



AYLESHAM PARISH COUNCIL

Aylesham House, Dorman Avenue South, Aylesham CT3 3AD

Date of Issue: 7th November 2023

Dear Councillor

Notice is hereby given that a meeting of the Parish Council will be held at Aylesham House on **Tuesday 14th November 2023 at 7.00pm** when the business shown on the agenda below will be transacted.

Kate Robinson

Parish Clerk & Responsible Finance Officer to Aylesham Parish Council

1. Those Present
2. Apologies for Absence
3. Declarations of Cllr Interests, Dispensations and any changes to the Register of Interest
4. Minutes of previous meeting: October 2023
5. Matters Arising (from the previous minutes not covered elsewhere on the agenda)

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)
7. External Reports
 - 7.1 County Councillor Report
 - 7.2 District Councillor Reports
 - 7.3 Dover District Council Community Development Officer
 - 7.4 Dover District Council Project Officer
 - 7.5 Kent Police

Parish Council Meeting Resumes

8. Parish Clerk Report (pages 3&4)
9. Section 101 Delegated Authority (page 4)
10. Finance, Audit & Personnel Committee
 - 10.1 November 2023 payments (pages 5&6)
 - 10.2 Q2 July – September 2023 Accounts
 - 10.3 Staff Matters – **Confidential to be held under the Public Bodies (admission to meetings) Act 1960**
 - 10.4 Draft Budget 2024/2025 – Council to 'note' in preparation for January 2024

11. Recreational & Facilities Committee

None.

12. Planning, Environment & Transport Committee

12.1 Dover District Council New Local Plan Examination

13. Aylesham House

14. Aylesham Development

14.1 Aylesham Development Update Meeting

14.2 New or existing development issues

14.3 Market Square Lighting Project

15. Highways Improvement Plan (any updates)

16. Spinney Wood

17. Centenary Committee Working Group (any updates)

18. Car Park Dorman Avenue North

19. Next Meeting Date: Tuesday 9th January 2024

Close of Meeting

Councillors to note that October Agenda items requests to are to be emailed to the Parish Clerk no later than 10 working days prior to any meeting; together with a report for consideration for the Parish a clerk to include the item on the agenda.

Local electors and the press are entitled to listen to Parish Council Meetings but not to take part. An opportunity to speak on an Agenda item will be given at the beginning of Council business. Please let the Administration Officer know in advance if you wish to speak on 07830 35387.

Agenda Item 8: Parish Clerk Report

8. Parish Clerk Report

8.1 Email received from resident Enquiring if the B2046 speed reduction has been considered by Council within the Highways Improvement Plan.

Actioned: Informed resident that this has been added to Highways Improvement Plan for 2023; once Council have considered feedback from the imminent meeting with Kent County Council, the resident will be contacted further.

8.2 Email received in relation to metal detecting on leased areas of land.

Actioned: Responded that Aylesham Parish Council are unable to grant permission due to the landowner Dover District Council and Coal Board not allowing metal detecting on any land.

8.3 Email from resident explaining that her daughter tripped over a loose paving slab on the paved area in front of the train station. The resident reported that there are several slabs that are loose and when stepped on lift up causing a trip hazard.

Actioned: Reported to Dover District Council Parks and Open Spaces team, via their website.

8.4 Invitation received to take part in the annual Christmas Tree Festival at St Peter's Church. This year, trees will be on display between 16th December – 24th December. St Peter's Church are inviting local organisations to display a Christmas Tree decorated in a way that best represents the organisation and what it does.

8.5 Email received from a further resident raising the following question question re: School Square (Dorman Avenue North):

- why is this still closed off and being used as a builder's yard? There are multiple building sites around the village used by both Persimmon and Barrett's which can be used for storage and materials. As there is no longer any actual building work now taking place in school square, it seems unreasonable to keep it closed off.
- Please can the seating be restored, and this opened up again for public use?

Actioned: Advised that we have raised this at the developers meeting. Provided resident with the Major Projects email address at Dover District Council.

Update to be given under Agenda item 14.2.

8.6 Correspondence received from Aylesham Hub Ltd regarding Station Field. Aylesham HUB Ltd would like Aylesham Parish Council to begin the process of considering taking on a lease with Dover District Council for the area known as Station Field.

Actioned: Full briefing information requested from Aylesham HUB Ltd detailing their proposals that they have previously discussed with Dover District Council, in order for Council to consider taking this forward further. Once the information is received, any legal matters checked by the Parish Clerk the item will be placed as a full Agenda item at a future meeting of the Council.

8.7 Kent County Council Community Transport Grant – Community-led groups or organisations can apply for a community transport grant to either set up a new scheme or support an existing one. Applications close on 18th December 2023:

[Community transport grant - Kent County Council](#)

9.1 Section 101 Delegated Authority

Full Council

Outline: Hearing Statement submitted to the Programme Officer acting on behalf of the Inspectors appointed by the Secretary of State in relation to the new Dover District Local Plan Hearing Session being held in November 2023. The Hearing Statement was drafted by Cllr Fleck and Cllr Bott.

Councillor responses: 6 Councillors supported the Hearing Statement and it being submitted to the Programme Officer; including the Chair and Vice Chair. 3 Councillors did not respond.

Outcome: Hearing Statement approved and sent electronically to the Programme Officer on Tuesday 17th October 2023.

Recreational & Facilities Committee

Outline: Land Hire Advertising Agreement received from Aylesham4Aylesham to display two banners; one on the North side railings, one on the South side of the Market Square for their Christmas Fayre and Christmas Lights Switch-on in December. Banner advertisements to be displayed from 13/11/2023 – 24/12/2023.

Councillor responses: **3 Recreational & Facilities Committee Members supported the Land Hire Advertising Agreement, including the Vice Chair of the Council and in addition the Chair of the Council.**

Outcome: Land Hire Advertising Agreement approved as outlined above.

10.1: November 2023 Payment Schedule

Payee	Expenditure	Invoice No.	Net	VAT	Total
Staff Expenses – Parish Clerk	November Expenses – HP Instant ink. Coffee for Aylesham House.	November 2023	£20.35	N/A	£20.35
Staff Expenses – Caretaker	Park Inspections Mileage October (4 weeks) 4.3 miles per week at 0.45p per mile	N/A	£7.74	N/A	£7.74
Staff Expenses – Administration Officer	Park Inspections Mileage annual leave cover. 4.3 miles at 0.45p per mile	N/A	£1.85	N/A	£1.85
Dover District Council	Contribution to White Cliffs Countryside Partnership for 2023/2024	1013329	£8,000	£1,600	£9,600
TMA Environmental Consultants	Tree Condition Survey Market Square	INV-30400	£795	£159	£954
Envisage Groundcare Maintenance	October 2023 Invoice	1484	£853	£170.60	£1,023.60
Staff Expenses – Parish Clerk Further November expenses	Remembrance Day bunting for Market Square and Ring Doorbell Yearly Subscription	N/A	£105.97	N/A	£105.97
Expenditure that has been paid since the last Full Council Meeting (October 2023) as per Financial Regulations item 5.5					
Neil Scrivener	War Memorial Clean	06.10.23	£120.00	£24.00	£144.00
Mazars LLP	Fee in respect of their work on the Limited Assurance Review undertaken on behalf of Smaller Authorities' Audit Appointments (SAAA) for year ended 31 March 2023.	2253836	£420.00	£84.00	£504.00
Dover District Council	Parish Council Elections held in May 2023	1013244	£4,857.87	£0.00	£4,857.87
Aylesham Heritage Centre	Grant Funding 2023/2024	N/A	£202.74	N/A	£202.74

Aylesham & Rural Community Heart	Grant Funding 2023/2024	N/A	£500	N/A	£500
St Peter's Church (Community Sessions)	Grant Funding 2023/2024	N/A	£1,600	N/A	£1,600
20 th Deal (Aylesham) Scouts Group	Grant Funding 2023/2024 – after further information was requested from their July application.	N/A	£500	N/A	£500
Aylesham People's Cinema	Grant Funding 2023/2024	N/A	£941.16	N/A	£941.16
Kent Association of Local Councils	Neighbourhood Plan Virtual Training Course 21/11/23 6 attendees	8195107689	£300	£60	£360