



AYLESHAM PARISH COUNCIL
Minutes of the Meeting of the Parish Council

Minutes of **AYLESHAM PARISH COUNCIL** meeting held on **Thursday 14th October 2021 at 19.00pm** at Aylesham House

SUBJECT TO CONFIRMATION AT THE NEXT MEETING

1. Those Present

Cllrs M.Townsend (Chair); B.Oliver; S.Bott; K.Sutcliffe. Parish Clerk K.Robinson, Acting Assistant Clerk N.Purcell.

2. Apologies For Absence

I.Thomas- Personal reasons
V.Thomas- Personal reasons
L.Prescott
J.Pout- Work commitments

3. Declaration of Interest

S.Bott- Aylesham & District Community Workshop Trust
B.Oliver- Aylesham Hub Ltd
M.Townsend- Aylesham 4 Aylesham

4. Minutes of Previous Meeting

August 2021

Parish Clerk noted an amendment: wording of the request in minute reference 11.5 to include:
11.5 Request from Elvington, Aylesham, Shepherdswell & Eythorne Labour Group to use the Market Square every third Saturday of the month, starting 21st August 2021 for their Councillor Surgery and to place a gazebo on the grass by the footpath on the north side of the square whilst there.

Resolved: It was proposed by S.Bott and seconded by K.Sutcliffe that this amendment be agreed.

Outcome: All in favour, motion carried

Resolved: It was proposed by B.Oliver and seconded by K.Sutcliffe that the minutes of the meeting held on the 12th August 2021 are a true and accurate record.

Outcome: All in favour, motion carried.

September 2021

The meeting held on 9th September 2021 was deemed unlawful as there was no Officer present in the room, therefore any resolutions made on this date do not stand.

5. Matters Arising (from the previous minutes not covered elsewhere on the agenda).

None

6. Public Representation (Notified to Clerk in advance of the meeting, agenda items only)

None

7. County Cllr, District Cllr, Dover District Council & PCSO Reports

M.Fishley DDC Community Development Officer introduced himself. He has taken over the role from his predecessor, E.Barnes. M. Fishley announced plans to relaunch the Kent Police PCSO drop in surgery called 'MYP: Meet Your Police' and DDC Surgery to be held starting at Bechange Community Centre, starting on Friday 15th October between 11am and 1pm and then moving forward to every other Friday between 2pm and 4pm.

L.Keen reported the following: Still chasing issues with Persimmons Management Committee, these issues will be discussed at the Aylesham Development Update Meeting. L.Keen met today with 2 Aylesham residents, Rodger Wragg, and Cllrs from APC regarding parking issues on Dorman Avenue South. Yellow lines and a parking strategy are going to be pursued by DDC.

L.Keen has attended a DDC meeting regarding s106 and they hope to hold a meeting mid November to update the Parish Council further.

The Local Plan consultation responses are available on the website. The next stage of the consultation is February 2022.

8. Parish Clerk Report (Correspondence)

8.1 Central Boulevard New Play Park – Email from resident regarding safety concerns about the park and that her child had been injured and required hospital treatment due to the loose gravel on the path.

Outcome: Dover District Council owned park therefore the Parish Clerk has forwarded this onto their Parks and Open Spaces Manager. It was noted that there are no means of reporting this park on their website as it has not been added to DDC's list on the reporting tool.

8.2 Email from EASE (Eythorne, Aylesham, Shepherdswell & Eythorne) Labour Group requesting to use Aylesham House again for their meetings on a monthly basis, starting on Saturday 23rd October 2021.

Outcome: To be discussed under Agenda item 17.

8.3 Email from Abercrombie Court Management Limited requesting use of the meeting room at Aylesham House for their AGM on 26th November 2021.

Outcome: Item to be discussed under Agenda item 17.

8.4 Email from KALC Dover Area Committee to their next meeting to be held in person at Guston Village Hall on Wednesday 27th October at 7pm.

Resolved: No Councillors available to attend. It was proposed by S.Bott and seconded by K.Sutcliffe that the response to KALC should mention that there is transport limitations to this location.

Outcome: All in favour, motion carried.

8.5 Email from local resident regarding parking and speeding along Dorman Avenue South.

Outcome: Parish Clerk has sent the video and photographs to Dover District Councillors and R. Wragg at DDC. Item to be discussed under Agenda item 17 further.

8.6 Road Safety Week 15-21 November 2021

Resolved: It was proposed by K.Sutcliffe and seconded by B.Oliver that road safety banners are hung at the following locations: 1x Cooting Road at Sharpak; 2 x Market Square; 1xSnowdown; 1x Gateway to Aylesham (subject to permission) and 1x placed on the railings at the Workshop Trust (permission to be sought from them).

Outcome: All in favour, motion carried.

9. Section 101 Delegated Authority

The following matters have been actioned under S101 Delegated Authority:

- 9.1** Market Square – Permission for dangerous tree (T1) to be removed by Sequoia Tree Care at a cost of £400 plus VAT and a replacement tree planted in due course, and a notice to the public of the works. Permission from DDC was also received for this.
- 9.2** Aylesham Carnival Association – Two requests: Tommy Smith Fair to set up on Friday 1st October 2021 in the Market Square, but not to operate until the hours permitted for the Carnival Parade & Fair. Permission for Aylesham Carnival Association to display banners at the Market Square.
- 9.3** Aylesham House – Approval for Astra UK (Contracts) Ltd to remove asbestos found in the downstairs kitchen at a cost of £1,620 plus VAT.
- 9.4** Aylesham House - To close the building until further notice due to asbestos and advice received from insurers.
- 9.5** Event at Betteshanger Country Park 30th September 2021 to view progress on the visitor centre and mining museum. L. Prescott to attend.
- 9.6** Flowers for E. Barnes Community Development Officer at Dover District Council who left her role as a thank you from APC and all the community. £40 from Chairman's Allowance.
- 9.7** September payment schedule.

10. Finance, Audit & Personnel Committee & Payments Approval

10.1 October 2021 Payment Schedule approval

Cheque Number	Payee	Expenditure	Invoice Number	Net	VAT	Total
3837/38/39	Staff	Salaries	N/A	£952.19	N/A	£952.19
3830	Clerk Expenses	September Zoom & Chairman's Allowance (Flowers) postage, Ring doorbell subscription (12 months)	£187.39	£187.39	N/A	£187.39
3835	AJL Garden Services	Grounds Maintenance September Invoice	September 2021 Invoice	£665.50	N/A	£665.50
3832	Astra UK (Contracts) Ltd	Aylesham House Asbestos Report	28493	£420.00	£84.00	£504.00
3833	PKF Littlejohn LLP	AGAR 2020/2021 (External Audit)	SB20213225	£400.00	£80.00	£480.00
3834	Clerk Expenses	Laptops and equipment previously approved by Council	Dell Invoice	£4622.12	£909.66	£5,531.78

Parish Clerk noted that she has to purchase the new laptops and equipment via expenses.

Resolved: It was proposed by S.Bott and seconded by B.Oliver that the October payment schedule be accepted.

Outcome: All in favour, motion carried

10.2 Annual Governance & Accountability Return 2020/2021 – Completion of Audit

Parish Clerk shared the completed AGAR forms on screen. It was noted that some of the boxes on section 2 were not ticked yes as they should have been, however PKF Littlejohn LLP were happy that this was human error as the minutes from the meeting at which the forms were resolved and signed clarified that the form was discussed and agreed accordingly. No matters arising or other comments, and overall a very good audit.

Resolved: It was proposed by B.Oliver and seconded by K.Sutcliffe that the AGAR has been received and noted.

Outcome: All in favour, motion carried.

Exclusion of the public under the Public Bodies (admission to meetings) 1960 Act

Resolved: Under the terms of the Public Bodies (admission to meetings) 1960 Act by virtue of the business to be transacted involving contractual terms for Aylesham Parish Council Staff proposed by S.Bott and seconded by K.Sutcliffe.

Outcome: All in favour, motion carried.

19.33pm Members of the public were placed in the waiting room on Zoom and Acting Assistant Clerk left the room.

10.3 Staff Matters

Resolved:

- Working days to remain Monday, Tuesday & Thursday for all Office staff
- Fixed Term Contract to be extended 6 months until 9/04/2022 but working hours per week to be reduced to 8. To be reviewed again in March 2022.

Proposed by S. Bott, seconded B. Oliver.

Outcome: All in favour, motion carried.

19.57pm Members of the public and Acting Assistant Clerk re-joined the meeting.

11. Planning Committee

Minutes from the August meeting held on 30th September have been circulated to all Councillors and placed on website.

11.1 To Elect a new Chair of Committee

Resolved: It was proposed by K.Sutcliffe and seconded by S.Bott that B.Oliver be elected as chair of the planning committee.

Outcome: All in favour, motion carried.

11.2 Committee Vacancy

Resolved: Proposed by K.Sutcliffe and seconded by B.Oliver that S.Bott join the planning committee.

Outcome: All in favour, motion carried.

12. Recreational & Facilities Committee

Meeting not held since 5th August 2021

13. Working & Community Group Updates

13.1 Working Group (with Aylesham Hub Ltd & A&SSWS)

Since J.Pout resigned in July, Aylesham Parish Council cannot meet the Working Group's Terms of Reference as no other Councillor is available to join the group. Council are concerned that the whole group do not meet the Terms of Reference as there is not an independent Chair overseeing them.

Resolved: Proposed by S.Bott and seconded by K.Sutcliffe that the above remain on the agenda each month, and to ask M. Fishley of DDC to provide an update to the Council each month in his report.

Outcome: All in favour, motion carried.

13.2 Aylesham Networking Group

Report to be circulated.

14. Spinney Wood

14.1 Winter Volunteer Dates

Volunteer dates have been published and are on the Parish Council's social media.

15. Aylesham Development

15.1 Aylesham Update Development Meeting to be held on 21st October

Noted.

15.2 Section 106, developer contributions and a plan for Phase 3

Motion from Cllr Pout received:

I propose that Aylesham Parish Council write to DDC to request the following:

Due to house building in Aylesham, approximately £4.7 million of s106 money is due to be spent. Currently, according to the trigger points, approximately £4 million is ready and available.

Aylesham Parish Council would like a breakdown of exactly what is due to be spent under each category of the s106 funding and why exactly is left to be spent. This funding seems to be very vague and residents of Aylesham frequently comment that there seems to have been little or no investment in the village. A clear breakdown of exact amounts that have been spent and will be spent will allow all parties to transparently see where funding is going.

The categories supplied initially need to be made clearer and the parish council wishes to know how much money was given to whom, when, and what contracts are outstanding.

We request that this is to be provided in a written form and should be provided promptly.

Resolved: To write to Dover District Council as per the motion submitted by J.Pout. Proposed by S.Bott, seconded K.Sutcliffe.

Outcome: All in favour, motion carried.

15.3 Entrance to Aylesham

This is being addressed by KCC and developers, and will be discussed again at the Aylesham Update Development meeting.

15.4 Meeting with R. Wragg (DDC) reference s106 Public Realm

Noted that a date for this is being organised.

16. Leases of Land

Exclusion of the public under the Public Bodies (admission to meetings) 1960 Act

Resolved: Under the terms of the Public Bodies (admission to meetings) 1960 Act by virtue of the business to be transacted involving legal matters for Aylesham Parish Council proposed by S.Bott and seconded by K.Sutcliffe.

Outcome: All in favour, motion carried.

Members of the public were placed in the waiting room on Zoom

16.1 Skate Park

Resolved: Proposed by S.Bott and seconded by B.Oliver that the clerk's put together a tender pack for the installation of the fence around the entire Skate Park play area as per the Lease and Planning Permission with the moving of the basketball areas as this is outside the leased area.

Outcome: All in favour, motion carried

16.2 Attlee Avenue

No comments, awaiting engrossed lease.

16.3 Market Square

Noted that the engrossed lease received, Parish Clerk to action signing of statutory declaration in the presence of a Solicitor and two Councillors are then to sign the lease.

Exclusion of the public under the Public Bodies (admission to meetings) 1960 Act

Resolved: Under the terms of the Public Bodies (admission to meetings) 1960 Act by virtue of the business to be transacted involving legal matters for Aylesham Parish Council proposed by B. Oliver and seconded by K.Sutcliffe.

Outcome: All in favour, motion carried.

17. Aylesham House

Resolved: To instruct a Surveyor to complete a RCIS Level 3 Structural Survey on Aylesham House and to look at accessibility standards. Proposed by S.Bott and seconded by B.Oliver.

Outcome: All in favour, motion carried.

Resolved: It was proposed by K.Sutcliffe that the council instruct Norwoods Survey Ltd to conduct the RCIS Level 3 survey at a cost of £550 inclusive of VAT.

20.39 Members of the public re-joined the meeting at the end of item 17.

18. Market Square

18.1 Damage to grass 2nd October 2021

Quote has been received from Harmer and Sons of £80.00+VAT to roller Market Square.

Resolved: It was proposed by B.Oliver and seconded by K.Sutcliffe that the clerks instruct Harmer and Sons to carry out the work as quoted above.

Outcome: All in favour, motion carried.

18.2 Fence around Christmas Tree Area

Sequoia Tree Care have offered to supply a new fence around the Christmas Tree in Market Square, free of charge in exchange for the fence being sponsored by their company logo on the fence.

Resolved: It was proposed by B.Oliver and seconded by K.Sutcliffe that Aylesham Parish Council accept the offer from Sequoia Tree Care.

Outcome: All in favour, motion carried.

18.3 Aylesham 4 Aylesham Christmas Lights and Christmas tree

20.44 M.Townsend left the room due to a declaration of interest, but was invited to return to answer questions. S.Bott chaired this section of the meeting.

Aylesham 4 Aylesham asked for the following permissions:

- To install Christmas lights around the hedgerow at Market Square.
- To have a Christmas Tree installed on Friday 3rd December, to be removed the week beginning 3rd January depending on availability of Clough's.
- Permission for a Christmas lights switch on event to be held in the Market Square on Saturday 4th December.

Resolved:

1. Aylesham Parish Council seek a quote for the external lockable plug socket and then ask Dover District Council for permission to install it on the feeder pillar near to the CoOp.

2. Aylesham Parish Council seek a quote to repair the power supply to the Christmas tree area.

3. Initial permission is given for the Christmas lights to be placed around the hedge and Christmas lights switch on event **subject** to Aylesham Parish Council receiving permission from the landowners Dover District Council for the external plug socket.

4. Permission is granted for the Christmas tree to be placed in the Market Square from Friday 3rd December to the week of 3rd January 2022.

Outcome: All in favour, motion carried.

19. Email & Communications Policy

This was drafted and circulated to all councillors prior to the meeting.

Resolved: It was proposed by S.Bott and seconded by K.Sutcliffe that the parish council adopts the proposed Email & Communications policy.

Outcome: All in favour, motion carried.

20. Grounds Maintenance Contract 2022-2024

The draft contract was circulated to Councillors prior to the meeting.

Resolved: It was proposed by B.Oliver and seconded by K.Sutcliffe that the contract is accepted and put out to tender with the following amendments:

- The parish council are to notify contractors when events are taking place in Market Square to ensure extra hedge cutting for these.
- The Parish council require a rota of when cuts are due and when they have taken place.

Outcome: All in favour, motion carried.

21. Highways Improvement Plan

The Clerks advised council that it may be beneficial to the village if the Parish council implemented a Highways Improvement Plan (HIP)

Resolved: It was proposed by S.Bott and seconded by B.Oliver that the Parish Council implements a HIP.

Outcome: All in favour, motion carried.

22. The Climate and Ecological Emergency Bill (CEE Bill)

Parish Clerk read aloud the following motion from Cllr J.Pout:

The Climate and Ecological Emergency Bill (CEE Bill) is currently being proposed to government by 12 MPs.

So far, it has been backed by 115 MPs, 29 Peers and 102 councils (parish, town, district and borough councils).

I would like to ask the parish council to support this bill and add its name to the list of supporters.

Resolved: It was proposed by S.Bott and seconded by B.Oliver that the clerks look into the process of adding Aylesham Parish Council's name to the list of supporters for the CEE Bill.

Outcome: All in favour, motion carried.

23. Next Meeting: Thursday 11th November 2021

24. Items for next Agenda: Draft Budget 2022/2023

Meeting ended 21.09