



AYLESHAM PARISH COUNCIL
Minutes of the Meeting of the Parish Council

Minutes of **AYLESHAM PARISH COUNCIL** meeting held on **Thursday 26th January 2023**
19.00pm at Aylesham House

SUBJECT TO CONFIRMATION AT THE NEXT MEETING

1. Those Present

Cllrs J. Pout (Chair); K. Sutcliffe (Vice Chair); B. Oliver; J. Flaig; D. Miller; R. Miller; L. Prescott;
S. Bott.
K. Robinson (Parish Clerk & Responsible Finance Officer); N. Purcell (Administrator)

There were no members of the public present.

2. Apologies For Absence

Cllr Steve Manion (KCC); Cllr L. Keen (DDC)

3. Declarations of Interest

S. Bott- Chair of Aylesham & District Community Workshop Trust
J. Flaig- Trustee at Aylesham & District Community Workshop Trust, Secretary of Aylesham Hub Ltd, Trustee of Bechange.
B. Oliver- Chair of Aylesham Hub Ltd

4. Minutes of the Previous Meeting (November 2022)

Resolved: It was proposed by S. Bott and seconded by B. Oliver that the minutes of the meeting held on 8th November 2022 are a true and accurate record.

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

5. Matters Arising

November 2022 11.5 Resolution: *"It was proposed by S. Bott and seconded by K. Sutcliffe to hold an extraordinary meeting to discuss the budget in detail before the planned January meeting. Date to be confirmed once discussed with the Responsible Finance Officer."*

D. Fleck noted this meeting has not taken place. J. Pout explained that discussions had taken place with the Responsible Finance Officer. If the Parish Council had met to discuss the budget, they would have been unable to resolve any amendments as the draft budget must be presented no later than the November meeting, for councillors to digest ready for ratification at the January meeting.

S. Bott did not accept the explanation.

6. Public Representation (notified to clerk in advance of the meeting)

None.

7. External reports

7.1 County Councillor Report

This had been circulated to all councillors ahead of the meeting. S Bott requested for the Clerk to summarise the report at the meeting. See Appendix A, page 9.

Resolved: It was proposed by S. Bott and seconded by B. Oliver, that the Clerk write to Cllr Manion, thanking him for his report, and request that in future, could he highlight the specific issues for Aylesham to Kent County Council.

Outcome: All in favour, motion carried.

7.2 District Councillor Report

Not received.

7.3 DDC Community Development Officer Report

Not received.

Clerk informed Councillors that email invitations have been sent every month. Councillors noted their disappointment that he has not yet attended a meeting or at least sent in an update report.

Resolved: It was resolved by J. Flaig and seconded by K. Sutcliffe for Brinley Hill and Rebecca Dyer to be copied into all future meeting invitations.

Outcome: All in favour, motion carried.

7.4 Police Report

Not received.

8. Parish Clerk Report

- 8.1** Dover District Council Housing Needs Survey – this will be open from 10th January 2023 to 7th March 2023. Residents will be able to complete the survey online via their dedicated webpage: www.dover.gov.uk/housing-needs-survey. It is an opportunity for residents to tell DDC about their current housing situation, their current and future needs and views on what affordable housing they think should be built in their communities.

Outcome: Noted by Council.

- 8.2** Email/letter received from resident requesting area for food van to trade in.

Resolved: It was proposed by L. Prescott and seconded by B. Oliver that the matter be referred to DDC for consideration, as APC have no suitable land.

Outcome: All in favour, motion carried.

- 8.3** Email and videos received from resident regarding serious parking issues on Attlee Avenue at school drop off and pick up times – 18 cars on either double yellow lines, or the safety zig zags.

Resolved: It was proposed by S. Bott and seconded by B. Oliver to write to Aylesham Community Development Officer Neil Chester, to confirm the list of issues, and request that he update APC fully after his meeting with the school.

Outcome: All in favour, motion carried.

(No 8.4)

- 8.5** Email received from resident regarding the maintenance and untidiness of the 'entrance to Aylesham', from the B2046 Adisham Road, into Dorman Avenue North. The grass was reported as being overgrown so vehicles have to pull right to the edge of the junction to be able to look clearly for oncoming traffic.

Clerk read aloud the response from KCC, stating that the area is part of a hedge cutting programme, so is maintained at specific times of the year.

Resolved: It was proposed by J. Flaig and seconded by K. Sutcliffe to contact KCC to discuss what options are available for the entrance signage and what Aylesham Parish Council may need to do to rectify the issues surrounding them.

Outcome: All in favour, motion carried.

- 8.6** Request from Snowdown resident to have the small wood where the redundant tennis court and remains of a sinkers hut (to the south of the recreational field) mapped as Snowdown Wood.

Outcome: Aylesham Parish Council have no authority to do this. The land in question is outside of the Parish Council's lease, is privately owned and leased by The Coal Board.

- 8.7** Request from resident to move the bench outside of the Co-Op store to a position on the green and replace it with bike stands that people could lock their bikes onto.

Resolved: It was proposed by S. Bott and seconded by B. Oliver that Aylesham Parish Council do not remove the bench outside the Co-Op store but will look at further cycle racks around Market Place.

Outcome: All in favour, motion carried.

- 8.8** Notification from SAAA (Smaller Authorities' Audit Appointments Limited) regarding a change of external auditor – Mazars LLP have been appointed from 2022-2023 until 2026-2027. Their scale fees are based on income/expenditure bands plus further fees if required for additional work/variations to the scale fees.

Outcome: Noted by Council.

- 8.9** Resident in Boulevard Courriers unable to enter/exit home due to build-up of leaves outside their gate. The leaves are now slippery/area is dangerous – the resident is having to use neighbour's entrance for access.

Outcome: Noted by council.

- 8.10** Kent County Council Community Transport Grant – Deadline for applications is Sunday 12th February 2023.

Clerk advised Councillors that there is over £500,00 of S106 transport funding for the new demand responsive bus (due to start in February), that Dover District Council advised should last for three years.

Resolved: It was proposed by S. Bott and seconded by K. Sutcliffe that Aylesham Parish Council do not apply for this grant for 2023/2024 however make it known that community groups can apply.

Outcome: All in favour, motion carried.

- 8.11** Parish Clerk membership for 2023/2024 to Society of Local Council Clerks renewal due 1st February 2023. Renewal is £279 for the year.

Resolved: It was resolved by K. Sutcliffe and seconded by B. Oliver to approve the membership renewal accept the renewal quote for £279.00 for membership with SLCC.

Outcome: All in favour, motion carried.

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

9.1 20/01005 | Submission of Reserved matters application pursuant to Section 73 application DOV/19/00821 for approval of 73 dwellings, associated infrastructure, access, landscaping, layout, scale and appearance. | Phase 2B Parcels 7 & 8 Land for Aylesham Village Expansion North Of Dorman Avenue North Aylesham Kent

Outcome: Seven councillors responded with objections and comments, two councillors did not respond. Therefore, the following was submitted using s101 delegated authority: Aylesham Parish Council find the designed diversion for PROW EE291A-1 unacceptable. The road services 15 plus properties and 30 plus parking spaces. Vehicles are likely to be moving at the same time that children are walking to school, raising serious safety concerns which are amplified by the density of the proposed development. Aylesham Parish Council suggest, in the diverted area, a raised different colour surface across the complete width of the road. In addition, shared use signage at both ends of the road and footpath. Additional barriers at exit points of the footpaths should be installed to make pedestrians aware of the risk of vehicles. There are concerns regarding the number of visitor spaces on the Kings Road side of the development, that in fact more are needed here. Furthermore, Aylesham, Parish Council also disagree with the height of the 3 storeys buildings, particularly those that will overlook the park, and other neighbouring gardens. The comments previously submitted by Aylesham Parish Council on the reserved matters still apply.

9.2 Dover District Council Planning Application reference number 22/01432

Proposal: Change of use of land and erection of an outbuilding for use as a tattoo studio (existing building to be demolished) Location: 18 Newman Road, Aylesham, CT3 3BY

AMENDMENT: Clerk noted the following amendment in the outcome: two councillors objected, 3 councillors responded with 'no comment', 4 councillors did not respond. Therefore, a submission of 'no comment' was made using S101 Delegated Authority.

9.3 DDC Local plan response: Councillors to confirm how they wish for the clerks to answer questions 1-9.

One councillor responded with the following suggestion: 1. Sap 24 2. No - plan is not sound 3. Not justified 4. Legally compliant - not applicable 5. Duty to cooperate - not applicable 6. Paste in our response (except for the section we agreed to omit) 7. Leave blank if possible 8. Oral examination - yes (this was agreed in the meeting) 9. Leave blank 6 A further four councillors responded in support of this.

Outcome: The submission was made using the format agreed using S101 Delegated Authority.

9.4 To establish if council support or oppose a joint response with Adisham Parish Council

Outcome: 4 responses objecting to a joint response, 5 councillors did not respond. Therefore, it was agreed via S101 Delegated Authority that Aylesham Parish Council would not submit a joint response with Adisham Parish Council.

9.5 To establish if council are happy for Cllr Pout as our Chair to attend the Dover Joint Transport Advisory Board Meeting to represent and speak on behalf of Aylesham Parish Council.

Three councillors responded in favour of Cllr Pout attending. Six Councillors did not respond.

Outcome: Using S101 Delegated Authority, it was agreed that Cllr Pout would represent and speak on behalf of Aylesham Parish Council.

9.6 Dover District Council Planning Application reference number 22/01410

Proposal: Erection of single storey rear and side link extensions with reinstatement of front entrance door Location: Throwley House, Ratling Road, Aylesham, CT3 3HL

Outcome: Four councillors responded with 'No Comment.' Five councillors did not respond. Therefore, a submission of 'no comment' was made using S101 Delegated Authority.

9.7 Dover District Council Planning Application reference number 22/01529

Proposal: Erection of a single storey rear extension and outbuilding Location: 2 Corminster Avenue, Aylesham, CT3 3FH

Outcome: Three councillors responded with 'no comment'. Six councillors did not respond. Therefore, a submission of 'no comment' was made using S101 Delegated Authority.

9.8 Dover District Council Planning Application reference number 22/01525

Proposal: Erection of a two-storey side extension and front porch Location: 19 Boulevard Courriers, Aylesham, CT3 3DS,

Outcome: Two Councillors suggested no comment, 7 Councillors did not respond, therefore no consultee comment was made to Dover District Council using S101 Delegated Authority.

10. Finance, Audit & Personnel

10.1 January 2023 Electronic Payment Schedule Approval

Payee	Expenditure	Invoice Number	Net	VAT	Total
Christopher Cooney (Clean & Simple Window Cleaning)	Window Cleaning – Aylesham House	160	£35	N/A	£35
Safeplay Playground Services Ltd	QT 18384 Gates to Skate Park repairs	22684	£450	£90	£540
Safeplay Playground Services Ltd	Skate Park repairs	22682	£4,440.50	£888.10	£5,328.60
Safeplay Playground Services Ltd	Offensive graffiti removal (vandalism)	22683	£625	£125	£750
Staff Expenses – Parish Clerk	Zoom Subscription – October & November 2022 & Leases Statutory Declarations	N/A	£43.78	N/A	£43.78
Staff Expenses - Administrator	Park Inspections Mileage January 13.35 miles per week at 0.45p per mile	N/A	£18.02	N/A	£18.02
The Society of Local Council Clerks (SLCC)	Parish Clerk Membership 2023/2024	MEM242563-1	£279	N/A	£279
HMRC	PAYE & NI	2308	£554.97	N/A	£554.97

Dover District Council	Dealing with overhanging structure in Spinney Wood	710317	£510	£102	£612
Dover District Council	Tree works at Spinney Wood	710317	£690	£138	£828
Value Products Ltd	Two APC Hi-Vis vests for playground inspections	3607126	£27.49	£5.49	£32.98
Payments made in November (after meeting) and December					
HMRC	PAYE & NI	2302	£249.54	N/A	£249.54
HMRC	PAYE & NI	2303	£502.69	N/A	£502.69
HMRC	PAYE & NI	2304	£345.79	N/A	£345.79
HMRC	PAYE & NI	2305	£450.91	N/A	£450.91
Envisage Groundcare Ltd	November 2022 Grounds Maintenance	1246	£1,003	£200.60	£1,203.60
Neil Scrivener	Cleaning of War Memorial	20/10/2022	£120	£24	£144
EJ Clough	Christmas Tree including installation	1096	£504	N/A	£504

Resolved: It was proposed by K. Sutcliffe and seconded by D. Fleck to accept the January 2023 Electronic Payment Schedule as presented.

Outcome: all in favour: motion carried.

10.2 Quarter 3 October – December 2022 Accounts

The Quarter 3 accounts were circulated to councillors prior to the meeting.

Resolved: It was proposed by S. Bott and seconded by B. Oliver to accept the quarter 3 accounts.

Outcome: All in favour, motion carried.

10.3 Staff Matters - Confidential to be held under the Public Bodies (admission to meetings) Act 1960

Resolved: Under the terms of the Public Bodies (admission to meetings) Act 1960, by virtue of the business to be transacted involving staff matters, it was proposed by K. Sutcliffe and seconded by B. Oliver to move to a closed session for item 10.3.

outcome: All in favour, motion carried.

Administrator N. Purcell, left the room at 19:51pm

Resolved: It was proposed by S. bott and seconded by D. Fleck that N. Purcell claim mileage expenses whilst temporarily covering park inspections.

Outcome: All in favour, motion carried.

Resolved: It was proposed by K., Sutcliffe and seconded by D. Miller for N. Purcell to temporarily cover the cleaning of Aylesham House, up to a maximum of 2 hours per week.

Outcome: All in favour, motion carried.

Resolved: It was resolved by S. Bott and seconded by B. Oliver to purchase 2x Ergo Mesh 24 Hour Office Chairs from officeboffins.co.uk at £149.95 +Vat. The chairs will be added to the Asset Register and will remain the property of Aylesham Parish Council. When staff return to office, the chairs will be returned to the office.

Outcome: All in favour, motion carried.

Administrator N. Purcell re-entered the meeting room at 19:55 pm

10.4 Budget & Precept 2023/2024

Budget 2023/2024

The Draft Budget was prepared by the Responsible Finance Officer and was noted by Councillors at the November 2022 Full Council Meeting.

At this meeting (January 2023) the Responsible Finance Officer went through the Budget spreadsheet line by line to Councillors, at their request.

Full Council resolved the following amendments to the 2023/2024 Budget:

Resolved:

- To increase staff salary budget 5%
- To increase the PAYE and Pension Contributions budget in line with the 5% increase in staff salary budget
- Ear Marked Reserves as advised by the RFO: additional £5,000 for allotments.

Ear Marked Reserves (planned projects) for the financial year will be as follows:

- Market square lighting project £6,000
 - Highways Improvement Plan (zebra crossing, Traffic Regulation Orders for crossing & speed limit signage in Snowdown, speed indicators to be placed around the Parish) £30,000
 - Allotments £5,000
 - Aylesham House repairs: £59,100
- Total: £100,100.

S. Bott proposed to accept the changes to the budget as discussed. B. Oliver seconded.

Outcome: All in favour, motion carried.

Precept 2023/2024

Resolved: Proposed by S. Bott, seconded by B. Oliver to increase the precept to £197,865.90 for 2023/2024. This rise equates to an increase of £7.92 per year, 66p month (15p per week) for Band D properties.

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

Agenda Items 11-24

Resolved: It was proposed by D. Fleck and seconded by B. Oliver that Items 11-24 were deferred to the next full council meeting, to be held on 14th February 2023 7pm at Aylesham House.

Outcome: All in favour, motion carried

Resolved: It was resolved by J. Flaig and seconded by B. Oliver to cover all planning applications on this agenda using s101 Delegated Authority.

Outcome: All in favour, motion carried.

Meeting closed at 21:30pm

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

Signed..... (Chairperson)

Date.....

Appendix A – County Councillor Steve Manion Report

CC Leader Roger Gough outlines the challenges facing the county in 2023

Amid all these pressures and crises, and in the vital day to day delivery of services, our staff at KCC have been there to support residents and communities with dedication and commitment.

The return of war to Europe through Putin's invasion of Ukraine has had a most dramatic effect.

People in Kent have responded to this in an extraordinary way; we remain the part of the country which hosts the largest number of Ukrainian guests under the Homes for Ukraine scheme. KCC and our partners have worked to support this, most recently by introducing – ahead of many councils and of any national policy – higher rates of support for hosts. I hope that this move will not only reassure current hosts in these financially challenging times, but also encourage more people in the county to sign up to the scheme. More Ukrainian guests are still arriving every day, and more homes are desperately needed.

The economic havoc unleashed by the invasion of Ukraine has exacerbated already serious pressures on the cost of living. With funding from government, we have sought through our Helping Hands and Financial Hardship programmes to provide help to those most in need, through holiday Free School Meal programmes, support with energy and water bills, financial help and advice and much more. We continue to work with our public sector partners and with the voluntary and community sector to do everything we can to help those most in need – once more building on the spirit and actions of Kent Together that were brought forward during the pandemic. We will maintain this support into 2023.

Economic disruption from the aftermath of the pandemic and from the Ukraine war, the highest inflation in 40 years and severe labour shortages have had a massive impact on the council's services and finances. This will remain a huge challenge for us in 2023.

In the short term, the government's Autumn Statement was a real help. It was particularly welcome to see local government, and social care in particular, being given higher priority. But what we face in local government – and this was the point of the letter that the Leader of Hampshire County Council, Rob Humby, and I wrote to ministers in October – is the lasting crisis of an unsustainable model. To meet this challenge, and to do more than just struggle to get through the next crisis, we need to do three things.

The first is to put our finances on a sustainable course. That will mean that we still have to take some very difficult decisions, with the focus always on providing our services in the most cost-effective way we can.

The second is to work in ever closer partnership, above all with the NHS. Like areas across the country, we are developing an Integrated Care System for Kent and Medway, working together to make the best use of our resources to tackle the pressures that we face over this winter and beyond and ultimately improve the lives of our residents. What we have done so far – under the phrase "Together, We Can" – is a good start, and I believe it is one of the most hopeful developments of 2022 but we must take it much further in 2023.

Finally, we must ensure that the County Council is the strong organisation that people in Kent need it to be. Not just to manage the unprecedented risks and pressures that we now face, and not just to deliver our core statutory services, above all to vulnerable people – vital though that is. We must also address the really big challenges that we face as a county: organising and providing public services in times of growing need but with limited resources; addressing the pressures we face as a frontline, border county; securing the infrastructure that we desperately need; continuing to support and champion local businesses and the Kent economy; and helping to achieve energy transition, net zero and adaptation to climate change.

To do this, we have already brought about big changes in how the council is run. We must also respond to changing national policies; both government (through the Levelling Up White Paper, published in February 2022) and the opposition (in Gordon Brown's Commission on the UK's Future) have set out plans to change our over-centralised system. We can expect to hear a lot more of devolution and county deals in 2023.

Here is also a link to the community services consultation which is an important issue

<https://letstalk.kent.gov.uk/community-services-consultation>