

Aylesham Parish Council January 2018

Thursday 11th January 2018, at 19:00,
Aylesham House, Dorman Avenue South, Aylesham.

1. Those Present
M. Townsend (Vice Chair), Cllrs B. Morgan, L. Prescott, T. Johnstone (did not stay for full meeting owing to being on call for work), B. Oliver, M. Brannigan (Parish Clerk) Cllr S. Manion KCC (stayed briefly as had other Parish Council meetings to attend)
2. Apologies
J. Cartledge (Chair), Cllrs K. Sutcliffe, C. Price, T. King, Cllrs L. Keen, G. Gowan (DDC)
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.
No declarations

4. Minutes of Previous Meeting and Matters Arising:	
Outline	Action/Resolution
Proposed by Cllr Morgan and seconded by Cllr Townsend	Minutes to be uploaded to website by A. Clerk

5. Public Representation Notified to Clerk in Advance of Meeting:	
Outline	Action/ Resolution
<ul style="list-style-type: none"> No requests were made by the Public to speak in advance of the meeting. 	

6. DDC, County Cllr, District Cllr Reports:	
Outline	Action/Resolution
<p>Matters arising:-</p> <ul style="list-style-type: none"> Cllr Manion said that the meeting that had been scheduled for discussions next week regarding the buses had been withdrawn The Cabinet member had replied M. Townsend mentioned the additional movement of transport on Cooting Road and asked for support for users of the Industrial Estate. The light in Market Square – perhaps it needs up-dating will make enquiries L. Prescott mentioned about the reinstatement of double yellow lines near the Post Office. The P. Clerk said that she had sent an email to Cllr Manion about this A2 – no further update available. Cllr Manion made his apologies and explained that he had to leave as he had other Parish Council meetings to attend 	<p>Cllr Manion to keep Clerk informed Clerk to send email as reminder</p>

<p>that evening</p> <ul style="list-style-type: none"> The P. Clerk read the email received from Cllr Keen explaining both her and Cllr G. Cowan's absence owing to illness. Nothing additional to report since last meeting 	
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7. Correspondance:		
From	Outline	Action/Resolution
The Pensions Regulator	By Law minimum pension contributions will soon be increasing	Noted
The Lord Lieutenant of Kent's Civic Service	Review of Gypsy and Traveller site Allocation Policy – now an online application via website. It will involve a deposit scheme, service charge, vetting procedure. Deadline for responses 20/12/17 Cllr T. Johnstone expressed interest. He will consider, if he is available.	No action required

8. Planning Applications:		
Ref No	Outline	Action/Resolution
DOV/17/01510	Erection of a two storey side extension and single storey rear extension (existing outbuildings to be demolished) Location: 109 Milner Crescent, Aylesham, CT3 3BJ	No objections raised

9. Grant Applications:		
Outline	Outline	Action/Resolution
Aylesham Ladies Choir	Seeking a grant of £500 to enable them to participate increasingly in the local community. Received additional info but still not clear what the proposed grant is going to be utilised for -General discussion took place about Grants. -Grant application forms to be reviewed, considered not to be robust	Cllr K. Sutcliffe to go through process with rep of Aylesham Ladies Choir Grant Committee to be set up

	<p>enough.</p> <ul style="list-style-type: none"> -Parish Council should consider how we allocate grants. -Concern expressed about number of Grant Applications they receive -Cllr Johnstone suggested setting up a workshop with Emily Barnes of DDC to communicate to organisations how to apply for Grants -Cllr B. Oliver said that historically the Parish Council always gave our grants, he accepted that in the current economic climate this might not be possible going forward -The P. Clerk explained that whilst working on the financials for Budget preparation with the Accountant it was noted that we need to have a tighter control on the grant payments we make -The P. Clerk suggested having a Grant Committee as a way forward -Further discussion took place and it was agreed that responsibility for reviewing grant applications to see if they satisfied criteria, should rest with that committee. Then the Grant Committee report back to full Council with their findings -Another possible solution was to limit the amount of times that Grant applications were heard at a full Parish Council meeting -A vote was taken and all voted in favour of making changes to the grant application process and to the setting up of a Grant Committee 	<p>Cllr Oliver and Morgan proposed. All voted in favour</p>
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10. FINANCE & ACCOUNTS (monthly reconciliations and accounts always available to view)

Action Item	Resolution
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a) The outlined expenditure approval	Proposed by Cllr B. Oliver, seconded by Cllr L. Prescott Motion carried all in favour.
Kent Office Solutions – 2 x invoices no 7/11736 and invoice No., 117306 in the total sum of £38.76 A Signs and Embroidery Limited – footpath closed signs. Invoice dated 6/10/2017, total sum of £50.50	P. Clerk to arrange payments by cheque

Expenditure			
Cheque No			Dec 2017/Jan 2018
3241	01.12.17	L. Prescott expenses – reflectors for bollards at Dorman Avenue North	£ 17.98
Direct debit	01.12.17	B& CE Holdings Ltd	£ 34.15
3238	04.12.17	Business Stream (Water-surface water drainage, highway drainage & waste) April – Oct 2017	£ 61.77
3247	04.12.17	Snowdown Colliery 5 Bird Club Grant	£ 450.00
3243	04.12.17	Kent Office Solutions	£ 606.54
3249	05.12.17	K. James reimbursement for key cutting	£ 12.00
3242	05.12.17	HMRC payment Aug, Sept ,Oct	£ 691.67
3234	07.12.17	Aylesham Carnival – hire of the Community Bus for children to visit a local skate-park	£ 50.00
3219	07.12.17	David Ogilvie Engineering Ltd – 4 memorial benches for Market Square	£ 1,500.00

3246	08.12.17	Jackson Fencing (materials for Bollards on	£ 3,734.40
Direct debit	11.12.17	EDF Energy	£ 40.00
3255	20.12.17	K. James reimbursement for light bulbs	£ 6.00
3252	20.12.17	K. James reimbursement for 2018 diary and cleaning supplies	£ 10.28
3253	20.12.17	M. Townsend reimbursement for laptop for A. Clerk (after DSE assessment carried out)	£ 469.97
TOTAL EXPENDITURE			£ 7,974.76
INCOME		NO PAYMENTS RECEIVED THIS MONTH	None recorded this month

11. Interim Audit Outcome:

Outline	Action/Resolution
How do we go forward?. Need to set up a separate meeting. Too much to discuss at a full Parish Council meeting	Clerk to set up meeting for late January if time permits

12. Aylesham Development:

Outline	Action/Resolution
<p>Cllr Townsend mentioned that the damaged bollard down by the new build was being actioned by Lawrence Dow, who would be back on site the following week.</p> <p>Cllr B. Morgan mentioned about the advertising brochure produced by the Developers. She said that they're advertising houses as 'detached' but they are in fact 'terraced'. This is 'false advertising' and is not as it should be.</p> <p>Persimmons were advertising The Clayton Corner as a 3 bedroom detached when in fact it is a 3 bedroom end of terrace.</p>	P. Clerk to send email to developers asking them to take steps to amend

13. Aylesham House:

Topic	Outline	Action/Resolution
Printer in Heritage. P. Clerk has advised K. James to send email to all	Is the printer worth getting repaired or will it need	P. Clerk to find out from previous Clerk if

organisations who use printer to see if they would be prepared to making a contribution to have it repaired	replacement? The printer might require a password code for it to be operational.	a password code is required for printer
Fly-tipping at rear of Aylesham House	Work was carried out recently by Heritage and some grass sods were left behind.	P. Clerk to discuss with the Heritage

14. Skate-park development :		
Topic:	Outline	Action/Resolution
Meeting with KOMPAN arranged to discuss timescales		Meeting to be postponed and re-scheduled owing to illness of attendees

15. Memorial Project		
Up-date	Outline	Action/Resolution
Wording has been agreed for the war memorial monument	<p>-P. Clerk sought approval of wording from Chairman of Green Howards</p> <p>-Cllr B. Morgan mentioned that it might be fitting to have an Epitaph. She has done some research and usually what appears is a short inscription so that people can take the message away in their minds to reflect</p> <p>-Cllrs agreed that this would be a good idea.</p>	<p>Need to obtain public approval of the Epitaph.</p> <p>Get residents involved. Invite them to submit a 4 line Epitaph by the end of Feb and one will then be chosen by end of March 2018</p>

16. Committees Update	
Outline	Action/Resolution
<p>Recreational and Facilities Committee – Cllr L. Prescott and B. Oliver reported back on the meeting they had had earlier that week.</p> <p>Memorial Garden – a date in March to be set for tree and bulb planting with help from local schoolchildren</p> <p><i>Snowdown recreation field</i> – turn the field into a meadow with wild flowers, bugs etc., with a path down the middle</p> <p>Playground Inspections – P. Clerk to draft an inspection report</p> <p>Village benches – Owendens to have the installation contract as they submitted the lowest quote</p>	<p>P. Clerk to prepare form</p> <p>A. Clerk to complete</p>

