

## Aylesham Parish Council April 2018

Thursday 12<sup>th</sup> April 2018, at 19:00,  
Aylesham House, Dorman Avenue South, Aylesham.

### SUBJECT TO CONFIRMATION AT THE NEXT FULL PARSH COUNCIL MEETING

<b>1. Those Present</b>
J, Cartledge (Chair), M. Townsend (Vice Chair), Cllrs B. Morgan, L. Prescott, T. Johnstone, B. Oliver, K. Sutcliffe, K. Razzell (Acting Clerk), Cllr, L. Keen DDC
<b>2. Apologies</b>
Cllr C. Price, Cllr S. Manion KCC, Cllr G. Cowan DDC
<b>3. General Declarations of Interest</b>
Pecuniary and Other Significant and Voluntary interests, where applicable, will be made and recorded against each relevant agenda item. Each member will declare their interest and act in accordance with Standing Orders when a relevant item on the Agenda is discussed.
K. Sutcliffe – Roses Tearooms & Thrift Shop CIC

<b>4. Minutes of Previous Meeting and Matters Arising:</b>	
<b>Outline</b>	<b>Action/Resolution</b>
Proposed by Cllr Prescott and seconded by Cllr Johnstone	All in favour. Minutes to be uploaded to website by Clerk

<b>5. Public Representation Notified to Clerk in Advance of Meeting:</b>	
<b>Outline</b>	<b>Action/ Resolution</b>
<ul style="list-style-type: none"><li>No requests were made by the Public to speak in advance of the meeting.</li></ul>	

<b>6. DDC, County Cllr, District Cllr Reports:</b>	
<b>Outline</b>	<b>Action/Resolution</b>
Matters arising:- Cllr Linda Keen <ul style="list-style-type: none"><li>Mandy Pile at DDC has been contacted regarding the litter problem along Spinney Lane, DDC are currently applying for the relevant permissions for the road cleanse to take place.</li><li>The Parish Council were thanked for acting so quick regarding the recent Public Right of Way boundary issue within the new development, which KCC are now involved in along with DDC Planning Enforcement, Cllr Keen has notified the Chief of Planning at DDC.</li><li>Agenda items for the next Partnership Meeting held at DDC on 3rd May 2018 to include community gardens, welcome leaflets for new residents a project that everyone is wanting to get off the ground.</li><li>Boundary Commission, responses have been sent now to await the outcome.</li></ul>	

<p>Cllr Manion</p> <ul style="list-style-type: none"> <li>An update to the Parish Council in his absence to note that KCC have been awarded an extra £3 million for potholes, with the fund now over £11 million.</li> <li>The Parish Council noted that the filling of potholes in the area are not being done properly.</li> </ul> <p>Cllr Cowan</p> <ul style="list-style-type: none"> <li>Noted prior to the meeting that even though he was on holiday he was aware of the recent Public Right of Way boundary issue, and was monitoring emails.</li> </ul>	Clerk to raise the pothole issue with Cllr Manion.
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## 7. Correspondance:

From	Outline	Action/Resolution
Elancity	Speed Signs	The matter of speed signs is being looked into further. Clerk to contact Cllr Manion regarding signs for the village, a meeting is to be held in due course.

## 8. Planning Applications:

Ref No	Outline	Action/Resolution
18/00053	Installation of a new shopfront at 10 Market Place, Aylesham CT3 3EY	Application confirmed by DDC as not ready to be a registered application.
18/00300	Erection of two storey side and three storey rear extensions to facilitate conversion into 19. No self-contained flats and a public house, formation of vehicular access and parking (mixed use Class C3 and A4) at Aylesham Sports Club, Burgess Road, Aylesham CT3 3AU	Meeting to be held with the Parish Council & the DDC Planning Officer. A Public Meeting may then be held to gain people's perspective.
18/00142	Erection of an attached dwelling at Land Adjoining, 6 Ash Road, Aylesham CT3 3DG	No comments.

9. Grant Applications:		
Outline	Outline	Action/Resolution
Snowdown Colliery RFC	Men's 7's Tournament/Family Fun Day on May 26 <sup>th</sup> have requested a £500 Grant towards the cost of the day.	PC granted amount in full. Proposed by B. Morgan, J. Cartledge seconded. All in favour.
Society of St Vincent De Paul, Aylesham	SVP Summer Camp (St. John Bosco Children's Camp). Sponsorship for three local girls to attend the camp this year. Grant amount requested £435.	PC granted amount in full. Proposed by K. Sutcliffe, B. Oliver seconded. 6 voted for, 1 against.

10. FINANCE & ACCOUNTS (monthly reconciliations and accounts always available to view)	
Action Item	Resolution
a) The outlined expenditure approval	Proposed by M. Townsend, Seconded by K. Sutcliffe. All in favour.
Kent Office Solutions (office stationary printer toner) invoices total £563.45. Sage 1 new accounting systems for the PC £18 per month plus VAT, this is to replace the old system that was used (QuickBooks). Surrey Hills Solicitor, legal advice £500 plus VAT, a total of £600.	P. Clerk to arrange payments by cheque

Expenditure			
Cheque No			
3278	22.02.18	Parish Clerk Expenses - Stamps	£7.80
3254	22.02.18	Parish Clerk Expenses - Stamps	£7.80
3280	22.02.18	Kent Office Solutions – Office Stationary	£29.97
3240	22.02.18	Poppy Wreaths	£40.00
3284	22.08.18	Parish Clerk Salary – February	£1,033.83

3281	23.02.18	HMRC – PAYE Contributions Q3	£366.93
3274	26.02.18	SLCC ILCA Qualification Registration Fee - Clerk	£118.80
3275	26.02.18	SLCC – ILCA Qualification Registration Fee – Assistant Clerk	£118.80
3276	01.03.18	Window Cleaning	£22.00
3283	09.03.18	Anti-Virus Subscription – 12 months	£79.99
3282	12.03.18	Parish Clerk Expenses – Postage & Office Stationary	£11.79
3286	15.03.18	Aylesham Community Village Hall – Grant	£1,204.25
S/O	28.02.18	Cleaner Salary – February	£244.48
DD	01.03.18	B&CE Holdings Ltd – Employee Pension Contributions	£34.15
<b>TOTAL EXPENDITURE</b>			<b>£4,054.87</b>
<b>INCOME</b>			
<b>TOTAL INCOME</b>			<b>£ 0.00</b>

#### 11. Aylesham Development:

Outline	Action/Resolution
As previously recorded in the minutes by Cllr Keen, a boundary movement by Persimmon Homes on the Public Right of Way was noted by concerned local residents. The matter was reported to DDC, KCC and local Councillors and MP's. DDC Planning Enforcement has been notified, and the matter is being looked into by them and KCC.	

#### 12. Aylesham House:

Topic	Outline	Action/Resolution
Photocopier	Service for the photocopier is required.	Clerk to arrange.
Office Stationary	Concern by the Clerk over the current high costs.	Clerk seeking other companies to use.
Clerk Position	Due to the recent resignation of the Clerk, the position is to be advertised.	Personnel Committee to carry out the recruitment process.

Banking	The PC's Accountant suggested read-only access to the bank account. Acting Clerk salary to be set up on Standing Order.	Signatories to arrange this with the bank.
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### 13. Roses Tearooms & Thrift Shop

Topic	Outline	Action/Resolution
Boundary Fence/Lease	Legal advice sought, meeting to be held with Roses Tea Rooms & Thrift Shop CIC Directors.	Clerk to arrange meeting.

### 14. Skate-park development :

Topic:	Outline	Action/Resolution
Lease	Awaiting Lease from DDC.	Clerk to chase DDC.

### 15. War Memorial

Topic	Outline	Action/Resolution
Completion of the War Memorial Cross	Confirmation of completion timeline is sought.	Clerk to confirm timeline with Cantruaria.
Epitaph	Selection process ongoing.	

### 16. Grounds Maintenance Contract

Topic	Outline	Action/Resolution
Areas to be included in the contract	Areas to be included in the contract to be decided.	Meeting to be held for these to be decided.
Contract	Once the areas are decided upon, send to Solicitor to draw up.	Clerk to send to Solicitor.

### 17. Committees Update

Outline	Action/Resolution
<p><b>Recreational and Facilities Committee –</b>  Cllr L. Prescott and B. Oliver reported back on the meeting they had had earlier that week.</p> <p><b>Playground Inspections –</b> Fly tipping is a cause for concern in Snowdown. DDC have sent letters to local residents, however the problem is not stopping.</p>	<p>Clerk to send O/S Map to DDC to show boundary as PC leased land, with the view for them to clear the fly tipping.</p> <p>M. Townsend to raise fly tipping concerns at the next Aylesham Update Meeting.</p>

Swings at Cripps Close, and Snowdown play parks need replacing. Snowdown need to be taken down urgently.	L. Prescott to take down Snowdown swings, and contact companies to replace these, and Cripps Close.
<b><i>Collapsible Bollard on Dorman Avenue North/Derwent Way junction</i></b> – to protect the verges further, it was felt that the cost should come from DDC Capital Funds.	M. Townsend to address this at the next Aylesham Update Meeting.

<b>18. Next Meeting</b>	
<b>Outline</b>	<b>Action/Resolution</b>
The AGM will be held at 19.00pm on Thursday 10 <sup>th</sup> May 2018, with the May Parish Council Meeting to be held at 19.30pm.	

<b>Items for Next Agenda:</b>	
<b>Outline</b>	<b>Action/Resolution</b>
Memorial for November.	

<b>29. AOB: For Information Only</b>	
<b>Outline</b>	<b>Action/Resolution</b>