



AYLESHAM PARISH COUNCIL

Notice of Meeting

I hereby give you notice that a **MEETING of AYLESHAM PARISH COUNCIL** will be held at **Sharpak Aylesham, Cooting Road on Monday 29th November 2021 at 19.00pm.** Notice dated 25th November 2021

K. Robinson Parish Clerk & RFO of the Parish Council

Unfortunately there will be no internet access available, therefore the meeting will not be able to be viewed on Zoom.

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 & PCSO Reports
8. Parish Clerk Report (Correspondence) & Councillor Vacancy (page 3)
9. Section 101 Delegated Authority (see page 4)
10. Finance, Audit & Personnel Committee & Payments Approval
 - 10.1 November 2021 Payment Schedule approval (pages 5&6)
11. Planning Committee

Committee sent applications via S101 Delegated Authority, no responses received.
12. Recreational & Facilities Committee
 - 12.1 Two committee vacancies
 - 12.2 Damaged grass in Market Square
13. Working & Community Group Updates
 - 13.1 Working Group (with Aylesham Hub Ltd & A&SSWS) – Report from M. Fishley of DDC.
 - 13.2 Aylesham Networking Group (Community Development Officer Report)
14. Spinney Wood
15. Aylesham Development
 - 15.1 Site meeting/walk-around with Persimmon Homes, DDC & District Cllrs Wednesday 10th November
 15. S106 Monies meeting with DDC Monday 22nd November

- 15.2 S106 Public Realm Grounds Maintenance meeting with DDC Wednesday 24th November
- 15.3 Allotment Update
- 15.4 Market Square Lighting Project Update
- 16. Leases of Land
 - 16.1 Signing of Market Square Lease
 - 16.2 Signing of Attlee Avenue Lease
- 17. Aylesham House
 - 17.1 Separate meeting to be arranged once Survey has been received.
- 18. Policies Review
 - 18.1 Adoption Leave & Pay Policy
 - 18.2 Disciplinary Policy
 - 18.3 Flexible Working Policy
 - 18.4 Paternity Leave Policy
 - 18.5 Training and Development Policy
 - 18.6 Anti-Harassment and Bullying Policy
 - 18.7 Equality and Diversity Policy
 - 18.8 Performance Improvement Policy
 - 18.9 Whistleblowing Policy
 - 18.10 Data Protection Policy
 - 18.11 Expenses Policy
 - 18.12 Maternity Policy
 - 18.13 ICT Policy
 - 18.14 Sickness Absence Policy
- 19. Highways Improvement Plan
- 20. Next Meeting: Thursday 13th January 2022;
- 21. Items for next Agenda: Budget 2022/2023. Precept 2022/2023

This notice must be sent by email to every Member of the Committee three clear 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.

Members of the public can attend in person at Sharpak Aylesham, but must adhere to their COVID-19 rules: temperature checks on entering the building, facemask to be worn unless seated, everyone to be seated social distance.

Our new website www.ayleshampc.co.uk

Agenda Item 8. Parish Clerk Report

8.1 Complaint received about a caravan parked on the communal land opposite houses on Spinney Lane. Clerk reported this to DDC, it was not classed as abandoned but passed to CSU to respond to and the caravan has since been removed.

8.2 Overgrown and overhanging vegetation blocking the pavement either side of the railway bridge on Ackholt Road. Pedestrians are unable to walk on the pavement and are therefore walking on the road, which is already quite narrow. Clerk reported this to KCC and Network Rail on 4th November.

8.3 Request for War Memorial to be cleaned twice a year. Item to be deferred to Recreational & Facilities Committee meeting in January.

8.4 Aylesham & District Community Workshop Trust AGM to be held on Tuesday 30th November at 18.00pm. Clerk displayed the poster on the Parish Council Facebook page.

8.5 Aylesham & District Community Workshop Trust wrote to the Parish Council to see if Cllr Bott will be put forward as a Representative at their AGM. Clerk wrote to confirm that Parish Council Representatives can only attend meetings to view them, and answer questions if necessary however they cannot be a Trustee and have voting rights on external organisations. Aylesham Parish Council resolved last year that they would not have any Representatives on external organisations for that reason. Councillors of course can be a Trustee but only as a Local Resident, which is what S.Bott is currently, as their Chair.

8.6 Womenswold Parish Action Group would like to work with Aylesham Parish Council against the proposed further expansion of Aylesham to the South. They have already sent a petition to the Planning Department at DDC, and sent letters against the proposal to Ben Fitter-Harding at Canterbury CC plus various MP's and are encouraging their Parishioners to do the same. Clerk has sought legal advice for the Parish Council on this from KALC, which has been sent to all Councillors.

8.7 Request from Aylesham & Snowdown Social Welfare Scheme to meet with them at the Welfare Leisure Centre regarding S106 Monies and ideas they have for providing youth sessions and their health and wellbeing.

8.8 Councillor Vacancy

Agenda Item 9. S101 Delegated Authority

Full Council

9.1 Aylesham House – Replacement boiler was required at a cost of £1,512.50 plus VAT, Be-Wise Gas and Plumbing Services Ltd.

9.2 Remembrance Sunday Service – Permission given to St Peter's Church, St Finbarr's Catholic Church and Aylesham Baptist Free Church to hold the Remembrance service in the Market Square and for use of the electricity. This event was overseen by A&S Event Service.

9.3 Aylesham House – Building Survey quote from local company KCS Surveyors accepted for £1,150 plus VAT. This was reduced from £1,500 plus VAT for the Parish.

9.4 Grounds Hire Agreement adopted by Aylesham Parish Council for use of land; Market Square and Snowdown Recreational Field by Community Groups. Information for this will shortly be available on our website.

9.5 Grounds Hire Agreement – Use of Market Square from 29th November 2021 until the week of 3rd January 2022. Aylesham 4 Aylesham: Christmas tree, Christmas lighting on tree and hedgerow.

9.6 Grounds Hire Agreement – Use of Market Square on Saturday 4th December by Aylesham 4 Aylesham for Christmas lighting event.

9.7 Repair to power supply by Christmas tree area and external lockable plug socket (key to remain with Aylesham Parish Council at all times). £140 plus VAT, One Call Electrical.

Finance Committee

9.8 Aylesham Heritage Centre Grant Application – £259.23 for their annual insurance. This was decided via S101 Delegated Authority due to one member of the Committee that was present at the October meeting having an Associated Person interest.

Agenda Item 10. i) November 2021 Payment Schedule:

Cheque Number	Payee	Expenditure	Invoice Number	Net	VAT	Total
3862 3854 3855	Staff	Salaries	N/A	£872.64	N/A	£872.64
3855	Clerk Expenses	October Zoom & Three Mobile Upfront Fee		£43.39	N/A	£43.39
	AJL Garden Services	Grounds Maintenance October Invoice	October 2021 Invoice	£665.50	N/A	£665.50
3842	Astra UK (Contracts) Ltd	Aylesham House Asbestos Removal	28572	£1,620	£324	£1,944
3843	Norwood Survey Ltd Cheque paid, but is now be refunded.	Building Survey Report		£550	N/A	£550
3834	Cancelled			Cancelled	Cancelled	Cancelled
3844	Christopher Cooney	Window Cleaning Aylesham House	October 2021	£35	N/A	£35
3845	Manse Designs	Market Square Lighting Project Planning Portal Admin Fee	2021-52-INV01	£28	N/A	£28
3846	Aylesham People's Cinema	Grant 2021/2022	N/A	£510	N/A	£510
3847	Aylesham Heritage Centre	Grant 2021/2022	N/A	£259.23	N/A	£259.23
3848	Aylesham Hub Ltd	Grant 2021/2022	N/A	£1,000	N/A	£1,000
3849	Snowdown Colliery Welfare Male Voice Choir	Grant 2021/2022	N/A	£1,000	N/A	£1,000
3850	Royal British Legion	Grant 2021/2022	N/A	£20	N/A	£20

3851	Be-Wise Gas & Plumbing Services Ltd	Replacement Boiler	2125	£1,512.50	£302.50	£1,815
3852	KOHL'S Surveyors Ltd	Aylesham House Building Survey	1396	£1,150	£230	£1,380
3853	Cancelled	N/A	N/A	N/A	N/A	N/A
3856	Cancelled	N/A	N/A	N/A	N/A	N/A
3857	Surrey Hills Solicitors	Leases of Land	5963	£500	£100	£600
3858	The Vineyard Garden Centre Ltd	Market Square (Fifth Trust)		£223.63	£44.73	£268.36
3859	Safeplay Playground Services	Second quarter playground inspections October 2021	19756	£5	£1	£6
3860	Clerk Expenses	Three laptops and accessories Lenovo Pro		£5,562.32	£1,112.45	£6,674.77