



AYLESHAM PARISH COUNCIL

Notice of Meeting

I hereby summon you to a **MEETING of AYLESHAM PARISH COUNCIL** to be held at **Aylesham House on Thursday 26th January 2023 at 19.00pm**

Notice dated 19th January 2023

K. Robinson Parish Clerk (Proper Officer & Responsible Finance Officer)

Business to be transacted

1. Those Present

2. Apologies For Absence

3. Declaration of Interest

To receive any declaration of interest from Members in respect of business to be transacted on the agenda

4. Minutes of Previous Meeting; November 2022

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 Report

7.3 DDC Community Development Officer

7.4 Police Report

Parish Council Meeting Resumes

8. Parish Clerk Report (Correspondence, page 4)

9. Section 101 Delegated Authority (items to be noted by Council, see pages 5&6)

10. Finance, Audit & Personnel

11.1 January 2023 Electronic Payment Schedule Approval (page 7&8)

11.2 Quarter 3 October – December 2022 Accounts

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

11.3 Budget and Precept 2023/2024

11. Recreational & Facilities

Market Square

11.1 Noticeboard

11.2 Permanent memorial request

Attlee Avenue Play Park

11.3 Flytipping

11.4 Damage to grassed area by third party contractor

11.5 Any new matters/updates

Skate Park

11.6 Graffiti vandalism

11.7 Any new matters/updates

Snowdown Recreational Field

11.8 Any new matters/updates

12. Planning

12.1 Dover District Council Planning Application Reference 22/01309

Proposal: Erection of a detached dwelling, bin storage and creation of parking (outbuilding demolished)

Location: 2 Ratling Road, Aylesham CT3 3AY

Note: This application was previously submitted, withdrawn and now re-submitted.

12.2 Dover District Council Planning Application Reference 22/01309

Proposal: Erection of a single storey side extension

Location: 46 Cornwallis Avenue, Aylesham CT3 3HE

13. CCTV

13.1 Service Level Agreement

14. Aylesham Development & Aylesham Development Update Meetings

14.1 Meeting Notes from Meeting held on 10th January 2023

14.2 Demand Responsive Transport (Bus)

14.3 Derwent Way Public Right of Way Lighting – Persimmon Homes

14.4 Market Square Lighting Project

14.5 Community Development Officer

14.6 Any new issues

15. Aylesham House (any updates)

15.1 Planning Application

15.2 Security

16. Highways Improvement Plan (any updates)

16.1 Dorman Avenue North Pedestrian Survey

16.2 Request by Sharpak Aylesham for zebra crossing on Cooting Road

17. Car Park (Dorman Avenue North) – Confidential to be held under the Public Bodies (admission to meetings) Act 1960
18. Spinney Wood
 - 18.1 Any updates
 - 18.2 Member of public permission request to metal detect.
19. Aylesham & District Community Workshop Trust
 - 19.1 Meeting held on 1st November 2022
 - 19.2 Further meeting request
20. Councillor Email Policy
21. Kent County Council Gypsy & Traveller Site Pitch Allocations Policy Consultation
22. Warm Rooms Update
23. Next Meeting Date; Tuesday 14th February 2023
24. Items for next Agenda

This notice must be sent by email to every Councillor three clear days before the meeting.

For members of the public:

Anyone wishing to speak on an item must contact the Clerk, in advance of the meeting by email no later than 4pm on the day of the meeting: clerk@ayleshampc.co.uk

www.ayleshampc.co.uk

Agenda Item 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.

To be noted by Council.

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

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.

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.

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.

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

8.8 Notification from SAAA (Smaller Authorities’ Audit Appointments Limited) regarding 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.

8.9 Resident in Boulevard Courrieres 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.

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

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.

Agenda Item 9. S101 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

Outcome: Four councillors responded with no comment 5 councillors did not respond. Therefore a submission of 'no comment' was made using s101 delegate 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

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.

9.7 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.

9.8 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.

9.9 Dover District Council Planning Application reference number 22/01525

Proposal: Erection of a two-storey side extension and front porch Location: 19 Boulevard Courrieres, 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.

Agenda Item 11.1 January 2023**Electronic Payment Schedule that includes payments made in November and December
(allowed as per Financial Regs)**

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