



AYLESHAM PARISH COUNCIL
Minutes of the Meeting of the Parish Council

Minutes of **AYLESHAM PARISH COUNCIL** meeting held on **Thursday 11th August 2022**
at 19.00pm, Aylesham House
SUBJECT TO CONFIRMATION AT THE NEXT MEETING

1. Those Present

Cllrs J. Pout (Chair) K. Sutcliffe, D. Fleck, L. Prescott, S. Bott.
Parish Clerk & RFO K. Robinson, Assistant Clerk D. Jenkins.
County Councillor S. Manion.
No members of the public were present.

2. Apologies For Absence

Cllr B. Oliver – Work commitments
District Cllr L. Keen – Personal reasons
District Cllr C. Woodgate – DDC Planning Committee Meeting

3. Declaration of Interest

S. Bott- Aylesham & District Community Workshop Trust

4. Minutes of Previous Meeting

Resolved: It was proposed by S. Bott and seconded by K. Sutcliffe and **RESOLVED** that the minutes of the previous meeting held on 5th July 2022 are a true and accurate record.

Outcome: All in favour, motion carried.

5. Matters Arising (from the previous minutes not covered elsewhere on the agenda).
Aylesham Parish Council still have three Councillor Co-Option vacancies that they wish to fill.
Parish Clerk informed Councillors that Dover District Council would like to include this information in their Aylesham Garden Village News newsletter.

Resolved:

- To advertise three Councillor vacancies for Co-option on an open-ended basis
- Dover District Council to advertise this in their newsletter and communications email

Proposed by S. Bott, seconded D. Fleck.

Outcome: All in favour, motion carried.

July 2022 Minute item 9.1 Proposed Base Station Upgrade at CTIL_108302 30, Aylesham Welfare Leisure Centre, Spinney Lane, Aylesham CT3 3AE

Aylesham Parish Council when asked by the Agent Cornerstone to submit a consultee comment gave support of the mast upgrades that are located at Aylesham Welfare Leisure Centre. J. Pout noted to Councillors that the masts did not need planning permission, as automatic permission was given for them.

July Minute item 15.2 Site Meeting re: Reinstatement of footpath by St Joseph's School through Station Car Park

S. Bott enquired as to whether the school have given their response yet. Parish Clerk is expecting a reply from them once the summer holidays are over.

Meeting suspended for up to 15 minutes to allow discussion with members of the public present at the meeting.

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

None.

7. External Reports

7.1 County Councillor Report –

Cllr S. Manion - Appendix One (see page 10)

Cllr Manion left the meeting at 19.20pm.

7.2 District Councillor Report

Cllr L. Keen – Appendix Two (see page 11)

Cllr C. Woodgate – No report received

Cllr P. Walker – No response

7.3 Police Report- No report received from PCSO Carmichael.

19.23pm Parish Council meeting resumed.

8. Parish Clerk Report (Correspondence)

8.1 Various emails from residents reporting overgrown shrubs and bushes on Heritage Road, and Burgess Road.

The bushes on Heritage Road by St Finbarr's Church have been cut back, the trees are still overhanging onto the pavement from the church grounds.

Resolved: Aylesham Parish Council to write to St Finbarr's Church to ask them to cut the tree branches back within their grounds so the pavement is passible.

Outcome: All in favour, motion carried.

Bushes along Burgess Road near the junction with Ratling Road have yet to be cut back even after being reported to Kent County Council.

Outcome: Noted, Clerk to chase.

8.2. Three emails received from residents regarding serious concerns about cuts to bus services that will affect them day to day. Councillor J. Pout also wrote to the Clerk expressing his concerns.

Resolved: Council made their points clear to Cllr S. Manion. Aylesham Parish Council press release drafter by J. Pout be put in the upcoming edition of Aylesham in Touch. Proposed by S. Bott, seconded D. Fleck.

Outcome: All in favour, motion carried.

8.3 Email from local resident regarding concerns over nuisance motorbikes.

Aylesham Parish Council has recently been in correspondence with Dover District Council about the nuisance motorbikes. Dover District Council gave this response:

“Dover District Council and Kent Police have plans in place through the summer and a number of resource bids going in for additional staff and activities in the rural areas. This includes support from the rural task force, road safety team and off-road bike team. Dover District Council in support of this have agreed a draft letter jointly, with a letter drop in the first instance to properties that back onto fields, encouraging reports to be made and this will include an anonymous form that can be submitted online with information that they can share with Kent Police regarding those responsible and where available additional action taken”

Outcome: Councillors urge residents to always report nuisance motorbikes, the more reports Kent Police receive the more action can be taken.

8.4 Email from Roses Tearoom & Thrift Shop CIC to say that they are moving their utility connections from Aylesham House into their building. They would like to thank Aylesham Parish Council for the shared supply over the years.

Outcome: Noted.

9. S101 Delegated Authority (to be noted by Council)

9.1 Aylesham Hub Ltd Grounds Hire Agreement Application:

To place a stall within the Market Square on occasions to advertise local events including the Bechange 25th Anniversary event, the “We are Aylesham” event on 16th September at the Workshop Trust. They have £5 million public liability, provided a risk assessment, and fully completed the application form.

Outcome: Four Councillors were in support of this. Two Councillors did not reply. Therefore, under S101 Delegated Authority permission was given to Aylesham Hub Ltd.

9.2 Dover District Council Planning Application: 22/00879

Proposal: Erection of single and two storey rear extensions

Location 49 Milner Crescent, Aylesham CT3 3BH

Outcome: Four Councillors responded to submit “no comments”. Two Councillors did not respond. S101 Delegated Authority response with “no comments” was submitted to DDC.

9.3 Dover District Council Planning Application: 22/00842

Proposal: Erection of an outbuilding for storage use

Location: 64-66 Cornwallis Avenue, Aylesham CT3 3HQ

Outcome: Four Councillors responded to submit “no comments”. Two Councillors did not respond. S101 Delegated Authority response with “no comments” was submitted to DDC.

10. Recreation & Facilities

10.1 Grounds Hiring Agreement Application from Aylesham Carnival to Hire Market Square on Saturday 17th September 2022

Aylesham Carnival submitted the application and supporting documents to the Parish Clerk in May. However out of date Risk Assessments, Event Management Plan completed incorrectly with wrong information submitted to Dover District Council, no Site Plan, no information on toilets on site (in the Market Square) as per the Purple Guidance to Health, Safety and Welfare at Music and Other Events. Parish Clerk and Administrator N. Purcell spent a lot of time advising Aylesham Carnival what was required for the application to be put to Council for a decision with the deadline extended numerous times, right up until 28th July.

At the meeting Councillors discussed the application, that it was still incorrect even after all the time spent in trying to get it right. Parish Clerk noted to Councillors that if Aylesham Parish Council were not leaseholders, anyone wishing to hire the Market Square would have to complete a Hire Agreement with Dover District Council who charge to hold events, and take a deposit. This process is not just Aylesham Parish Council but in fact any Local Authority therefore Aylesham Parish Council all documentation is correct, especially with members of the public in attendance.

Resolve: Permission for the Market Square to be hired by Aylesham Carnival Association from Friday 16th – Saturday 17th September 2022 to be granted, subject to the following:

1. Aylesham Parish Council receiving the following information from Tommy Smith Carnival:

- Insurance information
- Method Statements
- Risk Assessments

These must be received by Aylesham Parish Council within the next few days.

2. Aylesham Carnival Association insurance renewal information to be received by Aylesham Parish Council, no later than two weeks prior to the event date: deadline Saturday 3rd September 2022.

Aylesham Parish Council do not give permission for: a bar selling alcohol, or for food sales to take place at the event on Saturday 17th September 2022 due to not complying with enough on-site toilets within the Market Square as per item 10 of Aylesham Parish Council’s Land Hiring Agreement.

Numbers of public expected by Aylesham Carnival Association: 1,000

Number of toilets proposed on site within the Market Square by Aylesham Carnival Association: One, plus one accessible toilet.

Resolved: Proposed by S. Bott, seconded D. Fleck.

Outcome: 4 votes in favour, one abstain. Motion carried.

10.1.2 Due to recent applications for events to be held on the Market Square, Councillors discussed that in January 2023 Aylesham Parish Council will write to all community organisations with a new time frame for all applications to be received. All groups will be advised of the rules, forms to complete and all supporting documents to be received. Applications will only be considered 3 months before any event, anything received incorrectly or outside of this timescale will not be considered and the event will not be allowed.

Resolved: Proposed by S. Bott, seconded L. Prescott.

Outcome: All in favour, motion carried.

10.2 Market Square

10.2.1 Fire damaged picnic bench

Councillors were updated on the Kent Police report. Three offenders that were witnessed were given a Community Resolution by Kent Police. Only two offenders wrote an apology to the Council at the time of the August Council meeting.

Replace slats on fire damaged picnic benches:

Quote received from Glasdon UK Ltd for 5 slats at a cost of £162.09 plus VAT.

Resolved: To accept quotation from Glasdon UK Ltd to replace the slats. Proposed by S. Bott, L. Prescott.

Outcome: All in favour, motion carried.

10.2.2 Hire of Market Square between 29.07.2022 – 01.08.2022 (Aylesham4Aylesham)

Portaloo toilets were vandalised between Sunday 31.07.22-01.08.22, toilet paper and human waste in the grass was left after the toilets were collected. Parish Clerk noted to Councillors that even though huge sympathy is given to Aylesham4Aylesham about the toilets being vandalised, which has never happened before the Hirer is liable for any damage to the Market Square within the Hire Period. Parish Clerk did obtain a quote for the removal which was £35 plus VAT however Aylesham4Aylesham cleared up the toilet paper and waste.

10.2.3 An inspection of the Market Square, a branch was found broken and litter found in the hedgerow which was removed by the Parish Council.

10.2.4 Memorials

Council gave thanks to Amey PLC for their Community Involvement Day to restore the Snowdown Colliery Pit Wheel.

10.2.5 Litter

Litter has increased within the Market Square. Each time the Grounds Maintenance Contractor is on site, they litter pick the land to carry out their work.

Resolved: Amend Grounds Maintenance Contract to include litter picking of leased and owned areas of Aylesham Parish Council each time they are on site, if required at a cost of £20 per site. Proposed by S. Bott, seconded K. Sutcliffe.

Outcome: All in favour, motion carried.

10.2.6 Remembrance Day Service 2022

Aylesham Parish Council were written to, to ask the arrangements for Remembrance Day Service 2022.

Resolved: Parish Council Working Group with community groups to be invited. Proposed by S. Bott, seconded K. Sutcliffe.

Outcome: All in favour, motion carried.

10.3 Attlee Avenue Play Park

Various fly tipping items, quote to remove received from Envisage Grounds Maintenance of £125 plus VAT.

Resolved: To accept quote to remove flytipping. Proposed by S. Bott, seconded D. Fleck.

Outcome: All in favour, motion carried.

10.4 Skate Park

10.4.1 Litter/Additional Litter Bin

There is a serious problem with litter and drug paraphernalia at the Skate Park almost every day. Dover District Council have assisted with their contractors clearing the site quite a few times however problems persist. The litter bins attached to the railings of the skate ramps are not adequate in size, Clerk recommended to Council to install an additional litter bin as a start to help tackle issues.

Resolved: To install an additional litter bin within the park. Litter bin on a concrete base to be supplied by Dover District Council at a cost of £150, and then £75 per year for Dover District Council contractors Veolia to empty once per week. Proposed by S. Bott, seconded L. Prescott.

Outcome: All in favour, motion carried.

10.4.2 Fence

Fence is too high in places which could allow dogs, amendments to be made in September by Safeplay Playground Services Ltd. Skip noted as being on site still, Clerk has reported this to Safeplay Playground Services Ltd.

10.5 Snowdown Recreational Field

None.

11. Finance, Audit & Personnel Committee

11.1 August 2022 Electronic Payment Schedule Approval

Payee	Expenditure	Invoice Number	Net	VAT	Total
Clerk Expenses	August 2022 Zoom Subscription and HM Land Registry Expenses for Car Park	N/A	£20.39	N/A	£20.39
Envisage Groundcare Ltd	July 2022 Grounds Maintenance		£682.17	£136.43	£818.60
Fire Security Services Ltd	Annual Fire Extinguisher Test	130844	£112.28	£22.46	£134.74
Society of Local Council Clerks	2021/2022 Membership (cheque was lost)	MEM234128	£178	£0.00	£178
Surrey Hills Solicitors	Leases	7438	£135	£27	£162
Rialtas Business Solutions Ltd	Alpha Software Support & Maintenance Licence for 1 user (12 months)	SM25776	£129	£25.80	£154.80
Rialtas Business Solutions Ltd	Move software to new computer	29926	£25	£5	£30

Resolved: S. Bott proposed to approve the August 2022 payment schedule, seconded by K. Sutcliffe.

Outcome: All in favour, motion carried.

11.2 Aylesham Hub Ltd Grant Application 2022/2023

Outline: The grant has been requested to ensure distribution of Aylesham In Touch to all homes.

Amount requested: £1,000.

Last grant approved:

Resolved: To approve the grant in full for £1,000, proposed by K. Sutcliffe, seconded S. Bott.

Outcome: All in favour, motion carried.

11.3 Aylesham Carnival Association Grant Application 2022/2023

Outline: To support the 2022 Aylesham Carnival to be held on 17th September 2022

Amount requested: £1,500

Last grant approved: £1,000 2021

Resolved: To approve the grant for £1,000. Proposed by L. Prescott, seconded S. Bott.

Outcome: All in favour, motion carried.

Due to her Declaration of Interest S. Bott left the meeting and room at 20.38pm

11.4 Aylesham & District Community Workshop Trust

Outline: “We are Aylesham Heritage Day” to be held on Friday 16th September 3pm-9pm at Aylesham & District Workshop Trust. The grant has been requested as in order to build a strong future, it is necessary to understand the past. The event is aimed at celebrating and understanding the past. To present the local heritage in an entertaining, accessible and informative way.

Amount requested: £500

Last grant approved: N/A

Resolved: To approve the grant in full for £500, proposed by K. Sutcliffe, seconded by D. Fleck.

Outcome: All in favour, motion carried.

S. Bott re-entered the room and re-joined at 20.42pm

12. Planning

None.

13. Skate Park CCTV

Aylesham Parish Council entered into a verbal agreement with Dover District Council for them to monitor the CCTV at the Skate Park. A Service Level Agreement from Dover District Council was not received. Dover District Council are in the process of upgrading CCTV cameras in Aylesham by investing £35,000 into fibre optic cables and have offered to upgrade the Skate Park Camera.

The Skate Park CCTV camera if the Parish Council monitored themselves would cost around £2,500 per annum.

Resolved: To agree for Dover District Council to continue monitoring the CCTV camera, subject to having a Service Level Agreement in place. Proposed by D. Fleck, seconded K. Sutcliffe.

Outcome: All in favour, motion carried.

14. Aylesham Development

14.1 Aylesham Development Meeting held on 12/07/2022

DDC meeting notes and updated Issues Log circulated to Councillors prior to the meeting.

14.2 Any New Issues Arising (Development Only)

None.

15. Aylesham House

Email to be sent to check Councillors availability to meet with Architect in September, to discuss draft internal layout proposals in relation to remodelling Aylesham House. A decision that has not been finalised by Council yet.

Chair brought forward Agenda Items 19 and 20

19. Future Meeting Dates

Due to Councillor availability for the upcoming year (work commitments), it was discussed to change the date of the monthly Full Council Meeting.

Resolved: To change the Full Council Meeting to every second Tuesday of the month.

Outcome: All in favour, motion carried.

20. Next Meeting Date

Tuesday 13th September 2022 at 19.00pm.

Continuation of Agenda

16. Highways Improvement Plan

No updates, N. Purcell continues to chase as HIP sent to Kent County Council in March 2022.

17. Car Park (Dorman Avenue North)

Works to take place on Monday 19th September. Community to be notified at the beginning of September and reminded nearer the time that the car park will be closed for 3 days.

18. Spinney Wood

Quarter one report from White Cliffs Countryside Partnership has been received, which is available on the Parish Council website for residents. Report to be sent to Councillors.

21. Items for Next Agenda

21.1 Cllr Bott requested for Aylesham Centenary Celebrations 2027 to be placed on the next Agenda. Cllr Bott to provide report to Parish Clerk at least 10 days prior to the September meeting.

21.2 Cllr Fleck requested for Council to discuss placing a litter bin by the entrance to Spinney Wood via Wilcox Close. Cllr Fleck to provide photos, map, and report to Clerk at least 10 days prior to the September meeting.

Meeting ended 21.30

Appendix One – Cllr Steve Manion August Report

- Cllr Manion gave his congratulations to J. Pout on becoming Chair.
- Hot weather warnings have been issued again, Kent County Council have issued a press release advising people to drink lots of fluids, keep cool and dress appropriately.
- Blue badge enforcements are being carried out in various areas of Kent. Court action is being taken against anyone misusing them. Kent County Council encourage people to keep reporting either via email at bluebadgeteam@kent.gov.uk or online via the Kent County Council website.
- Bus cuts – Kent County Council support the travel safe bus pass for children. Even though services are being withdrawn:
 1. Eligible children should not be affected
 2. Home to School Transport – free school transport is still available if children meet the criteria. If children do not fit the policy, then appeal to Kent County Council or contact Cllr Manion.

Aylesham Parish Councillor Comments

- J. Pout noted that he started a bus cuts petition (as a resident) which has over 1,100 signatures so far. Should Kent County Council not step in and that Stagecoach are cutting “full” buses and communities off.
Councillor Manion has written to Officers for other options. Could the community not charter a bus with funding from the Parish Council?
- K. Sutcliffe noted that it is a sad situation, parents should not have to pay and what if they cannot afford to, why charge?
- S. Bott – all political parties should work together for all Kent residents on this issue. There is a lack of funding from National Government to Local Government.
Cllr Manion – there is cross party working, the financial support of public bus services is discretionary not statutory.

Appendix Two – Councillor Linda Keen Email to MP Natalie Elphicke and Kent County Council Cabinet Member for Highways and Transport David Brazier

“Dear David and Natalie

As a Dover District Cllr for the ward of Aylesham, Eythorne, Shepherdswell, Nonington, I am writing to express my deepest concern about the devastating impact on residents in my ward of the recently announced Stagecoach bus cuts to rural services - on top of the other losses to bus services already in the pipeline.

Vulnerable people in these rural communities such as the elderly, schoolchildren, and the many residents without cars, rely on buses to get to work, schools, access medical services, shopping - the list is endless. Whole communities are going to be literally cut off if these cuts go ahead. The emails I have received are heart-rending. One parent was told that, because of these cuts, her children, with particular educational needs, could have to change schools - despite the obvious disruption to their education. And what about the much vaunted KCC and Government policies to offset climate change? These proposals will only force those with cars to use them more.

Basically - what is KCC and the Government going to do about this? Residents are getting increasingly desperate, and claim that they are receiving no response to repeated requests to KCC and their MP for help. We are told that the National Bus Strategy **may** include £35 million funding for KCC, but a KCC Briefing Note states that various restrictions mean '...we are unlikely to be able to use this Fund to reinstate buses...'. So what on earth is it for? How can a National Bus Strategy involve axing essential rural bus services? It is a total nonsense.

DDC has recently obtained grant funding to introduce a fast track electric bus service from Dover town centre to the White Cliffs. Great - but why cannot DDC and KCC and the Government introduce similar grants for even more important rural bus services? A Stagecoach Hopper-type bus is promised for Aylesham in the Autumn, using Developers section 106 funding. Fine, as far as it goes - but why cannot KCC, DDC and our MP liaise to fund similar more flexible bus services, including school transport for all pupils, for **ALL** rural areas?

I look forward to hearing from you both as to what you are going to do to guarantee the provision of all essential rural bus services in East Kent (I am also copying this letter to the local press). And why not bring all public transport back into public ownership so that profitability for private bus companies ceases to be the main criteria for providing bus services?”