



AYLESHAM PARISH COUNCIL
Minutes of the Meeting of the Parish Council

Minutes of **AYLESHAM PARISH COUNCIL** meeting held on **Monday 25th April 2022** at
19.00pm at Aylesham House

SUBJECT TO CONFIRMATION AT THE NEXT MEETING

1. Those Present

Cllrs M. Townsend (Chair); J. Pout (Vice Chair); S. Bott; K. Sutcliffe; L. Prescott.
K. Robinson (Parish Clerk & RFO); N. Purcell (Administrator).
One member of the public present.

2. Apologies For Absence

Cllr I. Thomas- Personal reasons
Cllr V. Thomas- Health reasons
Cllr B.Oliver- Health reasons

After the Councillor apologies were heard, Parish Clerk read Councillors present at the meeting the advice received from KALC Legal Advisor which was sought to confirm assurance of the rules, and the NALC LTN 8 Election and Co-Option dated June 2020 document item 18. Failure to Attend Meetings; that explains s85(1) of the Local Government Act 1972 (the Act) regarding Councillor absences for a period of 6 months, otherwise known as the "six month rule".

As Cllrs I. Thomas and V. Thomas had not attended a meeting since May 2021, and their reasons for absence were last approved at the August 2021 meeting it had now been six months since their reasons for absence were approved (no meetings took place in September or December). Councillors were now required to vote on whether to accept Cllr I. Thomas and Cllr V. Thomas's reasons for their absence. If Councillors were to approve their reasons for absence, the six month rule clock would reset, if they decline I. Thomas and V. Thomas would cease by operation of s.185(1) of the Local Government Act 1972 (the Act) to be members of the Authority.

Resolved: It was proposed by S.Bott and seconded by J. Pout that Aylesham Parish Council decline the reasons for absence from I. Thomas for the last six months in line with s85(1) of the Local Government Act 1972 (the Act) and therefore I. Thomas ceases to be a member of this Authority with immediate effect, and Council declare this seat now vacant as per s86(1) (c) of the same Act.

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

Resolved: It was proposed by S.Bott and seconded by J. Pout that Aylesham Parish Council decline the reasons for absence from V. Thomas for the last six months in line with s85(1) of the Local Government Act 1972 (the Act) and therefore V. Thomas ceases to be a member of this Authority with immediate effect, and Council declare this seat now vacant as per s86(1) (c) of the same Act.

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

Resolved: It was proposed by S.Bott and seconded by K.Sutcliffe that the Aylesham Parish Council write to both I.Thomas and V.Thomas thanking them for their work with the Parish Council and to explain that the decision was reached reluctantly based on s85(1) of the Local Government Act 1972 (the Act).

Outcome: All in favour, motion carried.

3. Declaration of Interest

S. Bott- Aylesham & District Community Workshop Trust

L. Prescott- Roses Tea Room & Thrift Shop CIC

4. Minutes of Previous Meeting

Resolved: J. Pout proposed that the minutes from the previous meeting held on Thursday 10th March 2022 was a true and accurate account. L. Prescott seconded.

Outcome: All in favour. motion carried.

Resolved: It was proposed by S. Bott and seconded by K. Sutcliffe that the minutes of the Extraordinary meeting held on Monday 28th March 2022 are a true and accurate record.

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

5. Matters Arising (from the previous minutes not covered elsewhere on the agenda). Resolutions made under items 7.3 and 9 at the meeting held on 10th March do not stand.

Parish Clerk noted that S101 Delegated Authority are decisions that have already been made and the agenda item is for information only, and just to be noted by Councillors each month.

6. Public Representation (Notified to Clerk in advance of the meeting, agenda items only) None

7. External Reports

None received.

8. Parish Clerk Report (Correspondence)

8.1 Resident contact regarding parking on Dorman Avenue South near the Baptist Church and Greyhound Gardens. The resident has been informed that the bus stop signage on the highway is to be removed as the bus stop is not in use.

Outcome: Clerks have contacted Kent County Councillor S. Manion for clarification on the status of the bus stop and will continue to investigate this.

8.2 Resident email regarding overgrown grass verges on Central Boulevard

Outcome: Clerks have contact Kent County Council who have adopted the road. Kent County Council have assured the Parish Council that the road is now added to their schedule for cutting and will be done as soon as possible.

8.3 KALC Dover Area Committee invitation to their AGM on Wednesday 27th April, 7pm at Guston Village Hall. Councillors discussed the transport difficulties for this location.

Resolved: It was proposed by S Bott and seconded by J. Pout that the clerks contact KALC to request that the meetings be held in rotation at different Parish locations due to the lack of transport to the current location.

Outcome: All in favour, motion carried.

8.4 Renewal of KALC and NALC membership for 2022/2023.

Resolved: It was proposed by K. Sutcliffe and seconded by L. Prescott that the membership is renewed for 2022/23.

Outcome: All in favour, motion carried.

9. Section 101 Delegated Authority (to be noted by council)

Full Council

9.1 Permission granted to Snowdown Male Voice Choir to hang two banners at the Market Square for their Men in Song, 40 Men Wanted event from 1st April to 18th May 2022

10. Finance, Audit & Personnel Committee & Payments Approval April 2022 Payment Schedule:

Payee	Expenditure	Invoice Number	Net	VAT	Total
Clerk Expenses	April 2022 Zoom Subscription	N/A	£14.39	N/A	£14.39
Surrey Hills Solicitors	Leases of Land	6783	£880	£176	£1,056
HMRC	Tax & National Insurance Jan- May 22	N/A	£495	N/A	£495
Envisage Groundcare Ltd	March 2022 Grounds Maintenance & Removal of old salt bag at Aylesham House	1132	£708	£141.60	£849.60
Chris Cooney (Clean & Simple Window Cleaning Aylesham)	Aylesham House Window Cleaning (bi-monthly)	114	£35	N/A	£35
Kent Association of Local Councils	2022/2023 subscription to KALC and NALC	8345	£1,299.20	£259.84	£1,559.04

Resolved: It was proposed by S. Bott to approve the payment schedule for April 2022, seconded by J. Pout.

Outcome: All in favour, motion carried.

10.2 Q4 January – March 2022 Accounts

Resolved: It was proposed by S. Bott and seconded by K. Sutcliffe to accept Q4 accounts.

Outcome: All in favour, motion carried.

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

10.3 Staff Matters

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 J. Pout.

Outcome: All in favour, motion carried.

19.35pm Member of the public and Administrator N. Purcell left the room.

Resolved: To approve the Contractual terms for Administrator N. Purcell. Proposed by S.Bott, seconded by J. Pout.

Outcome: All in favour, motion carried.

Resolved: To approve remuneration increases for 2022/2023 for all members of staff. Proposed by S. Bott, seconded by K, Sutcliffe.

Outcome: All in favour, motion carried.

19.44pm Member of the Public and Administrator N. Purcell re-entered the meeting

11 Planning Committee

11.1 Dover Planning Application Reference 21/01386

Proposal: Erection of 3no. detached residential dwellings with associated access and parking, bin stores and cycle storage (existing workshop buildings to be demolished)

Location: Highleas, Old Court Hill, Aylesham CT3 3HS

Resolved: It was proposed by J. Pout and seconded by L. Prescott to submit 'no comment'.

Outcome: All in favour, motion carried.

12 Recreational & Facilities Committee

12.1 Market Square – Feeder Pillars & Memorial Garden

Currently there is no meter on the feeder pillar. Awaiting DDC's decision on who is to be billed. Further updates to follow soon.

12.2 Grounds Hire Agreement, Market Square. The Queen's Platinum Jubilee Weekend (Sunday) Aylesham 4 Aylesham

Aylesham4Aylesham since submitting the application have confirmed that they will be marshalling the event themselves.

Resolved: it was proposed by J. Pout and seconded by L. Prescott to grant permission for the use of Market Square.

Outcome: All in favour, motion carried.

13. Standing Orders and Financial Regulations

13.1 Financial Regulations

Resolved: It was proposed by S. Bott and seconded by L. Prescott to defer the Financial Regulations until the next meeting.

Outcome: All in favour, motion carried.

13.2 Standing Orders (circulated to Councillors prior to the meeting)

Resolved: It was proposed by S. Bott and seconded by J. Pout that the Clerks amend the updated Standing Orders to include more 'gender neutral' wording (such as Chairperson rather than Chairman.)

Outcome: All in favour, motion carried.

Resolved: It was proposed by J. Pout and seconded by K. Sutcliffe that the updated Standing Orders are adopted by Aylesham Parish Council, with the above-mentioned amendments.

Outcome: All in favour, motion carried.

14. Skate Park (CCTV, Fence)

14.1 The basketball hoop is being moved within the leased area of land on the 23rd May 2022. The work is being completed by Amey PLC, who are kindly carrying out the works free of charge as part of their community involvement days.

14.2 Emails were shared with councillors between the CCTV department at Dover District Council and Parish Clerk to try and establish why Aylesham Parish Council have not been receiving monthly reports for the CCTV camera at the skate park, which is owned by Aylesham Parish Council.

Resolved: It was proposed by J. Pout and seconded by K. Sutcliffe that the clerks write to Dover District Council on behalf of Aylesham Parish Council once their Annual Report has been received, to express the Council's disappointment in their inability to monitor and protect the Parish Council's assets at the Skate Park, and that the Parish Council would like to know how this is going to be improved. In the meantime, the Clerks can look at options of taking the management of the CCTV in house.

Outcome: All in favour, motion carried.

14.3 The fence at the Skate Park is due to be installed. Aylesham Parish Council will be contacted with an installation date as soon as possible.

15. Aylesham Development

Meeting notes have been circulated to councillors prior to this meeting.

15.1 Litter Bins

Persimmon Homes have noted a dog waste bin missing, it is a multi-use waste bin that is required.

Resolved: It was proposed by J. Pout and seconded by S. Bott that suggestions for more multi waste bins are marked on the PDF document, J. Pout to assist with this. In addition, to write to Dover District Council to request that the missing bin be installed.

Outcome: All in favour, motion carried.

15.2 Updates from meeting:

The document speaks of "a walk around about a trees with Emma-Jane Allen", but this has not been arranged.

Resolved: It was proposed by J. Pout and seconded by K. Sutcliffe that the "walk around about trees with Emma-Jane Allen" is pursued and arranged.

Outcome: All in favour, motion carried.

Footpath Reinstatement by St Joseph's School

There has been no update.

Resolved: It was proposed by J. Pout and seconded by K. Sutcliffe that the parish council contact St Joseph's School to arrange a site visit with them and Dover District Council Officers.

Outcome: All in favour, motion carried.

Newman Road Parking

Resolved: It was proposed by J. Pout and seconded by K. Sutcliffe that the Parish Council write to DDC to establish what this land is available for? What is being planned for it? Or – if no plans made for this land- why is it still on the Issues Log?

Outcome: All in favour, motion carried.

Dorman Avenue North Drainage

Resolved: It was proposed by J. Pout and seconded by K. Sutcliffe that developers are asked what is happening here? What is the timeline and specifications for this issue?

Outcome: All in favour, motion carried.

Dover District Council Scrutiny Committee

A list of items has been noted by the Committee that are to be discussed at Dover District Council's Cabinet meeting on 9th May 2022. Questions have arisen by Aylesham Parish Councillors: Who are Dover District Council's development partners? Why is a deed of amendment being discussed regarding development in Aylesham?

Resolved: It was proposed by J. Pout and seconded by L. Prescott that Parish Council contact Dover District Council to get ahead and ask what the above is about and ask why Aylesham Parish Council have not been consulted on the matter.

Outcome: All in favour, motion carried.

Resolved: It was proposed by J. Pout that he can represent and speak on behalf of Aylesham Parish Council on the matter as written above. Also, if necessary, attend any upcoming meetings regarding Aylesham Development to ensure that resources and funding allocated to Aylesham remain so. K. Sutcliffe seconded.

Outcome: All in favour, motion carried.

16. Highways Improvement Plan

No update since it was submitted

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

17. Roses Tea Room and Thrift Shop CIC

Resolved: Under the terms of the Public Bodies (admission to meetings) 1960 Act by virtue of the business to be transacted involving lease terms with Aylesham Parish Council it was proposed by J. Pout and seconded by K. Sutcliffe that the meeting moved into a closed session for this item.

Outcome: All in favour, motion carried.

At 20.45pm Member of the public left the meeting at this stage.

At 20.45pm Cllr Prescott left the room for this item.

Resolved: It was proposed by J. Pout and seconded by K. Sutcliffe to accept the legal advice received from Aylesham Parish Council's solicitor. Roses Tea Room & Thrift Shop CIC's rent is to remain at £300 per annum for the remainder of the lease.

Outcome: All in favour, motion carried.

Cllr Prescott re-joined the meeting at 20:49pm

18. Car Park (Dorman Avenue North)

Two more quotes for repair to the parish council's half of the car park are to be obtained.

Resolved: It was proposed by J. Pout and seconded by L. Prescott that the Parish Council contact the Co-Op to establish who the new freeholder of the shop and half of the car park are. Council to suggest that this could be an opportunity for them to look at resurfacing their side of the car park as it will be closed for 2-3 days while repairs take place.

Outcome: All in favour, motion carried.

19. Spinney Wood

The White Cliffs Countryside Partnership (WCCP) are to send quarterly reports starting at the beginning of June and the hope to attend the Annual Parish Meeting in May.

Following storm Eunice some work is required within the woods: A hanging branch over the footpath and a failed Ash tree need to be removed.

Resolved: It was proposed by S. Bott and seconded by K. Sutcliffe that the quote for the above works totalling £828.00 is approved.

Outcome: All in favour, motion carried.

Further update: WCCP have submitted an article to be published the Aylesham in Touch magazine, next issue is July.

20. Next Meeting:

Date to be confirmed.

21. Items for next Agenda:

Eric Buckle's memorial tree

Councillor email accounts

-Meeting closed at 21:00-