



AYLESHAM PARISH COUNCIL
Minutes of the Meeting of the Parish Council

Minutes of **AYLESHAM PARISH COUNCIL** meeting held on **Thursday 26th May 2022** at
19.30pm at Aylesham House
SUBJECT TO CONFIRMATION AT THE NEXT MEETING

1. Those Present

Cllrs J. Pout (Chair) K. Sutcliffe (Vice Chair), B. Oliver, L. Prescott, S. Bott.
Parish Clerk & RFO K. Robinson, N. Purcell (Administrator)
1 x member of the public present.

2. Apologies For Absence

DDC Cllr Keen, DDC Cllr Woodgate, KCC Cllr Manion.

3. Declaration of Interest

S. Bott- Aylesham & District Community Workshop Trust
B. Oliver Aylesham Hub Ltd

4. Minutes of Previous Meeting

Resolved: It was proposed by K. Sutcliffe and seconded by L. Prescott and **RESOLVED** that the minutes of the previous meeting held on 25th April 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).

5.1 Aylesham 4 Aylesham have submitted an amendment to the Grounds Hiring Agreement for the Jubilee Picnic. There will be no on-site toilets for the Jubilee event. However signposted toilet facilities will be provided at St Peters' and St Finbarr's churches. Aylesham 4 Aylesham also estimate that there will be no more than 75-100 people in attendance to the event on the Market Square at any one time. An amended risk assessment, event management plan and site layout plan have been submitted to reflect this.

Resolved: It was proposed by S. Bott and seconded by K. Sutcliffe that the parish council accept the changes to the event management plan, risk assessment and toilet locations.

Outcome: All in favour, motion carried.

5.2 Minute reference April 2022 item 8.1: correspondence has been received from KCC Cllr Manion confirming that the bus stop in question on Dorman Avenue South, opposite the Baptist Church is still in use. Clerks have also reported the matter to DDC parking enforcement who have visited and stated that the bus stop in question is enforceable.

5.3 Minute reference April 2022 item 2: S. Bott asked if correspondence was sent to former Cllrs Mr and Mrs Thomas. Parish Clerk confirmed it had, immediately after the April meeting.

5.4 Minute reference April 2022 item 15.2 Dover District Council Scrutiny Committee: Parish Clerk watched the DDC Cabinet meeting on 9th May 2022, which was meant to be discussing a Deed of Amendment relating to Aylesham development, but they were not discussed. Parish Clerk has written to DDC but has not received a response yet.

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

7. External Reports

7.1 County Councillor Report- None received.

7.2 District Councillor Report- None received

7.3 Police Report- PSCO report has been circulated to all councillors ahead of the meeting and will be made available on the website.

8. Parish Clerk Report (Correspondence)

8.1 Email received regarding White Cliffs Walking Festival that is being held 25th to 30th August. These are very social and friendly occasions, walking at a pace to suit the individual. Walk leaders are highly experienced and knowledgeable. Booking for the walks will be taken from 20th June 2022 via their website:

www.whitecliffswalkingfestival.org.uk

Outcome: Noted.

8.2 Letter received from Kent Surrey Sussex Air Ambulance seeking a charitable donation to help towards their mission of saving lives and ensuring the best possible outcome for patients. Last year was their busiest year in their history. They were called to over 3000 incidents throughout the South East, with 44% of their missions coming in Kent alone. It takes over £15.2 million to operate their service.

Resolved: B. Oliver proposed that the council donate £500 to the Kent Surrey and Sussex Air Ambulance.

Outcome: This proposal was withdrawn

Resolved: B. Oliver proposed that the council donate £1,000 to the Kent Surrey and Sussex Air Ambulance from S137. This was seconded by S. Bott.

Outcome: All in favour, motion carried.

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

9.1 Councillor email accounts: Microsoft Exchange email account licenses (50GB) mailbox £4.75 per month per mailbox plus VAT. Setup and configuration £250 plus VAT. Waveney IT Services, recommended by other Parish Council's

10. Finance, Audit & Personnel Committee

10.1 Lloyds Bank Signatories

Parish Clerk requested to add J. Pout as a signatory as M. Townsend has been removed. S. Bott needs to re-sign forms due to a bank error.

Resolved: It was proposed by B. Oliver to add J. Pout and L. Prescott as signatories on the Lloyds Bank account. This was seconded by K Sutcliffe.

Outcome: All in favour, motion carried.

The Chair moved up agenda item 12.2 for discussion at this point.

12.2 Grounds hire agreement, Market Square 29/07/2022 – 01/08/2022, Fayre on the Square Event date 30/07/2022 Aylesham 4 Aylesham

Resolved: It was resolved by S. Bott and seconded by B. Oliver to amend the deadline for submission of the Grounds Hiring Agreement from 30 days prior to the event to 90 days prior to the event. Also, to add a statement that for events with over 100 people in attendance, toilets are necessary as per the Purple Book and no advertising for the event can take place until the organisation applying have permission in writing from the Parish Council.

Outcome: All in favour, motion carried

10.2 Grant Application (Aylesham 4 Aylesham)

Requested Amount: £4,000

Outline: For two events, the Queens Platinum Jubilee Picnic (Sunday 5th June) and Summer Fayre on the Square.

£2,000 has been budgeted for any upcoming Jubilee events. Only one application received which is from Aylesham 4 Aylesham.

Aylesham 4 Aylesham's 2022/2023 grant application combines both the Jubilee event and the Summer Fayre on the Square. Part of the application for the summer event is to pay for a funfair to be present which will then offer free rides for children in the village. In ordinary circumstances the maximum amount that can be applied for is £1,000, unless there are special circumstances such as the Jubilee.

Resolved: It was proposed by L. Prescott that Aylesham 4 Aylesham are awarded £1,000.

Outcome: No seconder- proposal withdrawn.

Resolved: It was proposed by S. Bott and seconded by K. Sutcliffe that Aylesham4 Aylesham are awarded £3,000. (£2,000 for the Jubilee and £1,000 toward the summer Fayre).

Outcome: 4 votes in favour, 1 against – motion carried.

10.3 Bechange

For the past two years Aylesham Parish Council have donated £6,000 from S137 to Bechange to fund their drop-in sessions for residents. This service has been of great benefit to the community.

Resolved: It was proposed by S. Bott and seconded by B. Oliver that Aylesham Parish Council donate £6,000 again this year using s137 money to Bechange.

Outcome: All in favour, motion carried.

10.4 May 2022 Electronic payment schedule.

Payee	Expenditure	Invoice Number	Net	VAT	Total
Clerk Expenses	May 2022 Zoom Subscription	N/A	£14.39	N/A	£14.39
Surrey Hills Solicitors	Aylesham House Advice	6892	£418.50	£82.50	£501
Envisage Groundcare Ltd	April 2022 Grounds Maintenance	1132	£678	£135.60	£813.60
Neil Scrivener Stonemason	War Memorial Clean	20/04/22	£120	£24	£144
Waveney IT	5 Microsoft Exchange Licenses (annual commitment) Setup Costs	1601	£273.75	£54.75	£328.50

Resolved: It was proposed by S. Bott and seconded by B. Oliver to accept the May 2022 electronic payment schedule.

Outcome: All in favour, motion carried.

11. Planning Committee

No applications received.

12. Recreational and Facilities Committee

12.1 Eric Buckle Memorial Tree

The Japanese Maple tree for Mr Buckle was previously approved by Council to be purchased and planted in the grounds of Aylesham House. This has been delayed due to the issues that have arisen with Aylesham House. If Aylesham Parish Council choose to stay at Aylesham House then this will be planted in planting season. If not, a new location will be sought for the tree.

12.3 Tree Stump, Market Square

A tree on the south side of the Market Square was recently removed due to storm damage. To remove the tree stump that remains, the Parish Council have received a quote of £240+VAT.

Resolved: It was proposed by B. Oliver and seconded by K. Sutcliffe to proceed with the quote from Envisage Groundcare Ltd to remove the tree stump in the sum of £240+VAT.

Outcome: All in favour, motion carried.

Resolved: It was proposed by K. Sutcliffe and seconded by B. Oliver to request that a quote is obtained to tidy the area on the north side of the Market Square where a storm damaged tree was removed in 2020. Any additional costs will be sent out via S101

Delegated Authority to approve.

Outcome: All in favour, motion carried.

13. Skate Park (CCTV, Fence)

B. Oliver cleared up the alcohol and drug paraphernalia that was witnessed being left by two adults at the park.

Resolved: It was proposed by S. Bott and seconded by K. Sutcliffe that official thanks are noted to B. Oliver for clearing up the mess.

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

14. Aylesham Development

14.1 Litter Bins

J. Pout presented a plan for proposed locations of litter bins in the Persimmon Homes areas of the development as agreed at the April 2022 meeting.

Resolved: It was proposed by S. Bott and seconded by B. Oliver that the council accept the proposed locations.

Outcome: All in favour, motion carried.

14.2 Aylesham Development Meeting

Next meeting to be held via Teams on Tuesday 31st May 2022 10-11:30am.

15. Aylesham House

To fully consider the options available to the council in regard to the future of Aylesham House, the Clerks have met with an estate agent and then an architect to discuss options. Manse Designs have quoted to carry out a site survey/measure up, complete drawings with re-modelling options ready to submit to the Local Planning Authority (should the Parish Council wish to proceed) and attend a meeting to discuss these drawings/ideas with Councillors. The fee for this will be £900+VAT which will come out of the Aylesham House Survey Repairs Budget for 2022/2023.

Resolved: It was proposed by B. Oliver and seconded by L. Prescott to proceed with Manse Designs quote of £900+VAT.

Outcome: All in favour, motion carried.

16. Highways Improvement Plan

No update.

17. Car Park (Dorman Avenue North.)

Resolved: It was proposed by B. Oliver and seconded by K. Sutcliffe to defer the matter to the June meeting.

Outcome: All in favour, motion carried.

18. Spinney Wood

First quarterly report from White Cliffs Countryside Project is due in June. Two storm damaged trees were removed on Wednesday 25th May 2022.

19. Councillor emails

Councillor emails have been set up with Waveney IT services. To set up admin 'read only' access it will be £35+VAT.

Resolved: It was proposed by S. Bott and seconded by K. Sutcliffe to proceed with the quote of £35+VAT to set up admin read only' access.

Outcome: All in favour, motion carried.

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

20. Complaint

Resolved: Under the terms of the Public Bodies (admissions to meeting) 1960 Act, by virtue of the business to be transacted involving a confidential complaint to Aylesham Parish Council it was proposed by B. Oliver and seconded by K. Sutcliffe to move this item to a closed session.

Outcome: All in favour, motion carried.

Member of the public left the meeting at 21:04

Resolved: A confidential complaint was received on 11th May 2022. As per the NALC LTN 9E handling complaints, the council discussed each point of the complaint in detail. The council concluded that all points of the complaint were unfounded in line with s85(1) of the Local Government Act 1972 (the Act). Therefore, it was proposed by K. Sutcliffe and seconded by B. Oliver to dismiss the complaint.

Outcome: 4 votes in favour, 1 against- motion carried.

Public meeting resumed at 24:54: no members of the public present

21. Councillor Vacancies

No election has been called for the 4 vacancies.

Applications are welcomed from Tuesday 31st May 2022 for the vacant councillor positions, with a closing date of 30th June 2022. Interested candidates are then invited to a parish council meeting to introduce themselves to the council and express their interest, as per the Aylesham Parish Council Co-option Policy.

Resolved: It was proposed by B. Oliver and seconded by L. Prescott that the council fill go out to Co-Option for the 4 Cllr vacancies.

Outcome: All in favour, motion carried

21. Next Meeting:

Thursday 9th June 2022

22. Items for next Agenda:

None

-Meeting closed at 21:57-