. **ACTION PLANNING COMMITTEE MEMBERS.**

**17. Finance & Funding- (ongoing agenda item):**

**a) To agree the cheques and online payments issued on 16<sup>th</sup> January 2017 and for the Chairman to sign appx A as agreement of the LPC. (Appx A, available to all Councillors). AGREED**

**b) For Councillors to receive summary of the up to date financial position 16/17 and to put forward any relevant comments (quarterly).** Nothing raised.

**c) To receive information as put forward by relevant committees regarding the required budgets for the LPC for 17/18, and as recommended by the F&A committee on the 9<sup>th</sup> Jan 17. To agree the precept for LPC for 17/18. To receive information from MBC re reduction in PSS.** It was felt that it is important as to how we deal with information conveyed to members of the public about the increase in precept. **AGREED** there needed to be a clear list of why we are seeking an increase in precept percentage. Review of 2016 would be a good start. Precept was **AGREED** as £ 68,712, a 5% increase on last year 16/17 £65,440 (extra £2.46 per year band D 4.1% increase). **CLERK ACTION** The Clerk confirmed that there was a reduction in Parish Services Scheme, yet to be confirmed, of £1,090 from the MBC.

**d) To agree to the annual donation to Parochial Church Charities. £150 donation -AGREED.**

**18. Promotion of Loose Parish Council & Articles- (ongoing agenda item):**

- a) **To receive an updated report re the LPC new website which is now online, and to agree to any changes or items to be added.** Clerk asked members to have a look at the new website to see if there is anything that felt could be changed etc. Email received from the second Guide Group in Loose. LPC were happy to support on the website accordingly. **AR ACTION.**
- b) **To receive a proposed article regarding a summary of achievements for the LPC during 2016, and to agree to its publication-SL.** Well done was conveyed to SL for putting the article together. Further proposed it goes into the Loose Views, website and paper copies in the PO. **AGREED. AR ACTION**
- c) **To discuss any other matters pertaining to Loose Views or other publications.** Email received from the second Guide Group. LPC were happy to support accordingly. **AR ACTION.**

**19. Risk (ongoing agenda item):**

- a) **To receive and discuss any items of concern escalated by committees.** The Clerk mentioned about the Triangle wall which was hit by a vehicle a couple of weeks ago by an AA pick up truck. AA will be arranging their own contractor to repair the wall.
- b) **To receive any information concerning any potential risk matters.** Nothing mentioned.

**20. Notification of correspondence for discussion/action (ongoing):**

**Surveys/Consultations:** Nothing mentioned

**21. Information Only (ongoing agenda item).**

**To receive any issues raised by Councillors and Clerk not specified on the agenda, to include training matters/feedback/site meetings, items of correspondence received after agenda publication, etc. Items received:**

- Police seeking views on the increase in the Police precept by 3.3% for 17/18.
- Consultation- Kent Minerals & Waste Sites plan.- respond by 30<sup>th</sup> Jan 17.
- Community Awards Scheme-.respond by 27<sup>th</sup> Jan 17.
- 100<sup>th</sup> Anniversary of the end of WW1.
- Fire Hydrant Initiative- KFRS.
- KCC- GEN2 Property a wholly owned subsidiary of KCC, acting as Managing Agent on all property matters.
- First Aiders.

**22. To agree to the amended Terms of Reference for the HR Board committee. AGREED.**

*The meeting was then brought into Confidential discussion.*

**23. To discuss a complaint received in respect of procedures of the planning meeting held on the 20<sup>th</sup> Dec 2016 and to respond as relevant.**

This followed emails received from an Architectural Consultant. JA was happy to outline the procedures of the evening of the meeting. A corrected letter was sent out to MBC Planning Officer re clarifying the number of speakers, for & against the application. Members of the public were invited to speak on the evening of the 20<sup>th</sup> Dec 16. Points for reasons for objection were quoted in the minutes.

During discussion it was felt that all of our meetings are held in the public arena and that the LPC supports the Planning Committee in its decision. The following matters were further discussed; Felt that members of the public should in future, be made clear on what decision the LPC Planning Committee has made on any planning application. To strengthen the membership of the committee by another person, to alter the time of the first meeting in the month (stand alone meeting) to 7.30pm to facilitate attendance.

All planning meetings are advertised and held in the public arena to ensure transparency. It was noted that it is not a requirement for minutes to be published before they have been properly agreed by the relevant committee/full LPC. **AGREED** a reply will be put together for the Architect accordingly. **CLERK ACTION**

- 24. To ratify further recommendations, and to receive information from the HR Board in respect of the following:**
- a) To ratify recommendations of salary scales for new Clerk and Deputy Clerk for 17/18. To further ratify hours of the new Clerks position.** Salary scales for the Deputy Clerk and New Clerks position were **ratified** accordingly. Hours for the new Clerk's position were **ratified** as 28 hours per week.

**The next meeting of the LPC will be on Monday 20<sup>th</sup> February 2017.**

**The meeting closed at 9.50pm**

**Signed.....**  
**(Chairman)**

**Dated.....**