



# **LOOSE PARISH COUNCIL**

**CLERK: Mrs Jan Capon**

29, Caernarvon Drive, Maidstone, Kent. ME15 6FJ.

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**Dated: 9<sup>th</sup> May 2017**

**The Annual Meeting of the Loose Parish Council  
Will be held at the Loose Parish Pavilion, King George V Playing Field on  
Monday 15<sup>th</sup> May 2017 commencing at 7.00pm.(note earlier time)**

**ALL MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND.**

**The following is for Councillors and members of the public to note prior to the meeting:**

- If first meeting in the Pavilion, members of the public and Councillors to be informed by the Chairman of what to do in the unlikely event of a fire taking place.
- The Chairman will also mention to members of the public that due to an amended Public Bodies (Admission to Meetings) Act 1960, those persons in attendance may be filmed, recorded, photographed or otherwise reported about.
- Members of the public wishing to speak should make themselves known to the Chairman, and will only be allowed to speak for three minutes maximum, unless it refers to an agenda item requiring matters to be discussed 'in depth', and in which case to be agreed by the Council. This will be strictly controlled.
- Standing Order 2 Disorderly Conduct "No person shall obstruct the transaction of business at a meeting or behave offensively or improperly"

## **AGENDA**

1. a) To elect a Chairman to the Loose Parish Council for the next year.  
b) For the elected Chairman to sign the Declaration of Acceptance of Office.
2. a) To elect a Vice Chairman to the Loose Parish Council for the next year.  
b) For the elected Vice Chairman to sign the Declaration of Acceptance of Office.
3. To receive and record any apologies for absence.
4. To receive and agree any decision regarding any item to be taken as confidential.  
(items 28 & 29)
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<sup>st</sup> Jan 13).*

- 6. 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.**
- 7. To agree and to sign as a correct record the minutes:**
  - LPC meeting held on the 10<sup>th</sup> April 2017 (Pages 1340 to 1344 inc).

**The following approved Committee minutes are to be noted and adopted by the Parish Council;**

- Planning committee meetings held on the 6<sup>th</sup> Mar & 10<sup>th</sup> Apr 2017-(pages 374 to 376 inc).
  - LNPSG committee meeting held on the 4<sup>th</sup> Jan 2017 (pages 132 to 134 inc).
  - Environment committee meeting held on the 30<sup>th</sup> Jan 2017(pages 254 to 257 inc).
- 8. To receive any reports/information from Community Warden and PCSO Martin Chivers. (ongoing item).**
  - 9. To receive any reports from the Loose Ward Councillor Sue Grigg (SG).**
  - 10. To receive any questions/ comments from the public, to include any letters/e-mails received by the Clerk from members of the public.**
    - a) Monthly update from Southern Water and to discuss any matters to take forward.
  - 11. Following the open public forum held on the 8<sup>th</sup> May- To formulate a response to the planning application 17/502072/OUT- “Outline application for residential development for up to 210 dwellings together with access off Forstal Lane,1.85 hectares of open space & associated infrastructure. (access being sought)” -Coxheath Parish.**
  - 12. Neighbourhood Planning (ongoing agenda item).**
    - a) To receive an update/overview on the activities and the next stage in respect of the Loose Neighbourhood Planning process.-**JA**
  - 13. To receive information regarding ‘The Village of the Year’ competition- SL**
  - 14. To appoint Committees and members to Committees, including substitute and Co-opted members, and representatives to outside bodies.To also consider number of members onto each committee.**
  - 15. To discuss and to agree dates of Council and Committee meetings for the coming year.**
  - 16. To discuss Councillors allowances and out of pocket expenses, and to agree as relevant.**
  - 17. 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 signature.**

- 18. To discuss the regular receipt of the ‘meetings coming up list’, and whether it is still needed.**
- 19. To review electronic calendar notifications, and to discuss as relevant.**
- 20. To agree to continuance of ‘Delegated Powers Policy’ in line with Standing Orders and Terms of Reference.**
- 21. To review all Terms of Reference in view of committees being delegated to carry out LPC business.**
- 22. To discuss any feedback/overview from the Annual Parish Meeting held on the 26<sup>th</sup> April. To take forward any matters as felt relevant.**
- 23. Finance & Funding- (ongoing agenda item):**
  - a) To agree the cheques issued & online direct payments due- 15<sup>th</sup> May 17, and for the Chairman to sign appx A as agreement of the LPC. (Appx A, available to all Councillors).
  - b) To agree the bank statements with the account sheets as at 30<sup>th</sup> April 17.
  - c) To approve the Annual Return for the fiscal year ended 31<sup>st</sup> March 2017:
    - i) Annual Governance Statement 16/17- For the Clerk to read out each item 1-9 and to mark as relevant (YorN) and for the Chairman and RFO (Clerk) to sign as agreement of the LPC.
    - ii) Annual Statements 16/17 and for the Chairman and RFO (Clerk) to sign as agreement of the LPC.
    - iii) To receive information on the exercise of electors’ rights in accordance with regulatory requirements.
  - d) To receive the end of fiscal year 16/17 annual report from the Internal Auditor, and to discuss as relevant.
  - e) To agree to the statement of internal control year ended 31<sup>st</sup> March 17 and to sign and to publish as relevant.
  - f) To agree to the authorised signatories for the LPC Bank accounts.
- 24. Promotion of Loose Parish Council & Articles- (ongoing agenda item):**
  - a) To receive an updated report re the LPC website, and to agree to any changes or items to be added.
  - b) To discuss any other matters pertaining to Loose Views or other publications and to agree as relevant.
- 25. Risk- (ongoing agenda item):**
  - a) To receive and discuss any items of concern escalated by committees.
  - b) To receive any information concerning any potential risk matters.

**26. Notification of correspondence for discussion/action (ongoing agenda item):**

**Surveys/Consultations:**

- Maidstone Local Plan-Proposed Main Modifications (March 2017)-deadline 19<sup>th</sup> May 17.
- MBC- ‘thin planning applications’ consultation-deadline 5<sup>th</sup> June 17.
- MBC- LDF regulation 19(4) of the community Infrastructure Levy Regulations 2010 (as amended).- examiner hearing (notification by 22<sup>nd</sup> May 17 if attendance is required).
- MBC- LDF regulation 19(3) 9c) of the community Infrastructure Levy Regulations 2010 as amended.-Information received.
- MBC- LDF regulation 21(8) of the community infrastructure Levy Regulations 2010 9as amended).Dates for hearings received.

**27. 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.

**28. To receive an update on LPC Office activities in view of employment of new Clerk.  
To ask any questions as relevant. To countersign contract of employment.**

**29. To discuss and to make any decision on way forward in respect of the quotation received for the design brief for the logo.**

**The next meeting of the LPC will be held on the 19<sup>th</sup> June 2017 at 7.30pm.**