



AYLESHAM PARISH COUNCIL

Aylesham House, Dorman Avenue South, Aylesham CT3 3AD

Date of Issue: 5th July 2023

Dear Councillor

Notice is hereby given that a meeting of the Parish Council will be held at Aylesham House on **TUESDAY 11th JULY 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 and any changes to the Register of Interest
4. To confirm the Minutes of Previous meeting held on 13th June 2023
5. To report any 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 Kent Police

Parish Council Meeting Resumes

8. Parish Clerk Report (page 3)
9. Section 101 Delegated Authority (items to note, page 3)
10. Finance, Audit & Personnel Committee
 - 10.1 To approve July 2023 payments (page 4)
11. Recreational & Facilities Committee
 - 11.1 June Committee Minutes circulated to all Cllrs and available on website. Next meeting date 18th July 2023

12. Planning, Environment & Transport Committee

12.1 June Committee Minutes circulated to all Cllrs, and available on website. The July meeting will not be quorate so will therefore be cancelled; the next Committee meeting is now 29th August 2023

12.2 Committee invite to a Teams meeting with Persimmon Homes, Kent County Council Public Rights of Way Officer, Dover District Council Officers, and District Councillor: Monday 17th July 14.00hrs to discuss Public Rights of Way in development parcels 7&8 (between Burgess Road and Kings Road)

12.3 Dover District Council Planning Application: Reference 23/00805

Proposal: Variation of Condition 2 (approved plans) to allow amendments of planning permission DOV/20/00600 (application under Section 73) (Erection of a two storey rear extension)

Location: 62 Milner Crescent, Aylesham CT3 3BJ

13. To discuss and consider any updates in relation to Aylesham House

14. Aylesham Development

14.1 To discuss and note the Dover District Council Meeting Notes from the Aylesham Development Update Meeting with Dover District Council, Persimmon Homes and BDW Homes: 6th June 2023

14.2 To receive any updates on the Demand Responsive Bus Service

14.3 To receive any updates on the Market Square Lighting Project

14.4 To discuss any new or existing issues

15. Highways Improvement

15.1 To discuss the Highways Improvement Plan

16. Spinney Wood

16.1 To receive any updates from White Cliffs Countryside Partnership

17. To discuss Aylesham Parish Council Four Year Objectives

18. To consider a joint drop-in session for Parish Councillors and Dover District Council Community Development Officer

19. To discuss proposals for a Aylesham Centenary Committee

20. Next Meeting Date; Tuesday 8th August 2023

21. Council to note that August 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.

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 Acting Assistant Clerk know in advance if you wish to speak on 07830 353872.

Agenda Item 8: Parish Clerk Report

8.1 Public Right of Way EE461/2 – between Kings Road and Cornwallis Avenue; overgrown hedges reported in May, and now lots of litter including food, broken glass and deceased hedgehogs reported to Dover District Council on 26th June 2023.

8.2 Email received from resident regarding speeding vehicles along Cornwallis Avenue, and whether traffic calming measures could be placed on the road. **To be discussed under agenda item 15.1.**

8.3 Correspondence received from ARCH – Aylesham & Rural Community Heart regarding their newly formed non-profit community organisation.

8.4 Invitation received for Councillors from Aylesham Community Trust and Bechange to a Community Celebration (invite only) on Tuesday 18th July 2023.

8.5 Invitation received from Darren Solley Parks and Open Spaces Manager at Dover District Council for a walkabout the Parish to identify areas of concern on Monday 10th July 2023.

Agenda Item 9: Section 101 Delegated Authority

9.1 Trade Waste Collection Contract for Aylesham House

Outline: Quotations sought by Parish Clerk. Biffa Waste Management was recommended to proceed on a 12-month contract at a cost of £43.33 per month plus VAT, based on a fortnightly collection. One 240L refuse bin, and one 240L mixed recycling bin provided by Biffa Waste Management is included in this price.

Councillor responses: 7 Councillors supported to approve; two Councillors did not respond.

Outcome: Approved to proceed with Biffa Waste Management waste collections contract as outlined above.

9.2 Advertising Agreement Application

Organisation: Aylesham4Aylesham

Event: Summer Fayre July 2023

Location: Market Square

Advertising details: One banner on the footpath entrance railings on the north side (opposite Dorman Avenue North). One banner on the footpath entrance railings on the south side (opposite Dorman Avenue South).

Councillor responses: To be noted at the meeting.

Outcome: To be noted at the meeting.

Agenda Item 10.1: July 2023 Payments

Payee	Expenditure	Invoice No.	Net	VAT	Total
Staff Expenses – Parish Clerk	July Expenses – HP Instant ink	July 2023	£13.74	£2.75	£16.49
Staff Expenses – Acting Assistant Clerk	Mileage to Park Site Visits June (Recreational Committee) 13.35 miles @ 0.45p per mile	N/A	£6.00	N/A	£6.00
Staff Expenses – Caretaker	Park Inspections Mileage June (4 weeks) 4.3 miles per week at 0.45p per mile	N/A	£7.74	N/A	£7.74
HM Revenue & Customs	PAYE & NI July 2023	2403	£374.13	N/A	£374.13
Safeplay Playground Services Ltd	Supply and replace Skatelite sheets (two) Skate Park	24189	£840.00	£168.00	£1,008.00
Fire Security Services Limited	Annual Fire Extinguisher Service Replacement of 1x Water Fire Extinguisher 3x Carbon Dioxide Fire Extinguishers	144156	£238.10	£47.62	£285.72
Approved expenditure that has been paid since the last Full Council Meeting (June 2023) as per Financial Regulations					
Envisage Groundcare Ltd	May Invoice (Grounds Maintenance) plus Aylesham House office clearance	1335	£1,018	£203.60	£1,221.60
UKSM	Annual PAT Testing Aylesham House	913918	£158.98	£31.80	£190.78
Greg Brown Brown's Locks, Doors & Windows	Aylesham House window key replacements	12 th June 2023	£28	N/A	£28