



**AYLESHAM PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council**

Minutes of AYLESHAM PARISH COUNCIL meeting held on Thursday 8<sup>th</sup> April 2021 at 19.00pm via Zoom due to Covid-19.

**SUBJECT TO CONFIRMATION AT THE NEXT MEETING**

**1. Those present-**

Cllrs M.Townsend (Chair) J.Pout, I.Thomas, V.Thomas, B.Oliver, S.MacCallum, K.Sutcliffe, S.Bott, L. Prescott. Parish Clerk K.Robinson, Acting Assistant Clerk N. Purcell. Cllr L.Keen (DDC), Cllr S. Manion (KCC) No members of the public present.

**2. Apologies-**

None

**3. Declaration of Interest-**

V. Thomas, B. Oliver: Aylesham HUB Ltd  
K. Sutcliffe, S. MacCallum: Aylesham 4 Aylesham  
S. Bott: Aylesham & District Community Workshop Trust

**4. Minutes-**

March 2021

The following amendments were noted:

Item 4- states January and should read February with 7 in favour, 2 abstain for the votes.

Item 6- Public representation: T. Johnstone also mentioned about a new village sign for Spinney Lane

Item 12.1- Spelling error should read 'agreed' not 'greed'

Item 12.3- there is a resolution made about flower boxes with no details of the discussion noted prior to that resolution

Item 14- Spinney woods should read that the management plan and tree survey of the woods is to be completed by April.

**Resolved:** I. Thomas proposed the above amendments are documented. K. Sutcliffe seconded,

**Outcome:** All in favour, motion carried.

**Resolved:** It was proposed by I. Thomas, seconded by S. Bott that the minutes from the previous meeting are a true and accurate record with the above amendments noted.

**Outcome:** All in favour, motion carried.

**5. Matters Arising-**

Item 12: Recreational and Facilities Committee report states that 4 picnic benches are in place.

I.Thomas requested an explanation as to the location of two of the benches, as they were not what the previous Recreational and Facilities Committee agreed to. K. Sutcliffe, Committee Chair, responded that the current Committee had a site meeting with Ovenden Allworks Ltd to arrange

the site locations, as no documentation was given with plans for the bench locations. I. Thomas noted that he felt the locations were not appropriate.

K. Robinson noted that A. Brown from Ovenden Allworks Ltd emailed in requested a site meeting regarding the locations. K. Sutcliffe explained that events on the square were taken into consideration when siting the benches. The community have given good feedback to the location of the benches.

I. Thomas is concerned that the Committee did not bring the decision back to full council.

K. Robinson confirmed that the previous Committee did not consult full council about the previous location of the benches, there is nothing documented about the location of the benches for clarification nor a plan put forward.

**Resolved:** J. Pout proposed that the discussion moves on from this item. S. Bott seconded.

**Outcome:** 6 in favour, 3 against, motion carried.

## **6. Public Representation-**

None

## **7. County Cllr, District Cllr DDC Reports:**

**Linda Keen:**

**7.1** Apologies to hear about the death of Lawrence Knight He will be greatly missed in the community.

**7.2** L. Keen was interviewed for a news article and feels that what was printed was not quite accurate. Some of the positive things mentioned were not printed at all, or what was said was taken out of context. L. Keen provided him with facts and statistics and apologised if Councillors were unhappy with the interview.

**7.3** L. Keen has submitted her DDC Local Plan response, and will forward this to the clerk for circulation.

**7.4** Concerns over a homeless man in the area. DDC are working with him to support him.

**7.5** L. Prescott mentioned the lamp post AMC5 on Aylesham Road that is not working correctly.

**Resolved:** I. Thomas proposed that K. Robinson to send details in an email to L. Keen. B. Oliver seconded.

**Outcome:** All in favour, motion carried.

S. Bott lost connection at 19.27, returned to the meeting at 19.28

**Steve Manion:**

**7.6** S. Manion echoed his sympathies regarding Lawrence Knight saying that he would be greatly missed in the community.

**7.7** Still encouraging people to go for their symptomless testing.

**7.8** Feedback is that most people are happy with the booking system at the Kent waste and recycling centres.

**7.9** Grant from central government received toward becoming Carbon Zero by 2030.

**7.10** Trading standards have been tackling illegal tobacco suppliers across the county.

**7.11** Still waiting to hear about the progress of the flooding on Aylesham Road near the junction with Holt Street.

**7.12** M. Townsend identified the poor state of the layby on the B2046 near the A2 roundabout. S. Manion has sent an email to M. Northey at KCC, which had been sent to Councillors prior to the meeting.

PCSO report sent to Councillors in advance, No community development report received yet.

## **8. Correspondence and Clerk Report**

### **Correspondence**

**8.1** Aylesham 4 Aylesham email requesting permission to use the Market Square on Saturday 24th July for the Summer Fayre.

Members of Aylesham 4 Aylesham are placed in the waiting room.

J. Pout happy to support. Clerk has sent information to Aylesham 4 Aylesham stating that we cannot allow use of our public liability insurance. They are seeking their own insurance. I. Thomas suggested that we create a protocol to protect the Market Square after use for functions with any organisation.

**Resolved:** J. Pout proposed that the Recreational and Facilities Committee look into a protocol/agreement which states that the Market Square must be made good after use. B. Oliver seconded.

**Outcome:** 6 in favour, no votes against. Motion carried.

**Resolved:** J. Pout proposed that the council allow Aylesham 4 Aylesham to use the Market Square for the Summer Fayre event on Saturday 24<sup>th</sup> July 2021, subject to signing a protocol agreement and subject to the Government Covid-19 restrictions being lifted.

**Outcome:** 5 in favour, 1 against, motion carried.

Members of Aylesham 4 Aylesham were brought back into the meeting.

**8.2** Resident email thanking the Parish Council for displaying the Irish Flag on St Patricks Day.

V. Thomas noted that the flag is incorrect, and should be the St Patrick's cross.

**8.3** Resident email thanking the Parish Council for the additional picnic benches in the Market Square.

**8.4** Cllr Manion email regarding the B2046 layby (as you turn off the A2) which has large amounts of litter and a burnt out lorry has not been cleared and it has been suggested to lobby Canterbury City Council until the layby is cleared.

**Resolved:** S. Bott proposed that the clerk write to DDC regarding the rubbish in the layby and that the letter is published on the council's website and social media. J. Pout seconded.

**Outcome:** All in favour, motion carried.

**8.5** Kent Association of Local Councils regarding membership subscription to both KALC and NALC from 01/04/2021 to 31/03/2022.

**Resolved:** I. Thomas proposed to proceed with renewal of membership and payment of £1,530.53 (inc VAT) for the subscription to KALC/ NALC. B. Oliver seconded.

**Outcome:** All in favour, motion carried.

### **Clerk Report**

**8.6** Laptop, MS Office 365 and virus protection quotes sent to all Councillors on 5th April by Clerk for Councillors to peruse.

Discussion had as to whether the laptops presented in the quotes were of high enough specification to be future proof.

**Resolved:** J. Pout propose that the clerks go back and make a choice on laptop purchase for next meeting. B. Oliver seconded.

**Outcome:** All in favour, motion carried.

## 9. Finance Committee Payments and Approval

### i) April 2021 Payment Schedule

Cheque Number	Payee	Expenditure	Invoice Number	Net	VAT	Total
3781 3782 3783	Staff	April Salaries	N/A	£880.50	N/A	£880.50
3784	Clerk Expenses	April Zoom Website Domain 2 years	N/A	£28.78	N/A	£29.97
3785	AJL Garden Services	March Grounds Maintenance	1	£665.50	N/A	£665.50
3786	Birch Hill Services	Shed	N/A	£4,470	N/A	£4,470
3787	White Cliffs Countryside Partnership	Tree Risk & Condition Survey Spinney Woods	1	£1,469.50	£293.90	£1,763.40
3787	White Cliffs Countryside Partnership	Conservation Management Plan	2	£2,100	£420	£2,520
3787	White Cliffs Countryside Partnership	Management of Spinney Woods 2021/2022	3	£8,000	£0	£8,000

**Resolved:** S. Bott proposed that the April 2021 payment schedule is approved. B. Oliver seconded

**Outcome:** All in favour, motion carried.

ii) No Finance committee report as meeting to be held on 22<sup>nd</sup> April 2021.

## 10. Planning, Environment & Transport Committee:

**10.1** J. Pout discussed planning application updates as per the minutes from the Committee meeting held on 25<sup>th</sup> March 2021.

**10.2** There has been contact with Ash Parish Council to discuss their experiences of the process of conducting a neighbourhood plan to gather enough information for APC to make an informed decision on conducting a neighbourhood plan. The financial implications are circa £60,000 with a potential £30,000 funding available from grants. The time frame could be anything from 2-5 years for completion with Consultants are required from the start. It was identified that a neighbourhood plan may potentially not have the desired impact on the development of Aylesham as DDC may already have plans in place, which could not be altered by a neighbourhood plan. With this in mind, J. Pout circulated a presentation sheet prior to the meeting for discussion that identified alternatives to a Neighbourhood Plan that may be more achievable for Aylesham such as a Parish Plan, or a Village Design Statement.

**Resolved:** J. Pout proposed that this information is taken back to the Planning Committee, for the discussion of the pros and cons of alternative options such as a Parish Plan and a Village Design Statement. S. Bott seconded.

**Outcome:** All in favour, motion carried.

## 12 Recreational & Facilities Committee

K. Sutcliffe, Committee Chair gave the following update:

**12.1** New inspection sheets are in place for Market Square, Cripps Close, The Skate Park, and Snowdown Park.

**12.2 Market Square:** A site meeting is being arranged with the contractor to further discuss the defects on the new iron railings in the Market Square. The second access gate is ready to be installed however the Committee is awaiting an installation date from Amey. The war memorial has been cleaned, and a display box is being donated by a member of the community for the memorial crosses. DDC are being contacted to take up a previous offer to fill the gaps in the hedge. The Committee are purchasing wild flower seeds and will be on site on Saturday 10<sup>th</sup> April to clear the flowerbeds. The Committee have decided not to proceed with the installation of flowerboxes, following discussion over ongoing maintenance costs and planning permission.

I. Thomas and L. Prescott expressed concerns over the cancellation of the Flower Boxes. K.Sutcliffe and J.Pout reiterated the reasons behind the decision as mentioned above. L. Prescott suggested that the maintenance of the boxes was going to be covered by volunteers from the community, however this had not been formally arranged.

S. MacCallum gave her apologies in the 'chat' section of the meeting and left the meeting at 20:42.

**Resolved:** J. Pout proposed that the discussion moves on to the next item on the agenda. B. Oliver seconded.

**Outcome:** 5 in favour, 3 against. Motion carried.

**12.3 Skate Park/Outdoor Gym:** This has now been inspected and cleaned and is now open to the public in line with government advice.

**12.4 Snowdown:** Repair options being sought for safety mats and the bench.

**12.5 Cripps Close:** No update, this will be followed up at next meeting.

**12.6 Aylesham House:** Memorial tree location has been agreed. Kitchen equipment has arrived, awaiting an installation date from CC Kent Ltd. The S. Bicker memorial table will be relocated on site, and repair options are being sought. The shed has been installed, following an inspection it will require a new lock.

**12.7 Noticeboard sites** have been located, with initial permission obtained from DDC.

**12.8 Bicycle racks** are being installed in the agreed location of the corner Dorman Avenue South by the cafe.

**12.9** There has been discussion on social media regarding the setup of a gardening club. Advice has been given that those interested must contact the Recreational and Facilities Committee.

### **13. Working and Community Groups Update:**

J. Pout has requested minutes for the purpose of updating the Parish Council, but has been informed that no minutes are kept as no decisions are made. Becky Dyer from DDC, Aylesham Hub Ltd and ASSWS representatives attended the last meeting. ASSWS is putting forward a 3G site to DDC but it keeps being declined based on rural vs urban needs. ASSWS is concerned that the report stated that they were unwilling to work with the football foundation as they did not feel this was correct. CISWO are still being chased for contact, and it is being logged every time an attempt is made to contact them. DDC criteria for change: there is no set criteria and a roadmap for change is being created. B. Dyer is keen for transparency and will attend future meetings. S106 money is designed to be spend on a new hall, and if there is no grant finding available for equipment then DDC will look into allowing some S106 money to be spent on this. Next meeting on 24<sup>th</sup> April.

### **14. Spinney Wood**

No further update, management plan and tree survey should be received imminently and will be circulated.

## **15. Aylesham Development**

Next meeting with DDC and developers will be held on 29<sup>th</sup> April.

Things the Parish Council need to address:

**15.1** Double yellow lines outside of the Co-Op due to damage of kerbs and verge. APC were advised at the last meeting that if they wish to have double yellow lines APC will have to pursue this with KCC and costs will have to be met. I. Thomas and M. Townsend noted that there has been no request from APC for this.

**Resolved:** J. Pout proposed that the feedback is that Parish Council do not want double yellow lines outside of the Co-Op as that is not what was requested, nor what the Cllrs want. I. Thomas seconded

**Outcome:** All in favour, motion carried.

**15.2** Dorman Avenue North bollards. DDC have investigated these and it would have to be up to APC to pursue this with KCC as it is not a traffic issue. Concerns over not having any budget for this project were raised by K. Robinson.

**Resolved:** B. Oliver proposed that the Parish Council pursue the opportunity for somebody to fund the installation of bollards on Dorman Avenue North. I. Thomas seconded

**Outcome:** 6 in favour, 1 against, 1 abstain- motion carried.

## **16. Website and Social Media**

New website is up and running successfully. Social media still receiving engagement.

## **17. Bechange**

Funding for drop in sessions is to provide 2 weekly morning drop in sessions to local people for guidance and support with matters effecting them such as benefits; universal credit transition; applying for financial grants; financial support; debt management; job searching; domestic abuse drop ins. Bechange wish to continue to offer this support in a safe space without people feeling rushed or judged.

**Resolved:** I. Thomas propose that APC grant the request of funding £6,000. V. Thomas seconded

**Outcome:** All in favour, motion carried.

## **18. Aylesham Welfare Leisure Centre- Needs Analysis and Business Case Review**

Response to be deferred until next month.

## **19. White Cliffs Countryside Railway Partnership**

No update yet.

## **20. Date for Next Meeting and Items for the Agenda**

6<sup>th</sup> May 2021 via Zoom

Items to be added: motorised scooters.

## **21. AOB (For information only)**

None

**Meeting ended at 21:26pm**