

Aylesham Parish Council September Meeting 2017

Thursday 14th September 2017, at 19:00,
Aylesham House, Dorman Avenue South, Aylesham.

1. Those Present
J. Cartledge (Chair), M. Townsend (Vice Chair), C. Price, B. Morgan, K. Sutcliffe, L. Prescott, T. Johnstone, T. King (Cllrs) M. Brannigan (Clerk), K. Razzell (Asst Clerk), Cllr G. Cowan (DDC), Cllr S. Manion (KCC).
2. Apologies
Cllr B. Oliver, Cllr L. Keen
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.
Cllr T. King Police Advisory Committee, Cllr B. Morgan Green Howards

4. Minutes of Previous Meeting and Matters Arising:	
Outline	Action/Resolution
AP proposed and KS seconded that these were a true record - all agreed.	

5. Public Representation Notified to Clerk in Advance of Meeting:	
Outline	Action/ Resolution
Residents N. Musgrove and M. Jones attended to discuss the current problems and safety concerns regarding buses 89 & 89B whilst taking children to and from Simon Langton Grammar School for Girls & St Anselm. A detailed discussion then took place regarding this issue with Aylesham Parish Cllrs and Cllrs Manion and Cowan making contributions	Cllr S. Manion to respond and get statistics of bus pas requests submitted to KCC. Parish Council to send letter to Stagecoach, KCC & Matthew Balfour Cabinet member of Transport.

6. DDC, County Cllr, District Cllr Reports:	
Outline	Action/Resolution
Cllr Gordon Cowan gave general update on matters arising. He reported: There has been a meeting with DDC regarding a Village Hall – “Community Centre”, where the available land within the village was discussed, at Atlee Avenue, and Skate Park Location Cllr Cowan to send Parish Council a map of the location to get them clarified. Further meetings are to take place to look at what facility and Captial funding would be available for this. M. Brannigan mentioned that Cllr Oliver had asked whether Aylesham	PC to send comments on development to Cllr Keen. Committee for Village Hall to put request in writing to PC

<p>Parish Council could have a representative on this committee</p> <p>On the 1st August there was a meeting about Kent & Canterbury Hospital. Cllr Cowan brought the Parish Council up to date, regarding the waiting times at QEQM and William Harvey Hospital, that half of the Junior Doctors have been moved there from Kent & Canterbury, which now has a fear of closure. There is a Scrutiny Meeting next week 19th September at 18:00 in Whitfield</p>	<p>The next Kent & Canterbury Hospital Scrutiny Committee meeting is on September 19th at 18:00 in Whitfield. PC Cllrs invited.</p>
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7. Correspondance:		
From	Outline	Action/Resolution
UK Safety Management	Annual PAT test at Aylesham House on 14th November. The cost for this will be £122.70 + VAT for 84 items, 70p per extra item thereafter.	Proposed by Cllr C. Price, seconded by Cllr M. Townsend. Motion carried, all in favour.
DDC	Invite to Annual General Meeting of The Dover, Deal and District Citizens Advice Bureau 5 th October 2017 at 12.30 p.m. at Dover Council Offices, Maison Dieu House, Biggin Street, Dover	If any PC Cllrs are interested to let Clerk know
SLCC	Membership Renewal due to the Society of Local Council Clerks on 1.10.17	Proposed by Cllr T. Johnstone, seconded by Cllr K. Sutcliffe. Motion carried, all in favour.
Lloyds Bank PLC	Details re upgrading Bank Account	Cllr J. Cartledge to look into getting access for Clerks.
DDC	Aylesham Update meeting postponed from August. New time and date Wed 20 th September 2017 2pm to 3.30 p.m. Churchill Room at Whitfield Offices	Cllr M. Townsend to attend.

KALC	Courses	If any Cllr wishes to attend any courses, to contact Clerk.
Roses Tearoom & Thrift Shop	J. Cartledge read correspondence from Manager, Chair of Directors and Secretary of Roses Tea Room regarding flytipping outside the former shop on Dorman Avenue North. It was suggested for the Age Concern sign to be removed.	Clerk to contact Peter Whitehouse (owner) and Age Concern. Cllr M Townsend to provide contact details.
Floris Nijenhuis	Contacted the PC regarding opening a new cafe in Market Square, and if any grants are available for this. PC Cllrs recommended completing a Grant Application form	Clerk has sent one out already. No response received yet

8. Planning Applications:		
Ref No	Outline	Action/Resolution
17/00920	Aylesham Parish Council application for creation of outdoor leisure area consisting of skate park, exercise equipment and recreational ridges. The planning proposal – change of use of land and installation of outdoor gym equipment, associated fencing and lighting and creation of bund – land between Burgess Road and Ackholt Road, Aylesham, CT3 3AS	More support is needed for this application. Contact has been made with neighbouring Parish Councils to offer their support. Clerk emailed them. Cllrs M.Townsend and T.King to do likewise
17/01023	Aylesham Welfare Leisure Centre	No

	application for erection of a single storey infill extension to NW elevation. The planning proposal of an extension of the rear ground floor viewing area to infill the NW corner below existing roof.	objections.
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9. Grant Applications:		
Outline	Outline	Action/Resolution
Aylesham Carnival	Seeking annual grant to assist with funding and running of carnival to include insurance, dresses for court, and also promotion of the event to invite people to come and visit village. Sum requested £1,500	PC granted full amount. Proposed by Cllr C. Price, seconded by Cllr K. Sutcliffe. Motion carried, all in favour.
Freedom Leisure	Seeking grant to assist with funding of Firework Night on New Year's. Sum requested £4,000. It was noted for Freedom Leisure to provide a breakdown of what was covered at the 90th Celebrate Event, whether the event on New Year's Eve will be a ticketed event, will children be present.	Freedom Leisure to be contacted by Clerk to provide more information
Green Howards Association Kent Branch	Seeking grant application to assist with funding of annual re-union to include hire of community mini bus £200, fuel £120, hotel £944.25 to give a total requested sum of £1,264.25.	£320 granted to cover mini bus and fuel only. Cllr T Johnstone proposed, Cllr M Townsend seconded. All in favour. Cllr B. Morgan could not vote.
KC's Dancers	Seeking grant application to assist with funding of flooring to cover St. Peter's new floor during dance classes. Sum requested £1,000.	KC Dancer's to provide quotes for flooring, PC

		to look at KC Dancers constitution before a final decision can be made.
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10. FINANCE & ACCOUNTS (monthly reconciliations and accounts always available to view)

Action Item	Resolution
a) The outlined expenditure approval	Proposed by Cllr C. Price, seconded by Cllr K. Sutcliffe. Motion carried all in favour.
A new printer is required in the Clerks Office, along with workstation equipment such a foot rests, mouses, keyboards and visors, also a laptop for the Asst Clerk. This all comes under Health & Safety which is required in the workplace.	Proposed by Cllr C. Price, seconded by Cllr K. Sutcliffe. Motion carried all in favour

Expenditure			
Cheque No			July & Aug 17
3178	Beyond Limits	Celebrate Activities reissued cheque as original cheque 3177 had an error	825.00
3179	A J L Garden Services	June Invoice	304.88
3180	Ovenden All Works Limited	Hillcrest play centre clearance	3475.20
3181	K. Sutcliffe	Reimbursement of refreshments for stall holders at Celebrate Event	11.70
3182	Cancelled Cheque	Cancelled cheque	N/A
3183	Kent Association of Local Councils	Conference fee for Parish Clerk to attend	72.00

3184	Cancelled Cheque	Cancelled Cheque	N/A
3185	H. Hale	July Salary	1,214.05
3186	K. Sutcliffe	Reimbursement of expenses for Eric Buckle 100 th Birthday Event	138.25
3187	H. Hale	Reimbursement of postage expenses	13.44
3188	D. Sankey Ltd	Payment for treatment to wasp nests	72.00
3189	HMRC	Tax and NI	259.96
3190	M. Brannigan	Office Stationery	32.75
3191	DDC	Skate Park Planning Application (17/00920)	195.00
3192	Cancelled Cheque	Cancelled Cheque	N/A
3193	J. Cartledge	Reimbursement of ink cartridges for printer	22.00
3194	M. Sutcliffe	Completion of accounts for June/July, and training new Clerks	87.50
3195	Playdale Playgrounds	Deposit for Snowdown Play Park	11,548.20
3196	M. Brannigan	Reimbursement of office stationery	23.90
3197	M. Brannigan	Reimbursement of postage expenses	14.25
3198	Cancelled Cheque	Cancelled Cheque	N/A
3199	Cancelled Cheque	Cancelled Cheque	N/A
3200	H. Hale	August Final Salary	867.66
3201	K. Razzell	July & August Salary	1031.75
3202	M. Brannigan	July & August Salary	1,514.78

3203	M R C Acoustics Testing Ltd	Acoustics testing	1,440.00
DD	EDF Energy		43.00
DD	BT Group PLC		211.65
SO	Cleaner	July Salary	244.48
SO	Cleaner	August Salary	244.48
TOTAL			23,907.88
INCOME			
DDC			10,000
TR	D O'Neill	Refund from the Celebrate Event	50.00
TOTAL			10,050

11. Aylesham Development:	
Outline	Action/Resolution
<p>A meeting with the developers has been organised for 28th September at 17:30</p> <p>An agenda for this meeting will be issued, subjects to include: Snagging list, A2 roundabout and slip road visibility .</p> <p>Bollards The car park on Dorman Avenue North has had bollards issued, reflectors are needed for them, they are taller than expected it was explained that this is for safety reasons. Discussions about linking the bollards with chains was discussed however there are Health & Safety concerns.</p> <p>Regarding bollards along Dorman Avenue North from Derwent Way down to Market Place, these are to be placed on each side of the road to stop vehicles parking on the grass verges. The bollards will be placed away from the kerbsides. A meeting took place between the PC and KCC Highways, who confirmed that they were happy with this to proceed. Invoice to be sent to D. Robinson at DDC.</p>	<p>PC Cllrs to contact Clerk with any further agenda items that they wish to be added.</p> <p>Cllr L. Prescott to look at reflectors for the bollards.</p> <p>Asst Clerk to arrange permit, send letters to residents and businesses, invoice for the works to be sent to DDC once completed.</p>

12. War Memorial Update:	
Outline	Action/Resolution
<p>PC decided on Cantuaria Stonemasons to buy war memorial and install it.</p> <p>Fineview informed about DDC asked on date to start.</p>	<p>Proposed by Cllr B.Morgan, seconded by Cllr M. Townsend. Motion carried.</p> <p>Meeting to be organised with Emma from Fineview by PC Cllrs once agreement met on stone wheel.</p>

13. Aylesham House:		
Topic	Outline	Action/Resolution
<p>Closers on Doors</p> <p>Security</p> <p>Blind in Parish Council Office</p>	<p>When the Heritage Centre is open for the main door to be put on a closer.</p> <p>A spy hole is to be placed on the main door. For there to be CCTV around the building, a security light, and intercom system.</p> <p>The blind in the main office is broken.</p>	<p>Clerks to look into closers for the main door, and a CCTV company for the building. Cllrs C. Price/ M.Townsend to install a spy hole. A blind company to be called to fix the blind.</p>

14. Committees Update:		
Committee	Outline	Action/Resolution
<p>Recreational and Facilities Meeting next taking place on Fri 29/09/17 at 10.00 a.m.</p> <p>J. Cartledge reported re War Memorial Project</p>	<p>Bus Shelter to be discussed amongst other agenda items – Committee members to let PC know</p> <p>Same drawings – stone has been ordered</p>	<p>PC/K. Razzell to put together agenda for meeting</p> <p>Await further update</p>

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15. S106 Skatepark Update:	
Outline	Action/Resolution
Application is in for Planning decision. M.Townsend, J. Cartledge and K.Razzell will be meeting with Suppliers in the morning about negotiating a better deal for development of playpark	Awaiting report re Acoustics for later submission to Planning

16. Fly Tipping:	
Outline	Action/Resolution
Signs have been ordered	Update to be discussed at next Recreational and Facilities Meeting on the 29/09/17

18. Next Meeting:	
Outline	Action/Resolution
Agreed to be 12th October 2017. Agenda items to be amended. M. Brannigan mentioned that she will be on holidays and that K. Razzell will take forward in her absence	Clerks to amend the Agenda for the next meeting.

19. Items for Next Agenda:	
Outline	Action/Resolution
Generally the same topics to be drafted by Clerks and sent to J. Cartledge and M. Townsend for approval L. Prescott asked that we include in the next agenda a discussion about increasing the monthly surgery to a weekly surgery	Clerks to take forward

20. AOB:	
Outline	Action/Resolution
<ul style="list-style-type: none"> Cllr T. King reported on discussions she had with Bechange and the need for workshops for youth in the area. She also reported on discussions with Pie Factory. Cllr. G. Cowan noted that Pie-Factory were in contract for 3 years and that no other parties had applied for funding for youth services Cllr T. Johnstone discussed the importance of having youth services for issues such as drugs/relationships/life 	<p>Look at ways to try and engage youth in the village. Try and gauge their opinions on what services would suit them best.</p> <p>In the meantime, Cllr T.King to speak with D.</p>

<p>skills</p> <ul style="list-style-type: none"> • All Cllrs agreed that there was a lack of provision of youth services in the village • Cllr Cowan mentioned that funding is based on consultation • Cllr Morgan reported on attending at a recent meeting for Aylesham District. She expressed disappointment regarding the small number of committee members present at the meeting. • She also asked re hire of the main hall and it was confirmed that it was for hire and the cost for weekend days is £200 • Allotments were discussed – she was informed that there is nowhere suitable • Cllr Sutcliffe – the hall is not being used to it's full potential. The venue could be advertised in a more proactive way by having it on their website, could be used for parties, weddings etc., and generate more interest in the venue • SGN – Chat to speak with Mark Bray, further excavation works cannot take place unless Parish Council are guaranteed that they will be completed in advance of the carnival and or commencement of Wat Memorial project • Change of post-code – inconsistency in postal code brought to our attention by Local Land & Property Gazetteer Custodian for Dover District Council 	<p>Garrity about the possibility of having access to the Hall at the old Secondary School</p>
<ul style="list-style-type: none"> • Bush clearance in Market Square – proceeding next Wed 20/09/17 by Aylesham4Aylesham in time for the carnival • Playpark at Snowdown 	<p>Clerks to speak with Mark Bray</p>
	<p>postcode to be changed to CT3 3AD and not CT3 3AA.</p>
	<p>Key is available for Market Square. K.James to be provided with a key</p>
	<p>Cllr L. Prescott and Cllr C.Price to attend at site and report back on findings so that Clerk can response to Developer</p>
<ul style="list-style-type: none"> • Possible subscription to the Land Registry 	<p>Ass. Clerk to make enquiries</p>
<ul style="list-style-type: none"> • M. Brannigan discussed invoices that needed paying and that were not included under Section Expenditure as cheques needed to be raised 	<p>All Cllrs in agreement that the following invoices could be paid</p>
<ul style="list-style-type: none"> • Ovenden - invoice 997 - £1,680 	

<ul style="list-style-type: none"> • Plumbing expenses - Invoice 21092 - £60 • Stationery – Kent Office Solutions Invoice ALYPC - £237.47 • Clive Window Cleaning Services Invoice No.14 - £22 • J. Cartledge mentioned that in order to comply All Cllrs in agreement with health and safety in the workplace she was proposing that Clerks order appropriate equipment to assist them in doing their roles 	All Cllrs in agreement
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