



AYLESHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council

Minutes of **AYLESHAM PARISH COUNCIL** meeting held on **Tuesday 11th April 2023** at
19.00pm, Aylesham House

SUBJECT TO CONFIRMATION AT THE NEXT MEETING

1. Those Present

Cllrs J. Pout (Chair); L. Prescott; B. Oliver; D. Fleck; J. Flaig; S. Bott; D. Miller; R. Miller;
K. Sutcliffe. Parish Clerk & RFO K. Robinson (via Zoom); Acting Assistant Clerk N. Purcell.
Members of public: County Cllr S. Manion.

2. Apologies for Absence

None.

3. Councillor Information

Declaration of Interest

S. Bott for item 18- Chair of Aylesham & District Community Workshop Trust
J. Flaig for item 18- Trustee Aylesham & District Community Workshop Trust
B. Oliver- Chair Aylesham Hub Ltd.

Changes to Register of Interest

None

Granting of Dispensation

None declared.

4. Minutes of Previous Meeting

March 2023

Resolved: It was proposed by S. Bott, seconded by D. Fleck that the following amendment should be made to the minutes of the Full Council Meeting held on 14th March 2023:

Item 12.2: The resolution vote should read *"6 votes in favour, 2 against. Motion Carried."*

Outcome: 8 votes in favour, 1 abstain. Motion carried.

Resolved: It was proposed by B. Oliver and seconded by J. Flaig that with the above amendment, the minutes of the Full Council meeting held on 14th March 2023 are to be agreed and signed as a TRUE record.

Outcome: 8 votes in favour, 1 abstain. Motion carried. The Chair signed the minutes.

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

None.

19:07 Meeting is suspended for up to 15 minutes to allow discussion with members of the electorate of the Parish of Aylesham present at the meeting.

6. Public Representation (Notified to Clerk in advance of the meeting, agenda items only)

None

7. External Reports

7.1 County Councillor Report

See appendix A.

7.2 District Councillor Reports

Not received.

7.3 DDC Community Development Officer

Not received.

19:11 Parish Council Meeting Resumes

8. Clerk Report

8.1 Email received from member of public asking for assistance in her dissertation research. They would like to speak to Parish Councillors as part of a focus group regarding the Mining History of Aylesham.

Action: Assistant Clerk advised Councillors that if they wish to take part in the research, that they do so as residents, not as councillors as we are in Purdah.

8.2. Email received regarding HGV's parking on Cooting Road causing obstructions and parking on restricted areas.

Actioned: Dover District Council have responded that they are aware of the situation. The restrictions are only enforceable overnight, and they will endeavour to send additional officers when available. Parking enforcement advised that their best results were obtained when Kent County Council was running the clamping programme which is no longer being funded.

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

None.

10. Finance, Audit & Personnel

10.1 April 2023 Electronic Payment Schedule Approval

Parish Clerk noted the following amendments to Council:

Value Products Ltd (trading as V Safety) CCTV Signs two invoices received, both have not been paid yet and require approval:

3698630 CCTV Window Stickers Net £13.67 VAT £2.73 Total: £16.40

3701951 CCTV Custom sign with EN ISO 7010 Net: £17.64 VAT £3.52 Total: £21.16

V Safety invoice information as per the agenda to be removed from payment schedule, as it is incorrect.

Payee	Expenditure	Invoice Number	Net	VAT	Total
Staff Expenses – Parish Clerk	Zoom subscription – April	N/A	£15.39	N/A	£15.39
Value Products Ltd	CCTV Window Stickers	3698630	£13.67	£2.73	£16.40
Value Products Ltd	CCTV Custom Signs with EN ISO 7010	370951	£17.64	£3.52	£21.16
DM Payroll Services Ltd	Administration of Payroll Services 2023/2024	2689	£240	N/A	£240
Payments made in March (after meeting) (as per Financial Regulations)					
Envisage Grounds Maintenance Ltd	Grounds Maintenance March 2023	1294	£888	£177.60	£1,065.60
Staff Expenses – Caretaker	Park Inspections Mileage March (5 weeks) 4.3 miles per week at 0.45p per mile	N/A	£9.68	N/A	£9.68
Gallus Online Ltd t/a Office Boffins	Guest Wooden Stacking Chairs 20	7344059	£1,279	£255.8	£1,534.80
JS Security Solutions Ltd	Supply, Install and Commission 6x CCTV Camera System	000599	£2,050	£410	£2,460
BHIB Ltd	Insurance 2023/2024	LCO02832	£2,184.33	N/A;	£2,184.33
Christopher Cooney	Window Cleaning	166	£35	N/A	£35
Manse Designs Ltd	Aylesham House Planning Application Preparation	2022-24-INV-01	£900	N/A	£900
Manse Designs Ltd	Planning Application Fee to Dover District Council	2022-24-INV-02	£149.20	N/A	£149.20

Resolved: It was proposed by S. Bott and seconded by L. Prescott that the April 2023 Electronic payment schedule be accepted with the noted amendments.

Outcome: All in favour, motion carried.

11. Recreational & Facilities

11.1 Land Hire Agreement Application – Aylesham 4 Aylesham Application July 2023

Location: Market Square

Land Hire Dates: From 21/01/2023 To: 22/07/2023 at 20.00hrs

Event Name: Summer Fayre on the Square

Event Date: 22/07/2023

Permission for use of Services (electricity) required: Yes.

Mechanical Rides at event: Yes

Documents received:

- Completed Land Hire Agreement Form
- Event site plan
- Proof of insurance
- Completed Risk Assessment
- Mechanical ride information – Valid Safety Certificates to be provided 14 days prior to the event.

The following points were raised about the application:

- The hire period should be until the hired toilets/all equipment/items are removed from the land.
- Event Management Plan as per Terms & Conditions item 37 not received, therefore Council unsure if it has been submitted to Dover District Council.
- Risk Assessment states emergency shut offs.
- Expected number of people attending need to be provided to ensure the correct number of hired toilets are provided as per the Purple Guidance to Health, Safety and Welfare.

Parish Clerk and Assistant Clerk continue to assist Aylesham 4 Aylesham so that the correct documents are received.

Resolved: B. Oliver proposed for the application to be deferred to the May meeting once all the correct paperwork is provided. Seconded by D. Miller.

Outcome: All in favour, motion carried.

11.2 Land Hire Agreement – Dover District Council Application April 2023 (Revised Date)

Location: Skate Park

Land Hire Date: 23/04/2023

Event: Free Skateboard Coaching Lessons

Event Date: 23/04/2023

Documents Received:

- Completed Land Hire Agreement Form
- Risk Assessment
- Event Management Plan
- Proof of Insurance

This application was previously agreed at the March 2023 Full Council Meeting. The event was due to be held on 1st April 2023 but was cancelled due to bad weather.

No further points were raised by Council.

Resolved: It was proposed by S. Bott and seconded by R. Miller that Aylesham Parish Council approve the Land Hire Agreement Application from Dover District Council; with revised date of 23rd April 2023.

Outcome: All in favour, motion carried.

11.3 Play Parks & Market Square – Any new matters/updates

Market Square

Parish Clerk informed Councillors that there is no CCTV or information on how the damaged (bent) railing on the north side of Market Square occurred. The railing will therefore need to be replaced at a cost to Aylesham Parish Council. This matter will need to be discussed after the purdah/election period at either a Full Council Meeting, or at the relevant Committee meeting, if Committees are restarted.

Outcome: Noted by Council.

Attlee Avenue (Cripps Close) Play Park

Vehicle parked on grassed area at the time of last weekly inspection (10/04/23); which was subsequently reported to Dover District Council as it is believed to belong to a Dover District Council housing tenant.

Animal waste and wood fly tipping has started occurring again, this has been reported to Dover District Council. Working in conjunction with the Dover District Council Community Development Officer N. Chester an anti fly-tipping leaflet will be delivered to all surrounding properties to the park - awaiting an update from N. Chester on this matter. It was noted by the Parish Clerk that if anyone is witnessed or caught fly tipping, this can lead to prosecution and a fine.

Outcome: Noted by Council.

12. Planning

12.1 Dover District Council Planning Reference: Amended Details 20/00365

Proposal: Approval of the reserved matters for the strategic infrastructure Phase 2A.1, 2A.2, 2A.3, 2A.4, and 3.1 including details for conditions 57, 88, 89, 90, 93, 100 and 114 pursuant to permission DOV/15/00068

Location: Phase 2A.1 and 2A.2, Aylesham Village Expansion, Aylesham, Kent

Resolved: It was proposed by D. Fleck and seconded by L. Prescott that Aylesham Parish Council **object** to this application on the following grounds:

Aylesham Parish Council believe that Public Right of Way EE288 should not be moved to EE461 at the Ratling Road entrance.

The footpath through the native woodland is unnecessary and the Council would like to see additional mitigation measures to ensure motorbikes cannot access the area, such as additional gates.

The Council are disappointed that the comments previously submitted by Kent County Council Highways department have not been taken into consideration regarding speed restrictions, which Aylesham Parish Council fully endorse.

Outcome: All in favour, motion carried.

Resolved: It was proposed by D. Fleck and seconded by B. Oliver that the Parish Clerk contacts Kate Beswick, Rights of Way Improvement Officer at Kent County Council to request future communication and discussion with Aylesham Parish Council regarding the relocation and decisions on Public Rights of Way in the Parish.

Outcome: All in favour, motion carried.

12.2 Dover District Council Planning Reference: 23/00071

Proposal: Formation of vehicular access with hardstanding

Location: 37 Hyde Place, Aylesham CT3 3AN

Resolved: It was proposed by S. Bott and seconded by B. Oliver that Aylesham Parish Council object on the grounds that it will mean the loss of existing green space, which is currently an amenity for the whole street.

Outcome: All in favour, motion carried.

13. CCTV

13.1 Any updates

None.

14. Aylesham Development & Aylesham Development Update Meetings

14.1 Next meeting date 18th April 2023.

14.2 Demand Responsive Transport (Bus) – any updates/Adisham Station

Email received from Dover District Council requesting any feedback Aylesham Parish Council may have regarding the Demand Responsive Transport bus service.

Council noted that the service seems very favourable with the community. The buses are always on time and lots of residents use the buses to access the supermarket at Whitfield. It would be good to have an additional marketing drive to promote the app and phone number. Council noted that when the buses are not in use, they have been seen parked on the lay-by near to the A2, and feel that it may be more beneficial to park in a location where it is more visible within the community.

14.3 Market Square Lighting Project

Order placed with PSR Lighting Ltd at the end of February, with a 6–8-week lead time.

14.4 Any new issues

On Sunday 9th April at approximately 8:25 PM, a group of people were witnessed demonstrating destructive behaviour and setting light to a fire on the field within the perimeter of one of the sites that have been fenced off for development/Archaeological surveys. The fencing was completely knocked over in several places and appeared to have been driven over, leaving the site areas where excavations are taking place, exposed. In

addition to that, the shared footpaths (cyclists and pedestrians) were covered in spikes from where fencing had been pulled down.

The Health & Safety Work etc Act 1974 states that site perimeters should be secure. Council expressed concerned that given the size of the developments on Station field; plus, that they are in close proximities to a school, skate/play park and second play park, the Heras fencing that is currently in situ is wholly inadequate and leaves the site dangerous.

Resolved: It was proposed by D. Fleck and seconded by B. Oliver that the Parish Clerk writes to Dover District Council with their concerns; and informs them that legal action will be sought if they do not act. HSE to be copied in so that they are aware.

Outcome: All in favour, motion carried.

Resolved: It was proposed by S. Bott and seconded by K. Sutcliffe that Dover District Council CCTV department is contacted to determine if there is any footage of the events that took place on Sunday 9th April.

Outcome: All in favour, motion carried.

15. Aylesham House (any updates)

15.1 Planning Application

Dover District Council planning application reference: 23/00351 - awaiting decision.

15.2 CCTV Policy

Deferred, the policy has been written but the Information Commissioners Officer (ICO) information needs to be checked.

15.3 Meeting Room Furniture

The chairs have been purchased and delivered. The cost of tables has doubled since the quote was obtained and approved, so due to purchase price now being in excess of the approved expenditure they could not be purchased. Assistant Clerk suggested to Council to await until a decision on the future of Aylesham House has been made, as the tables could lead to more storage costs and if Aylesham House is extended/refurbished then it could mean a different layout with less/more/different tables required to be purchased.

16. Highways Improvement (any updates)

16.1 Zebra Crossing – Dorman Avenue North

Assistant Clerk requested an update from Kent County Council following the Non Motorised Users Survey that took place in February. Kent County Council have advised that the crossing is 'not viable' as the survey results suggest there is not enough footfall at the proposed location on Dorman Avenue North. The Clerks have challenged this, as Aylesham Parish Council are fully funding the crossing install. Currently awaiting further correspondence following a meeting Kent County Council are holding internally (not including Aylesham Parish Council) to discuss this and other options. Clerks have contacted County Councillor S. Manion for support.

Outcome: Noted by Council.

17. Spinney Wood

17.1 Two dangerous trees have been identified by the White Cliffs Countryside Partnership. Quote received to carry out emergency work and removal of the trees: £380 plus VAT.

Resolved: It was proposed by S. Bott and seconded by B. Oliver to accept the quote of £380 plus VAT for the removal of the two dangerous trees.

Outcome: All in favour, motion carried.

18. Aylesham & District Community Workshop Trust

18.1 Any updates - Meeting is due to take place early May with Parish Clerk and Assistant Clerk.

19. Attlee Avenue

Parking problems continue, resident has contacted Dover District Councillor L. Keen/Dover District Council Parking again. Cllr Keen has written to parking services but no reply appears to have been received as yet.

20. Entrance to Aylesham (B2046/Adisham Road)

No Update.

21. Next Meeting Date

Due to the elections, the meeting will be held later in the month, provisionally Tuesday 23rd May.

22. Items for next Agenda

No items due to upcoming elections.

- **Meeting Closed 20:30pm** -

It has been agreed by Aylesham Parish Council that these minutes are a true and accurate record.

Signed (Chair).....

Date.....

Aylesham Parish Council Full Council Meeting April 2023

Appendices for Aylesham Parish Council Meeting April 2023

Appendix A- County Councillor report: S. Manion

Three things to bring to the Parish Council's attention:

- Bird flu has been an issue for several months now. People with flocks of 50 or more must register them for compliance, however the UK Government are encouraging people with less than 50 to also register as it will allow a better way of monitoring any future outbreaks.
- Kent Fostering says the shortage of foster carers is reaching crisis point. They are asking people to consider if they have may be able to support young people by fostering.
- Enforcement of improper use of blue badges is being carried out by the Kent County Councils Counter Fraud team who are due to come to the Dover District soon.