



AYLESHAM PARISH COUNCIL
November 2022 Minutes

Meeting held on **Tuesday 8th November 2022** at Aylesham House

SUBJECT TO CONFIRMATION AT THE NEXT MEETING

1. Those Present

Cllrs J. Pout (Chair); S. Bott; K. Sutcliffe; B. Oliver; D. Fleck; L. Prescott; N. Purcell
(Administrator).

There were 3 members of the public present.

2. Apologies For Absence

Cllr J. Flaig – personal reasons

Cllr S. Manion (KCC)

3. Declarations of Interest

S. Bott- Bechange and Aylesham & District Community Workshop Trust

4. Minutes of Previous Meeting; October 2022

It was proposed by B. Oliver and seconded by D. Fleck and RESOLVED that the minutes from the meeting held on **10th October 2022** are a true and accurate record.

Outcome: 5 in favour, 1 abstain. Motion carried.

5. Matters Arising (from the previous minutes not covered elsewhere on the agenda)

- The Clerks are looking into options for tree planting and have re-launched the Tree Protection Order Campaign, which will be an Agenda item for January.
- Aylesham Heritage Centre have sent thanks for their successful grant, they will use the money towards their insurance and to purchase 'Aylesham Through the Years' history books.
- Payment from Dover District Council received for the bicycle racks.

19:06 - 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)-

None.

7. External Reports

7.1 County Councillor Report

Not received.



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7.2 District Councillor Report

See Appendix A (page 13).

7.3 DDC Community Development Officer

Not received. Aylesham Parish Councillors were informed that the Community Development Officer claimed he had only been invited to one Parish Council Meeting. N. Purcell confirmed invitations have been and will continue to be sent for every Full Council Meeting.

7.4 Police Report

Not received.

19:17 - Parish Council Meeting Resumes

8. Parish Clerk Report (Correspondence)

8.1 Telephone call received from a resident asking for confirmation of the date, time, and location for the public exhibition of the DDC Local Plan Reg 19 documents. The resident also explained that they had been shown a copy of the Aylesham Parish Council's draft response by Cllr Prescott to the Dover District Council Local Plan Regulation 19 and expressed their disappointment that their property was not mentioned in the response.

Noted by Council.

8.2. Email/letter received from St Peter's Church regarding their Aylesham Christmas Tree Festival 17th – 24th December. The festival is for local organisations to provide an artificial tree decorated in a way that best represents what they do. Local residents visiting the festival can nominate their favourite to win.

Resolved: It was proposed by B. Oliver and seconded by K. Sutcliffe, that Aylesham Parish Council respond explaining that the idea is supported, but on this occasion the Parish Council must politely decline.

Outcome: All in favour, motion carried.

8.3 Email invitation from Womenswold Parish Council to attend joint informal meeting with Adisham Parish Council regarding Canterbury City Council's Draft Local Plan.

To be discussed under item 12.2

8.4 Email received from Shepherdswell Parish Council about considering a joint response with them and Eythorne Parish Council in relation to Dover District Draft Local Plan Regulation 19 Consultation.

To be discussed under item 12.1

8.5 Email received from Father Jeff of The Parish of the Good Shepherd St Paul's Dover & St Finbarr's Aylesham to advise that he is retiring in January 2023 and that Father Leo their curate will take over. Father Jeff gave thanks and sent prayers to all of Aylesham.

Noted by Council.



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8.6 Email from Kent Association of Local Councils. Their AGM is to be held on Saturday 19th November 09.30am-12.30pm at Ditton Community Centre, Aylesford. As a Member of KALC we can send two representatives to the meeting, and they are asking for a contribution of £5 per person towards lunch.

Resolved: It was proposed by S. Bott and seconded by B. Oliver that Aylesham Parish Council send apologies for the KALC AGM.

Outcome: All in favour, motion carried.

8.7 Duplicate item.

9. Section 101 Delegated Authority

The following items were noted by council:

9.1 Planning Application 22/01301

Location: 36 Hyde place, Aylesham CT3 3AL

Proposal: Erection of a front porch

Outcome: 3 councillors responded with 'no comment' and 4 councillors did not respond. A submission of 'no comment' was made using s101 delegated authority.

9.2 Planning Application: 22/01309

Location: 2 Ratling Road, Aylesham CT3 3AY

Proposal: Erection of a detached dwelling, recycle/bin store and creation of parking (existing outbuilding to be demolished)

Outcome: 3 councillors objected to this proposal; 1 councillor responded with 'no comment'. 3 councillors did not respond. A submission was made objecting to this application using s101 delegated authority.

9.3 Draft Local Plan Aylesham In Touch Expenditure:

Expenditure for an A3 special edition of Aylesham In Touch Magazine. 8 pages stapled with Christmas information one side, and then an alternative front on back with Draft Local Plan content. Printing cost £500 plus delivery (to all households in the Parish: Snowdown & Aylesham) £200 exc VAT. This special edition would be "published and printed" by Aylesham Parish Council.

Outcome: 5 councillors responded in favour of this expenditure, 1 against. The expenditure was authorised using s101 delegated authority.

9.4 Public Meeting Regarding Dover District Draft Local Plan Regulation 19 Consultation

Suggestion from Clerk made to host a second public exhibition/meeting around mid-November (date to be confirmed) – when hopefully the word will have spread more/people informed about the consultations on the Dover District Draft Local Plan taking place. District



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Cllr Keen will ask for a Planning Officer/Local Plan Officer to attend this meeting where they can explain/present and answer any questions residents may have.

Outcome: 4 councillors responded in favour of this meeting; 3 councillors did not respond. This was actioned using s101 delegated authority.

10. Recreational & Facilities

10.1 Market Square

• Future Memorials

Council discussed how best to address future requests of the use of Market square for temporary tributes/memorials.

Proposal One: It was proposed by S. Bott to assess the requests 'as and when' they occur. If Council grant permission the following conditions are to be applied:

- Memorials are to be disposed of by the organiser after ORIAL days.
- No plastic, balloons or wrappers, and no naked flames.
- Memorials to be placed in one spot to be agreed by Council.

No seconder.

Proposal Two:

Resolved: It was proposed by L. Prescott that the Parish Council assess requests 'as and when' they are received. If Council grant permission the following conditions are to be applied:

- Memorials are to be disposed of by the Organiser after 14 days
- No plastic, balloons or wrappers, and no naked flames
- Memorials to be placed in one spot to be agreed by the Council.

B. Oliver seconded L. Prescott's proposal.

Outcome: 4 votes in favour, 2 against. Motion carried.

• Snowdown Colliery Pit Wheel Memorial

Cllr Sutcliffe was approached by members of the public in relation the Memorial to Snowdown Colliery.

Resolved: It was proposed by S. Bott and seconded by D. Fleck that whilst respecting the family's wishes, Aylesham Parish Council are now of the view that in order to restore the pit wheel to its original purpose, a memorial for Snowdown Colliery they would like to return Julia's plaque to her family. Cllr Sutcliffe to speak with Julia's Mum.

Outcome: All in favour, motion carried.



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- **Any new matters/updates**

St Andrew's Day is on Wednesday 30th November, appropriate flag to be flown. K. Sutcliffe and B. Oliver to put the flag up.

10.2 Attlee Avenue Play Park

No new updates. Updates will be circulated when received.

10.3 Skate Park

Independent quarterly inspection & repair quotes have been received and circulated to Councillors prior to the meeting.

Resolved: It was proposed by L. Prescott and seconded by B. Oliver to accept and proceed with the quotes received, **excluding** the following two items:

- *Skate park Play area: Exercise Push Up- Replace seat unit £2,195.00 as this is an accessible price of equipment and there is no seat unit missing.*
- *Skate park play area: Gate is missing- replace 1 item £1,995.00*

Outcome: All in favour, motion carried.

Resolved: It was proposed by S. Bott and seconded by K. Sutcliffe to request a quote to repaint and re-install the gate that is currently in storage.

Outcome: All in favour, motion carried.

10.4 Snowdown Recreational Field

Tree stumps have been removed.



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11. Finance, Audit & Personnel

11.1 November 2022 Electronic Payment Schedule Approval

Payee	Expenditure	Invoice Number	Net	VAT	Total
Envisage Groundcare Ltd	October 2022 Grounds Maintenance	-	£768	£153.60	£921.60
Aylesham in Touch (Aylesham Hub Ltd)	Aylesham Village News Special Local Plan edition – four tabloid pages plus household delivery	VN11/22/APC	£700	N/A	£700
Christopher Cooney (Clean & Simple Window Cleaning)	Window Cleaning – Aylesham House	149	£35	N/A	£35
Safeplay Playground Services	Quarterly Operational Playground Inspection Report	22160	£10	£2	£12
Staff Expenses – Parish Clerk	Zoom Subscription – October & November 2022	N/A	£28.78	N/A	£28.78
Staff Expenses – Caretaker	Park Inspections Mileage September (1 week) & October (3 weeks) 4.3 miles per week at 0.45p per mile	N/A	£7.74	N/A	£7.74

Resolved: It was proposed by S. Bott and seconded by K. Sutcliffe that the November 2022 payment schedule is accepted.

Outcome: All in favour, motion carried.

11.2 Staff Matters

The Chair moved this item to the end of the agenda

S. Bott left the room at 20:04 following a declaration of interest with agenda items 11.3 and 11.4.



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11.3 The Pantry - Funding request

A request from Bechange in partnership with Aylesham & District Community Workshop Trust has been received for £2,500 to enable The Pantry to have a discretionary hardship fund. This would increase the amount of stock to reach more people, increase the capacity of storage and assist with marketing.

- Cllr Fleck requested clarification on how the funding will be allocated.

Resolved: It was proposed by B. Oliver and seconded by L. Prescott that the Council agree to give funding in the sum of £2,500 to Bechange & Aylesham & District Community Workshop Trust for The Pantry hardship fund as outlined in their request.

Outcome: All in favour, motion carried.

11.4 Warm Spaces - Funding request

Outline: Funding request received from Aylesham & District Workshop Trust and Bechange on behalf of all six Warm Spaces Partners (Aylesham & District Community Workshop Trust, Bechange, St Peter's Church, Baptist Church, Aylesham Welfare Leisure Centre, Aylesham Library). The Warm Hub Scheme will be warm places for people to use this winter at set times each week. The funding will be used for marketing, teas, coffees and biscuits.

Amount: £500

Resolved: It was proposed by B. Oliver and seconded by D. Fleck to approve the funding request of £500.

Outcome: All in favour, motion carried.

S. Bott returned to the meeting room at 20:12

11.5 Draft Budget 2023/2024

The draft budget for 2023/24 has been prepared by the Responsible Finance Officer and circulated to all Councillors to digest, ready for discussion at the January 2023 Full Parish Council Meeting.

Resolved: It was proposed by S. Bott and seconded by K. Sutcliffe to hold an Extraordinary Meeting to discuss the budget in detail before the planned January meeting. Date to be confirmed once discussed with the RFO.

Outcome: All in favour, motion carried.



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12. Planning

12.1 Dover District Draft Local Plan Regulation 19

- Formal Response: Draft Local Plan; Sustainability Appraisal, Habitat Regulation Assessment Consultation and Infrastructure Delivery Plan Draft Consultation
Councillors have read the draft response and discussed.
Resolved: It was proposed by B. Oliver and seconded by L. Prescott that the 'not justified box' is ticked and the points within the finalised response document are copied across as for the reasons why it is not justified. Regarding SAP24, on the DDC Local Plan Regulation 19 Consultation.
Outcome: All in favour, motion carried.
Resolved: It was proposed by S. Bott and seconded by D. Fleck that section 9.0 from the finalised response document be used to submit comments regarding SAP26 on the DDC Local Plan Regulation 19 Consultation.
Outcome: All in favour, motion carried.
- Public Meeting (as per item 9.4)
Resolved: It was proposed by S. Bott and seconded by K. Sutcliffe that Aylesham Parish Council do not hold a second public meeting (exhibition) due to Dover District Council's refusal to attend.
Outcome: All in favour, motion carried.
- Request from Shepherdswell Parish Council to meet with them and Eythorne Parish Council to discuss a possible joint response for the Draft Dover Local Plan Regulation 19 Consultation.
Resolved: It was proposed by S. Bott and seconded by K. Sutcliffe that Aylesham Parish Council do not accept the request for a joint response, as they have already agreed their response. However, Aylesham PC would be happy to meet to share their response and learn from Shepherdswell PC and Eythorne PC what their feelings are and suggest that 1 or 2 councillors attend per council.
Outcome: All in favour, motion carried.

12.2 Canterbury City Draft Local Plan Regulation 18 Response

- Formal Response: Policy R1 Land at Cooting Farm, Policy R20 Aylesham South Council have received and read the draft response.
Resolved: It was proposed by S. Bott and seconded by B. Oliver to amend the wording in paragraph 3.3 to remove the phrase "grossly misleading" and just state that it is "misleading".
Outcome: All in favour, motion carried.



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- Update from informal meeting with Adisham PC, Littlebourne PC, Bekesbourne with Patribourne PC, Womenswold PC and Wingham PC
This was circulated to Councillors prior to the meeting. The next informal meeting is to be held on Wednesday 23rd November. D. Fleck will attend on behalf of Aylesham Parish Council.

13. CCTV

13.1 Update from Dover District Council

Fibre lines have been installed into the new CCTV columns, Openreach are being chased to bring the connection back to the DDC CCTV control room. Once this has happened the new cameras will be installed, once they have been and are working to specification the Service Level Agreement will be drawn up, as per the previous meeting. This update was shared to Councillors prior to the meeting.

13.2 Service Level Agreement

Awaiting Dover District Council to send the draft agreement.

14. Aylesham Development

14.1 Aylesham Development Update Meeting to be held on 15th November 2022

- Derwent Way Public Right of Way Lighting Presentation from Persimmon Homes
Yet to be received.
- Market Square Lighting Project
Parish Clerk has obtained an updated quotation from PSR Lighting and advised Council prior to the meeting to defer this decision until confirmation is received from DDC, BDW Homes and Persimmon Homes on whether they will still be funding partners in this project. Two things Council must re-consider with their decision are their maintenance and the “utility” cost of the lights – which Aylesham Parish Council would be responsible for (per the lease, and what was previously agreed).
Resolved: It was proposed by B. Oliver and seconded by D. Fleck to defer this matter until further information is received.
Outcome: All in favour, motion carried.
- Any new issues arising
None.

15. Aylesham House (any updates)

Architect Drawings have been sent to Councillors prior to the meeting.

Resolved: It was proposed by L. Prescott and seconded by B. Oliver that the planning re-model drawings are submitted to Dover District Council for planning permission.

Outcome: 5 in favour, 1 abstain. Motion carried.



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Resolved: It was proposed by B. Oliver and seconded by D. Fleck a meeting is held with Aylesham Heritage Centre to update them on Aylesham House.

Outcome: All in favour, motion carried.

16. Highways Improvement Plan (any updates)

Kent County Council will conduct a pedestrian and cyclist survey on Dorman Avenue North to collect data regarding the hoped-for installation of a zebra crossing here.

17. Car Park (Dorman Avenue North)

Before Council consider proceeding with the installation of a height barrier, the Parish Clerk has urged Council to consider legal advice to see if barrier could be put in place due to shared right of way and also urged Councillors to consider the financial implications of ownership of the strip of the car park.

Resolved: It was proposed by K. Sutcliffe and seconded by L. Prescott to defer this item pending further information.

Outcome: All in favour, motion carried.

18. Spinney Wood

18.1 Quote to remove wire mesh that is suspended from trees

As noted in the White Cliffs Countryside Partnership Annual Report there is a dangerous wire mesh suspended from trees in Spinney Wood.

- Quote from White Cliffs Countryside Partnership contractor Tree Leaf Services (payment to be made to DDC) to remove the wire mesh £300 plus VAT.
- Second quote from WCCP contractor Tree Leaf Services (payment to be made to DDC) to dispose of the wire mesh £125 plus VAT.

Resolved: It was proposed by B. Oliver and seconded by K. Sutcliffe to proceed with both quotes.

Outcome: All in favour, motion carried

18.2 Any updates/new matters

The wooden log barriers at the entrance to Spinney Wood from Wilcox Close have been painted for visibility.

19. Bus Services (bus cuts, overcrowding at peak school times)

No Updates.



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20. Remembrance Day 2022

K. Sutcliffe and B. Oliver to put up the poppy bunting in the Market Square.

21. To receive and consider written applications for the office of Parish Councillor and to Co-Opt candidates to fill the vacancies on Aylesham Parish Council

Parish Clerk re-sent the Councillor Co-Option Policy to all Councillors in advance of the meeting, to ensure that all were confident with the process. Two Candidates had applied prior to the November meeting to become a Councillor. As part of the application process the candidates were given the opportunity to introduce themselves and present to Council why they wished to become a Councillor. Councillors asked the candidates questions based on the information on their application form.

Exclusion of the public under the Public Bodies (admission to meetings) Act 1960
Candidates left the room at 21:22

Councillors discussed the merits of both applicants.

Members of the public were invited back into the meeting room at 21:26

Resolved: It was proposed by B. Oliver and seconded by L. Prescott to Co-Opt D. Miller onto Aylesham Parish Council.

Outcome: All in favour, motion carried

Resolved: It was proposed by S. Bott and seconded by D. Fleck to Co-Opt R. Miller onto Aylesham Parish Council.

Outcome: All in favour, motion carried.

The remaining members of the public left the meeting at 21:27
The next items were moved down the agenda by the Chair, as noted earlier in the minutes.
Exclusion of the public under the Public Bodies (admission to meetings) Act 1960

Resolved: Under the terms of the Public Bodies (admission to meetings) Act 1960, by virtue of the business to be transacted involving legal and staff matters, it was proposed by B. Oliver and seconded by K. Sutcliffe to move agenda item 11.2 to a closed session.

Outcome: All in favour, motion carried.

Administrator, N. Purcell left the meeting room at 21:31



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

Resolved: It was proposed by K. Sutcliffe and seconded by B. Oliver to pay the Work From Home Allowance to the Parish Clerk and Administrator until March 2023. This will be reviewed in April 2023.

Outcome: All in favour, motion carried.

Resolved: It was proposed by S. Bott and seconded by K. Sutcliffe that Council approve the updated NALC Salary Scale Points for 2022-2023 and backdate payments to 1st April 2022, for Clerk/RFO, Assistant Clerk and Administrator.

Outcome: All in favour, motion carried.

Resolved: It was proposed by S. Bott and seconded by K. Sutcliffe to increase the salary for the Clerk/Responsible Finance Officer in line with the Job Evaluation Sheet that was circulated to Councillors prior to the meeting. This is to take effect from 1st April 2023 unless Council can accommodate this sooner.

Outcome: All in favour, motion carried.

Administrator, N. Purcell re-entered the meeting room at 21:45

22. Next meeting Date

January 2023 meeting date to be confirmed.

23. Items for next Agenda

B. Oliver wishes to discuss speed in the village.

Meeting closed at 21:47

It has been agreed by Council that these minutes are a true and accurate record.

Signed..... (Chairperson) Date



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Appendix A for item 7.2 of November 2022 Aylesham Parish Council Meeting.

7.2 District Councillor L. Keen Report

- The Dover District Council “shop front grant scheme” has been extended to include businesses in both Cornwallis Avenue and Attlee Avenue.
- The Stagecoach hopper bus is due to launch in January 2023.
- Bus cuts are still impacting the rural villages, and it will be discussed at the Dover Joint Transportation Advisory Board Committee Meeting on Thursday 8th December.
- L. Keen attended the Dover District Council Draft Local Plan Regulation 19 event held at Aylesham Welfare Leisure Centre and discussed the Draft Local Plan with Dover District Council Officers.