



AYLESHAM PARISH COUNCIL

Aylesham House, Dorman Avenue South, Aylesham CT3 3AD

Date of Issue: 5th October 2023

Dear Councillor

Notice is hereby given that a meeting of the Parish Council will be held at Aylesham House on **Tuesday 10th October 2023 at 7.00pm** when the business shown on the agenda below will be transacted.

Kate Robinson

Parish Clerk & Responsible Finance Officer to Aylesham Parish Council

1. Those Present
2. Apologies for Absence
3. Declarations of Cllr Interests, Dispensations and any changes to the Register of Interest
4. Minutes of previous meeting: September 2023
5. Matters Arising (from the previous minutes not covered elsewhere on the agenda)

Meeting is suspended for up to 15 minutes to allow discussion with members of the electorate of the Parish of Aylesham present at the meeting.

6. Public Representation (Notified to Clerk in advance of the meeting, agenda items only)
7. External Reports
 - 7.1 County Councillor Report
 - 7.2 District Councillor Reports
 - 7.3 Dover District Council Community Development Officer
 - 7.4 Dover District Council Project Officer
 - 7.5 Kent Police

Parish Council Meeting Resumes

8. Parish Clerk Report (page 3)
9. Section 101 Delegated Authority – None.
10. Finance, Audit & Personnel Committee
 - 10.1 October 2023 payments (page 4)
 - 10.2 Staff Matters - **Confidential to be held under the Public Bodies (admission to meetings) Act 1960**
 - 10.3 Annual Governance & Accountability 2022/2023 – Completion of Audit

11. Recreational & Facilities Committee

None.

12. Planning, Environment & Transport Committee

12.1 Dover District Council New Local Plan Examination

13. Aylesham House

14. Aylesham Development

14.1 Aylesham Development Update Meeting

14.2 New or existing development issues

14.3 Market Square Lighting Project

15. Highways Improvement Plan

16. Spinney Wood

17. Aylesham Parish Council Four Year Objectives

18. Centenary Committee Working Group (any updates)

19. Cooting Road

20. Meeting Times

21. To receive and consider written applications for the office of Parish Councillor and to Co-Opt a candidate to fill the vacancy on Aylesham Parish Council

22. Next Meeting Date: Tuesday 14th November 2023

Close of Meeting

Councillors to note that October Agenda items requests to are to be emailed to the Parish Clerk no later than 10 working days prior to any meeting; together with a report for consideration for the Parish a clerk to include the item on the agenda.

Local electors and the press are entitled to listen to Parish Council Meetings but not to take part. An opportunity to speak on an Agenda item will be given at the beginning of Council business. Please let the Acting Assistant Clerk know in advance if you wish to speak on 07830 35387.

Agenda Item 8: Parish Clerk Report

8.1 Kent Playing Fields Association – Membership for 2023/2024; subscription cost £40. Aylesham Parish Council has been a member since 1996 and can apply for a grant of up to £1,000 for playgrounds.

8.2 Resident reported overgrown footpaths between Kings Road and Cornwallis Avenue. This has been reported again to Dover District Council by the Acting Assistant Clerk.

8.3 Dover District Council is to carry out a review from 2nd October 2023 of its polling districts and polling places, which are carried out every 5 years. Electors within the Council area or within a UK Parliamentary constituency which has any part in the authority may make a representation. Dover District Council invite comments from all Electors regarding the convenience of voting at polling stations currently used for elections and would welcome suggestions for alternative venues. Dover District Council would also welcome views of all residents, particularly disabled residents, or any person or body with expertise in access for persons with any type of disability, on the proposals, ARO's representations or any other related matters. Anybody making representations should, if possible, give alternative venues that may be used as polling places if they feel the current ones are unsuitable. Comments and representations may be submitted by post, email or online:

www.dover.gov.uk/Polling-District-Review-2023

Current venue Polling Stations for Aylesham are:

St Finbarr's Church, Market Place and Aylesham Free Baptist Church, Dorman Avenue South. Residents as well as the website address above, can also find information on the Parish Councils' Community Noticeboard outside the Co-Op Store on Market Place.

8.4 Cllr L. Prescott and Cllr. Armstrong represented Aylesham Parish Council at the Kent Police Town and Parish Meeting on 20th September.

8.5 Cripps Close - road surface; Kent County Council have closed the report on their website saying contacted Client but not made contact with Parish Clerk who has now chased this. Half the surface appears to have been resurfaced but the other still very poor.

8.6 Resident contacted the Acting Assistant Clerk regarding School Square (former show home area, Dorman Avenue North):

- no signage to the houses so deliveries etc struggle to find the properties – who can they contact to have a sign for 'School Square' installed.
- They also asked who is responsible for maintenance around the properties as lots of 'builders' mess has been left. It appears to be a split area between Persimmon Homes and BDW Homes.
- Can they put a fence up around property at the front. Actioned: Parish Council cannot advise on this matter, check property deeds/contact developer who built the house.

Council to discuss under Agenda item 14.2.

Agenda Item 10.1: October 2023 Payments

Payee	Expenditure	Invoice No.	Net	VAT	Total
Staff Expenses – Parish Clerk	October Expenses – HP Instant ink. Two replacement handy bin bag holders (litter picking)	October 2023	£30.47	N/A	£30.47
Staff Expenses – Caretaker	Park Inspections Mileage September (4 weeks) 4.3 miles per week at 0.45p per mile	N/A	£9.67	N/A	£9.67
Staff Expenses – Acting Assistant Clerk	Mileage to site visits of leased/freehold areas of land with Parish Clerk 4.3 miles at 0.45p per mile	N/A	£1.85	N/A	£1.85
Safeplay Playground Services	At Height Inspection, Skate Park and replacement cradle seat swing, Snowdown Play Park	24871	£429.00	£85.80	£514.80
Dover District Council	Annual Lease Payments 2023/2024 Market Square, Attlee Avenue, Skate Park	1013088	£376.00	N/A	£376.00
Approved expenditure that has been paid since the last Full Council Meeting (September 2023) as per Financial Regulations					
Envisage Groundcare Ltd	September Grounds Maintenance	1454	£843.00	£168.60	£1,011.60
Christopher Cooney	Window Cleaning, Aylesham House	190	£35.00	N/A	£35.00
Viabl Ltd	Pest Control Services, Market Square	4490824-J1	£265.00	£53.00	£318.00
Christopher Punyer Fencing Services	Iron railing replacement, Market Square. Sleeper flowerbeds repair, Market Square. Aylesham House fence relocation & extension	02/10/2023	£1,172.98	N/A	£1,172.98