



AYLESHAM PARISH COUNCIL
Minutes of the Meeting of the Parish Council

Minutes of **AYLESHAM PARISH COUNCIL** meeting held on **Thursday 12th August 2021** at
19.00pm at Aylesham House

SUBJECT TO CONFIRMATION AT THE NEXT MEETING

1. Those Present

Aylesham House - J.Pout (Vice Chair) B. Oliver, L. Prescott, K. Sutcliffe, S. Bott, Parish Clerk & RFO K.Robinson.

Zoom - Acting Assistant Clerk N. Purcell, One member of the public.

2. Apologies

S.MacCallum - Work

I. Thomas - Personal reasons

V. Thomas - Personal reasons

M.Townsend - On leave

Resolved: It was proposed by B.Oliver and seconded by K.Sutcliffe to accept the listed apologies.

Outcome: All in favour, motion carried.

3. Declaration of Interests

B.Oliver- Aylesham Hub

K.Sutcliffe- Aylesham 4 Aylesham and Aylesham Heritage Centre (associated person)

S. Bott- Aylesham Workshop Trust

J.Pout- Elvington, Aylesham, Shepherdswell and Eythorne Labour Party

4. Minutes of the previous meeting and matters arising

It was proposed by S.Bott and seconded by K.Sutcliffe that the minutes of the meeting held on 29th July 2021 are a true and accurate record.

Outcome: 4 votes in favour, 1 abstention. Motion carried.

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

5.1 J.Pout expressed disappointment that no comments were submitted for the Boundary Commission response.

5.2 Parish Clerk noted to Councillors that there has been a delay with purchasing the laptops. She is trying to resolve this by paying by invoice. An update will be sent to all Councillors when available.

6. Public Representation (Notified to Clerk in advance of the meeting)

None.

7. County Cllr, District Cllr, Dover District Council, and PSCO Reports

None.

8. Correspondence & Clerk Report

Correspondence

8.1 Local resident anonymous email regarding motorbikes and cars racing along the service road at the rear of Dorman Avenue North and end of Coniston Drive.

Resolved: It was proposed by S.Bott and seconded by B.Oliver that no further action is taken.

Outcome: 4 votes in favour, 1 abstention. Motion carried.

8.2 Email from resident regarding overgrown tree on Kings Road. Photos circulated to Councillors prior to the meeting, Parish Clerk has reported it to Kent County Council.

No further update currently.

K.Sutcliffe left the meeting room

8.3 Request from Aylesham 4 Aylesham requesting two additional external power supplies to be fitted in the Market Square.

Resolved: It was proposed by B.Oliver and seconded by L.Prescott that Aylesham4Aylesham are required to put in a formal request to the Parish Council for the Christmas lights. The formal request must include a plan showing:

- Proposed locations of the lights
- Lighting information
- Date of installation/removal
- Times the lights will be switched on and turned off

Aylesham 4 Aylesham can then submit a formal request for the extra sockets once this has been completed.

Outcome: All in favour, motion carried.

K.Sutcliffe re-entered the meeting room.

8.4 Email request from Aylesham Carnival for permission to use Market Square for their fete and fair on Saturday 2nd October 2021. They also request use of the electricity for the day.

The fete will run from 12pm – 5pm with stall holders setting up from 9am that morning.

Resolved: It was proposed by S.Bott and seconded by B.Oliver that Aylesham Parish Council give permission, but this is subject to receiving a full copy of the events licence submitted to DDC and a copy of their public liability insurance.

Outcome: All in favour, motion carried.

Clerk Report

8.5 ID Badges- Parish Clerk has requested a quote from a local company for new ID badges.

The Council then discussed item 16 at this point to allow a resolution to be made. (*See minutes item 16*)

Continuation of Agenda item 8.5

Resolved: It was proposed by B.Oliver and seconded by K.Sutcliffe that Aylesham Parish Council purchase the ID badges using s101 delegation.

Outcome: 4 in favour, 1 abstention. Motion carried.

8.6 Attendance rota for Aylesham Workshop Trust Open Day on Saturday 21st August 2021.

L.Prescott is available 10am-12pm J.Pout is available after 12pm.

Resolved: It was proposed by B.Oliver and seconded by L.Prescott that the Parish Council arrange representation from 10am-2pm.

Outcome: 4 votes in favour, 1 abstention

9. Finance Committee & Payments Approval.**9.1 August 2021 Payment schedule approval**

Cheque Number	Payee	Expenditure	Invoice Number	Net	VAT	Total
3819	Safeplay PS Ltd Annual	Annual Play Park Inspections (Recreational Committee)	18862	£310.00	£62.00	£372.00
3820	Be-Wise Gas & Plumbing	Boiler service, flushing of system, fixing boiler to get it to work again.	1724	£590.83	£118.17	£709.00
3821	Dover District Council	Leases of land: Market Square, Attlee Avenue	1003733	£76.00	N/A	£76.00
3822 3823 3824	Staff	August Salary & Salary Differences	N/A	£454.04	N/A	£454.04
3824	Clerk Expenses	Zoom August	N/A	£14.40	N/A	£14.40
3825	AJL Garden Services	Grounds Maintenance July Invoice	N/A	£665.50	N/A	£665.50

Resolved: It was proposed by S.Bott and seconded by B.Oliver that the August 2021 payment schedule is accepted.

Outcome: All in favour, motion carried.

9.2 Q1 April – June 2021 Accounts

The accounts were circulated to all councillors in advance of the meeting.

Resolved: It was proposed by S.Bott and seconded by K.Sutcliffe that the Q1 April – June 2021 accounts are approved.

Outcome: All in favour, motion carried.

10. Planning Committee

Minutes from the meeting held on 27th July 2021 have been circulated.

11. Recreational & Facilities Committee

Minutes from the meeting held on 5th August 2021 will be circulated to all councillors.

11.1 Shed

K.Sutcliffe left the meeting room

In advance of the meeting, J.Pout sent the following motion to be discussed:

The shed in the grounds of Aylesham House was installed to allow extra storage for the parish council. We currently store some equipment for community groups and, whilst this should continue, should be more closely controlled.

We have an obligation to keep our equipment safe, free from misuse and in a state of good repair. If we wish for community groups to also make use of storage, the same should apply to them. In addition, if members of the public outside of the pc have access to the shed, this must also be carefully controlled. The pc also needs to ensure any insurance stipulations are adhered to and that we are free from any allegations of wrong doing.

I propose that the council agree with the following:

- 1. The primary use is storage for the parish council, and as such space is allocated to the pc first and foremost*
- 2. A full inventory must be created and maintained for both pc equipment and any community groups along with a signed agreement (to be drafted)*
- 3. Any changes to this inventory must be reported and approved by the pc*
- 4. Access to the shed is by parish council permission only, and as such keys should remain solely with the pc (requests can be made and arranged to access the shed to collect and return stored items - which includes access to pc owned equipment)*
- 5. As this shed is allocated for pc and community use, space should remain so that no one community group monopolises space. Should another group wish to utilise storage in the future, this should be a possibility*
- 6. Any community group must understand that an increase in the pc's needs may result in their storage being reduced or removed*

Resolved: It was proposed by B.Oliver and seconded by S.Bott that J.Pout's proposal regarding the shed as listed above is accepted.

Outcome: 3 votes in favour, 1 abstention. Motion carried.

K.Sutcliffe re-entered the meeting room.

Resolved: It was proposed by K. Sutcliffe and seconded by B. Oliver that the Recreational and Facilities Committee draft a loan agreement document regarding parish council property.

Outcome: All in favour, motion carried.

11.2 Kitchen

Parish Clerk is obtaining quotes for the kitchen works but awaiting results of the Aylesham House asbestos test before any quotes can be agreed.

11.3 Trees - Market Square

Trees are completely blocking the CCTV camera view to the south of the Market Square. The Parish Clerk is obtaining quotes for work to the trees, as this needs to be carried out as an urgent matter.

11.4 Play Parks- Repairs & Maintenance

The Recreational & Facilities Committee have gone through the annual inspection reports for the Skate Park and Snowdown Play Park in detail at their August meeting. Safeplay Playground Services Ltd quotation for the repairs total £4,807. The current budget for play park repairs and maintenance is £2,500 of which £2,175 remains. Therefore an additional £2,632 is required to complete the repairs.

Resolved: It was proposed by K.Sutcliffe and seconded by B.Oliver that Full Council approve the additional expenditure outside of the Committee's budget of £2,632 for Safeplay Playground Services Ltd to complete the repairs to both play areas.

Outcome: All in favour, motion carried

J.Pout left the meeting room- B.Oliver chaired point 11.5

11.5 Request from Elvington, Aylesham, Shepherdswell & Eythorne Labour Group to use the Market Square every third Saturday of the month, starting 21st August.

Resolved: It was proposed by K.Sutcliffe and seconded by S.Bott that the Aylesham Parish Council accept the request and grant the use of Market Square as detailed above.

Outcome: All in favour motion carried

J.Pout re-entered the meeting room and resumed as chair.

K.Sutcliffe left the meeting room.

11.6 Aylesham Heritage Centre-

Aylesham Heritage Centre wish to trial opening on a Saturday so that people who work during the week have the opportunity to visit. Trials will be two weeks in August and two weeks in September, with no plans to open over the winter months.

It was noted that the last risk assessment received was in September 2020. Aylesham Parish Council need to be made aware of any positive Covid-19 cases, as owners of the building Aylesham Parish Council have a duty of care to staff and all users of the building.

Resolved: It was proposed by S.Bott and seconded by B.Oliver that the Parish Council agree to Aylesham Heritage Centre's request, but ask that they follow their current Risk Assessment and provide an up to date one as soon as possible.

Outcome: All in favour, motion carried

K.Sutcliffe returned to the meeting room.

12. Working & Community Group Updates

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

J.Pout has stepped down as a Representative for Aylesham Parish Council on the Working Group. The Parish Council must send two representatives who are not associated with any other group in order to attend, as per the Working Group's Terms of Reference.

Resolved: It was proposed by B.Oliver and seconded by S.Bott that Aylesham Parish Council host a meeting with all councillors from APC, A&SSWS, Aylesham Hub Ltd, DDC Officers, and District Cllrs

to discuss progress. This is to be held via Zoom. All correspondence in the meantime is to go through the clerks.

Outcome: All in favour, motion carried.

12.2 Aylesham Networking Group

No update and no minutes received

13. Spinney Wood

White Cliffs Countryside Partnership will shortly start providing Aylesham Parish Council with a quarterly update report. They are in discussions to facilitate forest school sessions with a local school. There is to be a volunteer day hosted by White Cliffs Countryside Partnership on Monday 16th August 2021 10am-3pm to tidy the woodland.

14. Aylesham Development

Parish Clerk requested updates for the items discussed at the July meeting. Unfortunately there will be no update until the Aylesham Development Update Meeting in September.

S.Bott raised concerns that the 'wildflower meadow' on the corner of Sunshine Corner Avenue and Drift Road needs maintaining.

Resolved: It was proposed by S.Bott and seconded by B.Oliver that the matter of the wildflower meadow on the corner of Sunshine Corner Avenue and Drift Road is added to the Agenda of the next Aylesham Update Meeting.

Outcome: All in favour, motion carried.

15. White Cliffs Countryside Railway Partnership

There is a meeting being held in September via Teams.

Resolved: It was proposed by S.Bott and seconded by B.Oliver that S.Bott and B.Oliver attend the meeting.

Outcome: All in favour, motion carried.

16. Section 101 Delegated Authority to Parish Clerk/RFO & Assistant Clerk (in the absence of the Parish Clerk)

To the Proper Officer and Responsible Finance Officer LGA 1972 s101

The Council's Scheme of Delegation authorises the Clerk to the Council/Responsible Finance Officer to act with delegated authority in the specific circumstances detailed:

To take action:

- To take action on any issue that cannot wait until the next Parish Council meeting.
- The Clerk will address any need/resolution to councillors by email.
- Action taken should be done with the input of three councillors, including the Chairman and Vice Chairman if available.

Financial Thresholds

To authorise expenditure on items where the Council within a budget approved by the Council has agreed the expenditure.

- To incur expenditure on behalf of the Council, which is necessary out any repair, replacement or other work or essential project which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000
- To take any action regarding minor repairs (up to a cost of £1,000) and to report minor matters to the relevant authority.

Resolved: It was proposed by S.Bott and seconded by K.Sutcliffe that S101 delegation is awarded to the Parish Clerk/RFO as per the S101 Delegation Terms of Reference.

Outcome: All in favour, motion carried.

17. Dover District Council Leases of Land

Deferred until September meeting.

18. CCTV

Aylesham Parish Council own the camera by the skate park and were promised monthly incident reports from Dover District Council who monitor the cameras. No reports have been sent directly to the Parish Council, only one has been received via District Cllr L. Keen.

Resolved: It was proposed by B.Oliver and seconded by K.Sutcliffe that the Parish Clerk writes again to Dover District Council requesting monthly incident reports and enquire why Dover District Council cannot conform to Section 21 of the Police and Criminal Evidence Act 1984 of providing CCTV evidence within 24 hours.

Outcome: All in favour, motion carried.

19. Next Meeting: Thursday 9th September 2021

20. Items for next Agenda: The future of Aylesham House.

21. AOB (for information only)

None.

Meeting closed at 20:45