

Aylesham Parish Council Meeting Minutes

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Thursday 13 April 2017 at 7.30pm,
Aylesham House, Dorman Avenue South, Aylesham.
SUBJECT TO CONFIRMATION AT THE NEXT PC MEETING

1. Those Present
J. Cartledge (Chair), B. Oliver, M. Townsend, C. Price, L. Prescott, B. Morgan, T. Johnstone (Cllrs), M. Sutcliffe, H. Hale (Clerk), L. Keen,
2. Apologies
S. Manion (KCC) G. Cowan (DDC), K. Sutcliffe
3. General Declarations of Interest
Pecuniary and Other Significant and Voluntary interests, where applicable, will be made and recorded against each relevant agenda item. Each member will declare their interest and act in accordance with Standing Orders when a relevant item on the Agenda is discussed.
None declared

4. Minutes of Previous meeting and Matters Arising
LP Proposed and BM seconded that these were a true record - all agreed

5. Public Representatives notified to Clerk in advance of the meeting	Action/Resolution
No requests to speak on an agenda item	

6. DDC CDO, County Cllr, District Cllr Reports, PCSO update		
Report From	Outline	Action/Resolution
Cllr Keen	Full Council merger is now on hold and is unlikely to progress at this time. A Private dental practice has expressed an interest in setting up a practice in the village. They are currently meeting with DDC and will apply for an NHS contract through NHS England.	

7. Correspondence		
From	Outline	Action/Resolution
Beyond Limits Coach Kent	'Beyond Limits Survival' is a programme aimed at teenagers to experience action and adventure whilst learning the importance of team work and discipline within a controlled environment.	Clerk passed details on to CDO - A meeting is planned
Cllr Keen	Update on the Single East Kent Council Consultation	Clerk Sent to Cllrs 24/3/17
KS & HH	Update on Fly tipping behind Burgess Road	
Local Resident	A local resident reported concerns regarding ASB issues including; motor bikes, graffiti and vandalism around the	

& PCSO	station. The PCSO has asked for the area to be put onto the ASB car hotspot list. Local residents are strongly encouraged to call 101 each and every time you see any anti-social behaviour. Each call logged will support PCSO Carmichael in any requests for additional resource in the area.	
L. Knight	Village hall community group - next steps All agreed to the membership subscription Action with communities in Rural Kent.	Assistant Clerk to update LK

8. Planning Applications

Ref No	Outline	Action/Resolution
17/00196	Proposal: Erection of a single storey rear extension (existing to be demolished) Location: 4 Bell Grove, Aylesham, CT3 3AT	No comment
17/00274	Proposal: Erection of a two storey rear extension Location: 42 Kings Road, Aylesham, CT3 3HA	No comment
17/00327	Proposal: Installation of sprinkler water tank and associated pumping enclosure Location: Unit 4, Aylesham Industrial Estate, Covert Road, Aylesham, CT3 3EQ	No Comment

9. Grant Applications

From	Outline	Action/Resolution
Freedom Leisure	Schools out holiday sports camp! Free multi sports course to be run in the school holidays at Aylesham Leisure centre for children aged 4-13, Requesting £1,500 towards the project - Additional information supplied and passed on to councillors to review in advance of the meeting	BO proposed and BM seconded - 6 in favour LP abstained

10. FINANCE & ACCOUNTS (monthly reconciliations and accounts always available to view)

Action Item	Resolution
a) The outlined expenditure approval b) 16/17 actually income and expenditure, the 17/18 budget and the end of finance year banking statements were presented to the members.	TJ proposed and BO seconded - all agreed

Expenditure			
Cheque No			March 17
3123	Snowdown & Aylesham Football Club	Grant application	2,000.00
3124	Assistant Clerk salary	March salary	632.32
3125 & SO	Clerk salary	March salary + milk	920.97
3126	HM Customs & Excise	Final quarter return	354.41
3127	Fire Security	Annual equipment inspection	92.40
3128	Bounty pest control	Annual invoice	324.00
3129	Southern Water	Final bill	12.26
3130	Kent Association of Local Councils (KALC)	Councillor training	72.00
3131	Kent Association of Local Councils (KALC)	Annual membership subscription	974.71
3132	AJL garden services	March Ground Maintenance	304.88
3133	Clive's window cleaning services	March Invoice	22.00
3134	British Gas	Quarterly bill	310.60
3135	Cleaner expenses	Cleaning products	48.78
3136	Diane Malley	Payroll services	183.00
SO	Cleaner salary	March Salary	244.48
DD	EDF Energy supply	March DD	50.00
DD	BT	Quarterly phone & internet	152.86
DD	The People's Pension	March DD	19.37
TOTAL			6,719.04

11. Aylesham Development

Report from	Outline	Action/Resolution
CP	CP raised the issue of the Developers removing the woodland long Wingham road - all details planning applications need to be scrutinised in future.	The PC will meet with the DDC planning officer to look at the detail of each application as they are submitted.
JC & CP	Met with LD in reference to the Market Square works and have now agreed where the power point will be located. LD will also follow up on the contactor parking on and damaging the flower beds.	JC will chase up the fencing repairs in Market Square.

12. Aylesham House		
Update on	Outline	Action/Resolution
Roses Tea room & Thrift shop	JC gave an update on the last meeting and the advice from the solicitor which led to further discussions regarding how to move forward with the lease. Issues and concerns were raised.	All agreed to go back to the solicitor for clarification on the additional questions.
Aylesham House Maintenance	CP has purchased new barrel and additional keys for the front door at a cost of £40.30 which he will fit.	Resolution to go ahead was made at a previous meeting
Heritage Centre	Would like to share the cost of getting the old DDC photocopy back up and running.	Clerk to check if they would also contribute towards the toner replacement.

13. Committee update		
Report from	Outline	Action/Resolution
Councillor vacancy co-option update	JC gave an update on the co-option process and candidates who came forward. The Personnel Committee's recommendation is Trisha King. Trisha has worked in various community roles and is passionate about youth facilities and engagement. All agree she would be a great asset to the Parish Council.	JC proposed BM seconded - all in favour. Clerk to contact TK and complete the initial paperwork
Clerk recruitment	The Clerk has resigned and the vacancy has been advertised. The Clerk has offered to give additional notice in order to complete the 16/17 Annual Return and has also offered her support to the new person once in post.	The Assistant Clerk to send out invitations to interview
Rec & Fac Committee - play park update	<p>CP proposed the following;</p> <ul style="list-style-type: none"> - Due to H&S issues Hill crescent play area decommissioned - Invest in an upgrade of Snowdown play area equipment - Invest in an upgrade of Cripps Close play area equipment <p>The members discussed employing a handyman - The Committee to identify proposed job description /work that they would undertake</p>	<p>BM proposed and BO seconded to go ahead with agreed plans for Hill crescent and Snowdown Play areas. Plans to invest in Cripps Close to be put on hold until DDC have confirmed that they will renew the lease beyond 2019 when the current lease expires.</p> <ul style="list-style-type: none"> - 6 agreed - CP abstained

14. Wish List Consultation, S106 project update		
Report from	Outline	Action/Resolution
	<p>The Parish Council s106 funding Project Proposal for a Skate park plus additional play area equipment for young people has now been submitted to DDC. Aylesham & Snowdown Welfare Trust have also submitted an alternative proposal.</p> <p>The decision will be made at a meeting of the DDC Developer Contributions Executive Committee which has been arranged, to occur after the Cabinet meeting on Monday, 8 May at 11.30am.</p>	<p>MT CP BO JC - will attend the meeting 8th May.</p>

15. Celebrate event update		
Report from	Outline	Action/Resolution
HH	<p>Gave an update on progress to date. Including stalls, entertainment and activities throughout the day.</p> <p>APC will also contribute up to £2500 towards the event</p>	<p>MT proposed CP seconded - all agreed</p>

16. Village Memorial		
Report from	Outline	Action/Resolution
	<p>The Clerk has sent the costs to DR at DDC. He will now go out to the three main Developers to agree their contribution and will come back to the PC.</p>	<p>The PC to plan timeline of works to fit around events in the Market Square.</p>

17. Internal Audit & Annual Return		
Report from	Outline	Action/Resolution
a)	Statement of internal controls - approval/ resolution	BO proposed and BM seconded - all approved
b)	Risk assessment- approval/ resolution	
c)	<p>The internal audit has been completed, the report will be sent out in advance of the next meeting for the member's consideration. The Clerk is in the process of completing the annual return.</p>	

18. Fly tipping - update KS		
Report from	Outline	Action/Resolution
KS BM CP KS TJ	Flyers for delivery to households were referred to CSU and are now with the DDC design team and should be available shortly. Fly tipping in the village and surrounding area is on the increase with member's reporting a number of incidents in the last week. JC to request a CCTV & fly tipping meeting with CSU to discuss how to work in partnership to combat the problem. The CSU are currently checking CCTV to try and identify the culprits of the recent incidents.	JC to email CSU ref CCTV partnership meeting. TJ to draw up a notice highlighting the issue for the Aylesham Newsletter

19. ID Badges - KS		
Report from	Outline	Action/Resolution
KS	Are they necessary? If so, they should be professional badges with an official registration to the Parish Council for each member to be worn for the sole purpose of a PC activity. The main concern is that homemade badges can be produced by anyone outside the PC and could be used fraudulently.	JC proposal and MT seconded that professional name are required and that homemade badges should not be worn. MT to research companies that can supply professional name badges and feed back

20. Next Meeting
Thursday 11 th May 2017, 7.00pm, Aylesham House

21. Items for next Agenda		
Request from	Agenda Item	Action/Resolution
LP	Co-op car park bollards	
MT	Bollards along Dorman north	

22. AOB for information only		
Report from	Outline	Action/Resolution
MT	Actions from parking meeting – on going	Clerk to resend DDC email guidance on parking to Councillors

Chairperson	Signature	Date
J. Cartledge		