



LOOSE PARISH COUNCIL

CLERK: Kim Owen

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Dated: 15th May 2018

A meeting of the Loose Parish Council

Will be held at the Loose Parish Pavilion, King George V Playing Field on

Monday 21st May 2018 commencing at 7pm

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. To elect a Chairman to the Loose Parish Council for the next year
2. To elect a Vice Chairman to the Loose Parish council for the next year
3. To receive and record any apologies for absence
4. To receive and agree any decision regarding any item to be taken as confidential (Item 30)
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 21st Jan 13)*
6. 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 2017

- 7. To agree and to sign as a correct record the minutes:**
 - **LPC minutes for the meeting held on the 16th April 2018 (pages 1430 to 1435)**
The following approved Committee minutes are to be noted and adopted by the Parish Council;
 - **Planning Meeting on 5th March 2018 (pages 412-413) and 9th April 2018 (pages 414-415)**
 - **Environment Meeting on 29th January 2018 (pages 277-280)**
- 8. To receive any reports from the KCC Ward Councillor Paulina Stockell (PS) (ongoing agenda item)**
- 9. To receive any reports from the Loose Ward Councillor Sue Grigg (SG) (ongoing agenda item)**
- 10. To receive any reports/information from Community Warden Liz Lovatt (LL) and PCSO Martin Chivers (MC) and to receive information from e-watch (ongoing agenda item)**
- 11. 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. **Update on inconsiderate parking in Loose Village at the start and end of the school day**
 - b. **Request from a resident to gain access to his back garden for landscaping works via Brooks field**
 - c. **Water overflow issue from Dickenson's field into Busbridge Road (JA)**
- 12. 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**
- 13. To discuss and to agree dates of Council and Committee meetings for the coming year including date for December 2018 and no meeting for the LPC in August**
- 14. To discuss Councillors allowances and out of pocket expenses, and to agree as relevant**
- 15. 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**
- 16. To agree to continuance of 'Delegated Powers Policy' in line with Standing orders and Terms of Reference**
- 17. To Review all Terms of Reference in view of committees being delegated to carry out LPC business**
- 18. To agree continuance of ROUND ROBIN agreements in line with Terms of Reference and review procedures**
- 19. To agree to the Clerk approval or disapproval of dispensations**

- 20. To receive update on the refurbishment of the Kitchen in the Pavilion and to make any decisions necessary**
- 21. To receive update from Loose Neighbourhood Planning Steering Group (ongoing agenda item) (JA)**
- 22. To receive any updates on SMART (ongoing agenda item) (PR)**
- 23. To receive an update on GDPR and make any necessary decisions (KO)**
- a. Update on the need for a DPO
 - b. To receive and agree the policies and notices relating to the GDPR
- 24. To receive any information/updates from LAA in respect of the shed on Brooks Field and to make any decisions as felt relevant (ongoing agenda item)**
- 25. Finance & Funding- (ongoing agenda item):**
- a. To agree the online payments and any cheques issued on 21st May 2018 and for the Chairman/Vice Chairman to sign apex A as agreement of the LPC. (Apex A, available to all Councillors)
 - b. For Councillors to receive a copy of the end of year accounts
 - c. To approve the Annual return for the fiscal year ended 31st March 2018 (all relevant items as below will be available to view on the website)
 1. Statement on Internal Control
 2. Annual Governance Statement 17/18 – For the RFO to read out each item 1-9 and to mark as relevant (Y or N) and the Chairman and RFO to sign as agreement of the LPC
 3. Accounting Statement – To agree to balance sheet as at 31st March 2018
 - d. To confirm the advert for the Audit
 - e. To receive the end of fiscal year 17/18 annual report from the internal Auditor, and to discuss as relevant.
 - f. To agree to the authorised signatories for the LPC Bank accounts
 - g. To agree to the membership for KALC/NALC and to ratify membership annual cost for 18/19
 - h. To receive information on the increase in pay scales from NALC and receive information regarding the budget implications
 - i. To discuss the LCR magazine for Councillors and Staff and for members to agreed to continuing with the publication and to the use of personal addresses for delivery of the magazine
- 26. 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 including what events should be advertised on the site
 - b. To receive information on In and Around Loose publication
 - c. To discuss any other matters pertaining to other publications and to agree as relevant

27. 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

28. Information Only (ongoing agenda item)

- a. Update on Community Coffee morning at the Pavilion 9th May 2018
- b. Loose Valley Conservation Society – Entered into the Tesco Bag Grant.

29. Next meeting of the LPC will be on the 18th June 2018

30. To agree the quote for the installation of the lectern in Roy's wood and agree the working on Plaque