



AYLESHAM PARISH COUNCIL

Notice of Meeting

I hereby give you notice that a **MEETING of AYLESHAM PARISH COUNCIL** will be held at **Aylesham House for Councillors & Via Zoom for Members of the Public on Thursday 14th October 2021 at 19.00pm.** Notice dated 8th October 2021

K. Robinson Parish Clerk & RFO of the Parish Council

**Members of the Public are to still attend remotely via Zoom, due to the limited space in Aylesham House.
Please contact the Clerk at ayleshamparishcouncil@btinternet.com for the Zoom link.**

Business to be transacted

1. Those Present
2. Apologies For Absence
3. Declaration of Interest
4. Minutes of Previous Meeting
5. Matters Arising (from the previous minutes not covered elsewhere on the agenda).
6. Public Representation (Notified to Clerk in advance of the meeting, agenda items only)
7. County Cllr, District Cllr, Dover District Council & PCSO Reports
8. Parish Clerk Report (Correspondence) (page 3)
9. Section 101 Delegated Authority (see page 3)
10. Finance, Audit & Personnel Committee & Payments Approval
 - 10.1 October 2021 Payment Schedule approval (page 4)
 - 10.2 Annual Governance & Accountability Return 2020/2021 – Completion of Audit
 - 10.3 Staff Matters (Closed Section)
11. Planning Committee

Minutes from the August meeting held on 30th September have been circulated to all Councillors and placed on website.

 - 11.1 To elect a new Chair of Committee
 - 11.2 Committee vacancy
12. Recreational & Facilities Committee

No new updates, meeting not held since 5th August 2021
13. Working & Community Group Updates
 - 13.1 Working Group (with Aylesham Hub Ltd & A&SSWS)
 - 13.2 Aylesham Networking Group

- 14. Spinney Wood
 - 14.1 Winter Volunteer Dates
- 15. Aylesham Development
 - 15.1 Aylesham Update Development Meeting to be held on 21st October
 - 15.2 Section 106, developer contributions and a plan for Phase 3
 - 15.3 Entrance to Aylesham
 - 15.4 Meeting with R. Wragg (DDC) reference s106 Public Realm
- 16. Leases of Land (Closed section due to legal matters)
 - 16.1 Skate Park
 - 16.2 Attlee Avenue
 - 16.3 Market Square
- 17. Aylesham House (Closed section due to legal matters)
- 18. Market Square
 - 18.1 Damage to grass 2nd October 2021
 - 18.2 Fence around Christmas tree area
 - 18.3 Aylesham 4 Aylesham Christmas Lights and Christmas tree
- 19. Email & Communications Policy
- 20. Grounds Maintenance Contract 2022-2024
- 21. Highways Improvement Plan
- 22. The Climate and Ecological Emergency Bill (CEE Bill)
- 23. Next Meeting: Thursday 11th November 2021;
- 24. Items for next Agenda: Budget 2022/2023

This notice must be sent by email to every Member of the Council three days before the Meeting. Anyone wishing to speak on an item should contact the Clerk, in advance of the meeting by email:

ayleshamparishcouncil@btinternet.com

Please note that if you wish to photograph, or record this meeting please can you inform the Chairman prior to commencement.

Our new website www.ayleshampc.co.uk

Agenda Item 8. Parish Clerk Report

8.1 Central Boulevard New Play Park – Email from resident about safety concerns about the park and that her child had been injured and required hospital treatment due to the loose gravel on the path.

8.2 Email from EASE Labour Group requesting to use Aylesham House again for their meetings on a monthly basis, starting on Saturday 23rd October 2021. To be discussed under Agenda item 17.

8.3 Email from Abercrombie Court Management Limited requesting used of the meeting room at Aylesham House for their AGM on 26th November 2021. Item to be discussed under Agenda item 17.

8.4 Email from KALC Dover Area Committee to their next meeting to be held in person at Guston Village Hall on Wednesday 27th October at 7pm.

8.5 Email from local resident regarding parking and speeding along Dorman Avenue South.

8.6 Road Safety Week 15-21 November 2021

Agenda Item 9. S101 Delegated Authority

Full Council

9.1 Market Square – Permission for dangerous tree (T1) to be removed by Sequoia Tree Care at a cost of £400 plus VAT and a replacement tree planted in due course, and a notice to the public of the works. Permission from DDC was also received for this.

9.2 Aylesham Carnival Association – Two requests: Tommy Smith Fair to set up on Friday 1st October 2021 in the Market Square, but not to operate until the hours permitted for the Carnival Parade & Fair. Permission for Aylesham Carnival Association to display banners at the Market Square.

9.3 Aylesham House – Approval for Astra UK (Contracts) Ltd to remove asbestos found in the downstairs kitchen at a cost of £1,620 plus VAT.

9.4 Aylesham House - To close the building until further notice due to asbestos and advice received from insurers.

9.5 Event at Betteshanger Country Park 30th September 2021 to view progress on the visitor centre and mining museum. L. Prescott to attend.

9.6 Flowers for E. Barnes Community Development Officer at Dover District Council who left her role as a thank you from APC and all the community. £40 from Chairman's Allowance.

9.7 September Payment Schedule

Agenda Item 10. i) October 2021 Payment Schedule:

Cheque Number	Payee	Expenditure	Invoice Number	Net	VAT	Total
3837/38/39	Staff	Salaries	N/A	£952.19	N/A	£952.19
3830	Clerk Expenses	September Zoom & Chairman's Allowance (Flowers) postage, Ring doorbell subscription (12 months)	£187.39	£187.39	N/A	£187.39
3835	AJL Garden Services	Grounds Maintenance September Invoice	September 2021 Invoice	£665.50	N/A	£665.50
3832	Astra UK (Contracts) Ltd	Aylesham House Asbestos Report	28493	£420.00	£84.00	£504.00
3833	PKF Littlejohn LLP	AGAR 2020/2021 (External Audit)	SB20213225	£400.00	£80.00	£480.00
3834	Clerk Expenses	Laptops and equipment previously approved by Council	Dell Invoice	£4622.12	£909.66	£5,531.78